

# TOWNSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, June 7, 2023

Watch via Live Stream on Township's YouTube:  
<https://www.youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>

4:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the June 7<sup>th</sup>, 2023 Regular Meeting of Council be adopted.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

a. [May 11<sup>th</sup>, 2023 Minutes of Community Connect Event](#)

b. [May 17<sup>th</sup>, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the May 11<sup>th</sup>, 2023 and May 17<sup>th</sup>, 2023 Meetings of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

None.

### 8. Delegations / Presentations

a. [Christene Scrimgeour, Auditor, re: 2022 Township of Blandford-Blenheim Draft Financial Statements](#)

b. [Tracy Litt, Great Lakes ATV Club – Request to use Township Roads](#)

### 9. Correspondence

#### a. Specific

i. [Tay Valley Township, Re: School Bus Stop Arm Cameras.](#)

Recommendation:

That the Township of Blandford-Blenheim support the resolution of the Township of Tay Valley urging the Provincial Government to

- a) Require all school busses to have stop arm cameras installed and paid for by the province prior to the start of the 2023 – 2024 school year, and;
- b) Underwrite the costs for the implementation and on-going annual cost for administrative Monetary Penalties in small and rural municipalities.

ii. [Ken Whytock, Re: Request to repaint the Rainbow Crosswalk in Drumbo.](#)

Recommendation:

That permission be granted to Ken Whytock for a Rainbow Crosswalk to be painted on the road surface at the intersection of Centre Street and Pinkham Street for the month of June 2023

iii. [Safe & Well Oxford, Re: Call to end homelessness.](#)

Recommendation:

WHEREAS the homelessness crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

WHEREAS municipalities and local social service providers are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the federal and provincial government on an emergency basis to develop,

resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT Council of the Township of Blandford-Blenheim call on the federal and provincial governments to urgently:

- i. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- ii. Commit to ending homelessness in Ontario;
- iii. Work with Association of Municipalities of Ontario (AMO) and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health, the Minister of the Solicitor General, MPP Ernie Hardeman, Oxford MP; to the Association of Municipalities of Ontario and to the County of Oxford

iv. [Safe & Well Oxford. Re: Opioid crisis in Ontario](#)

Recommendation:

WHEREAS the Township of Blandford-Blenheim recognizes that challenges of mental health, addictions, specifically opioids, and homelessness are complex issues that have a significant and detrimental impact on the residents of the County of Oxford and surrounding areas within Ontario;

WHEREAS addressing and responding to these issues has placed extreme stress on all levels of municipal and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within the County of Oxford and surrounding areas;

WHEREAS mental health, opioids and homelessness trends are, in recent years, at an all-time high and such prevalence is impacting the overall well-being of the people of the County of Oxford and surrounding areas;

WHEREAS Council acknowledges that approaches to addressing and responding must include diverse and inclusive approaches to these issues, and should not be viewed as a single solution response;

WHEREAS addressing and responding will require strategies and practices specific and uniquely designed for the County of Oxford and surrounding communities;

WHEREAS Council accepts that the responsibility to address these challenges rests with community stakeholders, partners, residents, as well as federal and provincial governments and agencies;

WHEREAS challenges of mental health, addictions and homelessness are not unique to the County of Oxford and surrounding areas within Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council provide direction to staff to send a letter to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health, the Minister of the Solicitor General, MPP Ernie Hardeman, Oxford MP; to the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA) and to the County of Oxford advocating for additional resources to combat the opioid crisis in Ontario.

v. [Plattsville Community Fun Day Committee](#)

Recommendation:

Be it hereby resolved that whereas Regulation 389/91 of the Liquor License Act was amended in 2011; and,

Whereas Regulations require that an applicant for a Special Occasion Permit for a Public Event request the municipality to designate the event as an event of municipal significance;

Be it hereby resolved that the Plattsville Community Fun Day at the Plattsville Park on June 17, 2023 be declared an event of municipal significance.

**b. General**

- i. [Safe & Well Oxford, April 20, 2023 steering committee meeting minutes](#)
- ii. [Safe & Well Oxford, May 23, 2023 steering Committee meeting minutes](#)

Recommendation:

That the general correspondence items be received as information.

## 10. Staff Reports

### a. Jim Harmer – Drainage Superintendent

#### i. [DS-23-08 – Monthly Report](#)

Recommendation:

That Report DS-23-08 be received as information.

### b. Drew Davidson – Director of Protective Services

#### i. [FC-23-08 – ATV Club Noise By-law exemption](#)

Recommendation:

That Report FC-23-08 be received;

And further that Council directs staff to permit the Great Lakes ATV Club an exemption to the township Noise & Vibration By-Law between the hours of 7pm -11pm on August 29th, 2023 and September 16th, 2023 to permit their members to ride their ATV on a private trail within the township.

### c. Jim Borton – Director of Public Works

#### i. [PW-23-11 – Monthly Report](#)

That Report PW-23-11 be received as information

### d. Trevor Baer, Manager of Community Services

#### i. [CS-23-09 – Monthly Report](#)

Recommendation:

That Report CS-23-09 be received as information.

### e. Denise Krug, Director of Finance

#### i. [TR-23-10 - Appointment of Auditor 2023 – 2027](#)

Recommendation:

That Report TR-23-10 be received as information;

And further that Scrimgeour & Company CPA Professional Corporation be appointed as Auditor for the Township of Blandford-Blenheim for 2023 to 2027 at the rate of \$25,500 plus HST for 2023 with inflationary increases for the years 2024 to 2027, based on CPI.

### f. Rodger Mordue, CAO/Clerk

#### i. [CAO-23-09 – Employee Manual](#)

Recommendation:

That report CAO-23-09 be received; and,

That Council direct staff to prepare a by-law to adopt the comprehensive 2023 Employee Manual

ii. [CAO-23-10 – Animal Control By-law](#)

Recommendation:

That report CAO-23-10 be received as information; and,

That no action be taken with the request to amend the Township's animal Control By-law to alter the list of animals animals prohibited from being kept in the Township of Blandford-Blenheim.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Closed Session**

- a. Personal matters about an identifiable individual, including municipal or local board employees.

Re: Staffing

**14. Motions and Notices of Motion**

**15. New Business**

**16. By-laws**

- a. [2368-2023, Being a by-law to adopt the Employee Manual;](#)
- b. [2369-2023, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2368-2023 & 2369-2023.

Recommendation:

That the following By-laws be now given a third and final reading: 2368-2023 & 2369-2023.

**17. Other**

## **18. Adjournment and Next Meeting**

Wednesday, June 17<sup>th</sup>, 2023 at 4:00 p.m.

Recommendation:

That Whereas business before Council has been completed at \_\_\_\_\_ pm;

That Council adjourn to meet again on Wednesday, June 17<sup>th</sup>, 2023 at 4:00 p.m.

# MINUTES

Council met at 7:00 p.m. for the Community Connect event.

Present: Mayor Peterson, Councillors Banbury, Barnes, Demarest and Young.

Staff: Baer, Belanger, Borton, Davidson, Degier, Harmer, Krug, Matheson, Mordue, Scherer

Other: Dustin Robson, Oxford County Planning  
Jeremy Gough, MPAC  
PC Sarah East, Oxford OPP

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Demarest  
Seconded by – Councillor banbury

Be it hereby resolved that the agenda for the May 11, 2023 Community Connect be adopted.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

## 6. Business Arising from the Minutes

## 7. Public Meetings

### a. Community Connect

Approximately 26 members of the public attended the informal drop in session to ask questions of Council and staff

## 8. Delegations / Presentations

**9. Correspondence**

**10. Staff Reports**

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

**16. By-laws**

**17. Other Business**

**18. Adjournment and Next Meeting**

**RESOLUTION #2**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Whereas business before Council has been completed at 9:02 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on  
Wednesday, May 19<sup>th</sup>, 2023 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Rodger Mordue CAO / Clerk  
Township of Blandford-Blenheim

# MINUTES

Council met at 4:00 p.m. for their second Regular Meeting of the month.

Present: Mayor Peterson, Councillors Banbury, Barnes, Demarest and Young.

Staff: Baer, Borton, Davidson, Harmer, Krug, Mordue and Matheson.

Other: Robson, Planner.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the May 17<sup>th</sup>, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. May 3<sup>rd</sup>, 2023 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the May 3<sup>rd</sup>, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

### a. Public Meeting Under the Planning Act

- i. Application for Zone Change – ZN-23-06 (Boudreau)
- ii. Application for Zone Change – ZN-23-07 (Thomas)

#### **RESOLUTION #3**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider an application for zone change:

ZN1-23-06 – Hartung & Harrison &

ZN1-23-07 – Thomas;

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the first report (ZN1-23-06), recommending approval. The applicants were in attendance. Council did not ask questions or make comment. No one in attendance spoke for or against the application. Council did not receive any comments from the public respecting this application.

The Planner presented the second report (ZN1-23-07), recommending approval. The applicants were in attendance. Council did not ask questions or make comment. No one in attendance spoke for or against the application. Council did not receive any comments from the public respecting this application.

#### **RESOLUTION #4**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Public Meeting be adjourned and that the Regular Meeting of Council reconvene.

.Carried

#### **RESOLUTION #5**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Wayne & Kim Boudreau whereby the lands described as Part Lot 22, Concession 1 (Blenheim), in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-G5)' to permit a garden suite for a temporary time period of ten (10) years from May 17, 2023 to May 17, 2033.

.Carried

#### **RESOLUTION #6**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Darren, Kelly & Jason Thomas whereby the lands described as Part Lot 7, Concession 13 (Blenheim), in the Township of Blandford-Blenheim will be amended to permit a Garden Suite on the subject lands for a ten (10) year period from May 17, 2023 to May 17, 2033.

.Carried

## **8. Delegations / Presentations**

- a. **Pamela Antonio and Frank Gross, County of Oxford, Re: Transitioning the Blue Box Program to Extended to Producer Responsibility**

Antonio and Gross presented the information. Council asked questions and made comment. Antonio and Gross responded accordingly.

#### **RESOLUTION #7**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Council receive the delegation from Pamela Antonio and Frank Gross regarding transitioning the blue box program to extended producer responsibility..

.Carried

- b. **Angela Bender, Re: Township's Animal Control By-law**

Bender presented the request for the Township to amend the Animal Control By-law to include a provision for Ball Pythons. Specifically, Bender wanted to allow ball pythons, with a registration process for owners and

breeders. Council directed staff to bring a report forward with further information.

**RESOLUTION #8**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Council receive the delegation from Angela Bender regarding the Township's Animal Control By-law.

.Carried

**9. Correspondence**

a. Specific

None.

b. General

i. AORS – 2023 Annual Trade Show

**RESOLUTION #9**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the general correspondence items be received as information.

.Carried

**10. Staff Reports**

**a. Drew Davidson – Director of Protective Services**

i. FC-23-06 – Monthly Report

**RESOLUTION #10**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

That Report FC-23-06 be received as information.

.Carried

**b. John Scherer – Chief Building Official**

i. CBO-23-05 – Monthly Report

**RESOLUTION #11**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report CBO-23-05 be received as information.  
.Carried

**c. Trevor Baer – Manager of Community Services**

i. CS-23-07 – Community Group Fundraising Project – Rubber  
Playground Flooring

**RESOLUTION #12**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report CS-23-07 be received; and,

That Council approve the project to install rubber flooring in the playground  
area of the Plattsville Park, funded wholly by donations received; and,

That Council authorize the Township to hold the funds for this project and  
to issue donation receipts for all donations in excess of \$20 made toward  
this project.

.Carried

**d. Rodger Mordue – Chief Administrative Officer / Clerk**

i. CAO-23-08 – Flag Protocol Policy Review

**RESOLUTION #13**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report CAO-23-08 be received as information;  
and,

That the revised Flag Protocol Policy for the Township of Blandford-  
Blenheim be adopted; and.

That staff be directed to arrange for the installation of a Community Flag  
pole at the Township Administration Office.

.Carried

## 11. Reports from Council Members

Mayor Peterson reported that he attended the Plattsville breakfast and was happy with the amount of people who attended.

Mayor Peterson also reported the Princeton fireworks are this Saturday, May 20<sup>th</sup>, starting at 8:30 p.m. Rain date is Sunday, May 21<sup>st</sup>.

## 12. Unfinished Business

None.

## 13. Motions and Notices of Motion

None.

## 14. New Business

None.

## 15. Closed Session

None.

## 16. By-laws

- a. 2365-2023, Being a By-law to amend zoning by-law 1360-2002 (ZN1-23-06 Boudreau);
- b. 2366-2023, Being a By-law to amend zoning by-law 1360-2002 (ZN1-23-07 (Thomas)); and,
- c. 2367-2023, Being a By-law to confirm the proceedings of Council.

### **RESOLUTION #14**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2365-2023, 2366-2023, & 2367-2023.

.Carried

### **RESOLUTION #15**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time: 2365-2023, 2366-2023, & 2367-2023.

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #16**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:07 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, June 7<sup>th</sup>, 2023 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Deputy Clerk  
Township of Blandford-Blenheim

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

DRAFT

**TOWNSHIP OF BLANDFORD-BLENHEIM  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Change in Net Financial Assets
-7-	Notes to the Financial Statements
-14-	Schedule 1 - Schedule of Tangible Capital Assets
-15-	Schedule 2 - Schedule of Segmented Information

## INDEPENDENT AUDITOR'S REPORT

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**To the Members of Council, Inhabitants and Ratepayers of the Township of Blandford-Blenheim**

### **Opinion**

We have audited the accompanying financial statements of Township of Blandford-Blenheim (the "Township"), which comprise the Statement of Financial Position as at December 31, 2022, and Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Township of Blandford-Blenheim as at December 31, 2022 and its financial performance and its cash flows and change in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis of Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**June 7, 2023**  
**London, Canada**

**LICENSED PUBLIC ACCOUNTANT**

**TOWNSHIP OF BLANDFORD-BLENHEIM  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2022**

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash	\$ 5,458,442	\$ 4,446,249
Taxes receivable	1,087,913	876,791
Accounts receivable	2,416,671	1,639,773
	<b>8,963,026</b>	6,962,813
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,612,890	1,322,700
Deferred revenue (note 1.g), (note 6)	1,818,725	1,620,708
Net long-term liabilities (note 7)	230,000	460,000
	<b>3,661,615</b>	3,403,408
<b>NET FINANCIAL ASSETS</b>	<b>5,301,411</b>	3,559,405
<b>NON-FINANCIAL ASSETS (note 1.d)</b>		
Tangible capital assets (note 1.e) (Schedule 1)	37,855,845	38,248,149
Capital work in progress	981,446	843,446
Prepaid supplies	37,998	44,322
	<b>38,875,289</b>	39,135,917
<b>ACCUMULATED SURPLUS (note 8)</b>	<b>\$ 44,176,700</b>	\$ 42,695,322

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM  
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Budget 2022	Actual 2022	Actual 2021
<b>REVENUE</b>			
Taxation revenue	\$ 6,197,635	\$ 6,168,761	\$ 5,652,381
User charges	499,059	733,365	555,552
Government grants (note 15)	1,924,267	2,032,613	2,283,088
Investment income	35,678	106,357	46,466
Penalty and interest on taxes	130,000	128,491	138,260
Other	1,500	104,560	4,806
	<b>8,788,139</b>	<b>9,274,147</b>	<b>8,680,553</b>
<b>EXPENDITURES</b>			
General government	1,078,249	1,134,815	1,075,931
Protection to persons and property	2,057,289	2,399,494	2,138,973
Transportation services	2,331,193	3,915,660	3,641,309
Health	120,929	93,194	92,450
Recreation and cultural development	795,301	1,069,742	963,384
Planning and development	147,518	132,690	91,760
	<b>6,530,479</b>	<b>8,745,595</b>	<b>8,003,807</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES BEFORE OTHER REVENUE (EXPENDITURES)</b>			
	<b>2,257,660</b>	<b>528,552</b>	<b>676,746</b>
<b>OTHER REVENUE (EXPENDITURES)</b>			
Government transfers related to capital	565,350	706,254	183,400
Developer and other contributions related to capital	1,164,051	156,276	399,674
Gain (loss) on disposal of capital assets	-	90,296	420,270
Repayment of property taxes (note 14)	-	-	(1,680,531)
	<b>1,729,401</b>	<b>952,826</b>	<b>(677,187)</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE) FOR THE YEAR</b>			
	<b>3,987,061</b>	<b>1,481,378</b>	<b>(441)</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>			
	<b>42,695,322</b>	<b>42,695,322</b>	<b>42,695,763</b>
<b>ACCUMULATED SURPLUS, END OF YEAR (NOTE 8)</b>			
	<b>\$ 46,682,383</b>	<b>\$ 44,176,700</b>	<b>\$ 42,695,322</b>

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	2022	2021
<b>OPERATIONS</b>		
Excess of revenue over expenditures (expenditures over revenue) ((page 4)	\$ 1,481,378	\$ (441)
Non-cash changes to operations		
Amortization of tangible capital assets	1,976,660	1,859,851
Loss (gain) on disposal of capital assets	45,243	90,555
Changes in non-cash operating balances (A)	(499,813)	(933,570)
	<b>3,003,468</b>	<b>1,016,395</b>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(1,629,599)	(2,220,891)
Decrease (increase) in work in progress	(138,000)	260,997
Decrease (increase) in prepaid expenditures	6,324	(889)
	<b>(1,761,275)</b>	<b>(1,960,783)</b>
<b>FINANCING</b>		
Net change in long-term debt	(230,000)	(230,000)
	<b>(230,000)</b>	<b>(230,000)</b>
Net change in cash position during the year	<b>1,012,193</b>	<b>(1,174,388)</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>4,446,249</b>	<b>5,620,637</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 5,458,442</b>	<b>\$ 4,446,249</b>

(A) Net change in non-cash operating balances includes the net change in taxes receivable, accounts receivable, accounts payable and accrued liabilities and deferred revenue.

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Budget 2022	Actual 2022	Actual 2021
Excess of revenue over expenditures (expenditures over revenue) (page 4)	\$ 3,987,061	\$ 1,481,378	\$ (441)
Amortization of tangible capital assets	-	1,976,660	1,859,851
Acquisition of tangible capital assets	(3,272,294)	(1,629,599)	(2,220,891)
(Gain) Loss on sale of tangible capital assets	-	45,243	90,555
Increase in work in progress	-	(138,000)	260,997
Increase in prepaid expenditures	-	6,324	(889)
Increase (decrease) in net financial assets	714,767	1,742,006	(10,818)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>3,559,405</b>	<b>3,559,405</b>	3,570,223
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>4,274,172</b>	<b>\$ 5,301,411</b>	\$ 3,559,405

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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The Corporation of the Township of Blandford-Blenheim (the Township) is a lower-tier Township in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

**1. Significant accounting policies**

The financial statements of the Township are the representation of management prepared in accordance with Canadian public sector accounting standards.

The focus of these financial statements is on the financial position of the Township and changes thereto. The Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represents the financial position of the Township and is the difference between financial assets and liabilities. This information explains the Township's overall future revenue requirements and its ability to finance activities and meet its obligations.

**a. Reporting entity**

These statements reflect the financial assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in tangible capital assets of the Township and all committees of Council.

**b. Trust funds**

Trust funds and their related operations administered by the Township are not consolidated, but are reported separately on the Trust Fund Statements.

**c. Revenue recognition**

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**d. Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the Change in Net Financial Assets for the year.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

---

**1. Significant accounting policies continued**

**e. Tangible capital assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings and structures	15 to 40 years
Fleet	8 to 30 years
Machinery, equipment, furniture and fixtures	5 to 25 years
Infrastructure - transportation	15 to 50 years
Infrastructure - drainage	80 years
Bridges and other structures	30 to 80 years
Streetlights	25 years

Amortization is charged for a half year in the year of acquisition and in the year of disposal.

The Township has a capitalization threshold of \$5,000 so that individual assets of lesser value are expenses unless they are pooled because collectively they have significant value.

**i. Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

**ii. Contributions of tangible capital assets**

Tangible capital assets received as contributions are recorded at their fair market value at the date of receipt. The fair value is also recorded as contributed revenue.

**f. Short-term investments**

Short-term investments are recorded at cost. Market value approximates cost.

**g. Deferred revenue**

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed, or the tangible capital assets are acquired.

**h. Financial instruments**

Financial instruments of the Township consist mainly of cash, accounts and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**1. Significant accounting policies continued**

**i. Use of estimates**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

**j. Budget**

The Township's Council completes separate budget reviews for its operating and capital budget each year. The approved operating budget for 2022 is reflected on the Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from surplus funds and by application of applicable grants or other funds available to apply to capital projects.

**2. Trust funds**

Trust funds administered by the Township amounting to \$224,393 (2021 - \$218,813) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus.

**3. Investments**

The Township does not own any short-term investments.

**4. Pension agreements**

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay. The amount contributed to OMERS for 2022 was \$169,466 (2021 - \$163,245) for current service and is included as an expenditure on the Statement of Operations and Accumulated Surplus. The Township had no obligation, as of December 31, 2022, under the past service provisions. The OMERS funding ratio for 2022 is 95.0% (2021 - 97.0%).

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**5. Operations of School Boards and the County of Oxford**

The Township is required to bill, collect and remit taxation revenue on behalf of the School Boards and the County of Oxford pursuant to provincial legislation. The Township has no jurisdiction or control over the operations of these entities or the setting of their tax rates. Therefore, the taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards and the County are not reflected in these financial statements. Taxation revenue billed and requisitions paid on behalf of the School Boards and County of Oxford are not reflected in the Statement of Operations and Accumulated Surplus and are comprised of the following:

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	<b>School Boards</b>	<b>County</b>
Taxation	\$ 3,267,416	\$ 5,732,347
Requisitions	\$ 3,267,416	\$ 5,732,347

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**6. Deferred revenue**

The deferred revenue balance is comprised of the following:

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	<b>2022</b>	<b>2021</b>
Development charges	\$ 32,135	\$ 105,104
Federal gas tax	1,613,107	1,348,804
Safe Restart	103,145	161,370
Other	70,338	5,430
	<b>\$ 1,818,725</b>	<b>\$ 1,620,708</b>

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**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**7. Long-term liabilities**

**a. Composition of long-term liabilities**

The balance of long-term liabilities reported on the Statement of Financial Position is made up of the following:

	2022	2021
Total long-term incurred by the Township outstanding at the end of the year amount to:	\$ 262,890	\$ 499,514
Of the long-term liabilities above, the responsibility for payment of principal and interest charges for tile drain loans assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(32,890)	(39,514)
	\$ 230,000	\$ 460,000

**b. Debt retirement**

Of the net long-term liabilities in note 7.a, the minimum principal repayments required are estimated as follows:

	Recovered from taxpayers	Recovered from Taxation
2023	\$ -	\$ 230,000

**c. Approval**

The long-term liabilities in a. issued in the name of the Township have received approval of the Ontario Municipal Board for those approved on or before December 31, 1992. Those approved on or after January 1, 1993 have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

**d. Contingent liability**

The Township is contingently liable for long term liabilities with respect to tile drainage loans. The total amount outstanding as at December 31, 2022 is \$32,890 (2021 - \$39,514) and is not recorded on the Statement of Financial Position.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**7. Net long-term liabilities continued**

**e. Interest**

The Township paid interest on its long-term liabilities of \$12,945 (2021 - \$20,351).

**8. Accumulated Surplus**

The accumulated surplus is comprised of the following:

	2022	2021
<b>Surplus (deficit)</b>		
Operations	\$ (31,186)	\$ 314,908
Invested in tangible capital assets	38,540,521	38,651,650
<b>Reserves</b>	<b>5,667,365</b>	3,728,764
<b>ACCUMULATED SURPLUS</b>	<b>\$ 44,176,700</b>	<b>\$ 42,695,322</b>

**9. Tax revenue**

Property tax billings are prepared by the Township based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Township were reviewed and new values established based on a common valuation date which was used by the Township in computing the 2022 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the Township of Blandford-Blenheim and the appropriate school boards.

**10. Commitments**

The Township entered into a policing contract with the Ontario Provincial Police. The contracted amount paid for 2022 was \$968,616 (2021 - \$965,556).

**11. Public sector salary disclosure**

There are four employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more by the Township.

**12. Contaminated sites**

The Township has reviewed their land inventory in accordance with PSAB 3260 for possible contamination. The Township has not recognized a liability for contaminated sites at the Township does not expect that future economic benefits will be given up for remediation of any properties.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**13. Segmented Information**

Segmented information is presented on Schedule 2. The Township is a diversified Township and provides a wide range of services to its citizens including police through contracted services, fire, transportation and community services including recreation and planning. The general government segment includes such functions as finance, council and administrative offices.

**14. Annexation**

On August 17, 2005 the Minister of Municipal Affairs and Housing issued a restructuring order to allow an area of approximately 2,900 acres to be annexed into the Corporation of the City of Woodstock from the Township. The effective date of the annexation was September 1, 2005. The Township and the City of Woodstock also entered into a compensation agreement whereby the City will effectively pay the Township a base amount for the loss of current tax revenue and a percentage of future tax revenue. The future tax revenue will depend on the level of development of the annexed lands. This compensation is included in Government Grant revenue on the Statement of Operations and Accumulated Surplus. During the year ended December 31, 2021, the Township received final property tax appeals on these annexed lands that were filed under the Assessment Act and the Municipal Act and paid the City of Woodstock \$1,680,531 for their share of these appeals in 2021.

**15. Significant event**

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Township has followed the Provincial directions regarding essential services and as a result, closed some of its services as required. It is unclear the total financial impact the COVID-19 virus will have on the Township. During the year ended December 31, 2022, the Township recognized \$58,225 (2021 - \$87,765) grant revenue under the Safe Restart Provincial program. Council and staff continue to monitor the situation.

**16. Comparative balances**

Certain comparative balances have been reclassified to conform with the current year's financial statement presentation.

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**TOWNSHIP OF BLANDFORD-BLENHEIM  
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Land and Land Improvements	Buildings	Fleet	Machinery and Equipment	Furniture and Fixtures	Bridges and Roads	2022 Total	2021 Total
<b>COST</b>								
Balance, beginning of year	\$ 5,586,732	\$ 8,905,082	\$ 4,204,246	\$ 3,619,423	\$ 1,167,597	\$ 47,103,839	\$ 70,586,919	\$ 68,769,761
Add:								
Additions during the year	370,430	127,781	110,784	128,039	109,629	782,936	1,629,599	2,220,891
Less:								
Disposals during the year	-	(13,784)	(23,745)	-	-	(134,251)	(171,780)	(403,733)
Balance, end of year	5,957,162	9,019,079	4,291,285	3,747,462	1,277,226	47,752,524	72,044,738	70,586,919
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	778,143	3,812,713	2,202,969	1,719,039	715,779	23,110,127	32,338,770	30,792,097
Add:								
Amortization during the year	74,371	206,706	258,600	237,021	53,328	1,146,634	1,976,660	1,859,851
Less:								
Disposals during the year	-	(13,784)	(23,745)	-	-	(89,008)	(126,537)	(313,178)
Balance, end of year	852,514	4,005,635	2,437,824	1,956,060	769,107	24,167,753	34,188,893	32,338,770
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>\$ 5,104,648</b>	<b>\$ 5,013,444</b>	<b>\$ 1,853,461</b>	<b>\$ 1,791,402</b>	<b>\$ 508,119</b>	<b>\$ 23,584,771</b>	<b>\$ 37,855,845</b>	<b>\$ 38,248,149</b>

This schedule is provided for information purposes only.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
SCHEDULE 2 - SCHEDULE OF SEGMENTED INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	General Government	Protective Services	Transportation	Health	Recreation and Culture	Planning and Development	Total
<b>REVENUE</b>							
Taxation	\$ 6,168,761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,168,761
User fees	50,345	277,344	18,775	54,005	318,576	14,320	733,365
Government grants	1,825,075	61,562	110,468	-	-	35,508	2,032,613
Investment income	100,836	-	-	5,521	-	-	106,357
Penalty and interest on taxes	128,491	-	-	-	-	-	128,491
Other	-	600	-	1,000	102,960	-	104,560
Repayment of property taxes (note 14)	-	-	-	-	-	-	-
Capital revenue	162,147	1,128	347,841	-	441,710	-	952,826
	8,435,655	340,634	477,084	60,526	863,246	49,828	10,226,973
<b>EXPENDITURES</b>							
Salaries and benefits	685,718	606,505	932,732	23,823	398,658	99,703	2,747,139
Materials, goods and services	418,259	1,577,919	1,551,878	68,926	379,997	24,817	4,021,796
Amortization	30,838	215,070	1,431,050	445	291,087	8,170	1,976,660
	1,134,815	2,399,494	3,915,660	93,194	1,069,742	132,690	8,745,595
<b>EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)</b>	\$ 7,300,840	\$ (2,058,860)	\$ (3,438,576)	\$ (32,668)	\$ (206,496)	\$ (82,862)	\$ 1,481,378

This schedule is provided for information purposes only.

## Rodger Mordue

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**From:** Tracy Litt <tracylitt15@gmail.com>  
**Sent:** May 30, 2023 8:37 PM  
**To:** Rodger Mordue; Tina Young  
**Subject:** Request to Amend By-Law 2278-2021 - ORV/ATV Road Access within Blandford-Blenheim  
**Attachments:** OFATV\_GLATV - ATV Bylaw proposal (2) 1 1 (1).pptx; On-Road Riding - OFATV.jpg

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Good Evening Rodger and Township Council,

My name is Tracy Litt and I am a resident of Bright. I look forward to meeting you as the delegate at the Council meeting on June 7, 2023.

My husband and I are members of the Great Lakes ATV Club which is a local club and a proud member of the Ontario Federation of ATV Clubs. There is an ATV Trail on private land known as the Innerkip Trail however the Trail Heads are in Blandford-Blenheim Township. We are asking Township Council to consider amending the current By-Law Number 2278-2021 to allow access to Township Roads within Blandford-Blenheim. Section 191.8(3) of the Highway Traffic Act, R.S.O. 1990, c. H.8 (as amended) authorizes Municipalities to pass a by-law permitting the operation of Off-Road Vehicles on any roadway that is under the jurisdiction of the Municipality or on any part or parts of such a roadway.

I have attached a PowerPoint presentation and the On road riding poster in this email and will send some follow up documents in subsequent emails as the files are large.

Please reply with acceptance of each email.

Best Regards,  
Tracy Litt

# REQUEST FOR ATVs ON TOWNSHIP ROADWAYS

TOWNSHIP OF  
BLANDFORD-BLENHEIM



# PURPOSE/REQUEST

## ORV – Off-Road Vehicle – Includes ATV's, UTV's (Utility Terrain Vehicles) and Side by Sides

- The purpose of this presentation to Township Council of Blandford-Blenheim is to request an amendment to the current by-law 2278-2021 allowing **ROAD ACCESS to ORVs** within our Township.
- Having the ORV/ATV by-law amended will not only allow for a continuation of an ATV trail system across our province but will allow both the citizens of the Township and future visitors to participate in a safe, enjoyable, family-oriented form of recreation while boosting tourism and enhancing economic Development within our Township.



# BENEFITS TO COMMUNITY

- Provide a family-oriented activity where all family members can participate in an exciting and fun outdoor activity
- Expose local businesses and tourism through QuadOn and google maps in Drumbo, Plattsville, Princeton, Bright and neighbouring communities.
- Economic development through an increase of local economic activity with ATV participants and visitors, spending dollars for gas, food and lodging at local businesses.



# OUR LOCAL CLUB

- The Great Lakes ATV Club is a proud member of Ontario Federation of ATV Clubs (OFATV), is a not-for-profit organization established in 2003 that builds and maintains trails in Oxford County and Brant Counties, allowing ATV riders to take in the amazing scenery this area has to offer. With our team of dedicated volunteers, we currently monitor trails located on private land, varying from beginner to intermediate trails.
- The GLATV Club has charity rides to support our community such as the Ride for Fire which raised funds last year for the Bright Fire Department. We have participated in the Bright Santa Clause Parade and would like the opportunity to participate in other events within the Blandford Blenheim Township.
- With Road Access, we could promote more charity events in the future and save the parking lot at the trail for those travelling from out of town. The locals would be able to drive to the trail system legally and be bound by the by-law and HTA Regulations.



# ONTARIO HIGHWAY TRAFFIC ACT



- Section 191.8 provides authority for municipalities to regulate the use of ORVs/ATVs on roads within the municipality with the reaction of a bylaw.
- In the absence of a bylaw, no ATV access to roads is permitted
- Regulation 316 provides the description of an ATV and describes the regulations for use on roads



# PUBLIC SAFETY - ATVS ON COMMUNITY STREETS

**To promote Public Safety, the local ATV club can provide riders with educational materials that promote safety on the roads.**

**See On Road Riding poster attached.**

## **BE A SAFE AND RESPONSIBLE ATV RIDER**

- Know your ATV and read your operator's manual before riding.
- Do a pre-ride inspection and check oil, gas and other fluid levels, lights, brakes and tire air pressures.
- Stay in control. Never ride beyond your skill level or abilities.
- Always ride according to trail, road and weather conditions.
- Use extreme caution when turning, crossing, climbing and descending hills, and always cross obstacles using the proper technique.
- Drive sober – it is against the law to drive while impaired by alcohol or drugs. It will also affect your judgment and slow your reaction time.
- Ride with others and always let someone know where you are going and when you expect to return.
- Be responsible, courteous, and respect others on and off the trail. Preserve the environment and keep noise levels low.



## Be prepared and know the laws

- ORVs must be registered (carry the registration with you) and display a licence plate
- Must be insured under a motor vehicle liability policy
- Wear the gear including an approved helmet with a chin strap
- Driver must be 16 years of age and have a valid G2 or M2 driver's licence
- No person shall operate an ORV on private property without permission of the property owner.

# KEEPING COMMUNITIES HAPPY

- Operational Speed and Hours of Use
  - Maximum 50km/hr
  - 20km/hr where posted speed is 50km/hr or less
  - ½ hour after sunrise until ½ hour before sunset



# OFATV CLUBS IN ONTARIO HAVE HELPED CREATE BYLAWS TO SUPPORT ATV'S ON ROADS IN:

Municipality of Chatham-Kent	Wellington County
Town of Erin within Wellington County	Municipality of North Perth
Township of Perth East	Township of North Huron
Many Municipalities in the North and Eastern Ontario.	Essex County is working on a Road Access By-Law now.

**Thank you for taking the time to consider our proposal.**



## On-road Riding

Only an ATV/ORV that meets current standards and other equipment-related requirements can be used on the road. It must be insured under a motor vehicle liability policy.

ATVs/ORVs that meet these requirements can travel along certain provincial highways and municipal roads. Check with the local municipality for access on their road before heading out.

### Who can ride

For on-road riding, an ATV/ORV driver must:

- hold at least a valid G2 or M2 licence
- wear a seat belt, where provided
- travel at speeds less than the posted speed limit
- carry the vehicle registration permit or a copy

For on-road riding, an ATV/ORV passenger must wear a seat belt or use foot rests, when applicable.

An ATV/ORV driver must be at least:

16

16 years old  
for on-road riding

12

12 years old\*  
for off-road riding

8

eight years old  
for on-road riding

\*unless directly supervised by an adult or while driving on land occupied by the ATV/ORV owner

A passenger on an ATV/ORV must be at least:

## Off-road Riding

An ORV must be registered and display a licence plate (\*except in exempt areas like far northern Ontario). It must be insured under a motor vehicle liability policy.

These requirements also apply to other types of ORVs including two-up ATVs, side-by-side ORVs and utility terrain vehicles.

### Who can ride

For off-road riding, an ATV/ORV driver must carry the ATV/ORV's registration permit or a copy.

The driver can directly cross a highway on an ATV/ORV where permitted **only if:**

- it's registered + displays a licence plate
- it's insured under a motor vehicle liability policy
- the driver is at least 16 years old and has a valid driver's licence of any class

## ATV/ORV Speed Limits

ATVs/ORVs on the road must travel at speeds less than the posted speed limit:

- no more than 20 km/h on roads with a posted speed limit of 50 km/h or less
- no more than 50 km/h on roads with a posted speed limit greater than 50 km/h

Municipalities may set lower speed limits or additional rules for ATVs/ORVs.



## Off-road Vehicle Types

### Single-rider ATV



Four wheels  
Steering handlebars  
A seat that is straddled by the driver  
Designed to carry only a driver  
**No passengers allowed when travelling on a roadway**

### Two-up ATV



Four wheels  
Steering handlebars  
A seat that is straddled by the driver  
Seating for a passenger directly behind the driver  
Separate foot rests for the passenger

### Side-by-side ORV



Four or more wheels  
Steering wheel  
A driver's seat  
Seating for passengers beside/behind driver  
Seat belts for each seating position  
Maximum engine displacement: 1,000 cm<sup>3</sup>

### Utility-Terrain Vehicle (UTV)



Four or more wheels  
Steering wheel  
A driver's seat  
Seating for passengers beside/behind driver  
Seat belts for each seating position  
A cargo box with minimum cargo capacity of 159 kilograms



A single-rider ATV that has been modified to carry a passenger by installing an after-market seat and foot rests is not considered a two-up ATV.

Drivers and passengers must always wear an approved motorcycle helmet, securely fastened under the chin with a chin strap





## THE CORPORATION OF THE COUNTY OF WELLINGTON

### BY-LAW 5748-22

A by-law to permit and regulate Off-Road Vehicles (ORVs) on County Roads

**WHEREAS** the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that the powers of a municipality shall be interpreted broadly so as to enable a municipality to govern its affairs as it considers appropriate and to respond to issues; and

**WHEREAS** the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, section 11(3), provides that a municipality may pass by-laws with respect to municipal owned highways; and

**WHEREAS** the *Highway Traffic Act, R.S.O. 1990, c. H.8*, as amended, provides that the council of a municipality may pass by-laws permitting the operation of off-road vehicles or classes of off-road vehicles on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway; and

**WHEREAS** the Council of the County of Wellington deems it in the public interest to permit the operation of off-road vehicles upon County Roads.

**NOW THEREFORE**, the Corporation of the County of Wellington enacts as follows:

#### 1. SHORT TITLE

1.1 This by-law shall be known as "The Off-Road Vehicle By-law".

#### 2. DEFINITIONS

2.1 Off-road Vehicle or ORV, shall mean a vehicle propelled or driven otherwise than by muscular power or wind and designed to travel,

a. On not more than three wheels, or

b. On more than three wheels and being of a prescribed class of vehicle which shall be limited to the following:

i. All-terrain vehicle or ATV means an off-road vehicle that:

- (a) has four wheels, the tires of which are all in contact with the ground,
- (b) has steering handlebars,
- (c) has a seat that is designed to be straddled by the driver, and
- (d) is designed to carry,

- (i) a driver only and no passengers, or
- (ii) a driver and only one passenger, if the vehicle:

(A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and

(B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver.

- II. Extreme terrain vehicle means an off-road vehicle that,
  - (a) has six or eight wheels, the tires of which are all in contact with the ground,
  - (b) has no tracks that are in contact with the ground,
  - (c) has seats that are not designed to be straddled, and
  - (d) has a minimum cargo capacity of 159 kilograms.
- III. Multi-purpose off-highway utility vehicle means an off-road vehicle that,
  - (a) has four or more wheels, the tires of which are all in contact with the ground,
  - (b) has a steering wheel for steering control,
  - (c) has seats that are not designed to be straddled, and
  - (d) as a minimum cargo capacity of 159 kilograms.
- IV. Off-road motorcycle means an off-road vehicle, designed primarily for recreational use that:
  - (a) has steering handlebars,
  - (b) has two wheels, the tires of which are all in contact with the ground,
  - (c) has a minimum wheel rim diameter of 250 millimeters,
  - (d) has a minimum wheelbase of 1,016 millimeters,
  - (e) has a seat that is designed to be straddled by the driver,
  - (f) is designed to carry a driver only and no passengers, and
  - (g) does not have a sidecar.
- V. Recreational off-highway vehicle means an off-road vehicle that,
  - (a) has four or more wheels, the tires of which are all in contact with the ground,
  - (b) has a steering wheel for steering control,
  - (c) has seats that are not designed to be straddled, and
  - (d) has an engine displacement equal to or less than 1,000 cubic centimeters.

**3. GENERAL PROVISIONS**

- 3.1 The operation of off-road vehicles shall be permitted upon the highways under the jurisdiction of the County in accordance with Ontario Regulation 316/03 of the *Highway Traffic Act*, as amended, the *Off-Road Vehicles Act*, as amended, and in accordance with the provisions of this by-law.
- 3.2 No person shall operate an off-road vehicle except as permitted by *Ontario Regulation 316/03 of the Highway Traffic Act*, as amended.

**4. PENALTY PROVISIONS**

- 4.1 Where applicable, the provisions of this by-law shall be enforced by a Police Officer, a Municipal Law Enforcement Officer, or other such persons appointed by the municipality.
- 4.2 No person shall interfere or obstruct an officer carrying out duties in the enforcement of this by-law.
- 4.3 Every person who contravenes any section of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended.

**5. EFFECTIVE DATE**

- 5.1 This By-law shall come into force and takes effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS MARCH 31, 2022.**



  
\_\_\_\_\_  
KELLY LINTON, WARDEN

  
\_\_\_\_\_  
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# County council passes bylaw allowing off-road vehicles on county roads

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Wellington County council has approved a bylaw to permit use of off-road vehicles on county roads. Metro Creative Graphics image

GUELPH – Off-road vehicles (ORV) are now permitted on all Wellington County roads.

A bylaw permitting the use of ORVS on roads owned by the county was approved by county council on March 31.

The approval comes at the recommendation of the county’s roads committee, which directed staff to draft an ORV bylaw after considering a report from county engineer Don Kudo at the March 8 committee meeting.

All lower-tier municipalities in Wellington already allow ORVs on municipal roads, with the Town of Erin being the last to approve the practice in November.

Centre Wellington, Wellington North, Mapleton and Puslinch have no restrictions for ORV use.

Guelph Eramosa, Minto and Erin have some restrictions with respect to time of day and location for ORV use in their jurisdictions.

“With the committee’s direction to roads staff to provide a bylaw to allow ORV use on county roads, it would appear that the most consistent and simplest approach would be to allow ORV use on all county roads without time and location restrictions,” stated Kudo in a staff report.

Roads committee chair councillor Andy Lennox said most of the committee’s discussion on March 8 centred around making sure any bylaw was “as practical and easy to enforce” as possible for the Wellington OPP.

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“We’re recommending allowing off road vehicles on county roads, without any further restriction, just to make it as simple and stable across the entire county as we possibly can,” Lennox stated.

Councillor Dave Anderson asked for the resolution regarding ORVs to be considered separately from other elements of the roads report.

“The only concern about this proposal is that we indicate that it’s going to be on *all* county roads,” Anderson stated.

“I have a little bit of a safety concern about some of the major routes in the County of Wellington.”

He added, “One road that that I’m very familiar with is (Wellington Road) 109, which comes straight through Harriston. It’s a very, very busy road.

“The traffic is so wicked there that you’re actually going to have three lanes of traffic on that road. And I can’t see it.

“It’s a safety issue. And I really have a concern about opening it to county roads.”

Anderson asked if there had been a report focusing on safety concerns.

“The previous reports have dealt with safety,” Lennox replied.

The resolution to accept the report directing staff to prepare a bylaw to allow ORVs on county roads was approved, with Anderson and councillor Campbell Cork opposed. Councillors George Bridge and Gregg Davidson were absent.

The bylaw was approved later in the meeting.



**Patrick Raftis** (<https://www.wellingtonadvertiser.com/author/patrick-raftis/>)

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Highway Traffic Act

ONTARIO REGULATION 316/03

OPERATION OF OFF-ROAD VEHICLES ON HIGHWAYS

**Consolidation Period:** From March 10, 2022 to the e-Laws currency date.

Last amendment: 176/22.

Legislative History: [ + ]

*This Regulation is made in English only.*

CONTENTS [-]

**PART I**  
**DEFINITIONS**

1. Definitions

**PART II**  
**OPERATION ON CLASSES OF HIGHWAYS**

- 2. Operation on highways generally prohibited
- 3. Prohibited highways
- 4. Permitted provincial highways for certain off-road vehicles
- 4.1 Permitted municipal highways for certain off-road vehicles
- 5. Highways on Crown lands or within provincial parks or conservation reserves

**PART III**  
**REGULATION OF OFF-ROAD VEHICLES ON HIGHWAYS**

6. Conditions for off-road vehicles to be operated on highways

**EQUIPMENT REQUIREMENTS**

- 7. Weight and width of multi-purpose off-highway utility vehicles , etc.
- 7.1 Weight of all-terrain vehicles
- 8. Tires
- 9. Motor vehicle safety standards
- 10. Equipment configuration and performance requirements
- 10.1 Safety equipment for multi-purpose off-highway utility vehicles and recreational off-highway vehicles
- 10.2 Safety equipment and performance requirements for extreme terrain vehicles
- 11. Equipment installed at time of manufacture and manufacturer's label
- 12. Braking system

- 13. Lamps
- 14. Windshield
- 15. No obstruction of view

OPERATION REQUIREMENTS

- 16. Permit
- 17. Insurance
- 18. Driver's licence conditions
- 19. Helmet
- 19.1 Seat belts
- 19.2 Passengers on all-terrain vehicles
- 19.3 No passengers under the age of eight
- 19.4 No riding on a trailer
- 19.5 No passengers on off-road motorcycles
- 20. Application of Highway Traffic Act
- 21. Application of Off-Road Vehicles Act
- 22. Maximum speed
- 23. Environmental protection
- 24. Rules of the road

**PART IV**  
**EXEMPTIONS**

- 25. Definitions
- 26. Crossing a highway
- 27. Farmers and trappers
- 28. Public work functions
- 29. Far northern Ontario and unorganized territory
- Schedule A Highways prohibited to all off-road vehicles
- Schedule B Highways permitted to all-terrain vehicles, extreme terrain vehicles, multi-purpose off-highway utility vehicles, off-road motorcycles and recreational off-highway vehicles
- Schedule C Areas in far northern Ontario and unorganized territory

**PART I**  
**DEFINITIONS**

**Definitions**

1. In this Regulation,

“all-terrain vehicle” means an off-road vehicle that,

- (a) has four wheels, the tires of which are all in contact with the ground,
- (b) has steering handlebars,
- (c) has a seat that is designed to be straddled by the driver, and
- (d) is designed to carry,

- (i) a driver only and no passengers, or
- (ii) a driver and only one passenger, if the vehicle,
  - (A) has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
  - (B) is equipped with foot rests for the passenger that are separate from the foot rests for the driver;

“extreme terrain vehicle” means an off-road vehicle that,

- (a) has six or eight wheels, the tires of which are all in contact with the ground,
- (b) has no tracks that are in contact with the ground,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms;

“multi-purpose off-highway utility vehicle” means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has a minimum cargo capacity of 159 kilograms;

“off-road motorcycle” means an off-road vehicle, designed primarily for recreational use, that,

- (a) has steering handlebars,
- (b) has two wheels, the tires of which are all in contact with the ground,
- (c) has a minimum wheel rim diameter of 250 millimetres,
- (d) has a minimum wheelbase of 1,016 millimetres,
- (e) has a seat that is designed to be straddled by the driver,
- (f) is designed to carry a driver only and no passengers, and
- (g) does not have a sidecar;

“off-road vehicle” has the same meaning as in the *Off-Road Vehicles Act*;

“recreational off-highway vehicle” means an off-road vehicle that,

- (a) has four or more wheels, the tires of which are all in contact with the ground,
- (b) has a steering wheel for steering control,
- (c) has seats that are not designed to be straddled, and
- (d) has an engine displacement equal to or less than 1,000 cubic centimetres;

“seat belt assembly” means a device or assembly composed of a strap or straps, webbing or similar material that restrains the movement of a person in order to prevent or mitigate injury to the person. O. Reg. 316/03, s. 1; O. Reg. 135/15, s. 1; O. Reg. 315/20, s. 1.

## PART II OPERATION ON CLASSES OF HIGHWAYS

### Operation on highways generally prohibited

2. An off-road vehicle shall not be driven on any highway except,

- (a) as specified in this Part;
- (b) as permitted by Part IV; or

(c) as permitted by clause 2 (2) (a) of the *Off-Road Vehicles Act*. O. Reg. 316/03, s. 2.

#### **Prohibited highways**

3. Except as permitted by section 28, no off-road vehicle shall be driven on a highway listed in Schedule A. O. Reg. 316/03, s. 3.

#### **Permitted provincial highways for certain off-road vehicles**

4. (1) Subject to subsection (2), no off-road vehicle shall be driven on a highway listed in Schedule B. O. Reg. 135/15, s. 2.

(2) All-terrain vehicles, extreme terrain vehicles, multi-purpose off-highway utility vehicles, off-road motorcycles and recreational off-highway vehicles may be driven on a highway listed in Schedule B if the requirements of Part III are met. O. Reg. 315/20, s. 2.

#### **Permitted municipal highways for certain off-road vehicles**

4.1. (1) An off-road vehicle shall not be driven on a highway or part of a highway that is under the jurisdiction of a municipality unless the following criteria are met:

1. If the vehicle is an all-terrain vehicle, a multi-purpose off-highway utility vehicle or a recreational off-highway vehicle, a by-law made by the council of the municipality under subsection 191.8 (3) of the Act permits the operation of any off-road vehicle on the highway or part of the highway.
2. If the vehicle is an extreme terrain vehicle or an off-road motorcycle, a bylaw made by the council of the municipality specifically permits the operation of that particular class of vehicle on the highway or part of the highway.
3. If the by-law limits the operation of off-road vehicles on the highway or part of the highway to specified times, the off-road vehicle is driven only during the times specified in the by-law.
4. The requirements of Part III are met. O. Reg. 315/20, s. 3; O. Reg. 740/20, s. 1 (1, 2).

(2) Despite subsection (1), if the requirements of Part III are met, a vehicle described in paragraph 1 or 2 of subsection (1) may be driven on a highway or part of a highway that is under the jurisdiction of a municipality if the name of the municipality appears in the Table to Ontario Regulation 8/03 (Local Municipalities Where 80 Kilometres Per Hour Speed Limit Applies) made under the Act. O. Reg. 740/20, s. 1 (3).

(3) For greater certainty, an off-road vehicle driven on a highway in accordance with subsection (2) is subject to any applicable prohibition or limitation set out in a by-law made by the council of the local municipality under subsection 191.8 (3) of the Act. O. Reg. 740/20, s. 1 (3).

#### **Highways on Crown lands or within provincial parks or conservation reserves**

5. An off-road vehicle may be driven on a highway or part of a highway that is on Crown land administered under the *Public Lands Act* or that is within a provincial park or conservation reserve within the meaning of the *Provincial Parks and Conservation Reserves Act, 2006*, unless the operation of the off-road vehicle on the highway or part of the highway is prohibited by the road authority or is otherwise prohibited by law. O. Reg. 135/15, s. 2.

### **PART III REGULATION OF OFF-ROAD VEHICLES ON HIGHWAYS**

#### **Conditions for off-road vehicles to be operated on highways**

6. An off-road vehicle shall not be operated on a highway unless it meets the requirements of sections 7 to 15 and it is operated in accordance with sections 16 to 24. O. Reg. 316/03, s. 6.

### **EQUIPMENT REQUIREMENTS**

#### **Weight and width of multi-purpose off-highway utility vehicles , etc.**

7. (1) If the off-road vehicle is an extreme terrain vehicle or a multi-purpose off-highway utility vehicle, it must,

- (a) weigh 1,814 kilograms or less; and

(b) have an overall width not greater than 2.03 metres, excluding mirrors. O. Reg. 135/15, s. 3; O. Reg. 315/20, s. 4.

(2) If the off-road vehicle is a recreational off-highway vehicle, it must,

(a) weigh 1,700 kilograms or less; and

(b) have an overall width not greater than 2.03 metres, excluding mirrors. O. Reg. 135/15, s. 3.

#### **Weight of all-terrain vehicles**

**7.1** (1) If the off-road vehicle is an all-terrain vehicle that was manufactured after December 31, 2001, the weight carried on the all-terrain vehicle must not exceed the maximum weight capacity as shown on the overloading warning label affixed by the manufacturer. O. Reg. 135/15, s. 3.

(2) For the purposes of subsection (1), the weight carried on the all-terrain vehicle includes the weight of the driver, any passenger, the cargo and accessories, and the trailer tongue weight, if any, but does not include the vehicle curb weight. O. Reg. 135/15, s. 3.

#### **Tires**

**8.** All the tires on the off-road vehicle must be inflated to the manufacturer's recommended settings for normal operation. O. Reg. 135/15, s. 3.

#### **Motor vehicle safety standards**

**9.** If the off-road vehicle is an all-terrain vehicle, it must meet the motor vehicle safety standards prescribed for restricted-use motorcycles in the *Motor Vehicle Safety Regulations* made under the *Motor Vehicle Safety Act* (Canada) applicable when the vehicle was manufactured. O. Reg. 135/15, s. 3.

#### **Equipment configuration and performance requirements**

**10.** (1) If an off-road vehicle, other than an extreme terrain vehicle or an off-road motorcycle, was manufactured after December 31, 2001, the off-road vehicle must meet the requirements in at least one of the applicable standards set out in subsection (2) as the standard read on the date the vehicle was manufactured. O. Reg. 315/20, s. 5.

(2) The following standards are the standards mentioned in subsection (1):

1. ANSI/SVIA-1-2001, entitled *American National Standard for Four Wheel All-Terrain Vehicles — Equipment, Configuration, and Performance Requirements*, approved by the American National Standards Institute, Inc. and published by the Specialty Vehicle Institute of America, as amended or revised from time to time.
2. ANSI/ROHVA 1-2011, entitled *American National Standard for Recreational Off-Highway Vehicles*, approved by the American National Standards Institute, Inc. and published by the Recreational Off-Highway Vehicle Association, as amended or revised from time to time.
3. ANSI/OPEI B71.9-2012, entitled *American National Standard for Multipurpose Off-Highway Utility Vehicles*, approved by the American National Standards Institute, Inc. and published by the American National Standards Institute, Inc., as amended or revised from time to time.
4. COHV 1-2012, entitled *Canadian Off-Highway Vehicle Distributors Council Standard for Four Wheel All-Terrain Vehicles*, approved and published by the Canadian Off-Highway Vehicle Distributors Council, as amended or revised from time to time.
5. COHV 2-2012, entitled *Canadian Off-Highway Vehicle Distributors Council Standard for Recreational Off-Highway Vehicles*, approved and published by the Canadian Off-Highway Vehicle Distributors Council, as amended or revised from time to time.
6. COHV 3-2013, entitled *Canadian Off-Highway Vehicle Distributors Council Standard for Multipurpose Off-Highway Utility Vehicles*, approved and published by the Canadian Off-Highway Vehicle Distributors Council, as amended or revised from time to time. O. Reg. 315/20, s. 5.

**Safety equipment for multi-purpose off-highway utility vehicles and recreational off-highway vehicles**

**10.1** (1) If the off-road vehicle is a multi-purpose off-highway utility vehicle, it must be equipped with an occupant protective structure and comply with subsection (3). O. Reg. 135/15, s. 3.

(2) If the off-road vehicle is a recreational off-highway vehicle, it must be equipped with a roll-over protective structure and comply with subsection (3). O. Reg. 135/15, s. 3.

(3) A multi-purpose off-highway utility vehicle or a recreational off-highway vehicle must be equipped,

- (a) with a handle or device that may be grasped by an occupant to provide support and to assist the occupant in keeping his or her arms and hands within the vehicle;
- (b) for each seating position, with a seat belt assembly that is in good working order and that includes a strap or straps sufficient to restrain both the pelvis and the torso; and
- (c) with a rear view mirror. O. Reg. 135/15, s. 3.

**Safety equipment and performance requirements for extreme terrain vehicles**

**10.2** An extreme terrain vehicle must meet the following standards and requirements:

- 1. It must comply with sections 7.2, 7.3, 7.4, 7.5 (other than section 7.5.1), 7.6, 7.7, 7.8 and 7.9 of the Society of Automotive Engineers Standard J2258, entitled "Light Utility Vehicles", as the standard read on the date that the vehicle was manufactured.
- 2. It must have a rear view mirror.
- 3. If the extreme terrain vehicle is manufactured with a rollover protective structure, each seating position on the vehicle must have seat belt assembly that is in good working order and that includes a strap or straps sufficient to restrain both the pelvis and the torso. O. Reg. 315/20, s. 6.

**Equipment installed at time of manufacture and manufacturer's label**

**11.** (1) A component, equipment or other feature of the off-road vehicle that was part of the vehicle when manufactured and that is required by section 9, 10, 10.1 or 10.2 must operate properly and must not be missing, partly or wholly inoperable or modified so as to reduce its effectiveness. O. Reg. 135/15, s. 3; O. Reg. 315/20, s. 7 (1).

(2) A component, equipment or other feature of the off-road vehicle that is specified in the definition of "all-terrain vehicle", "extreme terrain vehicle", "multi-purpose off-highway utility vehicle", "off-road motorcycle" or "recreational off-highway vehicle" in section 1 or that is required by section 9, 10, 10.1 or 10.2 must have been installed at the time the vehicle was manufactured. O. Reg. 315/20, s. 7 (2).

(3) If the off-road vehicle, other than an extreme terrain vehicle or an off-road motorcycle, was manufactured after December 31, 2001, it must display in plain view the label that was affixed to the vehicle at the time of its manufacture to show the manufacturer's certification of the standard or standards listed in section 10 to which the vehicle conforms. O. Reg. 135/15, s. 3; O. Reg. 315/20, s. 7 (3).

(4) If the off-road vehicle is an all-terrain vehicle manufactured after December 31, 2001, it must display in plain view the overloading warning label that was affixed to the vehicle at the time of its manufacture to show the maximum weight capacity. O. Reg. 135/15, s. 3.

**Braking system**

**12.** (1) The off-road vehicle must be equipped with service brakes that comply with the requirements set out in at least one of the standards listed in section 10 that are applicable to that class of off-road vehicle. O. Reg. 135/15, s. 3.

(2) The off-road vehicle must be equipped with a parking brake or parking mechanism that complies with the requirements set out in at least one of the standards listed in section 10 that are applicable to that class of off-road vehicle. O. Reg. 135/15, s. 3.

(3) Subsections (1) and (2) do not apply to an extreme terrain vehicle or to an off-road motorcycle. O. Reg. 315/20, s. 8.

(4) The braking systems of an extreme terrain vehicle must meet the requirements set out in section 10.2. O. Reg. 315/20, s. 8.

(5) Despite subsection 20 (2), an off-road motorcycle must meet the requirements set out in subsections 64 (2) and (7) of the Act. O. Reg. 315/20, s. 8.

#### **Lamps**

**13.** (1) Despite subsection 62 (1) of the Act, the off-road vehicle must be equipped with one or two lamps that emit a white light on the front of the vehicle and one or two lamps that emit a red light at the rear of the vehicle. O. Reg. 316/03, s. 13 (1).

(2) The lamps required by subsection (1) must be lit at all times the off-road vehicle is operated on the highway. O. Reg. 316/03, s. 13 (2).

(2.1) Despite subsections (1) and (2) and despite subsection 62 (2) of the Act, an off-road motorcycle must carry the lighted lamps required by subsection 62 (2) of the Act only if the off-road motorcycle is operated on a highway,

(a) during the period that begins one-half hour before sunset and ends one-half hour after sunrise; and

(b) during any period where, due to insufficient light or unfavourable atmospheric conditions, persons and vehicles on the highway are not clearly discernible at a distance of 150 metres or less. O. Reg. 315/20, s. 9 (1).

(3) The subsections of section 62 of the Act that refer to lamps required under subsection (1) or (2) of that section shall be read as if referring to the lamps required under subsections (1) and (2.1) of this section. O. Reg. 315/20, s. 9 (2).

(4) The lamps required on the front of an off-road vehicle by subsections (1) and (2.1) must be aimed such that the high intensity portion of the beam is directed below the horizontal line through the centre of the lamp from which it comes, at a distance of 7.6 metres ahead of the lamp, when the vehicle is not loaded. O. Reg. 316/03, s. 13 (4); O. Reg. 315/20, s. 9 (3).

(5) An off-road vehicle must be equipped with a stop lamp or lamps on the rear of the vehicle that emit a red light when any service brake is applied if the vehicle is operated on a highway during the following periods:

1. For an extreme terrain vehicle or an off-road motorcycle,

i. during the period that begins one-half hour before sunset and ends one-half hour after sunrise, and

ii. during any period where, due to insufficient light or unfavourable atmospheric conditions, persons and vehicles on the highway are not clearly discernible at a distance of 150 metres or less.

2. For an off-road vehicle not mentioned in paragraph 1 that was manufactured after January 1, 1998, at all times. O. Reg. 315/20, s. 9 (4).

(6) A stop lamp required under subsection (5) may be incorporated with a rear lamp or may be a separate lamp. O. Reg. 316/03, s. 13 (6).

(7) The off-road vehicle must be equipped with,

(a) one yellow reflex reflector on each side at the front;

(b) one red reflex reflector on each side at the rear; and

(c) one or more red reflex reflectors on the rear. O. Reg. 316/03, s. 13 (7); O. Reg. 135/15, s. 4 (2).

(7.1) Clause (7) (a) does not apply to an extreme terrain vehicle. O. Reg. 315/20, s. 9 (5).

(8) The reflex reflectors required by subsection (7) must comply with the requirements of the *Motor Vehicle Safety Regulations* made under the *Motor Vehicle Safety Act* (Canada) in accordance with the following rules:

1. For an extreme terrain vehicle or an off-road motorcycle, the reflex reflectors must comply with the requirements whether or not the requirements were applicable to the vehicle when the vehicle was manufactured.
2. For an off-road vehicle not mentioned in paragraph 1, the reflex reflectors must comply with the requirements only if the requirements were applicable to the vehicle when the vehicle was manufactured. O. Reg. 315/20, s. 9 (6).

#### **Windshield**

**14.** (1) The off-road vehicle need not be equipped with a windshield, but if it is, the windshield must satisfy the requirements prescribed for a motorcycle windshield under subsection 1 (10) of Schedule 6 to Regulation 611 of the Revised Regulations of Ontario, 1990. O. Reg. 316/03, s. 14.

**Note: On January 1, 2024, subsection 14 (1) of the Regulation is revoked and the following substituted: (See: O. Reg. 176/22, s. 1)**

#### **Windshield**

- (1) If an off-road vehicle is equipped with a windshield,
- (a) the windshield must be secure in its attachment to the vehicle;
  - (b) the windshield must not be crazed, clouded, fogged or damaged, so as to materially impair the driver's vision;
  - (c) any manufacturer's marking on the windshield must be AS1, AS6 or AS10; and
  - (d) no material that obstructs the driver's view of the highway or an intersecting highway may be fitted on the windshield. O. Reg. 176/22, s. 1.
- (2) Subsection (1) does not apply to extreme terrain vehicles. O. Reg. 315/20, s. 10.

#### **No obstruction of view**

**15.** (1) There must not be any object or non-transparent material placed on or attached to the off-road vehicle that obstructs the driver's view of traffic approaching from any direction at an intersection, or of traffic approaching from the rear of the vehicle. O. Reg. 316/03, s. 15 (1).

(2) If the off-road vehicle is towing a trailer, the trailer or load must not obstruct the driver's view of traffic approaching from any direction at an intersection, or of traffic approaching from the rear of the vehicle. O. Reg. 316/03, s. 15 (2).

## **OPERATION REQUIREMENTS**

#### **Permit**

**16.** (1) The off-road vehicle shall not be operated on a highway unless a permit under section 5 of the *Off-Road Vehicles Act* has been issued in respect of that vehicle and a number plate showing the number of the permit is displayed on the vehicle as required under that Act. O. Reg. 135/15, s. 5.

(2) Subsection (1) does not apply to an off-road vehicle operated under the authority of a permit issued under section 7 of the *Highway Traffic Act*, as provided by section 7 of the *Off-Road Vehicles Act*. O. Reg. 316/03, s. 16 (2).

#### **Insurance**

**17.** The off-road vehicle shall be insured in accordance with section 2 of the *Compulsory Automobile Insurance Act* and section 15 of the *Off-Road Vehicles Act*. O. Reg. 316/03, s. 17.

#### **Driver's licence conditions**

**18.** (1) The driver of the off-road vehicle shall hold a valid Class A, B, C, D, E, F, G, G2, M or M2 driver's licence issued under the Act unless he or she is exempt, under section 34 of the Act, from the application of section 32 of the Act. O. Reg. 135/15, s. 6.

(2) If the driver of the off-road vehicle holds a Class G2 or Class M2 driver's licence and is under the age of 20, there must not be, between the hours of midnight and 5 a.m., more than one passenger on the off-road vehicle who is under the age of 20, other than a person who is a member of the novice driver's immediate family, as defined in subsection 6 (6) of Ontario Regulation 340/94 (Drivers' Licences) made under the Act. O. Reg. 135/15, s. 6.

(3) Despite subsection (2), if the holder of the Class G2 or Class M2 driver's licence has held a valid driver's licence of that class for the immediately preceding six months or longer, the maximum number of passengers under the age of 20 allowed is three. O. Reg. 135/15, s. 6.

(4) The age distinctions in this section apply despite the *Human Rights Code*. O. Reg. 135/15, s. 6.

(5) Subsections (2) and (3) are subject to the requirements with respect to passengers set out in sections 19.1 to 19.5. O. Reg. 135/15, s. 6; O. Reg. 315/20, s. 11.

#### **Helmet**

**19.** (1) The driver of the off-road vehicle and every passenger on the vehicle shall wear a helmet that complies with section 19 of the *Off-Road Vehicles Act*. O. Reg. 135/15, s. 6.

(2) No person shall drive an off-road vehicle on a highway with a passenger on the vehicle unless the passenger is wearing a helmet as required by subsection (1). O. Reg. 135/15, s. 6.

#### **Seat belts**

**19.1** (1) This section applies to the following vehicles:

1. A multi-purpose off-highway utility vehicle.
2. A recreational off-highway vehicle.
3. An extreme terrain vehicle that is equipped with one or more seat belt assemblies. O. Reg. 315/20, s. 12.

(2) Every passenger on a vehicle listed in subsection (1) that is operated on a highway shall,

- (a) occupy a seating position for which a seat belt assembly has been provided; and
- (b) wear the complete seat belt assembly as required by subsection (5). O. Reg. 315/20, s. 12.

(3) No person shall drive a vehicle listed in subsection (1) on a highway unless he or she is wearing a complete seat belt assembly as required by subsection (5). O. Reg. 315/20, s. 12.

(4) No person shall drive a vehicle listed in subsection (1) on a highway with a passenger on the vehicle, unless the passenger is,

- (a) occupying a seating position for which a seat belt assembly has been provided; and
- (b) wearing the complete seat belt assembly as required by subsection (5). O. Reg. 315/20, s. 12.

(5) A seat belt assembly shall be worn so that,

- (a) the strap of each restraint is securely fastened and worn firmly against the body in the intended position; and
- (b) no more than one person is wearing any strap of the seat belt assembly at any one time. O. Reg. 315/20, s. 12.

#### **Passengers on all-terrain vehicles**

**19.2** No person shall drive an all-terrain vehicle on a highway with a passenger on the vehicle unless,

- (a) the vehicle is designed to carry both a driver and a passenger; and

- (b) the passenger is straddling the passenger seat behind the driver while facing forward with his or her feet securely on the separate foot rests intended for the passenger. O. Reg. 135/15, s. 6.

**No passengers under the age of eight**

**19.3** No person shall drive an off-road vehicle on a highway with a passenger on the vehicle who is under the age of eight. O. Reg. 135/15, s. 6.

**No riding on a trailer**

**19.4** No person shall drive an off-road vehicle on a highway while it is towing a trailer or any other attachment if there is a passenger on the trailer or other attachment. O. Reg. 135/15, s. 6.

**No passengers on off-road motorcycles**

**19.5** No person shall drive an off-road motorcycle on a highway with a passenger on the vehicle. O. Reg. 315/20, s. 13.

**Application of Highway Traffic Act**

**20.** (1) Except as otherwise provided in this Regulation, the provisions of the Act and its regulations applicable to motor vehicles apply with necessary modifications to the operation of an off-road vehicle on a highway. O. Reg. 316/03, s. 20 (1).

(2) Subsection 62 (19), sections 64 and 66 and subsection 76 (1) of the Act do not apply to the operation of an off-road vehicle on a highway. O. Reg. 316/03, s. 20 (2).

**Application of Off-Road Vehicles Act**

**21.** The *Off-Road Vehicles Act* and the regulations made under that Act that apply to the operation of off-road vehicles off the highway apply with necessary modifications to the operation of an off-road vehicle on a highway. O. Reg. 316/03, s. 21.

**Maximum speed**

**22.** The off-road vehicle shall not be driven at a rate of speed greater than,

- (a) 20 kilometres per hour, if the speed limit established under the Act for that part of the highway is not greater than 50 kilometres per hour; or
- (b) 50 kilometres per hour, if the speed limit established under the Act for that part of the highway is greater than 50 kilometres per hour. O. Reg. 316/03, s. 22.

**Environmental protection**

**23.** (1) The off-road vehicle shall not be operated in such a manner as to,

- (a) discharge a contaminant or cause or permit the discharge of a contaminant into the natural environment that may have an adverse effect on the environment or impair the quality of any waters; or
- (b) contravene any conditions, restrictions and prohibitions imposed by any legislation and related regulations enacted to protect the environment. O. Reg. 316/03, s. 23 (1).

(2) The off-road vehicle shall not be operated in such a manner that it causes or is likely to cause,

- (a) a risk to the safety of any person;
- (b) harm or material discomfort to any person from dust, emissions or noise;
- (c) harm, injury or damage, either directly or indirectly, to any property, flora or fauna; or
- (d) alteration, disruption or destruction to the natural environment, including erosion damage or degradation of the right of way. O. Reg. 316/03, s. 23 (2).

(3) The off-road vehicle shall not be driven in or through a river, stream or other watercourse on a highway if doing so would or would be likely to alter, disrupt or destroy any fish habitat. O. Reg. 316/03, s. 23 (3).

## Rules of the road

**24.** (1) The off-road vehicle shall be driven on the shoulder of the highway in the same direction as the traffic using the same side of the highway. O. Reg. 316/03, s. 24 (1).

(2) Despite subsection (1), the off-road vehicle may be driven on the roadway in the same direction as the traffic using the same side of the highway if,

- (a) there is no shoulder;
- (b) the shoulder of the highway is obstructed and cannot be used by the off-road vehicle; or
- (c) the shoulder is not wide enough to allow the off-road vehicle to be driven with all of its tires remaining completely off of the roadway. O. Reg. 316/03, s. 24 (2); O. Reg. 135/15, s. 7 (1).

(3) Despite subsection (1), the off-road vehicle shall not be driven on the shoulder but shall be driven on the roadway in the same direction as the traffic using the same side of the highway if it is being driven across a level railway crossing. O. Reg. 316/03, s. 24 (3).

(4) When driven on the shoulder of the highway, the off-road vehicle shall be driven as close to and parallel with the right edge of the shoulder as can be done practicably and safely. O. Reg. 316/03, s. 24 (4).

(5) When driven on the roadway pursuant to subsection (2), the off-road vehicle shall be driven as close to and parallel with the right edge of the roadway as can be done practicably and safely. O. Reg. 316/03, s. 24 (5).

(6) When entering the shoulder or the roadway, the off-road vehicle shall yield the right of way to vehicles already using the shoulder or the roadway, as the case may be, and shall enter the shoulder or roadway only when it is safe to do so. O. Reg. 316/03, s. 24 (6).

(7) The off-road vehicle shall not be driven in the median strip of the highway. O. Reg. 316/03, s. 24 (7).

(8) The off-road vehicle shall not be driven on any part of the highway that is designated as a construction zone under subsection 128 (8) of the Act or on any other part of the highway where construction work or highway maintenance is being carried out, unless the off-road vehicle is operating as a vehicle described in subsection 128 (13) of the Act or as a road service vehicle. O. Reg. 316/03, s. 24 (8).

(9) If part or all of the highway is closed under subsection 134 (2) of the Act, the off-road vehicle shall not be driven on any adjacent part of the highway that may be open, unless the off-road vehicle is operating as a vehicle described in subsection 128 (13) of the Act or as a road service vehicle. O. Reg. 316/03, s. 24 (9).

(10) The off-road vehicle shall not overtake and pass any moving motor vehicle or motorized snow vehicle at any time when both the off-road vehicle and the other vehicle are travelling on the same shoulder or roadway of the highway. O. Reg. 316/03, s. 24 (10).

(11) Despite subsection (10), an off-road vehicle may overtake and pass another off-road vehicle when both are travelling on the shoulder if the movement can be made in safety while remaining on the shoulder and to the left of the off-road vehicle being overtaken and passed. O. Reg. 316/03, s. 24 (11).

(12) If the off-road vehicle is an all-terrain vehicle, the person driving the all-terrain vehicle on the highway may, despite clause 142 (4) (b) of the Act, indicate the intention to turn right by extending the right hand and arm horizontally beyond the right side of the vehicle. O. Reg. 135/15, s. 7 (2).

(13) Before commencing a left turn in the manner required by subsection 141 (5), (6) or (7) of the Act, the off-road vehicle shall, without interfering with the movement of traffic travelling in the same direction as the off-road vehicle, move away from the shoulder or from the right edge of the roadway, as the case may be, and be positioned on the roadway in the position from which the left turn is to be made. O. Reg. 316/03, s. 24 (13).

(14) Upon completing a left turn, the off-road vehicle shall, without interfering with the movement of traffic travelling in the same direction as the off-road vehicle, move back to the right edge of the roadway or shoulder, as the case may be. O. Reg. 316/03, s. 24 (14).

## **PART IV EXEMPTIONS**

### **Definitions**

**25.** In this Part,

“emergency” means a situation that constitutes a danger to life or property;

“employee” means,

- (a) a person employed in the service of the Crown or any agency of the Crown,
- (b) a police officer, conservation officer or other person appointed for the preservation and maintenance of the public peace or any officer appointed for enforcing or carrying out the provisions of this Act or the *Off-Road Vehicles Act*,
- (c) a firefighter as defined in the *Fire Protection and Prevention Act, 1997*,
- (d) an employee of an ambulance service as defined in the *Ambulance Act*,
- (e) an employee of a municipality or of a local board as defined in the *Municipal Affairs Act*,
- (f) an employee of a board, commission or other local authority exercising any power with respect to municipal affairs or purposes, or
- (g) an employee or agent of the operator of a water, gas, electric heat, light or power works, telegraph and telephone lines, a railway, a street railway, works for the transmission of gas, oil, water or electrical power or energy or any similar works supplying the general public with necessities or conveniences. O. Reg. 316/03, s. 25.

### **Crossing a highway**

**26.** Part III of this Regulation does not apply to a person who drives an off-road vehicle directly across a highway pursuant to clause 2 (2) (a) of the *Off-Road Vehicles Act*. O. Reg. 316/03, s. 26.

### **Farmers and trappers**

**27.** (1) Sections 7, 8, 9, 10, 10.1, 10.2, 11 and 18 do not apply to the operation of an off-road vehicle as described in clause 2 (2) (b) of the *Off-Road Vehicles Act* if,

- (a) the driver of the vehicle holds a valid driver's licence; and
- (b) the number of passengers on the off-road vehicle does not exceed the number of seating positions that were installed at the time the vehicle was manufactured. O. Reg. 135/15, s. 8 (1); O. Reg. 315/20, s. 14.

(2) Despite sections 4 and 4.1, an off-road vehicle may be operated as described in clause 2 (2) (b) of the *Off-Road Vehicles Act* on any highway other than a highway listed in Schedule A if the conditions described in clauses (1) (a) and (b) are met. O. Reg. 316/03, s. 27 (2); O. Reg. 135/15, s. 8 (2).

### **Public work functions**

**28.** (1) An employee who is acting in the course of his or her employment or in response to an emergency may operate an off-road vehicle on a highway, including a highway listed in Schedule A or B, in accordance with this Regulation despite any provision that would provide otherwise in Parts II, IV and VI of the Act. O. Reg. 316/03, s. 28 (1).

(2) Sections 7, 8, 9, 10, 10.1, 10.2, 11 and 18 do not apply to the operation of an off-road vehicle on a highway by an employee who is driving the off-road vehicle in the course of his or her employment or in response to an emergency if,

(a) the employee holds a valid driver's licence; and

(b) the number of passengers on the off-road vehicle does not exceed the number of seating positions that were installed at the time the vehicle was manufactured. O. Reg. 135/15, s. 9 (1); O. Reg. 315/20, s. 14.

(3) Sections 4 and 4.1 do not apply to the operation of an off-road vehicle permitted under subsection (1). O. Reg. 316/03, s. 28 (3); O. Reg. 135/15, s. 9 (2).

(4) Despite section 24, an employee who is permitted under subsections (1) and (2) to operate an off-road vehicle on a highway listed in Schedule A may only drive the off-road vehicle on a part of the highway that is not the roadway or the shoulder. O. Reg. 316/03, s. 28 (4).

#### **Far northern Ontario and unorganized territory**

**29.** (1) A person may operate an off-road vehicle on a highway in an area of the province described in Schedule C in accordance with this Regulation despite any provision that would provide otherwise in Parts II, IV and VI of the Act. O. Reg. 316/03, s. 29 (1).

(2) Sections 9, 10, 10.1, 10.2, 11, 16 and 18 do not apply to the operation of an off-road vehicle on a highway in an area of the province described in Schedule C if,

(a) the driver of the off-road vehicle is at least 16 years old;

(b) the driver of the off-road vehicle holds a valid driver's licence or motorized snow vehicle operator's licence; and

(c) the number of passengers on the off-road vehicle does not exceed the number of seating positions that were installed at the time vehicle was manufactured. O. Reg. 135/15, s. 10 (1); O. Reg. 315/20, s. 14.

(3) Despite sections 4 and 4.1, an off-road vehicle may be operated on any highway other than a highway listed in Schedule A in an area of the province described in Schedule C if the conditions described in clauses (2) (a), (b) and (c) are met. O. Reg. 316/03, s. 29 (3); O. Reg. 135/15, s. 10 (2).

(4) This section does not apply with respect to a highway or part of a highway that is under the jurisdiction of a municipality if the municipality has by by-law prohibited the operation of the off-road vehicle on the highway or part of the highway. O. Reg. 135/15, s. 10 (3).

(5) This section does not apply with respect to a highway or part of a highway that is described in section 5 if the operation of the off-road vehicle is prohibited on the highway or part of the highway. O. Reg. 135/15, s. 10 (3).

**30.** Omitted (revokes other Regulations). O. Reg. 316/03, s. 30.

**31.** Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 316/03, s. 31.

#### SCHEDULE A HIGHWAYS PROHIBITED TO ALL OFF-ROAD VEHICLES

1. That part of the King's Highway known as No. 3 (also known as the St. Thomas Bypass) lying between a point situate at its intersection with the roadways known as Ford Road and Ron McNeil Line (also known as Elgin County Road 52) in the Township of Southwold and a point situate at its intersection with the King's Highway known as Centennial Avenue in the Municipality of Central Elgin in the County of Elgin.

2. That part of the King's Highway known as No. 3 (also known as Huron Church Road) in the County of Essex lying between a point situate at its intersection with the westerly limit of the roadway known as Outer Drive in the Town of Tecumseh and a point situate at its intersection with the easterly limit of the roadways known as Industrial Drive and Northwood Street in the City of Windsor.
3. That part of the King's Highway known as No. 6 lying between a point at its intersection with the King's Highway known as No. 403 at the Town of Dundas boundary and a point at its intersection with the King's Highway known as No. 401 in Wellington County.
4. That part of the King's Highway known as No. 6 where that highway is contiguous with the King's Highway known as No. 403.
5. That part of the King's Highway known as No. 6 where that highway is contiguous with the King's Highway known as No. 403.
6. That part of the King's Highway known as No. 6 lying between a point at its intersection with the southern limit of the roadway known as Haldibrook Road and a point at its intersection of the King's Highway known as No. 403 in the City of Hamilton.
7. That part of the King's Highway known as No. 6 in Haldimand County (also known as the Caledonia Bypass) lying between a point situate at its intersection with the northern limit of the roadway known as Argyle Street South and a point situate at its intersection with the southern limit of its west junction with King's Highway No. 6/Greens Road.
8. That part of the King's Highway known as No. 6 lying between a point situate at its intersection with the northerly limit of the King's Highway known as No. 403 in the City of Burlington and the City of Hamilton and a point situate at its intersection with the King's Highway known as No. 5 in the City of Hamilton.
9. That part of the King's Highway known as No. 6 lying between a point situate at its intersection with the King's Highway known as No. 401 in the Township of Puslinch and a point situate at its intersection with the south junction of the King's Highway known as No. 7 where King's Highway No. 7 continues as the roadway known as Wellington Street (also known as Wellington County Road 124) in the City of Guelph.
10. That part of the King's Highway known as Nos. 6 and 7 in the City of Guelph lying between a point situate at its intersection with the south junction of the King's Highway known as No. 7 where King's Highway No. 7 continues as the roadway known as Wellington Street (also known as Wellington County Road 124) and a point situate at its intersection with the north junction of the King's Highway known as No. 7 where King's Highway No. 7 continues as the roadway known as Woodlawn Road.
11. That part of the King's Highway known as No. 7 lying between a point situate at its intersection with the King's Highway known as No. 417 in the City of Ottawa and a point situate at the eastern limit of the intersection with the King's Highway known as No. 15 in the Township of Beckwith.
12. That part of the King's Highway known as No. 7 in the City of Kitchener lying between a point situate at its intersection with the roadway known as Victoria Street and a point situate at its intersection with the east junction of the King's Highway known as No. 8.
13. That part of the King's Highway known as Nos. 7 and 8 lying between a point situate at its intersection with the eastern limit of the roadway known as Waterloo Road 5 in the Township of Wilmot and a point situate at its intersection with the east junction of the King's Highway known as No. 8.
14. That part of the King's Highway known as Nos. 7 and 115 lying between a point situate at its intersection with the west junction of the King's Highway known as No. 7 in the Township of Cavan Monaghan and a point situate at its intersection with the east junction of the King's Highway known as No. 7 in the City of Peterborough.
15. That part of the King's Highway known as No. 8 in the City of Kitchener lying between a point situate at its intersection with the King's Highway known as No. 401 and a point situate at its intersection with the east junction of the King's Highway known as No. 7.
16. That part of the King's Highway known as No. 9 lying between a point located 560 metres east of Highway 400 and a point at its intersection with the King's Highway known as No. 10 in the Township of Mono.
17. That part of the King's Highway known as No. 11 in the City of Orillia lying between a point situate at its intersection with the roadway known as Memorial Avenue and a point situate at its intersection with the roadway known as Ladle Street.

18. That part of the King's Highway known as No. 11 lying between a point situate at its intersection with the south junction of the King's Highway known as No. 17 in the City of North Bay and a point situate at its intersection with the centre line of the roadway known as Muskoka Road 169 (also known as Bethune Drive) in the Town of Gravenhurst in the District Municipality of Muskoka.
19. That part of the King's Highway known as Nos. 11 and 17 in the City of North Bay lying between a point situate at its intersection with the roadway known as Seymour Street and a point situate at its intersection with the King's Highway known as No. 11 (also known as Algonquin Avenue).
20. That part of the King's Highway known as Nos. 11 and 17 lying between a point situate at its intersection with the centre line of the roadway known as Lakeshore Drive in the Municipality of Shuniah and a point situate at its intersection with the centre line of the King's Highway known as No. 130 in the Municipality of Oliver Paipouge.
21. That part of the King's Highway known as No. 17 in the City of North Bay lying between a point situate at its intersection with the King's Highway known as No. 11 (also known as Algonquin Avenue) and a point situate at its intersection with the roadway known as Gormanville Road.
22. That part of the King's Highway known as No. 17 in the City of Greater Sudbury lying between a point situate at its intersection with the middle junction of the roadway known as Municipal Road 55 and a point situate 1100 metres measured westerly from its intersection with the west junction of the roadway known as Municipal Road 55.
23. That part of the King's Highway known as No. 24 where that highway is contiguous with the King's Highway known as No. 403.
24. That part of the King's Highway known as No. 26 in the County of Simcoe lying between a point situate 50 metres measured westerly from its intersection with the centre line of the King's Highway known as No. 7149 (Mosley Street and Nottawasaga Sideroad 33 and 34) in the Town of Wasaga Beach and a point situate 50 metres measured easterly from its intersection with the centre line of the roadway known as Poplar Sideroad in the Town of Collingwood.
25. That part of the King's Highway known as No. 35 where that highway is contiguous with the King's Highway known as No. 115.
26. That part of the King's Highway known as No. 58 where that highway is contiguous with the King's Highway known as No. 406.
27. That part of the King's Highway known as No. 58 in the City of Thorold lying between a point situate at its intersection with the King's Highway known as No. 406 and a point situate at its intersection with the westerly limit of the roadway known as Niagara Regional Road No. 57 (also known as Thorold Stone Road).
28. That part of the King's Highway known as No. 60 lying between a point situate at its intersection with the centre line of the King's Highway known as No. 11 in the geographic township of Chaffey and a point situate 1000 metres measured westerly from its intersection with the centre line of the roadway known as Hidden Valley Road in the Town of Huntsville, in the District of Muskoka.
29. That part of the King's Highway known as No. 60 lying between a point situate 300 metres measured southerly from the middle of the Headstone Creek Bridge (at the east entrance of Algonquin Provincial Park) in the District of Nipissing and a point situate at its intersection with the northern boundary of the Township of Algonquin Highlands (being the westerly boundary of Algonquin Park), in the County of Haliburton.
30. That part of the King's Highway known as No. 61 in the City of Thunder Bay lying between a point situate at its intersection with the King's Highway known as No. 11 and a point situate at its intersection with the roadway known as Chippewa Road.
31. That part of the King's Highway known as No. 85 lying between a point situate at its intersection with the King's Highway known as No. 7 (also known as Victoria Street) in the City of Kitchener and a point situate 385 metres measured northerly from its intersection with the centre line of the roadway known as Waterloo Regional Road 15 (also known as King Street North) in the Township of Woolwich.
32. That part of the King's Highway known as No. 115 lying between a point situate at its intersection with the King's Highway known as Nos. 35 and 115 in the Municipality of Clarington and a point situate at its intersection with the King's Highway known as No. 7 in the Township of Cavan Monaghan.
33. That part of the King's Highway known as No. 137 lying between a point situate at its intersection with the King's Highway known as No. 401 in the Township of Leeds and The Thousand Islands and a point situate 15 metres measured southerly from the south abutment of the Thousand Island Bridge.

34. That part of the King's Highway known as Nos. 69, 400, 401, 402, 403, 404, 405, 406, 409, 410, 412, 416, 417, 418, 420 and 427 and the Queen Elizabeth Way.
35. That part of the King's Highway known as Highway 407 East.
36. The private toll highway known as Highway 407.
37. That part of the King's Highway known as No. 7087 (also known as E. C. Row Expressway) in the City of Windsor in the County of Essex lying between a point situate at its intersection with the northerly limit of the King's Highway known as No. 7902 (also known as Ojibway Parkway) and a point situate 365 metres measured easterly from its intersection with the centre line of the King's Highway known as No. 3 (also known as Huron Church Road).
38. All of the King's Highway known as No. 7274 (also known as Highway 6/Airport Road Connection).
39. That part of the King's Highway known as No. 7902 (also known as Ojibway Parkway) in the City of Windsor in the County of Essex lying between a point situate at its intersection with the northerly limit of the south junction of the roadway known as Broadway Street and a point situate at its intersection with the easterly limit of the Essex Terminal Railway right-of-way.
40. That part of the King's Highway known as No. 7908 (also known as Essex County Road 9/Howard Avenue Diversion) in the Town of Tecumseh in the County of Essex lying between a point situate at its intersection with the southerly limit of the King's Highway known as No. 3 and a point situate at its intersection with the northerly limit of the roadways known as Laurier Parkway and South Talbot Road where the King's Highway known as No. 7908 continues as the roadway known as Essex County Road 9.

O. Reg. 740/20, s. 2.

#### SCHEDULE B

#### HIGHWAYS PERMITTED TO ALL-TERRAIN VEHICLES, EXTREME TERRAIN VEHICLES, MULTI-PURPOSE OFF-HIGHWAY UTILITY VEHICLES, OFF-ROAD MOTORCYCLES AND RECREATIONAL OFF-HIGHWAY VEHICLES

1. All of the Secondary and Tertiary highways known as and numbered 500 to 899, but not including that part of the Secondary highway known as No. 587 south of a point situate 3.6 km southerly from its intersection with the highway known as Pass Lake Cross Road in the Municipality of Shuniah, in the District of Thunder Bay, being within the boundary of Sleeping Giant Provincial Park.
2. That part of the King's Highway known as Nos. 7036 (also known as Potter Road in the Township of Newmarket), 7037 (also known as Hanna Road in the Township of Lamarche and the Township of Hanna), 7041 (also known as Main Street in the Township of Curtin), 7042 (also known as Old Wanup Road in the Township of Dill and Secord Road in the Township of Secord and the Township of Burwash), 7044 (also known as Old Cartier Road in the Township of Cartier, the Township of Hart and the Township of Cascaden), 7140 (also known as Geneva Lake Mine Road in the Township of Moncrieff), 7151 (also known as Mesomikenda Lake Road in the Township of Neville and the Township of Chester), 7162 (also known as Ontario Street in the Township of Armour), 7182 (also known as Shebeshekong Road in the Township of Shawanaga and the Township of Carling), 7188 (also known as Katrine Road in the Township of Armour), 7279 (also known as Estaire Road in the Township of Dill and the Township of Burwash), 7285 (also known as Nelson Road in the Township of Burwash), 7286 (also known as Bentley Road in the Township of Dill), 7287 (also known as Shebeshekong Road in the Township of Carling), 7289 (also known as Lake Joseph Road in the Township of Seguin, the Township of Medora and the Township of Freeman), 7290 (also known as Lake Joseph Road in the Township of Seguin), 7291 (also known as Muskoka Road in the Township of Strong), 7292 (also known as Sinclair Lane in the Township of Strong), 7293 (also known as Green Road in the Township of Strong), 7294 (also known as Sunny Ridge Road in the Township of Strong), 7295 (also known as North Horn Lake Road in the Township of Strong), 7296 (also known as Valley View Road in the Township of Strong), 7297 (also known as South Service Road in the Township of Armour), 7298 (also known as Pickerel and Jack Lake Road and Berriedale Road in the Township of Armour), 7909 (also known as Nobel Road in the Township of Carling and the Township of McDougall) and 7910 (also known as Avro Arrow Road in the Township of McDougall).
3. That part of the King's Highway known as Nos. 94, 105, 118, 124, 125, 127, 130 and 141.

4. That part of the King's Highway known as No. 4 lying between a point situate at its intersection with the highway known as Huron County Road 12 (also known as Kippen Road) in the Municipality of Huron East, in the County of Huron, and a point situate at the north end of the structure known as the Bayfield River Bridge (at the southern boundary of the former Town of Clinton) in the Municipality of Central Huron, in the County of Huron.
5. That part of the King's Highway known as No. 6 lying between a point situate at its intersection with the south junction of the highway known as Bruce County Road No. 9 (also known as Colpoy Bay Road) in the Town of South Bruce Peninsula, in the County of Bruce, and a point situate 400 metres measured north of the centre line of the roadway known as Dyers Bay Road in the Municipality of Northern Bruce Peninsula, in the County of Bruce.
6. That part of the King's Highway known as No. 6 lying between a point situate at its intersection with the highway known as Water Street in the Township of Tehkummah, in the District of Manitoulin, and a point situate 2,000 metres measured northerly from the centre line of the highway known as Whites Point Road in the Town of Northeastern Manitoulin and the Islands, in the District of Manitoulin.
7. That part of the King's Highway known as No. 6 lying between a point situate at 330 metres measured southerly from the middle of the swing bridge over the Little Current North Channel in the Town of Northeastern Manitoulin and the Islands in the District of Manitoulin and a point situate at its intersection with the highway known as Foster Drive in the Town of Espanola in the District of Sudbury.
8. That part of the King's Highway known as No. 8 lying between a point situate 1.3 kilometres measured westerly from the centre line of the western most intersection with the King's Highway known as No. 23, in the Municipality of West Perth, in the County of Perth, and a point situate at its intersection with the highway known as Centennial Drive in the Municipality of Huron East, in the County of Huron.
9. That part of the King's Highway known as No. 8 lying between a point situate 100 metres measured easterly from the centre line of the highway known as Huron Street in the Municipality of West Perth, in the County of Perth, and a point situate at its intersection with the highway known as Ransford Street in the Municipality of Central Huron, in the County of Huron.
10. That part of the King's Highway known as No. 9 lying between a point situate at its intersection with the highway known as West Heritage Street in the Township of Howick, in the County of Huron, and a point situate 500 metres measured southerly from the centre line of the roadway known as Bruce Road 6 East (also known as Absalom Street) in the Municipality of South Bruce, in the County of Bruce.
11. That part of the King's Highway known as No. 9 lying between a point situate 600 metres measured northerly from the intersection with the highway known as Bruce Road 24 (also known as Absalom Street) in the Municipality of South Bruce, in the County of Bruce, and a point situate at its intersection with the King's Highway known as No. 21 in the Municipality of Kincardine, in the County of Bruce.
12. That part of the King's Highway known as No. 11 lying between a point situate at its western most intersection with the King's Highway known as No. 71 east of the Settlement Area of Barwick, in the Township of Chapple, in the Reserve of the Manitou Rapids First Nation, in the District of Rainy River, and a point situate 300 metres measured easterly from the centre line of the highway known as Miller Street North at the eastern boundary of the Town of Rainy River, in the District of Rainy River.
13. That part of the King's Highway known as No. 11B lying between a point situate at its northern most intersection with the King's Highway known as No. 11 in the Town of Atikokan, in the District of Rainy River, and a point situate at its intersection with the Secondary Highway known as No. 622 in the District of Rainy River.
14. That part of the King's Highway known as No. 23 lying between a point situate at its intersection with the King's Highway known as No. 7 in the Township of Lucan Biddulph, in the County of Middlesex, and a point situate 1.1 kilometres measured southerly from its intersection with the King's Highway known as No. 8 in the Municipality of West Perth, in the County of Perth.
15. That part of the King's Highway known as No. 23 lying between a point situate 1.1 kilometres measured northerly from its intersection with the King's Highway known as No. 8 in the Municipality of West Perth, in the County of Perth, and a point situate at its intersection with the roadway known as Perth Line No. 44 in the Municipality of North Perth, in the County of Perth.

16. That part of the King's Highway known as No. 28 lying between a point situate at its intersection with the highway known as Peterborough County Road 504 in the Township of North Kawartha, in the County of Peterborough, and a point situate at its intersection with the King's Highway known as No. 118 in the Town of Bancroft, in the County of Hastings.
17. That part of the King's Highway known as No. 28 lying between a point situate 880 metres measured easterly from the centre line of the highway known as Hastings Street in the Town of Bancroft, in the County of Hastings, and a point situate at its intersection with the King's Highway known as No. 41 in the Township of Addington Highlands, in the County of Lennox and Addington.
18. That part of the King's Highway known as No. 35 lying between a point situate 200 metres measured northerly from its intersection with the centre line of the roadway known as Horseshoe Lake Road in the Township of Minden Hills, in the County of Haliburton, and a point situate at its intersection with the King's Highway known as No. 60 in the Township of Lake of Bays, in the District of Muskoka.
- 18.1 That part of the King's Highway known as No. 35 lying between a point situate at its southern most intersection with the roadway known as Haliburton County Road 121 in the Township of Minden Hills, in the County of Haliburton, and a point situate 4300 metres measured southerly from its intersection with the roadway known as Deep Bay Road in the Township of Minden Hills, in the County of Haliburton.
19. That part of the King's Highway known as No. 41 lying between a point situate at the Frontenac and the Lennox and Addington County Boundary (Bon Echo Provincial Park North Boundary) in the Township of Addington Highlands, in the County of Lennox and Addington, and a point situate at its intersection with the highway known as Renfrew County Road 512 (also known as Foymount Road) in the Township of Bonnechere Valley, in the County of Renfrew.
20. That part of the King's Highway known as No. 41 lying between a point situate 800 metres measured northerly from the centre line of its southern most intersection with the King's Highways known as No. 60 (also known as Bonnechere Street) in the Township of Bonnechere Valley, in the County of Renfrew, and a point situate at its intersection with the King's Highway known as No.17 in the Township of Laurentian Valley, in the County of Renfrew.
21. That part of the King's Highway known as No. 60 lying between a point situate at its intersection with the highway known as Cotieville Road in the Township of Horton, in the County of Renfrew, and a point situate at its intersection with a point measured 500 metres westerly from the centre line of the highway known as Ott Road in the Township of Bonnechere Valley, in the County of Renfrew.
22. That part of the King's Highway known as No. 60 in the County of Renfrew lying between a point situate 800 metres measured northerly from its intersection with the roadway known as Bridge Street in the Township of Bonnechere Valley and a point situate 800 metres measured easterly from its intersection with the roadway known as Renfrew County Road 62 South in the Township of Madawaska Valley.
23. That part of the King's Highway known as No. 60 lying between a point situate 500 metres measured westerly from the centre line of its western most intersection with County Road No. 62 in the Township of Madawaska Valley, in the County of Renfrew, and a point situate 300 metres measured southerly from the middle of the Headstone Creek Bridge (at the east entrance of Algonquin Provincial Park) in the District of Nipissing.
24. That part of the King's Highway known as No. 60 lying between a point situate at its intersection with the northern boundary of the Township of Algonquin Highlands (being the western boundary of Algonquin Park) in the County of Haliburton, and a point situate 1000 metres measured westerly from its intersection with the centre line of the roadway known as Hidden Valley Road in the Town of Huntsville, in the District of Muskoka.
25. That part of the King's Highway known as No. 61 lying between a point situate with the international boundary between Canada and the United States of America in the Municipality of Neebing, in the District of Thunder Bay, and a point situate at its intersection with the King's Highway known as No. 130 in the Municipality of Oliver Paipoonge, in the District of Thunder Bay.
26. That part of the King's Highway known as No. 62 lying between a point situate at its intersection with the King's Highway known as No. 7 in the Township of Madoc, in the County of Hastings, and a point situate 300 metres measured southerly from the centre line of the highway known as Bay Lake Road in the Town of Bancroft, in the County of Hastings.

27. That part of the King's Highway known as No. 62 lying between a point situate at its intersection with the highway known as Hybla Road in the Municipality of Hastings Highlands, in the County of Hastings, and a point situate at its intersection with the King's Highway known as No.127 in the Municipality of Hastings Highlands, in the County of Hastings.
28. That part of the King's Highway known as No. 63 lying between a point situate at its intersection with the highway known as Peninsula Road in the City of North Bay, in the District of Nipissing, and a point situate at its intersection with the boundary of the Province of Ontario and the Province of Quebec in the District of Nipissing.
29. That part of the King's Highway known as No. 64 lying between a point situate at its intersection with the King's Highway known as No. 69 in the Municipality of French River, in the District of Sudbury, and a point situate at its western most intersection with the King's Highway known as No. 17 in the Municipality of West Nipissing, in the District of Nipissing.
30. That part of the King's Highway known as No. 64 lying between a point situate at its intersection with the highway known as Highway 17 in the Municipality of West Nipissing, in the District of Nipissing, and a point situate at its intersection with the King's Highway known as No. 11 in the District of Nipissing.
31. That part of the King's Highway known as No. 65 lying between a point situate at its intersection with the boundary of the Province of Ontario and the Province of Quebec, in the District of Timiskaming, and a point situate at its intersection with Armstrong Street in the City of Temiskaming Shores, in the District of Timiskaming.
32. That part of the King's Highway known as No. 65 lying between a point situate at its intersection with the King's Highway known as No. 11 in the City of Temiskaming Shores, in the District of Timiskaming, and a point situate at its intersection with the King's Highway known as No. 66 in the Township of Matachewan, in the District of Timiskaming.
33. That part of the King's Highway known as No. 66 lying between a point situate at its intersection with King's Highway known as Highway No. 11 in the District of Timiskaming and a point situate at its intersection with the Secondary Highway known as No. 566 in the Township of Matachewan, in the District of Timiskaming.
34. That part of the King's Highway known as No. 72 lying between a point situate at its intersection with the King's Highway known as No. 17 in the District of Kenora and a point situate at its intersection with the railway tracks of the Canadian National Railway in the Municipality of Sioux Lookout, in the District of Kenora.
35. That part of the King's Highway known as No. 89 lying between a point situate 800 metres measured westerly from the centre line of its western most intersection with the King's Highway known as No. 10 in the Town of Shelburne, in the County of Dufferin, and a point situate 1.4 kilometres measured easterly from the centre line of the King's Highway known as No. 6 in the Township of Wellington North, in the County of Wellington.
36. That part of the King's Highway known as No. 89 lying between a point situate 1.8 kilometres measured westerly from its intersection with the King's Highway known as No. 6 in the Township of Wellington North, in the County of Wellington, and a point situate at its intersection with the highway known as County Road 2 in the Town of Minto, in the County of Wellington.
37. That part of the King's Highway known as No. 101 lying between a point situate at its intersection with the boundary of the Province of Ontario and the Province of Quebec in the Township of Black River-Matheson, in the District of Cochrane, and a point situate at the middle of the bridge over the Black River in the Township of Black River-Matheson, in the District of Cochrane.
38. That part of the King's Highway known as No. 101 lying between a point situate at its western most intersection with the King's Highway known as No. 11 in the Township of Black River-Matheson, in the District of Cochrane, and a point situate at its intersection with the highway known as Peninsula Road in the City of Timmins, in the District of Cochrane.
39. That part of the King's Highway known as No. 101 lying between a point situate at its intersection with the King's Highway known as No. 144 in the City of Timmins, in the District of Cochrane, and a point situate 75 metres measured easterly from the centre line of the highway known as Gladstone Avenue in the Municipality of Wawa, in the District of Algoma.
40. That part of the King's Highway known as No. 108 lying between a point situate at its intersection with the King's Highway known as No. 17 in the Township of The North Shore, in the District of Algoma, and a point situate at its intersection with the highway known as Esten Drive South in the City of Elliot Lake, in the District of Algoma.

41. That part of the King's Highway known as No. 112 lying between a point situate at its intersection with the King's Highway known as No. 11 in the District of Timiskaming and a point situate at its intersection with the King's Highway known as No. 66 in the Town of Kirkland Lake, in the District of Timiskaming.
42. That part of the King's Highway known as No. 118 lying between a point situate at its intersection with the highway known as Haliburton Lake Road 14 in the Municipality of Dysart et al, in the County of Haliburton, and a point situate at its intersection with the King's Highway known as No. 11 in the Town of Bracebridge, in the District of Muskoka.
43. That part of the King's Highway known as No. 118 lying between a point situate at its intersection with a point 500 metres measured easterly from the centre line of the highway known as Fred Jones Road in the Municipality of Dysart et al, in the County of Haliburton, and a point situate at its intersection with the King's Highway known as No. 28 in the Township of Faraday, in the County of Hastings.
44. That part of the King's Highway known as No. 129 lying between a point situate at its intersection with the King's Highway known as No. 17 in the Town of Thessalon, in the District of Algoma, and a point situate at its southern most intersection with the roadway known as Old Highway 129 in the Township of Chapleau, in the District of Sudbury.
45. REVOKED: O. Reg. 181/16, s. 2 (13).
46. That part of the King's Highway known as No. 132 lying between a point situate at 1.5 kilometres measured west of the centre line of the highway known as Renfrew County Road 33 (also known as Lochiel Avenue) in the Town of Renfrew in the County of Renfrew and a point situate at its intersection with the King's Highway known as No. 41 in the Township of Bonnechere Valley in the County of Renfrew.
47. That part of the King's Highway known as No. 144 lying between a point situate at its intersection with the highway known as Old Cartier Road in the Geographic Township of Cartier, in the District of Sudbury, and a point situate at its intersection with the King's Highway known as No. 101 in the City of Timmins, in the District of Cochrane.
48. REVOKED: O. Reg. 135/15, s. 11 (5).

O. Reg. 316/03, Sched. B; O. Reg. 135/15, s. 11; O. Reg. 181/16, s. 2.

SCHEDULE C  
AREAS IN FAR NORTHERN ONTARIO AND UNORGANIZED TERRITORY

1. The areas in the districts of Kenora and Thunder Bay north of the railway tracks of the Canadian National Railways passing through the municipalities of Malachi, Minaki, Quibell, Sioux Lookout, Savant Lake, Armstrong and Nakina.
2. The area in the Territorial District of Cochrane north of 50 degrees latitude.
3. The area in the Territorial District of Algoma north of the railway tracks of the Canadian Pacific Railway passing through the municipalities of Amyot, Franz and Missanabie.
4. All highways that are in unorganized territory and that are under the jurisdiction and control of a road authority other than the Ministry.

O. Reg. 316/03, Sched. C.



# Tay Valley Township

25 years

May 8, 2023

Hon. Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier:

**RE: School Bus Stop Arm Cameras**

The Council of the Corporation of Tay Valley Township at its Council meeting on April 25<sup>th</sup>, 2023, adopted the following resolution:

**RESOLUTION #C-2023-04-30**

**"WHEREAS**, almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS**, the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O.Reg. 424/20);

**AND WHEREAS**, the Association of Municipalities of Ontario (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS**, police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS**, the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of Tay Valley Township urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the province for the start of the 2023-2024 school year and;
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURHTER THAT**, this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, John Jordan MPP, AMO and all municipalities in Ontario."

**ADOPTED**

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 123 or [cao@tayvalleytwop.ca](mailto:cao@tayvalleytwop.ca).

Sincerely,



Amanda Mabo, CAO/Clerk

cc: Honourable Doug Downey, Attorney General  
Honourable Steven Lecce, Minister of Education  
Provincial Opposition Parties  
John Jordan, MPP Lanark-Frontenac-Kingston  
Association of Municipalities of Ontario (AMO)  
All Municipalities in Ontario

## Rodger Mordue

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**From:** Mark Peterson  
**Sent:** May 22, 2023 9:15 AM  
**To:** Rodger Mordue  
**Subject:** Fwd: Request to repaint the Rainbow Crosswalk in Drumbo

----- Forwarded message -----

**From:** Ken Whytock <[REDACTED]>  
**Date:** May 18, 2023 10:31 p.m.  
**Subject:** Request to repaint the Rainbow Crosswalk in Drumbo  
**To:** Mark Peterson <mpeterson@blandfordblenheim.ca>  
**Cc:** Daryl Barnes <dbarnes@blandfordblenheim.ca>, Bruce Banbury <bbanbury@blandfordblenheim.ca>, Nancy Demarest <ndemarest@blandfordblenheim.ca>, Tina Young <tyoung@blandfordblenheim.ca>

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Hello Mayor and Councillors,

Last year I approached council with a proposal to paint a rainbow crosswalk to commemorate June as Pride month and to show solidarity with the LGBTQ+ community. Council approved the idea and we painted a crosswalk at the intersection of Pinkham and Centre Streets in Drumbo. What I thought would last for a month stood up quite well under the elements and is still visible today but it's faded.

I'm writing to ask permission and support from council to repaint the crosswalk and give it a fresh coat of paint for this June. If you have any questions please let me know, or if you would like me to do a presentation before council I would be happy to do so.

Thanks,  
Ken Whytock

--  
Ken Whytock  
Drumbo, Ontario

I acknowledge that I am a non-Indigenous Canadian living on the traditional lands of the Indigenous people who are the original stewards of this land. I hope to be guided by their respect for the land and I call on my society to respect the signed treaties between our nations.

**Proposed Resolution of Support Endorsed by the Safe & Well Oxford Steering Committee:**

WHEREAS the homelessness crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

WHEREAS municipalities and local social service providers are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the federal and provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT Council of the Township of South-West Oxford call on the federal and provincial governments to urgently:

- i. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- ii. Commit to ending homelessness in Ontario;
- iii. Work with Association of Municipalities of Ontario (AMO) and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health, the Minister of the Solicitor General, MPP Ernie Hardeman, MP Dave MacKenzie; to the Association of Municipalities of Ontario; County of Oxford and all area municipalities.

**Proposed Resolution of Support Endorsed by the Safe & Well Oxford Steering Committee:**

**WHEREAS** the Township of .... recognizes that challenges of mental health, addictions, specifically opioids, and homelessness are complex issues that have a significant and detrimental impact on the residents of the County of Oxford and surrounding areas within Ontario;

**WHEREAS** addressing and responding to these issues has placed extreme stress on all levels of municipal and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within the County of Oxford and surrounding areas;

**WHEREAS** mental health, opioids and homelessness trends are, in recent years, at an all-time high and such prevalence is impacting the overall well-being of the people of the County of Oxford and surrounding areas;

**WHEREAS** Council acknowledges that approaches to addressing and responding must include diverse and inclusive approaches to these issues, and should not be viewed as a single solution response;

**WHEREAS** addressing and responding will require strategies and practices specific and uniquely designed for the County of Oxford and surrounding communities;

**WHEREAS** Council accepts that the responsibility to address these challenges rests with community stakeholders, partners, residents, as well as federal and provincial governments and agencies;

**WHEREAS** challenges of mental health, addictions and homelessness are not unique to the County of Oxford and surrounding areas within Ontario;

**NOW THEREFORE BE IT RESOLVED THAT** Council provide direction to staff to send a letter to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health, the Minister of the Solicitor General, MPP Ernie Hardeman, MP Dave MacKenzie; to the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA); County of Oxford and all area municipalities advocating for additional resources to combat the opioid crisis in Ontario.

May 31 2023

Community Fun day

Plattsville Park

June 17

Dear Mayor Mark Peterson and Blandford-Blenheim Township Council Members

The community members and Plattsville Lions club are hosting a community fun day at the Plattsville Park, which includes a BBQ, Car tractor show, family games, grand opening of splash pad, water fun with the fire department. We would like to hold a licensed beer garden at this event around the pavilion with a temporarily fenced in area. We respectfully request Council's permission to hold this event of "municipal significance" at the Plattsville Park on June 17 2023. This event is a fun way for the community to get together, well also raising funds for the accessible rubber flooring. The Licensed beer garden will be under Trails Edge, which will also provide the township with adequate liability insurance. Trails edge is using there catering licensed and insurance for this event. All profit raised from the beer garden will go towards the accessible flooring project.

Once provided with written consent from Council, we will be applying for a liquor licence for the beer garden and obtaining adequate liability insurance for the event.

Please send written consent to [trailsedge@live.ca](mailto:trailsedge@live.ca). If you have any questions please email trails edge.

Thanks

Community Fun day



# STEERING COMMITTEE MEETING MINUTES

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Thursday, April 20<sup>th</sup>, 2023

9:00 a.m. to 11:00 a.m.

Oxford County Administration Building

Room 222

## 1. Welcome and Introductions

Members of the Committee introduced themselves and commented on their goals and priorities as they relate to the Safe & Well Oxford Plan. It was noted and discussed that the Safe & Well Oxford Plan has the potential to do great good; however, the mandate is new and large and there will be a need to stay focused on the role of the Committee in terms of providing support to partner committees and agencies working towards the goals and objectives of the Safe & Well Oxford Plan. The Committee discussed the need to share and promote the work that is taking place from partner tables and committees within Oxford. The goals and objectives will need to be looked at and updated as the Committee moves along through implementation and has the opportunity to connect with other supporting networks and stakeholders.

## 2. Selection of Committee Chair

The Committee selected Children's Aid Society Executive Director Tina Diamond as the Chair for the committee for 2023.

## 3. Review of Agenda (feedback/additions to agenda)

There were no additions to the agenda.

## 4. Review Safe & Well Oxford Steering Committee Terms of Reference (attached)

The Committee reviewed the Terms of Reference and it was noted that meetings will be open to the public. The [Safe & Well Oxford](#) website will need to be updated so that agendas and minutes can be shared publicly online.

## 5. Review Summary of Objectives and Goals of the Safe & Well Oxford Plan (attached)

The Committee discussed and reviewed the goals and objectives in the Safe & Well Oxford Plan. The following comments and action items were made:

- There is a need for the Committee to understand who the stakeholders are in relation the Safe & Well Oxford Plan. There are many organizations, committees and tables that are working towards the goals and objective of the plan. The Committee provided direction to develop a stakeholder list and identifies which priority area each is focused on – Julie will bring a draft stakeholder list back to the Committee for review and input based on organizations and agencies that were consulted during the development of the Safe & Well Oxford plan.
- Discussion took place in relation to the challenges with getting into schools within the County for education and awareness presentations and campaigns (i.e. Southwestern public Health, OPP, Woodstock Police Services have education and awareness presentations and campaigns available for students). As a Steering Committee – can we bring this to the attention of the school board and source education and awareness programs that are available for students? What are some of the programs that can be offered if we can get into the schools? Real life stories are valuable and impactful.
- Data collection, tracking and monitoring was discussed. It will be important for the committee to consider data as we move forward to measure the progress and success of the Safe & Well Oxford Plan.
- The Committee provided direction to support staff to prepare a media release for the public and all stakeholders in relation to next steps of the Safe & Well Oxford plan implementation and direction on connecting with external stakeholders/committees/tables that will provide information and input to the steering committee. There is a need to understand what their current priorities and challenges are.
- The County of Oxford (Ayesha Sajid) is working on the development of a County wide Diversity, Equity and Inclusion Committee. It is anticipated that recruitment for the committee will begin in May.

## 6. Correspondence/Recurring Items

Received as information:

- Township of Lanark Highlands Resolution re: Violence Against Women

## 7. Next Meeting Date:

The Committee agreed to meet again on Tuesday, May 23<sup>rd</sup>, 2023 at 10:00 a.m. at the Oxford County Administration Building in Council Chamber.

## 8. Adjournment (11:00 a.m.)



# safe & well

OXFORD COMMUNITIES

## Oxford County municipalities approve and endorse Safe and Well Oxford Plan and establish Steering Committee

Safe and Well Oxford aims to create communities where individuals and families feel safe, supported and included and where they can access what they need, when they need it, to live life fully

**May 31, 2023** – The Safe and Well Oxford Plan, Oxford’s roadmap for building safe and inclusive communities, is taking a key step forward with the endorsement of all nine municipal councils and the appointment of an inaugural Steering Committee.

In February 2023, Oxford County Council approved both the terms of reference and the recommended appointments to the Safe and Well Oxford Steering Committee, through to the end of the current Council term on November 15, 2026. A new Steering Committee will be appointed by the new Oxford County council for the subsequent council term.

The Safe and Well Oxford Steering Committee comprises individuals who played a key role in the development of the plan, drawing from local police services, health care organizations and providers, school boards, businesses, social service providers, agencies and more.

The Steering Committee will be working diligently over the next six months to establish a strong foundation in which it can effectively support and guide the Action Coalitions, the Plan’s issue-specific sub-committees, as they work to meet the goals and objectives of the Plan.

“Our hope for this plan is to help create safer, healthier and more vibrant communities across Oxford, which is more important today than ever before” says Oxford County Warden Marcus Ryan. “Ongoing community engagement, education, awareness and participation is critical to the successful implementation of the Safe & Well Oxford Communities Plan.”

A key task for the Steering Committee will be to gather data and metrics that will subsequently be used to measure the accomplishments achieved throughout the community. Also key to the success of this Plan will be maintaining effective communication and partnerships with all community stakeholders, local municipalities and residents as the Steering Committee moves forward to accomplish goals and objectives detailed within the plan.



Representatives of the Safe & Well Oxford Steering Committee will be reaching out to key stakeholders in the coming weeks to schedule meetings and consultation in relation to the goals and objectives of the Safe & Well Oxford plan, and discuss how the steering committee may best support them in achieving their goals and the goals established in the Safe & Well Oxford plan.

"Helping to ensure that members of our community feel safe doesn't begin and end with law enforcement. The way in which we respond to people facing complex needs, such as mental health challenges, addictions and lack of secure housing, impacts the safety and wellbeing of both individuals and community," says Township of South-West Oxford Mayor David Mayberry. "Through the work of the Safe & Well Oxford Steering Committee, we hope to come together as a community with shared common goals to find ways to best support the organizations within our community that are providing these necessary supports."

Safe and Well Oxford Steering Committee meetings are open to the public at the Oxford County Administration Building in Woodstock. Upcoming meetings, agendas and minutes will be posted on the [Safe and Well Oxford website](#).

## Background

In September, 2020 municipalities across Oxford County, launched a planning process to develop a shared Community Safety and Well-being Plan, Safe and Well Oxford, in response to the requirements of the Police Services Act. The planning process was spearheaded by a multi-sectoral Advisory Committee made up of representatives from across Oxford, including police and emergency services, health care, mental health and social services, school boards and community service providers.

Throughout 2020, more than 1,400 members and front-line service providers from across Oxford shared their ideas about how to address priority risks and improve the safety and well-being of their communities. Safe and Well Oxford truly reflects the multitude of diverse voices the committees heard from and sets out the plan for how government, service providers, residents and businesses can work together to address the root causes of the most complex social issues Oxford communities face. Although there are many areas that influence the safety and well-being of communities, the four priority risks that Safe and Well Oxford will address through a social development and prevention lens are:

- Mental Health
- Affordable Housing
- Substance Misuse
- Equity, Diversity and Inclusion

Safe and Well Oxford establishes goals and objectives to address Oxford's priority risks. It asks all local municipalities, service providers, residents, businesses and more to step forward and work together to achieve our shared vision of community safety and well-being. Please visit

[safeandwelloxford.ca](http://safeandwelloxford.ca) for full details of the Plan and how we can work together to create a more vibrant and safe community.

Safe and Well Oxford has received very positive support and endorsement from all Oxford municipal Councils and Oxford County. Implementation of this Plan will be a shared responsibility across the County and include community members and local representatives to improve the overall well-being for our residents.

## About Safe and Well Oxford

Safe and Well Oxford is Oxford County's community safety and well-being plan. Legislated by the Government of Ontario, the plan outlines the road map to building a safe, welcoming and inclusive community for all where "no one is left behind." Implementation of the Safe and Well Oxford Plan is overseen by the Safe and Well Oxford Steering Committee, made up of one representative from each of the action coalitions, one representative from a youth community organization, the Manager of Strategic Initiatives and Continuous Improvement from Oxford County, a Clerk or CAO from the area municipalities, and two members of County Council. For more information visit [www.safewelloxford.ca](http://www.safewelloxford.ca).

## Current Steering Committee Members

Randy Peltz, Executive Director, Oxford County Community Health Centre  
Kelly Black, Director of Human Services, Oxford County  
Tina Diamond, Executive Director, Children's Aid Society, Oxford  
Sarah Hamulecki, Manager of Strategic Initiatives and Continuous Improvement, Oxford County  
Julie Middleton, Clerk, South-West Oxford  
Bernia Wheaton, Oxford County Council  
Marcus Warden, Oxford County Council

## Contacts

Julie Middleton, Manager, Legislative Services (Clerk)/Deputy CAO  
Township of South-West Oxford  
Safe and Well Oxford Steering Committee Co-Lead  
519-485-0477 ext. 7023  
[clerk@swox.org](mailto:clerk@swox.org)

Sarah Hamulecki, Manager, Strategic Initiatives & Continuous Improvement  
Oxford County  
Safe and Well Oxford Steering Committee Co-Lead  
519-539-9800 ext. 3150  
[shamulecki@oxfordcounty.ca](mailto:shamulecki@oxfordcounty.ca)



RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of April 20<sup>th</sup>, 2023 be approved as presented.

DISPOSITON: Motion Carried

#### 4. Review of Draft CSWB Plan News Release

The Committee reviewed and made some minor amendments to the Draft CSWB Plan New Release to include the list of the current membership of the committee, and to advise that the Safe and Well Oxford Steering Committee will reach out to stakeholders to invite them to an upcoming meeting to discuss their current priorities in relation to the Safe & Well Oxford plan and what their current challenges are.

The Committee expressed their support in relation to the length of the media release and commented on the benefits of including as much information as possible to the media and all stakeholders as we move forward.

#### 5. Review of stakeholder schematic and list

The Committee reviewed and made adjustments to the stakeholder list. Any additional changes should be sent to Julie or Sarah to update the list. It was discussed that the stakeholder list will primarily be used internally for the Committee to share information and updates with partners.

#### 6. Next Steps:

##### a. Data collection/monitoring – potential development of subcommittee:

The Committee discussed the benefits of giving consideration to the data that the Committee would like to gather and monitor based on the current priorities of the Safe & Well Oxford action coalitions. More discussion in relation to data collection and monitoring will take place following initial consultation with key stakeholders. Through consultation with key stakeholders, the Committee will have a better understanding of what data is already available and how that relates to their own strategic priorities.

##### b. Invitations to Contributing Network Support Committees (select 3):

- i. What are their existing priorities in relation to the goals and objectives of the Safe & Well Oxford Plan?
- ii. What are their current challenges?
- iii. How can the Safe & Well Oxford Steering Committee support them?







# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	May 29, 2023
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	May 3, 2023
<b>Report #:</b>	DS-23- 08		

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### Recommendation:

That Report DS-23-08 be received as information

### Background:

Monthly activities of the Drainage Department to May 29, 2023

### Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- Commenting on planning applications
- 38 locates for ON 1 Call in April 26 2023 including 2 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates. Reviewed site with Curtis ( P.ENG) and working on the next site meeting for Ratepayer to review option for new report with second site meeting summer of 2023

- Princeton Drainage System 2022 Engineer has filed final report. Report dated July 29/22 filed with the Township on August 8, 2022. Consideration of report was September 7<sup>th</sup>, 2022. Court of revision at October 5<sup>th</sup>, 2022 council meeting, By-law 2313-2022 passed October 19 2022 3<sup>rd</sup> reading. Working on Construction of Romano SWMP with two forces and local contractors. Contractor GHN work starting week of March 27
- Princeton Drain Section 78 report has been approved by GRCA and council and will be added to the new Engineer's Report for Princeton Drainage System 2022 report filed as part of Princeton Drainage System 2022 consideration of report September 7<sup>th</sup> 2022 COR at October 5<sup>th</sup> 2022 council meeting, By-law passed October 19 2022 3<sup>rd</sup> reading. This project will be tender with Princeton Drainage System 2022 Phase 3 tender
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD
- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way, final design has been reviewed and approved by Township Engineer, the repair work to the outlet to be done by Developer's Contractor work is 90% complete
- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys and design and has sent info to GRCA for comments. 2<sup>nd</sup> site meeting was held on November 15<sup>th</sup> 2022. Report was filed on November 29 2022 was considered on December 21 2022 and By-law 2334-2022 was provisionally adopted. Court of Revision was January 18<sup>th</sup> 2023 third reading of by-law was March 1 2023. Construction fall 2023 (Sept)
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc site meeting summer 2023
- Hotson Drain drainage petition received by Council June 15 2022. Engineer appointed August 3, 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Onsite meeting was September 6<sup>th</sup> @10.00am at Township Road 8 and Blandford Road, working on survey.
- Holt Drain, Brant County have accepted Section 78 request. Brant have appointed K Smart & Assoc. (Curtis MacIntyre) Onsite meeting was on September 20<sup>th</sup> 2022 in Princeton engineer working on design options and survey
- HUBBARD KING DRAIN Township Road 8 and Hubbard Road petition by Jim Borton Director of Public Works received by Council June 1 2022 council appointed Engineer August 3 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Site meeting November 3<sup>rd</sup> 2022, working on Survey and design

- Baker Drain Council accepted petition on September 7<sup>th</sup> 2022 for repair and improvements. Engineer was appointed on October 19<sup>th</sup> 2022 project Engineer will be Curtis MacIntyre of K Smart & Assoc. Site meeting April 26 2023
- Working on Plattsville Development Phase 3 and 4 drainage report with Kenn Smart. Kenn has proposed that the revised assessment schedule for the area that is affected by the existing BLOCK ASSESSMENT be extended to the area of Plattsville Estates Phase 3A, 3B and Phase 4 that outlet into the SWMP on Fennel St. reviewing draft report with public meeting June 14 2023
- Webinar on Excess soil regulations
- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) MECP issued final approval on March 7<sup>th</sup> ,2023. (ECA Number 334-S701)
- Attended by 2 council meeting
- Attended Township open house @ Drumbo
- Attended Staff Meeting
- Working on Drumbo SWMP on details of ownership and existing subdivision agreements
- Working on updates on the Municipal Service Standards
- Attended DSAO chapter meeting
- ROMA webinar re CN railway issue

**Financial Considerations:**

None

**Attachments:**

Respectfully submitted by:

*Jim Harmer*

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Jim Harmer Drainage Superintendent



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson – Director of Protective Services
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	May 23, 2023
<b>Subject:</b>	ATV Noise Exemption	<b>Council Meeting Date:</b>	June 7, 2023
<b>Report #:</b>	FC-23-08		

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### Recommendation:

That Report FC-23-08 be received;

And further that Council directs staff to permit the Great Lakes ATV Club an exemption to the township Noise & Vibration By-Law between the hours of 7pm -11pm on August 29<sup>th</sup>, 2023 and September 16<sup>th</sup>, 2023 to permit their members to ride their ATV on a private trail within the township.

### Background:

On May 10<sup>th</sup>, 2023 Great Lakes ATV Club contacted staff by email requesting an exemption from our current Township Noise By-Law 2182-2020 for August 29<sup>th</sup> and September 16<sup>th</sup>, 2023. This ATV Club host club member rides occasionally to collect donations for special projects or food items for the local food bank.

### Analysis/Discussion:

Great Lakes ATV Club have hosted this evening members ride every year since 1998 without any issues. They will ride on a small private trail north of Township Road 9 and then cross over the Township Road 9 for a very short distance to access the larger private trail on the south side of Township Road 9. Great Lakes ATV Club vice president have stated that all ATV members will cease any noise at 10:30 pm and start loading their ATV on their trailers. (ATV trail map attach)

### Financial Considerations: N/A

Respectfully submitted by:

Drew Davidson  
Director of Protective Services



Great Lakes ATV Club  
PO Box 331  
Innerkip ON N0J 1M0

Sarah Matheson  
Deputy Clerk  
Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo ON, N0J 1G0

May 10th, 2023

Dear Ms Matheson,

Great Lakes ATV Club would like to again apply for an exemption permit to the Noise or Vibration By-Law NUMBER 2182-2020 for the club leadership to host a members ride from 7pm to 11pm for the following dates:

August 29, 2023  
September 16, 2023

Last year we had approximately 20 riders and collected donations for the Blandford-Blenheim Food Bank.

For the continued respect to the neighbours of the trail property we will organize the ride to terminate at 10:30pm where all ATVs will be back at the parking lot and loaded on their respected trailers ensuring that all noise from exhausts or motors will be ceased by 11pm. We also plan to limit the rider attendance to 30 ATVs MAX, splitting the group into smaller riding packs.

We look forward to hearing your feedback on this request for the nighttime ride.

Sincere Regards,

Great Lakes ATV Club  
c/o Lisa Rocheleau, Club Vice President





# OFATV

Ontario Federation of All Terrain Vehicle Clubs

## OFATV All-Terrain Vehicle Trail Land Use Permission Form MEMORANDUM OF UNDERSTANDING

(Please print clearly, pressing hard, or type)

On this 21 day of April, year 2018, I, the undersigned owner/occupier of the premises that is lot # 3, concession # 9, or other \_\_\_\_\_, in the township of Blandford-Blenheim, County/District/Region of Oxford do hereby give the undersigned named All-Terrain Vehicle (hereinafter ATV) Club, as a member in good standing of the Ontario Federation of All Terrain Vehicle Clubs (hereinafter OFATV) permission to legally enter, establish, maintain, groom, sign, and use that portion of the premises herein designated by myself for the exclusive purpose of allowing individual members of the OFATV to use said designated premises for ATV'ing under the following terms and conditions:

- 1) The local ATV club shall, at all times, maintain its status as a member in good standing of the OFATV, and be able to verify this to the owner/occupier with a current OFATV membership certificate, or this agreement shall be immediately null and void.

By remaining in good standing of the OFATV, the local ATV club shall have access to the OFATV third party liability insurance plan. Before this document is signed, proof of coverage should be provided to the land owner/occupier, (certificate of insurance) and is confirmed to the undersigned land owner/occupier by signing this memorandum of understanding on the condition that no fee has been charged by the owner/occupier for the use of said designated premises. The insurance shall have a limit of no less than ten million dollars (10 million) to cover land uses specified herein by the local ATV club, and individual OFATV members on the designated premises, save and except any intentional acts by the owner or occupier. The land owner/occupier is automatically covered under the club's third party liability insurance upon this agreement, which has been bound by signatures from both parties. If the land owner/occupier wishes to have him/her shown as a named insured; a certificate is available upon request from the club's representative.

- 2) The designated premises shall be sketched on a separate paper, or shown on an attached map. A copy of the sketch and/or map shall be initialed by both undersigned parties and attached to each copy of this agreement.
- 3) It is understood that, at the owner/occupiers request, ATV use will cease in the winter months, for the duration of the snowmobile grooming season, and resume at the end of the grooming season.
- 4) The local ATV club shall maintain that portion of said designated premises to be used by individual OFATV members in reasonably good condition for ATV'ing purposes only. The local ATV club may assist or be assisted by other trail user groups, insofar as trail maintenance and upkeep, only provided that the other user groups in question also have such agreements as this made with the same land owner/occupier, for the same designated portion of same said premises, with all proper documentation and liability coverage in place. The ATV club will undertake the posting of appropriate signage, remove on an annual basis any litter caused by individual OFATV members, and will make reasonable repairs for any damage to property caused by individual OFATV members on that portion of the property designated for ATV use.
- 5) Each undersigned party shall give the other sixty (60) days prior written notice to the address below of any changes to, or cancellation of this agreement. Changes must be agreed upon by both parties prior to the new agreement coming into effect.
- 6) The local ATV club, or its executive, are hereby authorized to be the undersigned owner/occupier's agent(s) to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, C.T. 21; the Occupiers Liability Act R.S.O. 1990, C.O.I.; and the Off-Road Vehicles Act R.S.O. 1990.

Land Owner/Occupier		Local ATV Club	
NAME	Hein Van der Klyn	NAME	Elard Teeple, Great Lakes ATV Club
ADDRESS	866178 Rd. 10 Blandford-Blenheim	ADDRESS	PO Box 331, Inneskip ON, N0J 1M0
PHONE	(519) 421-8720	PHONE	(519) 851-9353
SIGNATURE	<i>Hein Van der Klyn</i>	SIGNATURE	<i>Elard Teeple</i>

Local ATV Club Contact Person Name and Phone:	OFATV Representative Director Name and Phone:
Elard Teeple, President (519) 851-9353	

Google Maps Township Rd 9



Imagery ©2018 Google, Map data ©2018 Google 100 m



*Handwritten notes:*  
HV  
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Township Rd 9  
Blandford-Blenheim, ON



# OFATV

Ontario Federation of All Terrain Vehicle Clubs

## MEMORANDUM OF UNDERSTANDING

(Please print clearly, pressing hard, or type)

On this 8 day of July, year 2001, the undersigned owner/occupier of the premises that is lot # 1 concession # 1 or other

County/District/Region of Simcoe in the township of North York do hereby give (the undersigned named All Terrain Vehicle (hereinafter ATV) Club, as a member in good standing of the Ontario Federation of All Terrain Vehicle Clubs (hereinafter OFATV) permission to legally enter, establish, maintain, groom, sign, and use that portion of the premises herein designated by myself for the exclusive purpose of allowing individual members of the OFATV to use said designated premises for ATV'ing under the following terms and conditions:

1) The local ATV club shall, at all times, maintain its status as a member in good standing of the OFATV, and be able to verify this to the owner/occupier with a current OFATV membership certificate, or this agreement shall be immediately null and void.

By remaining in good standing of the OFATV, the local ATV club shall have access to the OFATV third party liability insurance plan. Before this document is signed, proof of coverage should be presented to the land owner/occupier, and is confirmed to the undersigned land owner/occupier by signing this memorandum of understanding on the condition that no fee has been charged by the owner/occupier for the use of said designated premises. The insurance shall have adequate limits to cover land uses specified herein by the local ATV club, and individual OFATV members on the designated premises, save and except any intentional acts by the owner or occupier.

2) The designated premises shall be sketched on a separate paper, or shown on an attached map. A copy of the sketch and/or map shall be initialed by both undersigned parties and attached to each copy of this agreement.

3) It is understood that, at the owner/occupiers request, ATV use will cease in the winter months, for the duration of the snowmobile grooming season, and resume at the end of the grooming season.

4) The local ATV club shall maintain that portion of said designated premises to be used by individual OFATV members in reasonably good condition for ATV'ing purposes only. The local ATV club may assist or be assisted by other trail user groups, insofar as trail maintenance and upkeep, only provided that the other user groups in question also have such agreements as this made with the same land owner/occupier, for the same designated portion of same said premises, with all proper documentation and liability coverage in place. The ATV club will undertake the posting of appropriate signage, remove on an annual basis any litter caused by individual OFATV members, and repair any damage to property caused by individual OFATV members on that portion of the property designated for ATV use.

5) Each undersigned party shall give the other sixty (60) days prior written notice to the address below of any changes to, or cancellation of this agreement.

6) The local ATV club, or its executive, are hereby authorized to be the undersigned owner/occupier's agent(s) to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, C.T. 21; the Occupiers Liability Act R.S.O. 1990, C.O.I.; and the Off-Road Vehicles Act R.S.O. 1990.

**Land Owner/Occupier**

**Local ATV Club**

NAME	<u>[Handwritten Name]</u>	NAME	<u>[Handwritten Name]</u>
ADDRESS	<u>[Handwritten Address]</u>	ADDRESS	<u>[Handwritten Address]</u>
PHONE	<u>[Handwritten Phone]</u>	PHONE	<u>[Handwritten Phone]</u>
SIGNATURE	<u>[Handwritten Signature]</u>	SIGNATURE	<u>[Handwritten Signature]</u>

**Local ATV Club Contact Person Name and Phone:**

**OFATV Representative Director Name and Phone:**

<u>[Handwritten Name]</u>	<u>[Handwritten Phone]</u>	<u>Tom May</u>	<u>[Handwritten Phone]</u>
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# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	May 31, 2023
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	June 7, 2023
<b>Report #:</b>	PW-23-11		

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### **Recommendation:**

That Report PW-23-11 be received as information.

### **Capital**

- Gobles CN Bridge – I have spoken to Robert from CN. The initial plan has been completed and are working on the layout. There have been some initial snags with the design layout in regards to speed and truck traffic. The Bridge contractor has committed to getting it completed this year. No time line has been set; the hope is early fall.
- Princeton Pond Expansion project – The pond is moving along quite well, the forebay is completed along with most of the main pond. Now that spring gravel and dust control is completed, we will start moving some soil off the site.
- Princeton Road Construction – GHN has completed the main truck up McQueen St. and are now working on the street branches. Construction is moving along well and GHN have been good to work with.
- Princeton Drain Crossing – Staff and KSmart have been working with CN to obtain locates so we can book the CN Flagging. We have been told that the locates have been done, although we still have not seen any paperwork to this affect. The hope is to do our land surveying and monitoring in July with the pipe bore being done in August.
- The Tender for the Roadside Maintenance machine is currently out and results will be brought to council on June 21<sup>st</sup>.

### **County Shared Service/Road Association/Training**

- Shared Services meeting – The service sharing committee met at the Norwich office in May. We discussed the Book 7 training that was completed, discussed ideas for the fall winter refresher training and discussed the next 2 years leading up to the 2025 AORS Trade Show.

- Road Association – We will be sending a delegation to the 2023 AORS Trade show in Strathroy. Our next events will be our fall meeting and the Safety Truck Rodeo in September.
- AORS – The AORS Trade show is being held June 7<sup>th</sup> & 8<sup>th</sup> in Strathroy, admittance is free. Let me know if you want to attend and I can register you. Next AORS event is our June workshop and Board meeting in Barrie.

### Other

- May is always a busy month. We start our spring gravel application and work on getting the dust control on all the gravel roads. During this process we have 3 graders, 3 trucks with water tanks, the tractor pulling the packer, someone working with the calcium trucks and the supervisor working with the gravel trucks to ensure the proper amounts are being applied and checking the quality of the gravel. The gravel quality has been good and we have had a good catch with the dust control, the Township roads are in good shape.
- Had a conversation with a resident from Township Road 12 between Blenheim Rd & Trussler Rd. who said he was representing the people who live on the road. They would like council to move up the hard surfacing of this section of road. This section is currently in the 10-year capital plan for 2029. The group says they were promised that the road would be completed 15 years ago and with the gravel pit being so active they want it done now. If it was completed, they would not have to pass the gravel pit and the dust it creates and the mud on the road from the trucks exiting, they would be able to go out to Trussler.
- Attending by-weekly progress meetings with KSmart & GHN in Princeton.
- Attending by-weekly progress meetings for the Cressridge subdivision.
- Met with suppliers to discuss prices for 2023 budget and availability.
- Coordinated the construction of the Romano storm water pond site in Princeton.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Staff has been attending construction site meetings in Princeton and Plattsville.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.
- Public Works, Drainage & Community Services staff attended Book 7 Traffic Protection training.
- Staff used 3 days of vacation.

### **Attachments** Service Sharing minutes

Respectfully submitted by:



Jim Borton CRS-I  
Director of Public Works

## Service Rationalization

### MEETING MINUTES

**DATE:** May11, 2023

**LOCATION:** Oxford County

**PRESENT:** Adam Prouse, Jim Borton, Shawn Vanacker, Ken Farkas, Daniel Locke

**REGRETS:** Frank Gross, Richard Sparham, Doug Wituik, Steve Oliver, Tom Lightfoot

**COMMITTEE CHAIRMAN:** Ken Farkas

**SECRETARY:** Adam Prouse

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:10 am	
2. Minutes of Last Meeting:	Reviewed- Moved by Jim Seconded by Ken	
3. Correspondence/ Speaker	non	
4. Old Business	Strathroy Trade show discussion. Jim has two teams booked in for golf on June 6 <sup>th</sup> . Ken will look into rooms in Strathroy for the golf tournament.	
5. New Business	Jim-Oxford County 2025 Trade show discussion. We will have a Trade show meeting with the Oxford group after the Strathroy show.  Adam- The Oxford Elgin golf tournament is set for July 27 2023 at the St. Tomas golf and country club. More updates to come from Elgin County on this	
6. Round Table	The Group had a discussion around Canoe procurement. Some Municipalities are using it currently.	
7. Health & Safety	Ken- looking into forklift training.  Dan had a mock CVOR audit done in his department by retired MTO officer Jim Jiroux. We will invite Jim to speak to our group at a later date.  The group started the discussion around our fall snowplow training. Will carry on the discussion at next months meeting	
8. Next Meeting	<b>June 15, 2023 - 10:00 am start at South-West Oxford</b>	
9. Adjourned	11:56 pm    Moved by Dan    Seconded by Jim	

## Service Sharing Meeting Dates 2023

January 12 EZT

February 9 Zorra

March 16 Oxford County

April 13 Blandford Blenheim

May 11 Norwich

June 15 SWOX

September 13 Tillsonburg

October 12 Woodstock

November 9 Ingersoll

December 13 Zorra



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

**To:** Members of Council                      **From:** Trevor Baer

**Reviewed By:** Rodger Mordue, CAO/Clerk                      **Date:** May 31 2023

**Subject:** Monthly Report – May                      **Council Meeting Date:**  
**June 7 2023**

**Report #:** CS-23-09

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### **Recommendation:**

That Report CS-23-09 be received as information.

### **Background:**

The following will provide Council with an update regarding the activities of the Community Services Department, for the month of May.

### **Analysis/Discussion**

#### **Administration**

Staff are helping coordinate the grand opening of the Plattsville splash pad, on June 17 at 1215 along with the community fun day event.

All fencing repairs were completed in our baseball diamonds the first week of May.

Staff have been planning time for new lights in the baseball diamonds, this work will be done during the month of June.

#### **Parks**

We hosted two baseball tournaments during May, the first only got in a few games due to the weather, but the second one was a success. All our minor and adult baseball and soccer has started. Our splash pads were open for the Weekend of May 26, we have had limited features running in Plattsville, other features will be running by the first week of June. Drumbo Splash pad has a feature down as well this is getting looked into.

Thanks

Trevor Baer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	May 30, 2023
<b>Subject:</b>	Auditor Appointment 2023-2027	<b>Council Meeting Date:</b>	June 7, 2023
<b>Report #:</b>	TR-23-10		

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### **Recommendation:**

That Report TR-23-10 be received as information;

And further that Scrimgeour & Company CPA Professional Corporation be appointed as Auditor for the Township of Blandford-Blenheim for 2023 to 2027 at the rate of \$25,500 plus HST for 2023 with inflationary increases for the years 2024 to 2027, based on CPI.

### **Background:**

Scrimgeour & Company have provided audit services to the Township since 2008. In 2018, the Township issued an RFP for Audit Services and received 3 proposals. The proposal from Scrimgeour & Company was the lowest cost and provided the most staff hours.

### **Analysis / Discussion:**

Scrimgeour & Company has demonstrated a high level of professionalism and commitment to the Township of Blandford-Blenheim since 2008. The annual audit has been completed on a timely basis, at an annual fee that is very reasonable, with little disruption to administrative staff. Scrimgeour & Company has proven to be an effective and efficient auditor for the Township.

Attached is a letter from Scrimgeour & Company, proposing an extension of their contract at a rate of \$25,500 plus HST for 2023, with inflationary increases based on CPI for the years 2024-2027. The rate in the previous extension was \$22,000 plus HST for 2018, with an inflationary increase based on CPI which resulted in an average increase of 2.5% and a rate of \$24,280 plus HST for 2022.

Scrimgeour & Company has extensive experience auditing for similar size municipalities including the Township of Zorra, Township of South-West Oxford and the Municipality of Thames Centre. They also have significant experience in Oxford County, including the County itself, giving them an understanding of the relationship between the upper and lower tier in Oxford County. Accordingly, it is recommended that Scrimgeour & Company CPA Professional Corporation be appointed as Auditor for the Township of Blandford-Blenheim for 2023 to 2027.

**Attachments:**      May 29, 2023 letter from Scrimgeour & Company  
                                 2018 RFP results

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer



May 29, 2023

**Ms. Denise Krug, Director of Finance/Treasurer**  
**The Corporation of the Township of Blandford-Blenheim**  
**47 Wilmot Street South**  
**PO Box 100**  
**Drumbo, Ontario**  
**N0J 1G0**

Dear Ms. Krug:

We are pleased to submit our proposal for the audit of The Corporation of the Township of Blandford-Blenheim (“the Township”) for the years ending December 31, 2023 to 2027. We view the Township as a valuable client and would continue to provide you with the exemplary service provided as your auditors since 2008. Our best reference is our current service to the Township. If you require further references, we are happy to provide those.

We have over thirty-five years of municipal audit experience. Currently, we audit eleven other municipalities as well as several other non-profit organizations. We have established our firm professionally in the municipal field, which enables us to provide the Township with an audit team who is efficient and experienced. Our firm is knowledgeable about the issues currently facing Municipalities in Ontario. We are committed to providing our clients with consistency from staff assigned to the audit. We are also committed to being at our clients’ offices while the audit is in process to ensure the minimum amount of disruption to our clients’ staff.

Our fee for 2022, which was tendered in 2018, was \$24,280. We are proposing an audit fee of \$25,500 for the 2023 audit and preparation of the Consolidated Financial Statements and completion of the FIR. This is an inflationary increase only. We would increase the fee for the years 2024 to 2027 by inflationary increases only based on CPI. HST would be added to these amounts.

Any additional work would be approved by the Township in advance. We will absorb all out-of-pocket expenditures including travel.

We are available to meet with staff and/or Council at your convenience, should you wish to discuss any part of this proposal.

Sincerely,

A handwritten signature in cursive script that reads "Scrimgeour &amp; Company".

**SCRIMGEOUR & COMPANY**  
**CPA PROFESSIONAL CORPORATION**



**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**2018 - 2022 Audit Service RFP Results**

Audit Firm	Scrimgeour & Company	Millards Chartered Professional Accountants	rlb Chartered Professional Accountants
Service Office	London	Brantford	Guelph
RFP Bid (HST Excl.)	\$22,000 **	\$22,505 **	\$24,970
Assuming 2019	\$22,440	\$22,505	\$25,470
2.00% 2020	\$22,889	\$22,955	\$25,970
CPI ** 2021	\$23,347	\$23,414	\$26,470
2022	\$23,814	\$23,882	\$26,970
Audit Partner	56	17.5	14
Hour Staff	180	123.1	137
Estimate Total	236	140.6	151
Hourly Rates			
Partner	\$150	\$255	\$360
Audit Manager	\$100	\$200	\$160
Staff CA	\$75	\$145	\$130
Staff/Student	\$50	\$125	\$110
Technical Requirement Assessment	✓	✓	✓
References / Similar Experience	County of Oxford Township of Zorra Municipality of Thames Centre SWOX, EZT, Woodstock	County of Brant Town of Caledon Town of Ingersoll	Twp of Guelph/Eramosa Twp of East Garafraxa Town of Melancthon



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
**Reviewed By:** Drew Davidson, Director of Protective Services  
**Subject:** Request to amend Township Animal Control By-law  
**Report #:** CAO-23-10

**From:** Rodger Mordue, CAO/Clerk  
**Date:** May 29, 2023  
**Council Meeting Date:** June 7, 2023

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### Recommendation:

That report CAO-23-10 be received as information; and,

That no action be taken with the request to amend the Township's animal Control By-law to alter the list of animals prohibited from being kept in the Township of Blandford-Blenheim.

### Background:

At the May 17, 2023 meeting of Council a delegation was heard requesting that Council consider amending the animal control by-law to allow for the keeping of ball pythons within the township. Currently by-law 2275-2021 prohibits the keeping of all snakes of the "families pythonidae and boidae" in the township. Ball pythons belong to the Pythonidae family.

### Analysis/Discussion:

A request has been received to alter the township animal control by-law to allow for the keeping of ball pythons. The following wording is contained in our current by-law:

*"No person shall keep, or permit the keeping of an animal or animals of any of the following classes anywhere within the Township of Blandford-Blenheim:*

- a) *All marsupials (such as kangaroos and opossums)*
- b) *All non-human primates (such as gorillas and monkeys)*
- c) *All felids, except the domestic cat*
- d) *All canids, except the domestic dog*
- e) *All viverids (such as mongooses, civets, and genets)*
- f) *All mustelid, except the ferret (such as skunks, weasels, otters and badgers)*
- g) *All ursids (bears)*

- 
- h) *All artiodactylus ungulates, except the domestic buffalo, deer, cattle, goats, pigs and sheep*
  - i) *All procyonids (such as raccoons, coatis and cacomistles)*
  - j) *All hyenas*
  - k) *All perissodactylus ungulates, except the domestic horse and ass*
  - l) *All elephants*
  - m) *All pinnipeds (such as seals, fur seals, and walruses)*
  - n) *All snakes of the families pythonidae and boidae*
  - o) *All venomous reptiles and amphibians*
  - p) *All diurnal and nocturnal raptors (such as eagles, hawks and owls)*
  - q) *All edentates (such as anteaters, sloths and armadillos)*
  - r) *All bats*
  - s) *All crocodilians (such as alligators and crocodiles)*
  - t) *All arachnids (such as tarantulas)”*

This list is similar in all municipalities in Oxford County as well comparable wording appears in animal control by-law's in the nearby Counties of Brant and Norfolk and in the City of Brantford.

Staff has found alternate wording in the by-laws of some other near by municipalities which would permit ball pythons. When dealing specifically with snakes some municipalities in Waterloo Region state that it is prohibited to keep snakes that are venomous or snakes that reach an adult length greater than 3 metres. In the case of ball pythons they are not venomous and they do not normally grow to a length of 3 metres so they would be allowed in those municipalities.

The Township- shares by-law enforcement with other municipalities in the County. Currently all of our by-laws are similar. Staff are recommending that they remain that way and that no changes be made to the Township's Animal Control by-law

**Financial Considerations:**

N/A

**Attachments:**

N/A

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk



A number of the changes and additions included in this policy are there to provide more clarity to the employee on their employment relationship with the Township. The following is an overview of the proposed manual highlighting the changes from the previous manual:

Section	Title	Change Highlights
3	Recruitment	Provides more clarity on the process the Township will follow when advertising and recruiting new employees.
7	Hours of Work	This section now recognize the compressed work-week policy that the Township implemented in 2021
9	Disconnecting from Work	Provincial legislation required each employer to have a policy in place. Our existing policy was adopted in 2022 and has now been incorporated into the comprehensive manual
11	Protected leave of absence	Protected LOA's that were not in the previous manual are: Parental Leave; Family Responsibility; Family Caregiver; Critical Ill Child Care; Crime-Related Child Death and Disappearance; Declared Emergency and Infectious Disease Emergency; Reservist; Organ Donor; Domestic and Sexual Violence
12	Pay Equity and Salary	Incorporates our existing policy into the comprehensive manual.
14	Return to Work	Incorporates our existing policy into the comprehensive manual.
18	Scent Free Workplace	While not an issue today a policy should be in place in case it becomes an issue in the future.
19	Smoke Free Workplace	Provincial legislation.
24	Employee Complaints and Conflict Resolution	This section has been expanded to provide greater clarity on the process
26	Record Retention and Personnel Files	To provide clarity on what the Township does with information collected.
30	Human Rights	Highlighting some of the responsibilities under the legislation
31	AODA Integrated Accessibility Standards	Highlighting some of the responsibilities under the legislation
32	AODA Employment Standards	Highlighting some of the responsibilities under the legislation
36	WHMIS	Highlighting some of the responsibilities under the legislation
37	Workplace Hazard Identification	Highlighting some of the responsibilities under the legislation
38	Reporting Workplace Incidents	Highlighting some of the responsibilities under the legislation
39	Workplace Accident Investigation	Highlighting some of the responsibilities under the legislation
40	Right to Refuse Unsafe Work	Highlighting some of the responsibilities under the legislation

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41	Personal Information Protection and Electronic Documents Act	Incorporates our existing policy into the comprehensive manual.
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**Financial Considerations:**

N/A

**Attachments:**

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk



**Township of Blandford-Blenheim**  
**Employee Manual**  
**2023**



## **Administration – Force of Policies**

The following statements establish the importance and contractual force of Township of Blandford-Blenheim policies, including those contained within this policy manual:

All Township of Blandford-Blenheim employees must review and abide by all the terms contained in this policy manual. While we have made every possible effort to make this manual comprehensive, it cannot address every possible application or exception. As such, Township of Blandford-Blenheim reserves the right to exercise its discretion in the interpretation and enforcement of its policies and to revise or add to its policies from time to time as Township of Blandford-Blenheim deems necessary.

If you have any questions about any of our policies or how to interpret them, please speak to your supervisor or manager.

In order to manage Township of Blandford-Blenheim effectively, we need to maintain flexibility. There will be times when we need to enforce our policies in a different way for different situations. By no means does this diminish the importance of our policies or the need for all employees to abide by them.

Please treat this policy manual as confidential. Employees are prohibited from publishing or disclosing any part of this manual except to provide its content to fellow employees of Township of Blandford-Blenheim or to fulfil a part of your job.

Employees who fail to abide by any of the policies contained in this manual may be subject to disciplinary action up to and including termination. If you feel an exception is warranted, you must obtain approval from your supervisor or manager.

## **Scope of Manual**

Policies and procedures in this manual have an organization-wide application to provide a basis for consistent and appropriate decision-making, and to provide guidance for staff on many issues. This policy manual will help staff accomplish our mission, maintain accountability, and clarify how we conduct business.

The policies and procedures in this manual apply to all employees of the organization, including volunteers, contract employees, and students, unless otherwise indicated.

All staff members have the responsibility to familiarize themselves with the content of the policies and procedures and to conduct themselves accordingly. All supervisors have the responsibility to communicate with staff under their direction about the application of policies and procedures, to ensure compliance, and to take corrective action when necessary.

All policies contained in this manual will be:

- Formally approved by management;
- Distributed to all relevant parties in a timely manner;
- Located centrally and accessible to all parties; and

Township of Blandford-Blenheim reserves the right to revise or add to its policies from time to time as deemed necessary. Employees will receive periodic updates to these policies as our business continues to grow, and are expected to familiarize themselves with these changes.

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



Table of Contents

Table of Contents

Employee Manual ..... 1

Table of Contents ..... 3

1. General Policy Statement ..... 5

2. Employment Definitions ..... 6

3. Recruitment Plan Policy ..... 7

4. Probationary Period ..... 10

5. Hiring, Performance Review Dates, and Promotions ..... 10

6. Termination of Employment ..... 11

7. Hours of Work Policy ..... 12

8. Guidelines Regarding Attendance at Work ..... 15

9. Disconnecting From Work Policy ..... 16

10. Retirement ..... 20

11. Protected Leaves of Absence Policy ..... 20

12. Pay Equity and Salary Policy ..... 33

13. Payroll Administration Policy ..... 35

14. Return to Work Policy ..... 36

15. Statutory Benefits, Pensions & General Benefits ..... 38

16. Company Dress Code Policy ..... 41

17. Personal Protective Equipment (PPE) Policy ..... 42

18. Scent-Free Workplace Policy ..... 43

19. Smoke-Free Workplace Policy – Ontario ..... 45

20. Time-in-Lieu and Overtime Pay Policy ..... 46

21. Paid Holidays ..... 48

22. Vacation Policy ..... 48

23. Code of Ethics, Conflict of Interest, and Confidentiality Policy ..... 51

24. Employee Complaints and Conflict Resolution Policy ..... 52

25. Progressive Discipline Policy ..... 54

26. Record Retention and Personnel Files Policy – Ontario ..... 57

27. Employee Lay-Off, Recall, and Seniority Policy ..... 58

28. Company Vehicle Allowance Policy ..... 59

29. Memberships & Professional Development Policy ..... 62

30. Human Rights Policy – Ontario ..... 64

31. AODA – Integrated Accessibility Standards Regulation (IASR) Customer Service Policy . 67

32. AODA Employment Standards Policy – Ontario ..... 72



---

33.	<b>Workplace Violence, Harassment, and Sexual Harassment Policy – Ontario</b> .....	76
34.	<b>Rules of Conduct &amp; Occupational Health and Safety Policy</b> .....	80
35.	<b>Joint Health and Safety Committee Policy – Ontario</b> .....	82
36.	<b>Workplace Hazardous Materials Information System (WHMIS) 2015 Compliance Policy</b> .	85
37.	<b>Workplace Hazard Identification Policy</b> .....	87
38.	<b>Reporting Workplace Incidents and Injuries Policy</b> .....	89
39.	<b>Workplace Accident Investigation Policy – Ontario</b> .....	90
40.	<b>Right to Refuse Unsafe Work Policy – Ontario</b> .....	92
41.	<b>PIPEDA Compliance Policy</b> .....	94



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For the employees of the Township of Blandford – Blenheim

## **1. General Policy Statement**

### **1.1. Purpose**

The purpose of the Employee Manual is to provide a written document that outlines the existing policies and procedures practiced by the Township of Blandford-Blenheim to serve as a guide and reference for employees as they carry out their day-to-day activities.

### **1.2. Objective**

It is the objective of the Council of the Township of Blandford-Blenheim to be a fair and progressive employer, consistent with its responsibilities to all citizens of the municipality. As part of this objective, the Township recognizes its obligations under provincial and federal statutes concerning human rights, fair employment practices and similar statutory requirements.

It is the Township's intention to maintain a relationship of open communications within its organization to ensure an informed working environment.

### **1.3. Application**

Policies in this Employee manual apply to all employees of the Township unless there is an individual employment contract in place in which case the employment contract shall take precedence where there is a conflict.

### **1.4. Expectations of Employees**

The Township Council expects its employees to make every attempt to carry out their job duties and to serve the public as effectively and efficiently as possible bearing in mind that it is Council's goal to provide the citizens of the municipality with the best services possible at a cost that is affordable.



## 2. Employment Definitions

At the Township of Blandford-Blenheim, employees can fall into the following categories:

### 2.1 “Regular Employee”

Is defined as a salaried officer, clerk, worker, servant or any other person employed as defined by the Employment Standards Act and Revenue Canada legislation and regulations on a continuous full-time basis for at least 80% of the standard work week in effect for the position they occupy and whose status has been declared “full-time” by the Department Head.

### 2.2. “Department Head”

Is defined as a regular employee who has the most senior position in their respective department. In this document the term “Manager” and “Director” refer to the department head and are interchangeable.

### 2.3. “Part-Time Employee”

Is defined as an employee who, at the time of hire, is expected to regularly work on a continuing basis for less than 80% of the standard work week in effect for the position they occupy.

### 2.4. “Casual Employee”

Is defined as

2.4.1. Students employed during school/college/university vacation periods

2.4.2. Students enrolled in a cooperative education program.

2.4.3. A person employed to undertake a specific function that is for a definite term or task or which is seasonal in nature (e.g., person filling in for an employee on “parental leave”, “long term disability” etc.).

2.4.4. A person employed under an employment incentive program financed fully or partially through Federal or Provincial Fund.

### 2.5 “Contract Employee”

Is defined as any employee who has an employment contract in place with the Township and who does not work regular full-time hours. Conditions of employment for contract employees are spelled out in the employee’s employment contract.

### 2.6 “Service”

Is defined as the length of continuous service (in months) with the Township dating from the last date of hire as a regular or part-time employee. Service for part-time will be calculated by converting their hours to the equivalent number of weeks for their respective departments. It includes periods during which an employee is on a medical leave of absence in accordance with Section 20.2. Casual employees will not accumulate service.

2.6.1 Individuals who were employed by the municipality prior to their date of last hire and who left its employ voluntarily, or were terminated for reasons that were not related to performance or conduct may, at the time of hiring, receive credit for periods of past employment as a regular



employee.

### 3. Recruitment Plan Policy

- 3.1. This section applies to Regular, Part-Time and Casual Employees but does not include volunteer firefighters. Township of Blandford-Blenheim follows equal opportunity and fair hiring practices when filling positions, and to ensure the success of our business hires only the most qualified individuals. Township of Blandford-Blenheim has adopted this policy so that all employees and potential candidates are fairly and consistently considered for employment opportunities.
- 3.2. If the position is a “new job”, the value of the job shall be determined by assessing it under the various factors outlined in the Township’s Pay Equity Plan in order to determine the Job Level before the position is posted or advertised.
- 3.3. Whenever vacancies occur in the various departments of the Township of Blandford-Blenheim, notice of such vacancies, together with the required qualifications and job rate, will be posted on the workplace bulletin boards for a period of five working days. Unless the Council determines otherwise, while the posting is taking place the position shall also be advertised externally. Posting and advertising requirements may be waived by the CAO/Clerk if it is deemed appropriate that a vacancy could be suitably filled by a Township employee with an occupational injury requiring modified work either on a temporary or permanent basis.
- 3.4. Approval to Hire
  - 3.4.1. Appropriate approval from the Department Head and CAO/Clerk must be obtained in writing before recruitment. Details included in the approval are title, level, salary, essential functions and responsibilities, and the bona fide qualifications and background experience.
- 3.5. External Job Postings:
  - 3.5.1. External job postings shall be on appropriate and recognized job boards and sites that will reach a wide scope of diverse qualified candidates.
- 3.6. Application Process:
  - 3.6.1 All applicants, both internal and external, must complete the application process and provide the required resume.
  - 3.6.2 Township of Blandford-Blenheim will review and screen all applications, and interview the most qualified candidates.
  - 3.6.3 Candidates who for any reason do not meet the requirements for the posted position shall remain classified as applicants and may re-apply as appropriate.
- 3.7. Interviews:
  - 3.7.1. At least two individuals who occupy supervisory positions will review all applications received and reach a consensus on the short-list of individuals to be granted an interview. Interview teams shall be comprised of no fewer than three individuals, at least two of



whom occupy supervisory positions and; (1) at least one of the members of the interview team shall be a female if a female is to be interviewed and (2) no more than two members of the interview team shall be from the Department where the vacancy occurs.

- 3.7.2.** Interview questions will be compiled and reviewed by the Department Head and/or CAO/Clerk to ensure their efficacy. Questions asked during interviews must be consistent across all candidates to ensure an equitable and unbiased process.
  - 3.7.3.** When vacancies are being filled, prime consideration shall be given to the applicant's qualifications and ability to do the job satisfactorily. Where these factors are relatively equal among applicants, employee service, if applicable, shall also be a factor.
  - 3.7.4.** Upon completion of all scheduled interviews, the interview team shall review the results.
  - 3.7.5.** The interview team will make hiring decisions at their discretion, ensuring bias has not entered the process. The Department Head and/or CAO/Clerk is responsible for the appropriate retention of information of applicants who are not selected.
  - 3.7.6.** The Department Head and/or CAO/Clerk will notify applicants not selected for employment regarding the closure of the position. All hiring practices will abide by any applicable accessibility legislation.
- 3.8. Internal Transfers:**
- 3.8.1.** Employees are encouraged to apply for internal job openings, and will have their applications considered on the basis of their qualifications and potential for success in the position.
  - 3.8.2.** Whenever vacancies occur in the various departments of the Township of Blandford-Blenheim, notice of such vacancies, together with the required qualifications and job rate, will be posted on the workplace bulletin boards for a period of five working days. Unless the Council determines otherwise, while the posting is taking place the position shall also be advertised externally. Posting and advertising requirements may be waived by the CAO/Clerk if it is deemed appropriate that a vacancy could be suitably filled by a Township employee with an occupational injury requiring modified work either on a temporary or permanent basis.
  - 3.8.3.** If the vacancy involves a temporary appointment to fill in for an employee (e.g., pregnancy or parental leave, long-term illness) the position may be filled by transfer or promotion of a regular or part-time employee without posting the position but such transfer or promotion is subject to the approval of the CAO/Clerk.
  - 3.8.4.** If an employee is selected for an internal job posting, they will begin a new probationary period following the transfer to the new position.
- 3.9. References and Background Checks:**
- 3.9.1.** The Department Head shall conduct reference and background checks on all potential candidates for employment at Township of Blandford-Blenheim.



**3.9.2.** Background checks are designed to validate the candidate's fulfilment of bona fide job requirements. All references shall be checked to ensure a candidate's qualification for the position.

### **3.10.** Offer of Employment:

**3.10.1.** Township of Blandford-Blenheim shall give a conditional offer of employment to applicants who have been selected through the application and interview process.

**3.10.2.** All offers of employment shall be made by letter or email, which shall set out the title, starting date, duration, salary and other relevant facts and policies concerning the position. New employees must sign a copy of the offer letter, indicating their acceptance of the offer prior to beginning employment.

**3.10.3.** Job offers shall be contingent on the applicant's agreement to company policies, successful reference and background checks, and any other conditions applicable to the position.

**3.10.4.** If the applicant accepts an offer of employment from Township of Blandford-Blenheim, they will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job-specific information designed to assist the employee in their duties. Authorization forms and policies shall be signed during this period of orientation.

**3.10.5.** Falsification or misrepresentation of qualifications or personal conditions during the application and job interview process or in the acceptance letter may be cause for immediate dismissal.

**3.10.6.** All applicants shall receive a reply from the Township unless the job advertisement states that only those applicants who are selected for an interview will be acknowledged.

**3.10.7.** Applications that are not "short-listed" for further consideration will be destroyed immediately. All other applications will be retained for one year from the date of the appointment of an individual to the position and then destroyed.

### **3.11.** Special Circumstances:

#### **3.11.1.** Family Members:

- Township of Blandford-Blenheim shall accept and consider applications from a member of an employee's immediate family for employment if: (1) the application has been processed in the normal manner and the candidate is as well or better qualified for the position than all other candidates and (2) the candidate is not assigned to a position in which they would report directly to a related employee having supervisory responsibilities unless approval of Council has been obtained.
- An immediate family member shall not be considered for employment where employment of that family member might create a direct or indirect manager-subordinate relationship with the family member, or if their employment could create a real or perceived conflict of interest



- For the purposes of this policy, immediate family members shall be defined as: spouse, partner, mother, father, brother, sister, son, daughter, grandparents, or any in-laws or step-relations.

### 3.11.2. Former Employees:

- A former employee who left Township of Blandford-Blenheim on amicable terms may be eligible for reemployment.
- Former employees who left Township of Blandford-Blenheim without proper notice, or whose employment was terminated for disciplinary reasons, may be eligible for reemployment at the discretion of the interview team.

### 3.12. New Employee Orientation:

- 3.12.1. All new employees shall, as soon as possible after commencing employment, participate in an orientation session. The department head or their designate shall provide an overview of applicable Township policies, services, organization structure, safety practices, personnel and related issues.

## 4. Probationary Period

- 4.1. The probationary period for Department Heads shall be one year of active employment unless otherwise stated in the offer of employment letter.
- 4.2. The probationary period for Regular Employees shall be nine months of active employment unless otherwise stated in the offer of employment letter.
- 4.3. The probationary period for part-time employees shall be 130 days of active employment.
- 4.4. Any leave granted, except earned vacation, during the probationary period shall not form part of the probationary period for the purpose of evaluating acceptable job performance.
- 4.5. The probationary period for any employee shall start on the date on which the employee commenced regular or part-time employment in the position. Continued employment shall depend upon satisfactory completion of the probationary period and continuation of acceptable job performance.
- 4.6. The Township reserves the right to terminate a probationary employee for any reason before the end of the probationary period. The CAO/Clerk, upon the recommendation of the Department Head, has the authority to extend the probationary period for a specified period.
- 4.7. Casual employees will be subject to ongoing assessment.
- 4.8. This section does not include Voluntary Firefighters.

## 5. Hiring, Performance Review Dates, and Promotions

- 5.1. This section applies to Regular and Part-time employees but does not include Volunteer Firefighters. Township of Blandford-Blenheim follows equal opportunity and fair hiring practices when filling positions, and to ensure the success of our business hires only the most qualified individuals.



Township of Blandford-Blenheim has adopted this policy so that all employees and potential candidates are fairly and consistently considered for employment opportunities.

## 5.2. Employees shall be hired as follows:

- 5.2.1. At Step 1 in the range for the job unless their current salary, experience or other factors make that rate uncompetitive.
- 5.2.2. A Department Head may authorize hiring at Step 2 where the conditions in 5.2.1 apply.
- 5.2.3. The CAO/Clerk may approve hiring at Step 3 or above where the conditions in 5.2.1 apply.

5.3. In special cases where the Department Head wishes to reward exceptional performance or where a new/promoted employee has demonstrated an ability to quickly learn the job, they may recommend an increase to the next higher step before the July 1st review date. In these circumstances the performance review form must include specific examples of job performance and the resulting benefit to the organization and the increase must be approved by the CAO/Clerk.

5.4. Where an employee's performance is below the desired standards, the Department Head may defer an increase to the next higher step in the range. The deferral must be for a specific period of time (e.g., 3 or 6 months) and the employee must be advised in writing of performance expectations and the possible consequences of his or her continued unsatisfactory performance. Job performance must be reviewed again before the period of time has expired and a decision made regarding the increase recommendation (e.g., submit or defer again).

## 5.5. Promotions shall be dealt with as follows:

- 5.5.1. Employees promoted to a position that is classified higher than their present position shall move to a step in the new range that provides an increase that is not less than 5%.
- 5.5.2. The increase shall be effective on the date of promotion and subsequent step increases shall be based on the salary review date of July 1st.

## 6. Termination of Employment

6.1. This section applies to Regular Employees, Part-time Employees and Casual Employees

6.2. An employee shall no longer be considered an employee of the Township and, where applicable, shall lose all service if they:

- 6.2.1. Voluntarily leaves the employ of the Township
- 6.2.2. Are discharged and not reinstated through the procedure available for dealing with employee complaints
- 6.2.3. Is laid-off and recall rights have expired.
- 6.2.4. Is absent from work without permission for three consecutive working days unless the employee gives an explanation satisfactory to the Township.



- 6.2.5.** Fails to return to work within seven calendar days after being recalled from lay-off unless the employee gives an explanation satisfactory to the Township.
  - 6.2.6.** Is absent from work due to illness or disability for a period of twenty-four months from the date of the initial illness or disability.
  - 6.2.7.** Is absent from work for a period of thirty-six months due to injury covered by the Workers' Safety and Insurance Board
  - 6.2.8.** Fails to return to work upon termination of an authorized leave of absence unless a reason satisfactory to the Township is given, or utilizes a leave of absence for purposes other than those for which the leave of absence was granted
  - 6.2.9.** Fails, during a prolonged leave of absence due to sickness or disability, to provide a satisfactory medical certificate to verify continuance of sickness or disability as requested
  - 6.2.10.** Fails to provide proof of possession of a certificate or similar credentials that are necessary to meet the requirements of the position.
- 6.3.** Discharge of a regular or part-time employee and notice or pay in lieu of notice will be provided in accordance with the Employment Standards Act.
- 6.4.** Discharge of a casual employee may be approved by the CAO/Clerk upon recommendation of the Department Head and, unless required under the Employment Standards Act, no notice or pay in lieu of notice will be provided.
- 6.5.** Discharge for cause resulting from very serious actions or neglect by the employee [e.g., criminal acts against the Township, misrepresentation of qualifications, serious insubordination or serious violation of rules of the Township will be carried out in accordance with this policy] and in this instance no notice or pay in lieu of notice will be provided.
- 6.6.** Employees are expected/encouraged to give at least two weeks' notice of voluntary resignation and Department Heads and Supervisors are expected/encouraged to give at least four weeks' notice of voluntary resignation.

## **7. Hours of Work Policy**

Township of Blandford-Blenheim believes it is important to establish work hours to set clear expectations and consistent administration of working hours. Hours of work are important to ensure that employees are paid properly, entitlements are calculated accurately, and work is done consistently. This policy addresses the company's expectations around when work will be completed by employees. This section does not include Volunteer Firefighters.

- 7.1.1.** The normal workweek for regular full-time employees is set out below and shall be exclusive of eating periods but inclusive of two fifteen-minute rest periods. The provisions of this article are intended only to provide a basis for calculating overtime (if applicable) and shall not constitute a guarantee of either hours per day or per week or



working schedules. The hours of work or working schedules for individual employees may be varied to deal with special circumstances.

**7.1.2. CAO/Clerk, Director of Finance/Treasurer, Director of Public Works, Director of Protective Services and Administration Department Staff.**

- a. Normal Work Day – 7 hours
- b. Normal Work Week – 35 hours, Monday to Friday
- c. Normal Working Hours – 8:30 a.m. to 4:30 p.m. with a one hour eating period.
- d. In spite of (c) above and in recognition of the necessity for certain Departments to establish different hours of work in order to ensure efficient and effective delivery of public services, the work day, the work week and the normal working hours may vary. The employee will be advised of his/her normal working hours at time of hire. In the event that the normal working hours are changed the Department Head will make every effort to provide the employee with two weeks' notice in writing. A one-day adjustment will only be through verbal communication.
- e. In spite of a, b & c above the Township offers a four-day compressed work week. With a compressed work week the employee will still work 35 hours per week and each work day will be 8.75 hours long. Work hours will be 8:00 am to 5:00 pm with a half hour off for lunch. Staff will forego their 15-minute afternoon break in order to bring the work day to 8.75 hours. Staff choosing to take part in this compressed work week will need to work together to ensure that adequate coverage is provided between the hours of 8:00 am and 5:00 pm Monday to Friday. The Township reserves the right to remove this compressed work week option if it is found that adequate coverage is not being maintained

**7.1.3. Public Works, Building and Community Services Staff**

- a. Normal Work Day – 8 hours Monday to Friday
- b. Normal Work Week – 40 hours
- c. Normal Working Hours (Public Works) – 7:00 a.m. to 3:30 p.m. with a one-half hour eating period. From mid-April to the end of October in each year normal working hours are 6:30 am to 4:30 pm Monday to Thursday.
- d. Normal Working Hours (Building) – 8:30 a.m. to 4:30 p.m. with a half-hour eating period. A compressed work week will also be available at the discretion of the Chief Building Official.
- e. Normal Working Hours (Community Services) – Varies. To be established by Manager of Community Services
- f. In spite of c and d above and in recognition of the necessity for certain Departments to establish different hours of work in order to ensure efficient and



effective delivery of public services, the work day, the work week and the normal working hours may vary. Subject to the provisions of 3.1 above, the employee will be advised of their normal working hours at time of hire. In the event the normal working hours are changed the Department Head will make every effort to provide the employee with two weeks' notice in writing. A one-day adjustment will only be through verbal communication.

#### 7.1.4. Part-Time and Casual Employees

- Normal Work Day and Work Week may vary depending upon the function performed. A casual employee should acquaint themselves with the working hours when they are hired.

## 7.2. Flex Time

The Township supports and encourages flexibility in employee work arrangements and scheduled hours of work whenever it is possible and practical to do so without compromising the efficiency and effectiveness of the Corporation.

Where operationally feasible, this policy applies to permanent full-time employees who have successfully passed their probationary period. Flextime is a variable work schedule, in contrast to traditional work arrangements requiring employees to work a standard workday. A typical flextime arrangement is altering starting or quitting times.

The following principles shall be applied when considering a flex time arrangement:

- An employee may request time off in exchange for working additional hours at another time.
- Requests for flex time must be approved by the employee's supervisor before the employee takes the time off or works this additional time if the additional time is to be worked before the time off.
- Requests for flex time must be in writing, stating:
  - (a) The dates and times that the employee is requesting time off.
  - (b) The dates and times that the employee is prepared to work the additional hours in consideration of the time off.
- The time off will be exchanged on an hour for hour basis with the additional hours worked.
- Where possible, flex time taken is to be made up within the same two-week pay period or the following two-week pay period.
- Flex time is not to be accumulated (banked) for future use that has not been pre-approved.
- Flex time used to compress the standard work week will be considered on a case-by-case basis. Under a compressed schedule arrangement, employees work a longer work



day in exchange for a reduction in the number of working days in a defined cycle

- Flex time can be used by regular full-time employees to compile the necessary hours needed for the shut down over Christmas/New Years.
- All time must be marked on the employee's time sheet in no less than 30-minute intervals.
- All Flexible Work Arrangements will require a trial period of 90 days or greater at the supervisor's discretion.
- Any approved flexible work arrangement may be cancelled without notice; however, the supervisor will endeavor to provide reasonable notice where possible;
- Flexible Work Arrangements must be requested and approved on an annual basis, with applicable request forms submitted by November 15th of each year, unless otherwise specified in the program details. All request forms will be reviewed and approved or denied by December 1st of each year.
- Infrequent, non-recurring changes to employee's schedules do not require formal annual approval through the Flexible Work Arrangement program.

## **8. Guidelines Regarding Attendance at Work**

- 8.1.** The effective operation of the Township depends to a large extent on a sustained, safe and productive effort from all of our people. This commitment is demonstrated in large part by every employee's attendance at work. Excessive, unreported or unauthorized absences are grounds for disciplinary action, up to and including termination
- 8.2.** Unscheduled absences from work inhibit our progress and ability to successfully meet the day-to-day work obligations to our public, as well as increasing our operating cost and adding to the workload of fellow employees. Regular attendance at work is expected.
- 8.3.** The Township has important work to accomplish and expects high levels of performance from all of its employees. It is committed to promote and maintain high standards of attendance. The Township and its employees each have basic responsibilities to meet attendance objectives.
- 8.4.** The Township must have employees who are physically and mentally able to fulfill the essential duties of their jobs on a regular basis.

**8.4.1.** Every employee is expected to:

- be at work on time
- be interested in their own health and well-being.
- make every effort to live and work safely by following safety rules and procedures and practicing accident prevention both on and off the job
- attend to personal affairs and obligations outside of working hours. The retention of



one or two vacation days for such instances will help greatly in this regard.

- avoid allowing minor ailments and inconveniences to prevent attendance at work.
- make every effort to schedule doctor and dental appointments outside of working hours.

#### **8.4.2.** The Township is:

- responsible for providing a safe and healthy work environment and for promoting wellness among all employees.
- responsible for treating employees fairly and providing supervisory staff direction and assistance in order to maximize employee attendance.
- responsible for ensuring that Department Heads are available to provide guidance and to promote a consistent application of the attendance program across the organization.

### **8.5. Reporting and Recording Sick Leave**

**8.5.1.** Employees are to call in personally as early as possible before starting time on each day of absence and are to speak directly to their supervisor and are not to leave a reason for their absence with a fellow employee. If the supervisor is not available at the time, the employee shall leave a message for the supervisor to return the call. If the supervisor is absent, the message is to be given to the next level of supervision. The supervisor will determine:

- when the employee expects to return.
- what work needs to be done during their absence.
- if anything can be done to help the employee who has called in sick

**8.6.** In cases of serious illness where an employee cannot speak on the phone another person may speak to the supervisor on their behalf. This provision is to be used only in exceptional circumstances.

## **9. Disconnecting From Work Policy**

The Township of Blandford-Blenheim understands that due to work-related pressures, the current landscape of work, or the working environment, employees may feel obligated to perform their job duties outside their normal working hours. Work-related pressure and feeling an inability to disconnect from the job can lead to stress and deterioration of mental and physical health and overall wellbeing.

Employee health and wellbeing are priorities while working and away from work. The Township of Blandford-Blenheim is committed to improving overall employee health and wellness and providing employees with an improved work-life balance. This policy has been established to support employee wellness, minimize excessive sources of stress related to work or workload, and ensure that employees feel they can disconnect from their work outside their normal work day or hours, while outlining



exceptions to disconnection from work to maintain optimal service delivery.

**“Disconnecting from work”:**

Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

**“Normal working hours”:**

The time agreed to by an employee, as stated in their employment contract, when they are meant to complete work for Township of Blandford-Blenheim. The typical number of hours an employee is scheduled for in a work day. A normal work day varies by employee, position and/or department.

This policy applies to all Township employees. Due to the nature of their position, some employees are afforded flexibility in working hours, which may occasionally affect their normal work hours in a day. For example, an employee attends a personal appointment during their regular work day, but subsequently works past their normal end time to account for time spent at the personal appointment. For the purposes of this policy, the employee’s normal work day would be considered extended accordingly.

An employee’s time outside regular working hours is meant for the employee to recharge and spend as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect.

**9.1.** The following guidelines are followed to ensure employees are disconnecting from work:

**9.1.1.** Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. All scheduled breaks should be taken and time off entitlements for non-work-related activities should be used each year. Employees are encouraged to set clear boundaries between work and their personal lives.

**9.1.2.** Disconnecting from work means that employees:

- Should stop performing their job duties and work-related tasks when they are not expected to work;
- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
- Are encouraged to utilize their scheduled breaks and time off entitlements for non-work-related activities; and,
- Will not face repercussion or punishment for not communicating or for ceasing work.
- Employees must also respect others time to disconnect and should not expect others to respond, communicate, or complete work during their time off work.
- Where employees are required to work outside of their normal work day, they will be entitled to banked lieu time or overtime
- Employees who, on a regular basis, cannot manage their workload during their normal work day should meet with their direct supervisor/manager to evaluate their current workload, priorities, and due dates. Managers/supervisors will work with employees to



come up with a solution to ensure regular job duties can be completed during their normal work day.

**9.1.3.** Managers will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours and does not contribute to additional stress or burnout;
- Normal job duties can be completed during regular working hours; and
- Employees can remain productive and meet company goals and objectives.

**9.2.** Communication:

**9.2.1.** Employees should not feel obligated to send or respond to work-related communication outside regular working hours.

**9.2.2.** Employees must also respect others and avoid direct communication such as sending emails, messages (through their phone or other communication and messaging apps) or calling other employees or clients outside their regularly scheduled working hours, during breaks, or during an employee's time off, such as their regular day off or vacation time.

**9.2.3.** The Township of Blandford-Blenheim employees may occasionally send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation. If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. Employees are not expected to respond to any company communication when not at work, with the exception of unforeseen circumstances, such as an emergency, or in relation to reasons outlined in the Exceptions section.

**9.2.4.** The Township of Blandford-Blenheim has expectations regarding response times to phone, email and written communication, however, employees should recognize there is no organizational expectation of immediate response outside of an employee's normal work day, and they can disconnect at the end of their normal work day.

**9.3.** Exceptions:

**9.3.1.** The Township of Blandford-Blenheim understands that employees may want or need to work outside their normal work day to meet a time-sensitive deadline, to attend to an urgent or emergency matter, or due to unforeseen circumstances; however, employees are not required to regularly or frequently work outside their scheduled hours to complete or catch up on work.

**9.3.2.** Some employees are required to participate in an on-call/standby rotation. For the purposes of this policy, an employee being compensated to be on stand-by/on-call does not have the right to disconnect

**9.3.3.** from work related to the reasons for being on-call (communication unrelated to being on-call may be addressed during normal working hours).



- 9.3.4.** Work- related communications that employees are expected to respond to outside of normal working hours include those related to shift scheduling, arrangements for off-shift meetings or arranging a return to work if employees have been out of the workplace for a period of time.

## **9.4. Breaks and Time Away from Work:**

- 9.4.1.** Blandford-Blenheim Township understands the importance for employees to have time off away from work. Employees should use their annual vacation time for rest, relaxation and personal pursuits.
- 9.4.2.** Employees will never be obligated to complete work-related activities during scheduled time off. Knowing that, time management is the responsibility of employees and scheduled time off should not interfere with deadlines. At least one week in advance of a scheduled vacation, employees should discuss with their supervisor any job duties that need to be completed while the employee is on vacation. Managers/supervisors will work with employees to delegate job-specific duties that must be completed maintain workflow and productivity.
- 9.4.3.** Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, unforeseen circumstance or other urgent operational need that prevent an employee from taking a vacation at a specific time requested.

## **9.5. Overtime:**

- 9.5.1.** At times, Township of Blandford-Blenheim may have a business need that requires employees to work overtime. Overtime will always be approved and scheduled in advance, where possible. It may be requested by the employee or required in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager/supervisor.

## **9.6. Productivity:**

- 9.6.1.** Working additional hours does not always equate to higher productivity. Employees can maximize their productivity during their work day by using time management tactics, such as:
- Blocking off periods in their schedule and calendar to complete specific tasks or address communication;
  - Working with their manager to organize work in order of priority or importance;
  - Breaking down projects and tasks into manageable chunks;
  - Setting goals to work continuously for a specified period before taking a break or responding to communication.

## **9.7. Mental Health Support:**

- 9.7.1.** The Township of Blandford-Blenheim recognizes that the workplace plays a significant role in managing and supporting mental health and understands that deterioration of mental health and wellness can be triggered by excess pressures at work or at home and



result in lowered work performance and harm to one's physical and mental condition.

**9.7.2.** The Township of Blandford-Blenheim will support mental health by:

- Minimizing work-related sources of stress;
- Addressing internal factors that contribute to burnout;
- Regularly assess workload, productivity, and expectations;
- Promote work-life balance;
- Treat mental health with the same level of importance as physical health and safety;
- Conducting risk assessments to identify workplace factors that worsen or improve mental health; and
- Providing employees with the assistance and access to resources they need to support their mental health (such as accommodations, etc.).

**9.8.** Enforcement:

**9.8.1.** If an employee believes they are being subject to reprisal for disconnecting from work in accordance with this policy, they should contact their supervisor/manager, where possible, or the Chief Administrative Officer.

## **10. Retirement**

This section applies to Regular, Part-Time and Casual Employees.

- 10.1** An employee planning on retiring shall provide their immediate supervisor with three (3) months' notice in writing.
- 10.2** Regular and part-time employees may apply for a casual position after retirement providing, they are fully qualified.

## **11. Protected Leaves of Absence Policy**

Township of Blandford-Blenheim has adopted this policy to ensure that its employees receive authorized time off per applicable legislation without fear of negative effect on their employment status or opportunities with the organization. Township of Blandford-Blenheim is committed to providing a work-life balance for its employees and understands that situations can and will arise that call for immediate emergency leave.

This policy covers instances where employees may need to take a leave of absence in order to attend to situations that directly affect themselves, their families, or their dependents.

### **11.1. Personal Leaves of Absence**

Means leave by an employee, without pay, approved by the Director.

**11.1.1.** Personal leave may not be granted for a period of more than thirty calendar days, unless authorized by the CAO/Clerk and the supervisor.

**11.1.2.** If the personal leave exceeds fifteen working days, the employee, if they have benefit coverage, must pay the total premiums for Group Life, Extended Health, Dental, and



Long-Term Disability coverage prior to the commencement of the leave.

- 11.1.3.** If the personal leave exceeds fifteen working days, the vacation accumulation shall be suspended.
- 11.1.4.** Normally, if the employee is enrolled in OMERS, neither the employee nor the Township will make OMERS contributions. The employee may arrange with OMERS to contribute for the broken service on behalf of the employee and the Township, subject to OMERS regulations.
- 11.1.5.** Exceptions to this policy are an Emergency Leave, Family Medical Leave, Family Caregiver Leave, Critically Ill Child Care Leave or Crime Related Child Death and Disappearance Leave as defined by the Employment Standards Act.

## 11.2. Medical Leave of Absence

Is defined as time off allowed for absence due to sickness or injury unrelated to work to a maximum of seventeen weeks from the commencement of the absence.

- 11.2.1.** A medical leave of absence shall normally be granted to regular employees who are absent from work because of disability due to sickness or injury unrelated to work, for themselves.
- 11.2.2.** In order to qualify for short-term disability income, employees are required to notify their immediate supervisor of their inability to be at work because of sickness or disability.
- 11.2.3.** Employees may be required to produce details of sickness or disability in the form of a medical certificate from a qualified medical practitioner.
- 11.2.4.** While a regular employee is on a medical leave of absence as defined above, the benefits enjoyed by the employee at the commencement of the absence shall continue in effect, providing the employee pays their share of premiums (if any) monthly in advance.

## 11.3. Occupational Medical Leave

Is defined as time off allowed for absence due to illness or disability sustained by the employee in the course of their employment.

- 11.3.1.** Income protection for regular, part-time and temporary employees on occupational medical leave shall be in accordance with the provisions of the Workers' Safety and Insurance Board.
- 11.3.2.** While a regular employee is on occupational medical leave the benefits enjoyed by the employee at the commencement of the absence shall continue in effect, providing the employee pays their share of premiums (if any) monthly in advance for a period of up to thirty-six months from the original date of illness or disability.
- 11.3.3.** A regular employee who is in receipt of Workplace Safety and Insurance benefits, may



request the Township to make up the difference between the amount of compensation paid and their salary and the Township shall make up the difference, if any, in accordance with the Short-Term Income Protection Plan outlined in this manual.

**11.3.4.** OMERS where applicable will be provided in accordance with Section 18.3 of the Employee Manual.

## **11.4. Pregnancy Leave**

Is defined as employees of Township of Blandford-Blenheim are entitled to pregnancy leave if they are pregnant and have worked for the company for at least 13 weeks before the date the baby is expected to be born (the “due date”).

- 11.4.1.** Pregnant employees have the right to take up to 17 consecutive weeks (or longer in certain circumstances) of job-protected unpaid time off work. Usually, the earliest a pregnancy leave can begin is 17 weeks before the employee’s due date. The latest a pregnancy leave can begin is on the baby’s due date, or on the date of the birth if the baby comes before the due date. Under the ESA, a birth mother may take both pregnancy and parental leave consecutively.
- 11.4.2.** To ensure that Township of Blandford-Blenheim can make the necessary arrangements to accommodate an employee taking pregnancy leave, employees must provide at least two weeks’ notice in writing before beginning their leave, and a medical certificate stating the due date if requested. If a change is required to the start date of the pregnancy leave, the employee must provide new written notice at least two weeks before the new start date.
- 11.4.3.** During the period of these leaves the Employer continues to pay its share of benefit premiums, and service and seniority will continue to accumulate.
- 11.4.4.** Employees returning from pregnancy leave must give at least four weeks’ written notice specifying their expected date of return or if they are choosing not to return to Township of Blandford-Blenheim.
- 11.4.5.** On return from the leave, the employee is to be reinstated to their former position if it still exists or to a comparable position if it no longer exists.
- 11.4.6.** An employee who has a miscarriage or stillbirth more than 17 weeks before their due date is not entitled to a pregnancy leave. However, if an employee has a miscarriage or stillbirth within the 17-week period preceding the due date, they are eligible for pregnancy leave. The latest date for commencing the leave in that case is the date of the miscarriage or stillbirth.
- 11.4.7.** The pregnancy leave of an employee who has a miscarriage or stillbirth ends on the date that is the later of:
- 17 weeks after the leave began; or
  - 12 weeks after the stillbirth or miscarriage.



**11.4.8.** This means that the pregnancy leave of an employee who has a stillbirth or miscarriage will be at least 17 weeks long. In some cases, it may be longer.

### **11.5. Parental Leave**

Is defined as employees of Township of Blandford-Blenheim are entitled to parental leave if they have worked for the company for at least 13 weeks before starting the parental leave and are a parent to a newborn or newly adopted child who has come into their custody, care, and control.

- 11.5.1.** Employees of Township of Blandford-Blenheim are entitled to parental leave if they have worked for the company for at least 13 weeks before starting the parental leave and are a parent to a newborn or newly adopted child who has come into their custody, care, and control.
- 11.5.2.** The right to parental leave is independent of the right to pregnancy leave, and employees are eligible to take both leaves. Employees who took pregnancy leave are entitled to up to 61 weeks' leave and must begin parental leave immediately after their pregnancy leave ends, unless the child has not yet come into their custody, care, and control for the first time.
- 11.5.3.** Employees who do not take pregnancy leave are entitled to up to 63 weeks of parental leave. parental leave must begin their no later than 78 weeks after the date their baby is born; or the date their child first came into their care, custody, and control.
- 11.5.4.** Employees must provide at least two weeks' notice in writing before beginning their leave. If a change is required to the start date of the parental leave, the employee must provide new written notice at least two weeks before the new start date. If the child comes into the employee's care, custody, and control earlier than expected, the employee's leave can begin immediately and they must provide written notice within two weeks after stopping work.
- 11.5.5.** Any employee who chooses not to use the maximum amount of leave available will not have the option of taking any unused leave time later. Once the employee has started pregnancy or parental leave, the employee must take it all at one time and cannot split it up.
- 11.5.6.** Employees must provide at least four weeks' notice regarding their expected date of return to work or their letter of resignation if they choose not to return to work. If a change is required to the end date of the parental leave, the employee must provide new written notice at least four weeks before the new start date if earlier, or four weeks before the original return date.
- 11.5.7.** Use of Sick Leave Benefits, Vacation, or Family Medical Leave: if an employee requires use of sick leave benefits at any time before starting a pregnancy or parental leave period, the Township of Blandford-Blenheim (insert relevant policy) will apply.
- 11.5.8.** After the pregnancy or parental leave has concluded, employees may use any accrued vacation time or available sick days. Employees who choose to extend their leave with accrued vacation time must comply with the company vacation policy and provide four weeks' notice before the exhaustion of the pregnancy or parental leave.



**11.5.9.** If an employee requires an extension of leave following a pregnancy leave, the employee may use their family medical leave up to a maximum of 28 weeks where medically substantiated, or family caregiver leave up to eight weeks where medically substantiated. Employees who choose to extend their leave with family medical leave or family caregiver leave should provide the company with as much advance notice as possible before the exhaustion of pregnancy leave.

**11.5.10.** During the period of these leaves the Employer continues to pay its share of benefit premiums, and service and seniority will continue to accumulate.

**11.5.11.** On return from the leave, the employee is to be reinstated to their former position if it still exists or to a comparable position if it no longer exists.

## **11.6. Bereavement Leave**

Is defined as upon request, job-protected a leave of absence without loss of pay for regular hours during which the employee has been scheduled to work, immediately following the death for the purpose of arranging and/or attending a funeral or memorial service.

**11.6.1.** For bereavement leave, the employee must inform their Department Head that they require a leave before it begins or as soon as possible after beginning the leave. Bereavement leave taken under the company bereavement leave policy will count towards their use of bereavement leave under the ESA if the reason for the leave aligns. Situations that do not meet the required provisions will be determined on a case-by-case basis. Employees may need to provide reasonable evidence of entitlement to the leave.

**11.6.2.** Relationship:

- Spouse, child, father and mother of the employee - 4 days
- Sister, brother, mother-in-law, father-in-law or grandchild of the employee - 3 days
- Grandparent, son-in-law or daughter-in-law of the employee - 2 days
- Uncle, aunt, first cousin, niece, nephew, brother-in-law, sister-in-law of the employee - 1 day
- To serve as a pallbearer - 1 day

## **11.7. Jury Duty**

Is defined as Regular, Part-time, and Temporary employees who are required to serve as a juror in any court of law or as a subpoenaed witness, will not lose pay because of attendance for such duty, provided that the amount paid to them for such service or attendance is paid to the Employer.

**11.7.1.** The employee shall notify their Supervisor immediately upon their notification that they are required to attend court as a juror or as a subpoenaed witness in order to ensure salary continuation. Employees must include a copy of their summons.

**11.7.2.** The employee shall present proof of service of attendance to their Supervisor.



**11.7.3.** The Employee shall pay any compensation received for their attendance to the Township.

**11.7.4.** This leave does not apply to an employee who must appear in a court of law as a plaintiff, defendant, or witness. In these instances, the employee may use vacation time or request an unpaid leave of absence.

## **11.8. Long-Term Disability Leave**

**11.8.1.** Long Term Disability Leave applies to Regular Employees on long term disability leave in accordance with this manual who shall have their employee benefits administered on the following basis:

- The benefits enjoyed by the employee at the commencement of the absence shall continue in effect, providing the employee pays their share of premiums (if any) monthly in advance, for a period of up to twenty-four months from the original date of illness or disability.
- The employee shall not accrue vacation or service entitlement while in receipt of payment under the Long-Term Disability Plan.
- Affected employees shall be notified after 18 months of disability of their formal notice of termination which will be at the end of 24 months from the start of their disability.
- Termination does not affect the entitlement to LTD payments which are in accordance with the provisions of the LTD plan provided by the carrier. The employee will no longer be eligible to participate in the Township benefit plans.
- No OMERS contributions will be made by either the Township or the employee while the employee is on long-term disability since provision is made under the OMERS plan for disability pension or a waiver of contributions during the period of disability.

## **11.9. Family Responsibility Leave**

Is defined as job-protected time off work for up to 3 days per calendar year. The first two days of Family Responsibility Leave taken by an employee in any year are paid. Employees may take family responsibility leave due to the illness, injury, medical emergency, or an urgent matter relating to a dependent or family member as defined by the ESA.

**11.9.1.** An employee who is entitled to Family Responsibility Leave can take up to 3 days of leave each calendar year due to:

- Personal illness, injury or medical emergency; or
- Death, illness, injury, medical emergency or other urgent matter relating to the following family members:



- A spouse or same sex partner;
- A parent, step parent, foster parent, child, stepchild, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee, the employee's spouse;
- The spouse or same sex partner of the employee's child;
- A brother or sister of the employee;
- A relative of the employee who dependent on the employee for care or assistance.

**11.9.2.** An employee can also take Family Responsibility Leave because of an “urgent matter” concerning any of the family members listed above. An urgent matter is an event that is unplanned or out of the employee's control, and can cause serious negative consequences including emotional harm, if not responded to.

- Examples of an “urgent matter”:
  - The employee's babysitter calls in sick
  - The house of the employee's elderly parent is broken into and the parent is very upset and needs the employee's help to deal with the situation
  - The employee has an appointment to meet with their child's counsellor to discuss behavioural problems at school. The appointment could not be scheduled outside the employee's working hours.
- Examples that do not qualify as an “urgent matter”:
  - An employee wants to leave work early to watch his daughter's soccer game
  - An employee wants the day off to attend her sister's wedding as a bridesmaid

**11.9.3.** Unused Family Responsibility Leave days cannot be carried over to the next calendar year. The 3 days of leave do not have to be taken consecutively. Employees can take the leave in part days, full days or in periods of more than one day. If an employee takes only part of a day, it will be counted as 1 day towards the 3-day entitlement.

**11.9.4.** If an employee is scheduled to work a shift that includes overtime hours, and they miss all or part of the shift to take Family Responsibility Leave, the employee will be entitled to the leave for the regular hours, not the overtime hours.

**11.9.5.** It is the employee's responsibility to notify their immediate supervisor prior to starting the leave, that they will be taking a family responsibility leave of absence. If the employee must begin the leave before notifying their supervisor, the employee must advise their supervisor as soon as possible after starting it.

**11.9.6.** The employer is allowed to ask an employee to provide proof that he or she is eligible for a leave of absence. The employee is required to provide proof that is reasonable in the circumstances.

**11.9.7.** An employee maintains service and seniority while on leave and the Township continues to maintain its share of benefit premiums.



## 11.10. Family Medical Leave

An employee is entitled to up to 8 weeks of unpaid time off work if a qualified health practitioner issues a certificate stating that the specified family member identified in this policy has a serious medical condition with a significant risk of death occurring within a period of 26 weeks or such shorter period as may be prescribed.

**11.10.1.** Employees have the right to take a family medical leave of absence to provide care or support to specified family members as legislated by the Employment Standards Act.

**11.10.2.** Individuals identified by this policy and legislation are:

- The employee's spouse;
- A parent, step-parent, or foster parent of the employee;
- A child, step-child or foster child of the employee or the employee's spouse
- a brother, step-brother, sister, or step-sister of the employee
- a grandparent or step-grandparent of the employee or of the employee's spouse
- a grandchild or step-grandchild of the employee or of the employee's spouse
- a brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee
- a son-in-law or daughter-in-law of the employee or of the employee's spouse
- an uncle or aunt of the employee or of the employee's spouse
- a nephew or niece of the employee or of the employee's spouse
- the spouse of the employee's grandchild, uncle, aunt, nephew or niece
- Family medical leave may also be taken for a person who considers the employee to be like a family member.

**11.10.3.** Leave may begin at any time during the week; however, part weeks will be considered as a full week (legislated requirement).

**11.10.4.** The leave must end on Saturday of the week in which the individual dies or at the end of the 8th week.

**11.10.5.** An employee must request the leave in writing, preferably in advance of the start of the leave, and a copy of the health practitioner's certificate may be requested at the employer's discretion. In Ontario, only a medical doctor can issue a certificate.

**11.10.6.** Two more employees, in respect of the individual identified, can take leaves at the



same time but the total of the leaves shall not exceed 8 weeks.

**11.10.7.** If the individual does not die within the period of the leave, the employee may take another leave by following the procedures outlined above.

**11.10.8.** An employee maintains service and seniority while on Family Medical Leave and the Township continues to maintain its share of benefit premiums.

## **11.11. Family Caregiver Leave**

Is defined as employees that need to provide care and support to a family member with a serious medical condition, without a significant risk of death within 26 weeks, are entitled to up to 8 weeks of unpaid leave per calendar year for each family member with a serious medical condition.

**11.11.1.** A family member is defined as:

- A parent, step-parent or foster parent of the employee or employee's spouse
- A child, step-child or foster child of the employee or employee's spouse
- A grand-parent, step-grandparent, grandchild or step-grandchild of the employee or employee's spouse
- The employee's spouse
- The spouse of a child of the employee
- The employee's brother or sister
- A relative of the employee who is dependent on the employee for care or assistance; and
- Any individual prescribed as a family member.

**11.11.2.** All requests for this leave must be given in writing to the CAO/Clerk by the employee.

**11.11.3.** The employee may be requested to provide a certificate issued by a qualified health practitioner stating that the family member has a serious medical condition.

**11.11.4.** A "qualified health practitioner" is defined as "a person who is qualified to practice as a physician, a registered nurse or a psychologist under the laws of the jurisdiction in which care or treatment is provided to the individual".

**11.11.5.** The requirements of this leave are governed by the Employment Standards Amendment Act (Leaves to Help Families), 2013 which comes into force October 29, 2014 and which amends the Employment Standards Act, 2000.

## **11.12. Critical Ill Child Care Leave**

Is defined as all employees employed with Township of Blandford-Blenheim for at least two



consecutive weeks are entitled to up to 37 weeks of unpaid job-protected leave to provide care or support to a critically ill minor child. A critically ill minor child refers to a child under the age of 18 whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

**11.12.1.** A child is defined as:

- child,
- step-child,
- foster child or
- child who is under legal guardianship and
- is under 18 years of age

**11.12.2.** A medical certificate issued by a qualified health practitioner stating that the child is a critically ill child who requires the care or support of one or more parents and outlining the period during which the child requires care or support may be required. The medical certificate must state that the person is critically ill and requires the care or support of the employee; it must also set out the period during which the person requires the care or support of the employee.

**11.12.3.** Employees must give notice in writing to the CAO/Clerk before the start of a critical illness leave, or as soon as possible. The employee must also provide a written plan that indicates the weeks in which they will take the leave.

**11.12.4.** If the medical certificate sets out a period of less than 37 weeks, the employee is entitled to leave only for the number of weeks specified in the medical certificate.

**11.12.5.** The leave is restricted to instances where the critically ill minor child or adult is a family member of the employee as defined by the ESA. The leave must end on the last day in the period specified in the medical certificate or if the qualified health practitioner sets out a period of 52 weeks or longer, the leave must end no later than the last day of the 52-week period. If a critically ill minor child or adult dies while an employee is on leave, the employee's entitlement to be on leave ends on the last day of the week in which the minor child or adult dies.

**11.12.6.** If a minor child or adult remains critically ill while the employee is on leave or after the employee returns to work, but before the 52-week period expires, the employee is entitled to take an extension of the leave or a new leave if they meet the proper requirements. If the minor child or adult remains ill after the 52-week period expires, the employee is entitled to take another leave if the leave requirements are once again met.

**11.12.7.** The requirements of this leave are governed by the Employment Standards Amendment Act (Leaves to Help Families), 2013 which comes into force October 29, 2014 and which amends the Employment Standards Act, 2000.



## 11.13. Crime-Related Child Death and Disappearance Leave

Is defined as all employees employed with Township of Blandford-Blenheim for at least two consecutive weeks are entitled to up to 104 weeks of unpaid job-protected leave if their child disappears and/or dies and it is probable considering the circumstances that the child disappeared as the result of a crime. Employees may take their leave only in one continuous period within 104 weeks from the week the child disappears.

**11.13.1.** A “child” is defined as:

- a “child,
- step-child,
- foster child or
- child who is under legal guardianship and
- is under 18 years of age.”

**11.13.2.** “Crime” is defined as an offence under the Criminal Code, other than an excluded offence as prescribed by the regulations made under paragraph 209.4(f) of the Canada Labour Code.

**11.13.3.** All requests for this leave must be given in writing to the CAO/Clerk by the employee and provide a written plan that indicates the weeks that will constitute the absence.

**11.13.4.** The employee may change the time of the leave indicated in the plan with written permission from the company or with at least four weeks’ written notice, and if the employee meets all other leave requirements.

**11.13.5.** If it becomes probable considering the circumstances that the disappearance of the child is not the result of a crime; the leave must end on the day on which it no longer seems probable.

**11.13.6.** Please note that an employee is not entitled to this leave of absence if the employee is charged with a crime in relation to the death or disappearance or if it is probable that the child was a party to a crime in relation to their death or disappearance.

**11.13.7.** The requirements of this leave are governed by the Employment Standards Amendment Act (Leaves to Help Families), 2013 which comes into force October 29, 2014 and which amends the Employment Standards Act, 2000.

## 11.14. Emergency Leave: declared emergency and infectious disease emergencies

**11.14.1.** Declared Emergencies: a leave of absence without pay for employees who cannot perform their job duties because of an emergency declared under the Emergency Management and Civil Protection Act and because:

- Of an order that applies to them made under the Emergency Management and Civil



Protection Act or the Health Protection and Promotion Act; or

- The employee must provide care or assistance to a specified individual outlined in the ESA.

**11.14.2. Infectious Diseases Emergencies (IDEL):** is a job-protected leave without pay for employees who cannot perform their job duties for any of the following reasons:

- The employee is under individual medical investigation, supervision, or treatment (including receiving a vaccination or recovering from any side effects) for the designated infectious disease;
- The employee is acting in accordance with an order under the Health Protection and Promotion Act;
- The employee is in quarantine, isolation, or subject to a control measure, such as self-isolation, as a result of information or directions issued to all or some of the public or one or more individuals, by an authority designated by the legislation;
- The company directed the employee not to work in response to a concern that the employee may expose other individuals in the workplace to the designated infectious disease;
- The employee is providing care or support to a specified individual because of a matter related to the designated infectious disease that concerns that individual, such as school or daycare closures;
- The employee is directly affected by travel restrictions and, under the circumstances, cannot reasonably be expected to travel back to Ontario;
- The employee's hours of work are temporarily reduced or eliminated by the employer for reasons related to the designated infectious disease; or
- An order made under the Emergency Management and Civil Protection Act that is continued under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, concerning the designated infectious disease.

**11.14.3.** An employee is entitled to take infectious disease emergency leave starting on the applicable date specified in the ESA, for as long as they are not performing the duties of their position as determined by the provisions above and while the infectious disease is designated by the regulations.

**11.14.4. Infectious Disease Emergency Leave with pay:** During the applicable period, employees on infectious disease emergency leave may be entitled to receive up to three days of pay at their regular wages up to a maximum of \$200 a day. Any part of these days taken off is considered a full day of IDEL and employees are not entitled to overtime or premium pay for this time off.

**11.14.5. Conditions:**



- An absence due to a declared emergency may be extended beyond the initial period of leave if an order made under the Emergency Management and Civil Protection Act is extended.
- Employees who take emergency leave must advise Township of Blandford-Blenheim that they plan to do so as soon as possible. If an employee must begin the leave before advising the company, they must communicate it as soon as possible. Where an employee is eligible for both paid and unpaid leave, they are entitled to use the paid days first, unless they advise the company in writing that they choose to take the time as unpaid.
- Township of Blandford-Blenheim may require an employee taking emergency leave to provide evidence reasonable in the circumstances that the employee is entitled to the leave. However, an employee who takes infectious disease emergency leave is not required to provide a certificate from a qualified health practitioner as evidence.

### 11.15. Reservist Leave

**11.15.1.** Employees who are reservists and who are deployed to an international Canadian Forces operation, or to a Canadian Forces operation within Canada that provides or will provide assistance in dealing with an emergency or its aftermath (including search and rescue operations) are entitled under the ESA to unpaid leave for the time necessary to engage in that operation. This time includes any pre-deployment or post-deployment activities that are required.

**11.15.2.** This leave can also be taken when attending Canadian Armed Forces skills training. To be eligible for reservist leave, the employee must have worked for Township of Blandford-Blenheim for at least three consecutive months.

**11.15.3.** The Township may require the employee to provide evidence for their entitlement to the leave in line with the ESA requirements. The Township may postpone any reinstatement to work after a reservist leave in line with requirements under the ESA. Seniority and length of service credits continue to accumulate during the leave. Township of Blandford-Blenheim is not required to continue any benefits plans during the employee's leave; however, employees can provide payment in advance of the leave to cover the cost of the benefits so that they may continue while on the leave.

**11.15.4.** For reservist leave, the employee must provide reasonable notice in writing of their intention to take the leave, or provide notice as soon as possible after beginning the leave. This same process is required when returning from a reservist leave.

### 11.16. Organ Donor Leave

**11.16.1.** Employees continuously employed by Township of Blandford-Blenheim for 13 weeks are entitled to take unpaid job-protected leave from work of up to 13 weeks to undergo surgery for organ donation.

**11.16.2.** Employees taking organ donor leave must provide Township of Blandford-Blenheim with a minimum of two weeks' notice of their intention to take the leave, if possible.



**11.16.3.** Employees must provide a medical certificate confirming the reasons for and the expected duration of the leave. The organ donor leave must begin on the date of the surgery unless a medical practitioner specifies an earlier date in a written certificate.

**11.16.4.** In cases where the medical practitioner declares in writing that the employee cannot resume their work after the 13 weeks of organ donor leave have been taken, additional time will be granted. The extension cannot exceed an additional 13 weeks.

**11.16.5.** If an employee on leave wishes to end the leave early, they must provide the company with written notice at least two weeks before their intended return date as well as a medical certificate confirming that they are able to resume their normal duties.

## **11.17. Domestic or Sexual Violence Leave**

**11.17.1.** All employees employed with Township of Blandford-Blenheim for at least 2 consecutive weeks are entitled to up to 15 weeks of protected leave to seek medical attention or related professional services, to relocate, or to seek legal or law enforcement assistance if the employee or a child of the employee experiences domestic or sexual violence, or the threat of domestic or sexual violence.

**11.17.2.** For the purpose of this leave, a child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and is under 18 years of age.

**11.17.3.** Employees should give notice in writing to CAO/Clerk as soon as possible stating their intention to start a domestic or sexual violence leave. The company may require the employee to provide reasonable evidence.

**11.17.4.** If an employee takes any part of a day as leave, the company may consider one full day of leave to have been taken. If an employee has taken part of a week as leave, the company may consider the employee to have taken one full week of leave. Under this leave, employees are entitled to be paid for the first five days of leave in each calendar year, paid at the employee's regular wages. Employees are not entitled to overtime or premium pay for this time off. The balance of the employee's entitlement are unpaid days.

**11.17.5.** The Township of Blandford-Blenheim will ensure mechanisms are in place to protect confidentiality of records given to or produced by the company that relate to an employee taking domestic or sexual violence leave, and will only disclose information in situations where it is permissible by legislation.

**11.17.6.** Please note that an employee is not entitled to this leave of absence if the domestic or sexual violence is committed by the employee.

## **12. Pay Equity and Salary Policy**

**12.1.** This section applies to Regular, Part-time and Casual Employees but does not apply to Volunteer Firefighters.

**12.2.** The purpose of this policy is to reiterate that the merit principle is a fundamental part of the Township's corporate philosophy by emphasizing pay for performance, encouraging



an achievement-oriented environment, granting flexibility to reward employees according to performance and providing incentives to excel. The ranking of positions in the salary schedule was developed by taking into account levels of responsibility and authority as well as the qualifications and experience required to carry out the functions of the job and the requirements of Pay Equity legislation. The classification takes into account market conditions, prevailing relationships between standard municipal positions and organizational anomalies particular to Blandford-Blenheim.

- 12.3.** “Pay Equity” Is defined as equal pay for work of equal value.
- 12.4.** “Job Class” Is defined as one or more positions which have similar duties and responsibilities; require similar qualifications; are filled by similar recruiting procedures; and have the same compensation schedule, salary grade, or range of salary rates.
- 12.5.** “Job-to-job method of comparison” Is defined as the method of determining whether pay equity exists that is set out in section 6 of the Pay Equity Act
- 12.6.** “Salary Grade” Is defined as a grouping of job classes to be paid the same or similar rates of pay.
- 12.7.** “Pay Range” Is defined as the minimum and maximum pay rates (in dollars) for jobs in a particular salary grade.
- 12.8.** “Skill” Is defined as a required general factor to be considered in developing a gender-neutral comparison system that measures the degree or amount of knowledge, education, experience, or special skills needed to perform the job.
- 12.9.** “Effort” Is defined as a required general factor to be considered in developing a gender-neutral comparison system that measures the physical or mental exertion needed to perform a job.
- 12.10.** “Responsibility” Is defined as a required general factor to be considered in developing a gender-neutral comparison system that measures the number and nature of a worker's job obligations, the degree of accountability, and the degree of authority required to perform a job.
- 12.11.** “Working Conditions” Is defined as a required general factor to be considered in developing a gender-neutral comparison system that measures such things as exposure to the elements, health and safety hazards, workplace environment, hours of work, and any other terms or conditions of employment.
- 12.12.** The following objectives were used to develop the salary grid which has been adopted by Council by separate By-law and which is amended from time to time.
  - 12.12.1.** Salary grades should permit a progression from a stipulated minimum to a maximum and should cover each class of positions considered to have a similar level of responsibility and requirements.
  - 12.12.2.** The grid should reflect, within reasonable limits, salary levels that will allow the Township to attract and retain persons capable of meeting the



requirements of the position and in order to meet this objective Council will review the adequacy of the salary grid as a whole on a regular basis to determine what across-the-board adjustment is required in order to reflect changes in competitive and community salaries, economic conditions and other factors.

- 12.13.** Each job is presumed to have a full competency level, which is the level of achievement at which a properly qualified employee, who has, over a period of years, demonstrated increasing competence and who capably and consistently performs all the requirements of the position, may be paid.
- 12.14.** Advancement from one step to another on the grid will only be considered for employees whose performance appraisal demonstrates that their sustained performance meets the position's requirements.
- 12.15.** The pay period for all employees is a bi-weekly period starting Saturday at 12:01 a.m. and ending at midnight on the Friday of the bi-weekly period and all staff will be paid on the Thursday immediately following the end of the pay period for all work during the period. When the Thursday falls on a holiday, the direct deposit payment, shall be made on the last bank business day before the holiday.
- 12.16.** All Department Heads shall ensure that daily time sheets are completed and approved and forwarded to the Payroll Clerk immediately following the end of the pay period.

## 13. Payroll Administration Policy

- 13.1.** Township of Blandford-Blenheim utilizes consistent and comprehensive payroll processes and procedures in order to ensure that its employees are paid appropriately and on time.  
  
Township of Blandford-Blenheim employees will be paid on a bi-weekly basis with remuneration to be directly deposited into the employee's bank account every Thursday. Volunteer Firefighters are paid monthly. Council members are paid quarterly.
- 13.2.** Township of Blandford-Blenheim shall ensure its payroll processes and procedures comply with all relevant legislation and adhere to all reporting and tax withholding requirements.  
  
Furthermore, Township of Blandford-Blenheim shall ensure all payroll and compensation information obtained is stored and maintained in a secure area. Such information shall only be shared for payroll, administrative and legal purposes.

### 13.3. Employees:

- 13.3.1.** Upon hire, employees must immediately complete and submit required federal and provincial income tax forms and all other associated payroll paperwork. Federal and provincial tax forms will be utilized by the organization in order to calculate statutory deductions as required by law such as CPP, IE and Income Tax.



- 13.3.2. Upon hire employees must submit to their manager their current banking information in order to facilitate the direct deposit process.
- 13.3.3. Must promptly inform management of any changes to banking information during employment with the organization. Accurately document and report all hours worked.
- 13.3.4. Immediately inform management of any identified discrepancies in payment.
- 13.3.5. Comply with all departmental procedures for the collection of information pertaining to the company's payroll processes.

#### 13.4. Payroll/Finance Department:

- 13.4.1. Update and maintain the company's payroll information system with new employee information, terminations, leaves, updated banking information etc.
- 13.4.2. Process payroll information in a timely and accurate manner to ensure staff are paid accurately and according to schedule.
- 13.4.3. Accurately calculate all required statutory deductions.
- 13.4.4. Provide accurate and timely report to relevant departments and government agencies as required.
- 13.4.5. Accurately process TD1s and all other relevant documentation.
- 13.4.6. Respond to inquiries from employees, management, government agencies and all other relevant parties. Maintain confidentiality concerning employee payroll information and remuneration.

#### 13.5. Township of Blandford-Blenheim:

- 13.5.1. Comply with all provincial, federal and legal payroll requirements, duties and responsibilities pertaining to taxation and reporting.
- 13.5.2. Create, maintain and update as required consistent and comprehensive payroll processes and procedures.

## 14. Return to Work Policy

This policy applies to all Township of Blandford-Blenheim staff.

**14.1.** Township of Blandford-Blenheim recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. The Return to Work (RTW) Policy is designed for workers who have been absent from work due to a disability. This policy will assist employees who require accommodation to return to work.

**14.2.** The CAO/Clerk will serve as the department that oversees the return-to-work process. The



CAO/Clerk, manager and effected employee are responsible for drafting and approval of an individual's plan.

**14.3.** If an employee needs to take a disability leave, he/she/they will inform his/her/their manager. The employee and manager will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return-to-work process.

**14.3.1.** The employee and manager will work together to share information and find the most appropriate accommodation, for example:

Manager:

- Provides the employee with return-to-work information;
- Helps resolve any problems with treatment if requested to do so by the employee;
- Maintains regular contact with the employee;
- Ensures work practices are safe for returning employee;
- Assists with identifying accommodations; and,
- Assists with analyzing the demands of each job task.

Employee:

- Gets and follows the appropriate medical treatment;
- Provides updates about their progress, including information about his/her functional ability to perform the job; and,
- Provides his/her health care provider with the return-to-work information.

**14.3.2.** Health care provider(s), workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

**14.4.** After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

**14.4.1.** Depending on circumstances, the employee may:

- return to the original position;
- return to the original position with accommodation(s) on a temporary or permanent basis; or,
- return to an alternate position on a temporary or permanent basis.

**14.4.2.** The return-to-work plan should be attached to the employee's individual



accommodation plan.

**14.5.** After implementing the return-to-work plan, the employee and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation and update the plan.

## **15. Statutory Benefits, Pensions & General Benefits**

This section applies to all employees.

### **15.1. Statutory Benefits:**

**15.1.1.** Employees shall have deductions from their regular pay and the Township will pay the appropriate amount, as determined by legislation for the following:

- Canada Pension Plan
- Employment Insurance

**15.1.2.** The Township will pay the appropriate rates on behalf of the employees for the following:

- The Workers' Safety and Insurance Board.
- The Employer Health Tax.

### **15.2. Pensions:**

**15.2.1.** Retirement income administered by and in accordance with the provisions of the Ontario Municipal Employees' Retirement System (OMERS) is compulsory for every regular employee of the Township from date of hire and is available to any employee who is 'other than continuous full-time'. Does not apply to Volunteer Firefighters or Council members.

**15.2.2.** The plan is integrated with the Canada Pension Plan.

**15.2.3.** The contributions made by the employee by payroll deduction are matched by the Township and forwarded to OMERS monthly

### **15.3. General Benefits:**

**15.3.1.** This section applies to regular employees

**15.3.2.** Short Term – Income Protection Plan

- The Plan provides that all regular employees who have completed at least sixty-five consecutive working days of service and are unable to perform their duties due to non-occupational illnesses or injury shall be entitled to income protection in accordance with the following schedule:



All Regular Employees: 75% of normal earnings for the first three (3) days.  
 On the fourth (4<sup>th</sup>) day of illness, the following plan shall take effect:

<u>YEARS OF SERVICE</u>	<u>100% of EARNINGS</u>	<u>75% of EARNINGS</u>
3 months - 1 Year	1 week	16 weeks
1 - 2 Years	3 weeks	14 weeks
2 - 3 Years	5 weeks	12 weeks
3 - 4 Years	7 weeks	10 weeks
4 - 5 Years	9 weeks	8 weeks
5 - 6 Years	11 weeks	6 weeks
6 - 7 Years	13 weeks	4 weeks
7 - 8 Years	15 weeks	2 weeks
8 Years and Over	17 weeks	Nil

- a) The short-term income protection for any or all non-occupational illnesses or injuries will be up to a maximum of 17 weeks from the date of the disability for each or any incident, with no limits within any one calendar year.
- b) Employees who are absent on account of non-occupational illnesses or injuries must report to their Department Head during the first day of absence, and where the absence is in excess of three consecutive working days, the employee, at the discretion of the Department Head, shall not be entitled to income protection unless a certificate from a qualified medical practitioner is provided to the Department Head. The Employer reserves the right to request an examination by a medical practitioner designated by the Employer at any time during the absence.
- c) When an employee has been granted pregnancy and/or parental leave or any other leave of absence without pay, the Short-Term Income Protection Plan shall not apply during the period of leave of absence except as provided under the Ontario Employment Standards Act.
- d) When an employee is covered under the Short-Term Income Protection Plan, all benefits shall be continuous and deducted in the usual manner so that the employee will retain all benefits. These benefits shall include regular vacations, but not paid holidays. If a paid holiday falls within the period of sick leave, the employee shall be paid at the percentage rate to which they are entitled.
- e) The Short-Term Income Protection Plan cannot be substituted while an employee is on an approved vacation or during a paid holiday.

**15.3.3.** In relation to the general benefits listed below; namely, Group Life Insurance, Group Accidental Death and Dismemberment Insurance (A. D. & D.), Group Dental and Medical Insurance and Long-Term Disability, the Township's obligations are limited to the payment of 100% of the premiums necessary to maintain the employee's enrolment in the benefits set out in this Section. Eligibility for and entitlement to payment of benefits are subject to the terms and conditions of the policy of insurance providing such benefits and for details reference should be had to the Group Insurance Booklet. The Township provides these benefits in conjunction with the County of Oxford. The



County may change carriers from time to time and the Township may acknowledge approval of the change by resolution following which, it shall notify all employees of the change in carriers

**15.3.4.** All regular employees upon receiving full-time status are required to participate in the **Group Dental and Medical Insurance Plans** that provide Group Dental and Medical Insurance including a Drug Plan, and Extended Health Care and Vision Care Plan unless the employee elects to file a valid exemption certificate. This coverage is in accordance with the terms and conditions set forth in the Master Policy and detailed in the Group Insurance Booklet.

**15.3.5.** All regular employees having received full-time status and who have completed at least sixty-five (65) consecutive working days of service are required to participate in **Group Life Insurance** equivalent to one and one-half times the annual salary rounded up to the next \$1,000 and **Group Accidental Death and Dismemberment Insurance (A.D. & D.)** equivalent to one and one-half times the annual salary rounded up to the next \$1,000 in accordance with the terms and conditions set forth in the Master Policy, including **life insurance for dependents.**

**15.3.6.** All regular employees having received full-time status and who have completed at least sixty-five (65) consecutive working days of service are eligible to apply for a **Long-Term Disability Benefit** that, after a qualifying period of 119 calendar days of continuous disability, pays 75% of the employee's normal monthly earnings on date of disability, rounded to the nearest dollar to a maximum of \$6,000. per month subject to the contractual terms and eligibility requirements as stipulated in the insurance company's master contract and described in detail in a booklet prepared by the Insurance Company and available to each regular employee from the Administration Office.

- An employee who is receiving payment under the Long-Term Disability Plan (LTD) shall not accrue vacation or service entitlements.
- If an employee is on Long Term Disability, their benefits shall be maintained by the Township where applicable, providing the employee pays their share of premiums (if any) monthly in advance for a period of two (2) years from the original date of illness or disability.

## **15.4. General Benefits for Retirees:**

**15.4.1.** If a regular employee who is, (1) at least 55 years of age and (2) receiving the group benefits listed below on the date of retirement, retires from the employ of the Township with a minimum of 10 years of service with the Township, they shall be required to participate in:

- **Group Life Insurance** equivalent to fifty percent (50%) of one and one-half times the annual salary on date of retirement rounded up to the next \$1,000 to a maximum of \$50,000.00 and **Group Accidental Death and Dismemberment Insurance (A.D. & D.)** coverage is equal to the amount of Life coverage in accordance with the terms and conditions set forth in the Master Policy, including **life insurance for dependents.**



- Group Dental and Medical Insurance Plans that provide Group Dental and Medical Insurance including a Drug Plan, and Extended Health Care and Vision Care Plan with no deductibles. This coverage is in accordance with the terms and conditions set forth in the Master Policy and detailed in the Group Insurance Booklet.

**15.4.2.** The general benefits outlined above will terminate at the end of the month in which the retiree's 65th birthday occurs.

**15.4.3.** In the event the retiree dies prior to their 65th birthday the life insurance for dependents and the Group Dental and Medical Insurance Benefits will terminate in accordance with the terms and conditions set forth in the Master Policy and detailed in the Group Insurance Booklet for Early Retirees.

## **16. Company Dress Code Policy**

This section applies to Regular, Part-Time and Casual employees

**16.1.** Township of Blandford-Blenheim requires all employees to present themselves in a professional manner regarding attire whether onsite or working remotely. These standards are in line with our organizational practices of appropriate business conduct, professionalism, and dress code.

**16.2.** Personal Protective Equipment:

**16.2.1.** Personal protective safety equipment must always be worn where such equipment is required.

**16.3.** Every Township of Blandford-Blenheim employee is responsible for exercising sound judgement and common sense for their attire at all times. If an employee is deemed to be wearing inappropriate attire, their manager is responsible for coaching the employee accordingly.

**16.4.** This section applies to Regular, Part-Time and Casual employees of the Road Department:

**16.4.1.** The Township will pay for the actual amount expended (receipt required) up to the maximum listed on an annual basis:

- Safety boots - \$225 for regular, full-time employees.
- Summer T-shirt (3) OR summer work shirts (2) – must be a safety colour.

**16.4.2.** The Township will also provide, when required and to remain at the shop, other necessary items for safety including: winter bomber coat with safety stripping; winter bib-overall with safety stripping; summer coverall with safety stripping; safety hat and safety eye goggles. Other clothes items for specific tasks such as gloves, rain boots and gear, summer shop coveralls etc. will also be provided.

**16.4.3.** Appropriate safety items are to be worn and in view at all times.

**16.5.** This section applies to all Regular, Part-time and Casual employees of the Community Services Department.



**16.5.1.** The Township will pay for the actual amount expended (receipt required) up to the maximum listed on an annual basis:

- Safety boots - \$225 for regular full-time employees.
- Work shirts with Arena Staff logo stitched on (2 for regular & 1 for part-time and casual).

**16.5.2.** The Township will also provide, when required and to remain at the arena, other necessary clothes for specific tasks such as gloves, summer shop coveralls, winter jackets for ice making procedures, safety hats, safety eye goggles etc.

**16.5.3.** Identification clothing is to be worn at all times when at work and safety items are to worn at appropriate times.

**16.6.** This section applies to Regular Employees of the Building Department, Drainage Department and Protective Services Department:

**16.6.1.** The Township will pay for the actual amount expended (receipt required) up to the maximum listed on an annual basis:

- Safety Boots - \$225

**16.6.2.** The Township will also provide, when required, other necessary clothes for specific tasks such as gloves, rain boots and gear, summer and winter coveralls, safety hats etc.

**16.6.3.** Safety items are to worn at the appropriate times.

## **17. Personal Protective Equipment (PPE) Policy**

**17.1.** Township of Blandford-Blenheim is committed to the health and safety of its employees and as such has created this policy regarding personal protective equipment (PPE). PPE is legislatively required and can prevent many workplace injuries. This policy must be observed at all times when working in areas requiring PPE.

**17.2.** All employees of Township of Blandford-Blenheim must wear appropriate CSA-approved PPE. This includes safety glasses, steel-toed boots, long trousers, long-sleeved shirts, hard hats, and any other specialty PPE. All of the PPE used and provided by the company will comply with the requirements under the occupational health and safety legislation.

**17.3.** PPE used by Township of Blandford-Blenheim employees should be stored and maintained in accordance with the manufacturer's instructions and requirements. Any PPE that is damaged, broken, or in need of service or repair must be removed from service immediately and provided to the Supervisor or Department Head. All PPE that has been removed from use will be tagged "out of service" and should not be used again unless repaired and inspected by a qualified person.

**17.4.** The company will maintain inspection and service logs for all specialty personal protective equipment. No PPE should be modified or changed contrary to its manufacturer's instructions,



specifications, or occupational health and safety legislation.

## 17.5. Management Responsibilities:

- Management will ensure that employees use the appropriate PPE for their job duties and location.
- Managers will train and inform all employees on the use and inspection of PPE they may be required to use to perform their job duties safely.
- Management will not allow any employee to perform their duties without appropriate PPE or with damaged PPE. Managers will remove any damaged or broken PPE from the workplace and submit it for repair or replacement.

## 17.6. Employee Responsibilities:

- Employees must follow all guidelines as outlined above and wear all required PPE when in designated areas. PPE must be inspected at the time of issue and before each use by the employee.
- Any PPE that does not pass inspection must be reported to the Supervisor or Department Head. Employees may not continue regular duties until they have been re-issued the correct PPE.
- Employees must report any unsafe behaviours or potential hazards they see in the workplace to a supervisor. Employees may never under any circumstances modify or change an article of PPE. Uncomfortable PPE may be due to lack of fit and additional fit testing may be required.

## 18. Scent-Free Workplace Policy

**18.1.** Township of Blandford-Blenheim has adopted this policy to address health concerns related to the use of scented products in the workplace. Township of Blandford-Blenheim is a scent-free environment and prohibits the use of any scented products at any time, as they may cause adverse physical effects that threaten the ongoing health and safety of our staff, clients, visitors, and the public at large.

We ask for everyone's cooperation in our efforts to accommodate employee health concerns, and minimize unnecessary workplace health and safety hazards.

## 18.2. Potential Health Hazards:

**18.2.1.** Scented products may adversely affect a person's health, and some or all of the following symptoms may occur:

- Headaches;
- Dizziness;



- Light-headedness;
- Nausea;
- Fatigue;
- Weakness;
- Insomnia;
- Upper respiratory symptoms;
- Shortness of breath;
- Difficulty with concentration; and
- Skin irritation.

**18.2.2.** Allergic and asthmatic patients, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.

**18.2.3.** The severity of these symptoms can vary. Some employees may experience mild irritation while others are incapacitated or must give up many activities (such as going to public places) in order to avoid more severe reactions.

### **18.3. Prohibited Products:**

**18.3.1.** Township of Blandford-Blenheim is committed to eliminating scented products from the workplace, and requires the cooperation of all employees and visitors to accomplish this. Wherever possible, we encourage our staff and visitors to use unscented or fragrance-free products.

**18.3.2.** The following scented products are prohibited from use on Township of Blandford-Blenheim property (this list is not exhaustive):

- Shampoo, conditioners, and hairspray;
- Cologne, aftershave, perfume, and other fragrances; Lotions and creams, including cannabis-infused topicals; Industrial and household chemicals;
- Air fresheners and deodorizers;
- Oils, including essential oils and roll-ons; Scented garbage bags; and
- Recreational cannabis products that may give off a strong scent, including unburnt dried cannabis, oils, edibles, pipes, and other paraphernalia.

### **18.4. Procedure:**



- 18.4.1. Employees must abide by this policy and avoid using scented products from the prohibited products list.
- 18.4.2. Visitors and Township of Blandford-Blenheim employees will be informed of this policy through signs posted at entrances and elevators and stairwells, or by their host.
- 18.4.3. This policy will be enforced by management in the event of a dispute.
- 18.4.4. This policy will be applied in accordance with the company's progressive discipline policy. Deliberate non-compliance with this policy may result in discipline up to and including termination.

## 19. Smoke-Free Workplace Policy – Ontario

19.1. Township of Blandford-Blenheim maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers and non-smokers who come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, Township of Blandford-Blenheim has adopted a smoke-free workplace policy in accordance with the Smoke-Free Ontario Act, 2017. Signs will be posted at each entrance and exit of the workplace to ensure employees and guests are aware that smoking is prohibited.

### 19.2. “Smoking”

Is defined as the act of lighting, inhaling, or carrying of a lighted or smouldering cigar, cigarette, joint, or pipe of any kind.

### 19.3. “Electronic Cigarette”

Is defined as Under the Smoke-Free Ontario Act, 2017, a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

19.4. Enclosed workplace: Under the Smoke-Free Ontario Act, 2017:

19.4.1. The inside of any place, building, structure, or vehicle or conveyance or a part of any of them:

- That is covered by a roof;
- That employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time; and
- That is not primarily a private dwelling; or

19.4.2. A prescribed place

19.5. Smoking shall be prohibited on all company premises. This includes smoking or holding lighted tobacco or cannabis, an electronic cigarette or vapour product, or consuming a prescribed substance.

19.6. This policy applies to all employees, guests, contractors, and customers, and extends to include



company vehicles, hotel rooms, or rental cars booked for company business purposes.

- 19.7.** The company will post all necessary signs at entrances, exits, and washrooms to comply with the Smoke-Free Ontario Act, 2017.
- 19.8.** Township of Blandford-Blenheim has no intentions towards influencing the actions of employees' smoking habits outside of the workplace, and will not pursue disciplinary action for those who smoke off of company premises.
- 19.9.** Employees are expected to arrive to work fit for duty and remain fit for duty throughout the duration of their shift.
- 19.10.** Accommodations for employees relating to medical cannabis will be made on a case-by-case basis. Any employees who have an accommodation requirement are expected to inform the Department Head or CAO/Clerk prior to consuming their substance in the workplace.
- 19.11.** Township of Blandford-Blenheim will not discharge employees or refuse to hire applicants on the grounds that they smoke.
- 19.12.** Township of Blandford-Blenheim may pursue disciplinary action up to and including termination of employment. Employees who witness violations must report the infraction to their manager immediately.

## **20. Time-in-Lieu and Overtime Pay Policy**

- 20.1.** Township of Blandford-Blenheim believes it is important to establish clear expectations for overtime. While striving to deliver high quality services, programs and facilities, overtime may be requested to ensure that work is completed. However, overtime shall be kept to a minimum and will not form a regular part of the work schedule. This policy outlines the company's expectations and employee entitlements around overtime.
- 20.2. "Overtime"**  
Is defined as hours worked in excess of a department's full-time equivalent hours of work per day and in accordance with the policy provisions.
- 20.3. "Lieu Time"**  
Is defined as authorized time taken off during regular working hours with no reduction in salary.
- 20.4. "Management Group"**  
Is defined as CAO/Clerk, Directors, Manager of Community Services, Deputy Clerk.
- 20.5. "Other Than Management Group"**  
All employees together with supervisory staff up to those noted under the Management Group definition.
- 20.6.** Overtime must be pre-authorized otherwise it is not eligible for consideration under this policy.
- 20.7.** The following circumstances are eligible for overtime consideration: meetings, hearings, other authorized overtime, work, overtime caused by emergency call-in.



The following circumstances are not eligible for overtime consideration: Educational/training sessions, seminars, conferences, public relations events, travel time, stand-by, working through morning or afternoon break periods, or the time worked, in addition to regular work hours, is of a duration of less than 30 minutes in any one day.

**20.8.** Employees can choose to be paid for overtime or may take time in lieu with the approval of their Director/Manager.

For employees defined as “Other than Management Group”, approved overtime hours above the employee’s regular weekly hours, is compensated at time and a half. Approved overtime worked on statutory or designated holidays or Sundays is compensated at double-time with the exception of Facility Operators whose regular work week includes Sundays.

For employees defined as “Management Group”, overtime hours worked is compensated through the provision of five (5) days of time in lieu per calendar year.

The preceding provisions regarding compensation for overtime can be altered by direction of Council under exceptional circumstances.

**20.9.** Upon termination of employment, outstanding approved overtime is paid out in accordance with Employment standards legislation.

**20.10.** In general, an employee is not to work more than 60 hours per week. Certain exceptions are allowed under the Employment Standards Act; however, the CAO/Clerk should be consulted prior to authorizing working beyond 60 hours per week.

**20.11.** The work of the Management Group is considered to be supervisory or managerial in nature, consequently, they will not receive overtime pay. The salary range within which they are compensated is intended to reflect the fact that they are expected to attend meetings, deal with emergencies and other matters related to the responsibilities outlined in their Role Description outside of normal working hours with no additional compensation other than in situations where they are required to work during what is considered their normal weekend or statutory holiday in which case they will receive payment for all hours worked at their normal hourly rate. This shall apply to the Management Group.

The Management Group are entitled to five days per year or cash payment for up to 75% of the value of the five days or any part thereof remaining at the time of the last pay period in the year.

**20.12.** Time off in lieu of overtime earned must be approved by the Director/Supervisor. No more than 80 hours may be banked at any time up to October 1 in any calendar year. On the first pay after October 1 any hours not taken in excess of 40 will be paid out. Time-in-lieu must be taken in the same calendar year that it has been earned. Any hours not taken at the end of the calendar year will be paid out.

Time off will be granted at the discretion of the Director/Supervisor such that it does not interfere with the normal operations of the department. An employee’s request will be considered on a first come, first serve basis.

Due to the supervisory duties required during the year, the Road Supervisor and Facility Operations Supervisor shall receive straight time, or corresponding time off in lieu, for hours



worked over 40 hours per week.

**20.13. Call Back.** Any employee, except those in the Management Group, who has left their place of work but is called back to work outside their regular hours or outside overtime hours immediately before or after their regular hours, shall be paid for the actual hours worked or for a minimum of three hours, whichever is greater, at their appropriate rate. The employee may bank the time and take the corresponding time off in lieu.

## 21. Paid Holidays

**21.1.** This section applies to Regular, Part-Time, and Casual Employees. Does not apply to Volunteer Firefighters or Council members.

**21.1.1.** Part-time and Casual Employees shall be entitled to paid holidays equal to the Public Holidays set out in the Employment Standards Act, namely; New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day (December 26th).

**21.1.2.** Regular Employees shall be entitled to Paid Holidays, namely; New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Eve (1/2 day), Christmas Day, Boxing Day (December 26th), New Year's Eve (1/2 day) and one Floating Holiday to be mutually agreed upon by the employee and Department Head.

**21.1.3.** Whenever any of the paid holidays fall on a regularly scheduled day off, and are not proclaimed as being observed on some other workday, the time shall be taken on a day mutually agreed upon between the employee and the Department Head, unless otherwise specified by Council.

**21.1.4.** For Regular Employees, payment for the holiday shall be equal to the employee's regular daily earnings.

**21.1.5.** For Part-time and Casual Employees, the holiday pay shall be equal to the total amount of regular wages and vacation pay payable to the employee in the four work weeks before the work week in which the public holiday occurred, divided by twenty.

**21.1.6.** In order to qualify for payment for the above holidays, employees are required to work the full scheduled shift immediately preceding and immediately following the holiday except where the absence on either or both of these shifts is due to vacation or verified personal illness.

**21.1.7.** If a Regular Employee works on a paid holiday the provisions contained in the overtime pay section apply.

## 22. Vacation Policy

Township of Blandford-Blenheim understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. Township of Blandford- Blenheim recognizes that other paid time off may be required from time

# Township of Blandford-Blenheim Employee Manual



to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid time for all employees. Does not include Volunteer Firefighters or Council members.

- 22.1.** For the purpose of taking vacation, the vacation year shall commence as of January 1 of any year and end December 31 of the same year.
- 22.2.** Unless otherwise approved at the time of hire, a regular employee will be entitled to vacation credits during their first calendar year of employment at the rate of 4% of gross earnings payable with the bi-weekly pay period. A regular employee may with the consent of their supervisor take up to two (2) weeks as a leave of absence without pay prior to the end of their first calendar year.
- 22.3.** Vacation time will be granted during the year in which it is earned and employees must take their vacation before the end of the vacation year in which the vacation is granted unless, because of extenuating circumstances, a written request, filed prior to December 1st has been approved by the Department Head and the CAO/Clerk. In this case up to a maximum of ten (10) days of vacation may be carried forward to the next ensuing year.
- 22.4.** No cash payment in lieu of vacation time off will be made and all credits not used by the end of the current year and not carried over pursuant to Section 25.3 will be lost, subject to the requirements of the Employment Standards Act.
- 22.5.** The Department Head is responsible for scheduling and approving vacations and posting vacation schedules. In doing so they shall have due regard for the need to maintain the efficient operation of the department while attempting to grant vacations which meet employee needs.
- 22.6.** Regular employees will be granted annual vacation with pay as follows:

<b>Length of service</b>	<b>Days of Vacation</b>
In the year immediately following their first year of employment referred to in 25.2 above up to and including the fourth year of continuous service	10 working days, adjusted if necessary to represent 4% of gross earnings
In the sixth year of employment and up to and including the ninth year of continuous service	15 working days
In the tenth year of employment and up to and including the fourteenth year of continuous service	20 working days
In the fifteenth year of employment and up to and including the twenty-fourth year of continuous service	25 working days
In the twenty-fifth year of employment and for each year of continuous service thereafter	30 working days

- 22.7.** Regular employees, upon termination of employment or retirement, will receive vacation pay of 4%, 6%, 8%, 10% or 12% of their gross earnings from the start of the current vacation year, depending on whether they are entitled to 10, 15, 20, 25 or 30 working days of vacation from which shall be subtracted the value of any vacation taken during the current vacation year.
- 22.8.** No more than two consecutive weeks of vacation can be taken at one time. However, if the vacation of other employees is not affected and efficient operation of the municipality can be maintained, a regular employee may, with the approval of the Department Head, be allowed to take a vacation that



is longer than two consecutive weeks. In spite of this provision no regular employee shall be allowed to take a vacation that exceeds four consecutive weeks unless there are extenuating circumstances and the CAO/Clerk or Council has approved.

**22.9.** When a paid holiday (Statutory Holiday) falls during the vacation period, one additional day shall be granted at a time convenient to the Township and the employee.

**22.10.** If a regular employee becomes hospitalized during a vacation, they may be granted alternative vacation days equivalent to the number of working days hospitalized providing:

**22.10.1.** The employee was hospitalized in a recognized institution and verification of this is received.

**22.10.2.** The alternative days are taken at a time mutually convenient to the employee and their supervisor.

**22.11.** Regular employees shall not accumulate vacation or service credits if any one of the following conditions apply:

**22.11.1.** If the employee is on long-term disability.

**22.11.2.** If the employee has been granted a leave of absence without pay and it is anticipated the leave of absence will exceed fifteen working days.

**22.12.** Part-time Employees shall receive vacation pay at the rates noted below payable with the bi-weekly pay period.

<b>Length of Service Determined in Accordance with Section 2.5</b>	<b>Vacation Entitlement</b>
From date of employment up to including the fourth year of continuous service	4% of gross earnings
In the sixth year of continuous service up to and including the ninth year of continuous service	6% of gross earnings
In the tenth year of continuous service up to and including the fourteenth year of continuous service	8% of gross earnings
In the fifteenth year of continuous service and for each year of continuous service thereafter.	10% of gross earnings

**22.13.** Casual Employees shall receive vacation pay at the rate of 4% of all monies earned payable with the bi-weekly pay period.

**22.14.** Employees must submit a written notification of their vacation request at least two weeks in advance. Time off requests during peak vacation seasons (for example, summer, spring break, Christmas) must be submitted at least four weeks in advance. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required. Vacation may only be taken once approval is received from their supervisor or manager.

**22.15.** Any conflict among employee vacation requests will be decided based on employee seniority, company needs, and the judgement of the supervisor or manager.

**22.16.** Vacation time may be divided into more than two periods if desired by the employee, provided that



their supervisor or manager can effectively allocate tasks to remaining employees.

**22.17.** If an employee's services are terminated, vacation pay earned up to the date of termination will be paid to the employee no later than seven days after employment ends or on the day that would have been the employee's next pay day, whichever is later.

## **23. Code of Ethics, Conflict of Interest, and Confidentiality Policy**

**23.1.** This section applies to Regular Employees, Part-Time Employees and Casual Employees.

Township of Blandford-Blenheim is committed to conducting business openly and ethically. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting and actively participating in the process.

**23.2.** All managers and executives at Township of Blandford-Blenheim will:

**23.2.1.** Set a prime example, demonstrating honesty and integrity in their actions and behaviours at all times;

**23.2.2.** Maintain an open-door policy that allows for free discussion of suggestions and concerns from employees;

**23.2.3.** Report any conflicts of interest, as defined in the company conflict of interest policy, regarding their position at Township of Blandford-Blenheim; and

**23.2.4.** Report any suspected violations of company policy.

**23.3.** All employees at Township of Blandford-Blenheim will:

**23.3.1.** Demonstrate a workplace built on trust, accountability, and openness both individually and collectively;

**23.3.2.** Disclose any conflicts of interest, as defined in the company conflict of interest policy, regarding their position at Township of Blandford-Blenheim; and

**23.3.3.** Report any suspected violations of company policy.

**23.4.** Unethical Behaviour:

**23.4.1.** Township of Blandford-Blenheim will not be party to the intent or appearance of unethical or compromising practices in its business relationships.

**23.4.2.** Violence, harassment, or discrimination will not be tolerated.

**23.4.3.** Improper use of company trade secrets (as outlined in the confidentiality agreement) will not be tolerated. Employees shall not use corporate assets or business relationships for personal use or gain.

**23.5.** The Township believes that a conflict of interest exists if an employee of the Township of



Blandford-Blenheim lets their personal interests interfere with her/his job performance in serving the interest of the Township of Blandford-Blenheim. The Township expects that an employee of the Township would not accept or receive any gift whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence or reasonably be expected to influence the employee in the performance of their duties. The Township also expects that an employee will not engage in activities that will interfere with the employee's regular duties or are such that the employee has an advantage derived from employment with the Township.

- 23.6.** The Township recognizes that many employees, in their day-to-day activities as employees of the Township of Blandford-Blenheim, deal with items that are confidential in nature. In some instances, these items become so routine that employees tend to overlook the fact that information which seems insignificant to them may have serious implications if it is divulged, even to friends, relatives or fellow employees. Many Township employees, in their day-to-day activities, find out a great deal regarding the private affairs of Township citizens or other sensitive information. Employees are required to not divulge this information.
- 23.7.** Every employee who either directly or indirectly reports to the CAO/Clerk shall, as a condition of employment, confirm their acceptance of the Township's Code of Ethics, a copy of which is attached as Appendix "A" of this manual.
- 23.8.** A substantiated breach of the guidelines outlined above could lead to disciplinary action up to and including termination.

## 24. Employee Complaints and Conflict Resolution Policy

- 24.1.** This section applies to Regular Employees, Part-time Employees and Casual Employees.

Township of Blandford-Blenheim is committed to providing a workplace free of conflict, where employees are treated with fairness, dignity and respect. It is recognized that in any organization, it is difficult to avoid occasional misunderstandings and complaints. Regardless of how unimportant such incidents may seem the Township of Blandford-Blenheim wants them to be reported and resolved promptly.

Township of Blandford-Blenheim has instituted this policy to provide employees with an outlet to raise concerns regarding any conflict in the workplace or dissatisfaction with respect to issues related to their employment in an open and fair manner. Matters of this kind should be discussed with the employee's supervisor. If a mutually satisfactory understanding is not reached, further steps towards a solution are provided and should be taken.

Under no circumstance should any employee fear discrimination or reprisal in the workplace as a result of the filing of a complaint.

- 24.2.** The following conflicts should be reported, and Township of Blandford-Blenheim shall strive to address them with reasonable resolutions:

- 24.2.1.** Disputes with co-workers or managerial staff with unwanted, and unresolved consequences.



**24.2.2.** Perceived unfair or inequitable treatment.

**24.2.3.** Harassment whether sexual, discriminatory, or personal in nature.

**24.2.4.** Abuse of authority.

**24.2.5.** Administration of company policies.

**24.3.** Discussion:

**24.3.1.** Employees are encouraged to discuss the unwanted behaviour or actions with the offending party as the situation dictates.

**24.3.2.** Under ideal circumstances, the two parties shall reach a reasonable resolution without the necessity of the filing of a formal complaint.

**24.3.3.** In the event that a discussion is not feasible or fails to reach a reasonable resolution, a formal complaint may be filed.

**24.4.** Reporting:

**24.4.1.** Complainants should record the details of the unwanted circumstance(s), the names of any applicable witnesses, and any attempts made to resolve the issue heretofore.

**24.4.2.** Formal complaints stemming from unresolved employee or managerial conflicts shall be submitted in writing with any pertinent documentation, to a Department Head.

**24.4.3.** Formal complaints shall be reviewed and investigated.

**24.4.4.** Formal complaints must be submitted within 14 days from the date of the alleged incident(s).

**24.4.5.** In all cases where formal complaints have been lodged, it is important to maintain a policy of strict confidentiality between the complainant and the responder, the Department Head or CAO/Clerk. For investigative purposes, the offending party may be notified.

**24.4.6.** Anonymous complaints shall not be reviewed.

**24.5.** An Employee who is not satisfied with the decision made by their immediate supervisor may present the problem to their Department Head. If a mutually satisfactory understanding is not reached, further steps towards a solution are provided and should be taken.

**24.6.** An Employee who is not satisfied with the decision made by their Department Head may present the problem to the CAO/Clerk. The CAO/Clerk will hold a meeting to discuss the matter with the individual and her/his supervisor. The CAO/Clerk shall deal with the complaint and determine the matter.

**24.7.** If the employee is not satisfied with the decision made by the CAO/Clerk, they may take the matter



up as an “official complaint” with the Human resources Department at the County of Oxford. Any such complaint must be submitted in writing within ten (10) calendar days after the individual has received a decision from the CAO/Clerk. The decision of Human Resources is final.

## 24.8. Employees:

- 24.8.1. Employees are required to fully comply with the Conflict Resolution Policy.
- 24.8.2. Shall be treated fairly throughout the process, as either a complainant, or alleged offending party.
- 24.8.3. Shall be responsible for maintaining confidentiality regarding their involvement, and the complaint itself. Shall co-operate with any investigations in relation to complaints.

## 24.9. Department Head:

- 24.9.1. Shall be responsible for enacting preventative measures to ensure a workplace that is free from harassment, and for the communication of policy and procedures contained herein.
- 24.9.2. Shall receive and address properly filed complaints in an appropriate fashion.
- 24.9.3. In the event that the complainant and the offending party are engaged in a subordinate-supervisor relationship, they may be physically removed from each other on a temporary basis, and may require a change in their reporting relationship.
- 24.9.4. Investigate, or co-investigate any complaints, claims and documentation therein.

## 25. Progressive Discipline Policy

25.1. This section applies to Regular Employees, Part-time Employees and Casual Township Employees

25.2. The purpose of this policy is to state the Township’s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

25.2.1. The purpose of disciplining employees is two-fold: first, as a teaching tool to correct inappropriate behavior or actions on the part of an employee and, second, as a punitive measure to reinforce appropriate employee behavior and actions.

25.2.2. The following sets out the discipline of employees. The action, or inaction, on the part of the employee must be reviewed to ensure that the discipline is appropriate to the occurrence, taking into consideration both the severity of the occurrence and the employee’s past history. The methods are guidelines, and within each method the sequence can be modified as a result of mitigating circumstances. Similarly, a step or steps of the sequence may be passed over due to unusual circumstances or action on the part of the employee, which would result in a more severe type of disciplinary action.

25.3. Disciplinary action may call for any of four steps including verbal warning, written warning, suspension with or without pay, or termination of employment depending on the severity, or the



problem, and the number of occurrences. There may be circumstances when one or more steps are bypassed.

**25.3.1.** Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offence may call for a verbal warning, a next offence may be followed by a written warning, another offence may lead to a suspension, and, still another offence may then lead to termination of employment.

**25.3.2.** The municipality recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment without going through the usual progressive discipline steps.

#### **25.4. Inappropriate Behaviour:**

**25.4.1.** While it is impossible to list every type of behavior that may be deemed a serious offence, the following list includes examples of problems that may result in progressive discipline, suspension or termination:

- Theft or unauthorized removal or possession of municipal property
- Sending or transmitting material over a corporate computer or telecommunications system that contains information or content that is deemed to be offensive, vulgar, defamatory, discriminatory or threatening.
- Accessing internet sites at work which have obscene, hateful, pornographic, unlawful, violent or illegal material on them.
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer owned property
- Insubordination or other disrespectful conduct including but not limited to bullying
- Violation of health and safety rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms



in the workplace

- Excessive absenteeism/tardiness or any absence without authorization
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

**25.4.2.** By using progressive discipline, it is hoped that most employee problems can be corrected at an early stage, benefitting both the employee and the Township.

## **25.5. Steps:**

**25.5.1.** Where there is concern about possible inappropriate conduct by an employee, the Director/Manager will first investigate, which usually means conferring with the employee and gathering information from all sources. A thorough investigation should be completed prior to assessing any discipline.

**25.5.2.** If the Director/Manager determines that a matter may require disciplinary action, the Director/Manager will schedule a meeting with the employee to discuss the matter. The employee is to be advised that disciplinary action is being considered and that the employee may have another employee attend the meeting with them. The Director/Manager may also seek such assistance as the Director/Manager considers necessary at the meeting including having an additional person attend the meeting with them.

**25.5.3.** The Director/Manager will give consideration to the information gathered during the investigation and the discussions at the meeting before deciding how to respond to the inappropriate behavior.

**25.5.4.** In some circumstances, it may be necessary to deal with the behavior immediately so the investigation should follow as soon as possible.

**25.5.5.** If, as a result of the investigation, the Director/Manager concludes that disciplinary action is required, the employee and the CAO/Clerk are to be notified. The employee and the CAO/Clerk are to be given a copy of any disciplinary document that is to be placed in the employee's file. An employee has the right to respond in writing to any discipline imposed and such response will be placed in the employee's file

**25.5.6.** Disciplinary action may include (but is not limited to) a verbal warning, a written reprimand, an unpaid suspension or dismissal.

**25.5.7.** Employees will have their past disciplinary record taken into account by the Director when determining an appropriate response.

**25.5.8.** While discipline is generally imposed progressively, the nature of disciplinary action will depend on the circumstances.



**25.5.9.** An employee may face severe disciplinary action, up to and including dismissal, if the behavior warrants it, even if there was no past record of inappropriate behavior.

**25.5.10.** When severe disciplinary action is being contemplated, approval must be given by the CAO/Clerk prior to any action being taken.

**25.5.11.** In the case of inappropriate behavior by a Director or Manager, the CAO will conduct the investigation and meet with the employee. The CAO will ensure that the employee has the opportunity to have another employee attend the meeting. The CAO will also invite another person to attend the meeting if the discipline is suspension or termination.

**25.5.12.** Should discipline involve the CAO, then the Mayor and the Mayor's alternate will meet with the CAO to discuss the issue as required. An investigation will be carried out by an independent third party (i.e., Human Resources representative from the County of Oxford or a Human Resources consultant) who will report to the Mayor with their findings.

## **26. Record Retention and Personnel Files Policy – Ontario**

**26.1.** This section applies to Regular Employees, Part-time Employees and Casual Employees.

All Human Resources records shall be maintained and easily accessible in the event of an audit. Additionally, any employee, after giving reasonable notice, may, in the presence of their immediate supervisor and the CAO/Clerk or their designate, review their personnel file during regular office hours.

Where a document has reached its expiration date, the organization shall either:

- Destroy, either by paper shredding or permanent deletion from electronic sources, or
- Render the personal information non-identifying so that it can no longer be used to identify an individual.

**26.2.** Township of Blandford-Blenheim commits to collecting and retaining personal information as listed below for the sole purpose of managing its business (in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA):

- Name Address
- Telephone number
- Date of birth (only if the employee is a student under the age of 18 – to be kept for 3 years after the 18th birthday or after the end of employment)
- Social Insurance Number
- Payroll records
- Beneficiary information



- Start date of employment
- End date of employment
- Written agreement(s) to work excess hours
- Education history
- Records relating to legislated leaves
- Information contained on the wage statement
- Days and hours worked
- Hours worked in excess of a salaried employee's regular schedule
- Substituted day off for public holiday
- Records pertaining to vacation time and pay
- Information required under Federal or Provincial legislation or any other section of this policy.

**26.3.** In accordance with Ontario's Employment Standards Act, subsection 15(5), the employer shall retain or arrange for some other person to retain these records for at least three (3) years after the employee ceased to be employed by the employer.

**26.4.** The municipality will comply with the Municipal Freedom of Information and Protection of Privacy Act and will provide requested information in accordance with the provisions of the Act.

## **27. Employee Lay-Off, Recall, and Seniority Policy**

**27.1.** This section applies to Regular Employees, Part-time Employees and Casual Employees.

**27.2. “Seniority Date (Anniversary Date)”**

Is defined as the calendar date of hire, or the initial start date of employment as an employee of Township of Blandford-Blenheim.

**27.3.** All new employees of Township of Blandford-Blenheim shall be required to complete their initial probationary period as stated in their employment agreement. Seniority shall not be recognized until the employee completes their probationary period, at which point all service including the probationary period shall be included.

**27.4.** Temporary employment or contract employment shall not be considered eligible for the purposes of determining seniority.

**27.5.** In the event that a regular part-time employee receives a promotion or transfer to regular full time



employee status, all previous continuous service completed shall be prorated in determining their seniority.

If an employee requests an unpaid leave that is not covered under the Employment Standards Act, seniority will not calculate during the unpaid time off.

**27.6.** Seniority shall be lost in the event of:

**27.6.1.** Employee resignation or retirement

**27.6.2.** Permanent layoff or termination of employment.

**27.6.3.** Job abandonment

**27.6.4.** Failure to return to work after being recalled from a temporary layoff

**27.7.** Where a “lay-off” is necessary within a particular work area, employees with the greatest service who are part of the regular or part-time work force will be retained in that work area providing the employees are qualified in all respects to fill available positions.

**27.8.** In the event of an increase in the work force following a lay-off, the recall of persons shall be on the basis of the greatest amount of service, provided employees so recalled are qualified in all respects to perform the work available.

**27.9.** Before implementing the lay-off of employees who are part of the regular or part-time work force, the Township will investigate alternative suitable employment for these employees with the Township. A “suitable” employment opportunity shall be a vacant position for which the employee is fully qualified. An employee who accepts an alternative position in order to avoid a lay-off shall forfeit the right to recall.

**27.10.** An employee who is laid off shall retain but not accrue service during the lay-off. Recall rights shall cease when an employee has been laid off for a continuous period of three months in the case of an employee with less than one year of service, six months in the case of an employee with one year but less than five years of service and twelve months in the case of an employee with more than five years of service.

## **28. Company Vehicle Allowance Policy**

**28.1.** This section applies to Regular, Part-Time and Casual Employees unless there are special provisions listed below.

**28.2. “Distances necessarily travelled”**

For the purpose of this policy, is defined as all distances travelled except distances required when travelling from an employee’s residence to the facility to which they normally report.

**28.3. “Company vehicle”**

Is defined as any vehicle owned by Township of Blandford-Blenheim provided for use to employees.

**28.4. “Driver’s License Abstract”**



Is defined as a 3-year record of a driver license history provided by the Ministry of Transportation (Service Ontario). The Abstract includes information such as driver's name, license number, class, expiry date, conditions/restrictions, and/or status information.

**28.5.** Unsatisfactory Driver's License Abstract means the following:

**28.5.1.** Unlicensed;

**28.5.2.** License is suspended or restricted;

**28.5.3.** License is not in good standing due to excess of demerit points (6 points)

**28.6.** To ensure that all employees of the Township of Blandford-Blenheim, who are required to have a driver's license as a condition of their employment and are required to drive Township owned/leased vehicles and equipment, have a valid driver's license in the class necessary for all vehicles and/or equipment that the employee may be required to operate.

**28.7.** Corporate liability is increased when an improperly licensed or an unlicensed driver operates Municipality owned vehicles. The Highway Traffic Act dictates that an owner of motor vehicles, in this case the Municipality, must ensure that anyone who drives their motor vehicles is properly licensed.

**28.8.** This program shall apply to all employees who are required to have a driver's license as a condition of their employment, as identified by the job description.

**28.9.** All employees driving a personal vehicle to carry out business on behalf of Township of Blandford-Blenheim must follow all of the rules of the road. All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting company business and are to abide by all traffic laws while operating a vehicle.

**28.10.** New Hire Driver License Check Procedure

**28.10.1.** As a condition of employment with Blandford-Blenheim Township, the appropriate municipal personnel will request a Driver's License Abstract from the candidate to confirm he/she holds a valid driver's license and the appropriate classification(s).

**28.11.** Existing Employee Driver License Check Procedure

**28.11.1.** Annually the appropriate municipal personnel will request a Driver's License Abstract from the Ministry of Transportation Ontario (MTO) for every employee that is required to have a driver's license. These will be retained within the person's employee file until the next abstract check occurs

**28.11.2.** Upon review of the abstract, if it is found to be unsatisfactory, the employee's supervisor will be contacted and a meeting will be held to discuss the abstract. All license issues will be dealt with by the supervisor on a case-by-case basis in consultation with the Department Head and the CAO.

**28.11.3.** Additional drivers abstract checking may occur to verify an employee's drivers license



status and/or driving privileges where it is determined reasonable and necessary.

## **28.12. Employee Responsibilities – Reporting of License Suspension and/or Driving Prohibition:**

**28.12.1.** An employee required to have a driver's license as a condition of their employment is required to immediately inform their supervisor if the employee:

- Has had their driver's license suspended;
- Is prohibited from driving;
- Has their license status as unlicensed;
- Is not the holder of a valid, legal driver's license; Is not carrying on their person their valid driver's license.

**28.12.2.** All license issues will be dealt with on a case-by-case basis by the employee's supervisor in consultation with the Department Head and the CAO. Depending on the subsequent investigation, the employee's Township driving privileges may be suspended; a possible accommodation considered; further training required; and/or discipline up to an including termination may result.

**28.13.** This policy and all information collected in relation to this policy shall be in accordance with the Ontario Ministry of Transportation's Authorized Requestor Information Service Agreement (ARIS), the Ontario Highway Traffic Act and the Municipal Freedom of Information and Protection of Privacy Act.

**28.14.** Drivers are required to wear their seatbelts at all times, with no exceptions.

**28.15.** Employees shall only be authorized to use personal vehicles for carrying out Township of Blandford-Blenheim business if a Township owned vehicle is not readily available for use. Personal vehicles may be used upon meeting the following conditions:

**28.15.1.** Possess a valid driver's license;

**28.15.2.** Vehicle is legally registered;

**28.15.3.** Vehicle has been deemed safe to operate and maintained as such;

**28.15.4.** Employee holds current minimum automobile insurance;

**28.15.5.** Employee has an insurance rider certifying business use coverage.

**28.16.** No vehicle operator shall drive a vehicle while under the influence of alcohol or drugs. Illegal drugs are not to be used, and operators are not to be under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.

**28.17.** Employees who wish to be reimbursed for kilometers driven must document and submit their mileage, recording the number of kilometers driven and submit it to their manager for approval. The payment shall be the automobile allowance rate as set by the Canada Revenue Agency from time to



time for travel in Ontario. For any parking reimbursement, employees must also attach the original parking receipt to the form. Parking expenses without original receipts will not be reimbursed.

**28.18.** The Township of Blandford-Blenheim will not reimburse any parking tickets, speeding tickets or other fines/costs incurred while driving a personal vehicle for business purposes. Additionally, any costs associated with the maintenance, fuel, vehicle breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.

**28.19.** The individual supplied vehicle(s) are to be made available to all Township Departments from time to time.

**28.20.** Township of Blandford-Blenheim will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes.

## **29. Memberships & Professional Development Policy**

**29.1.** This section applies to Regular Employees.

**29.2.** The Township provides for employee attendance at such conferences, seminars, workshops and business meetings as deemed necessary. The Township also provides reimbursement for actual and reasonable expenses.

**29.3.** Procedure: Attendance at Conferences, Seminars and Workshops:

**29.3.1.** Attendance at workshops and seminars that are one (1) day or less during working hours must be approved by the employee's immediate supervisor.

**29.3.2.** A Director or Manager may attend up to two (2) in Province Conferences each year where overnight accommodation is involved, provided the content is relevant to the attendee's job responsibilities and subject to the limit of funds approved by Council for training and development, and where the CAO/Clerk authorizes the attendance.

**29.3.3.** Attendance at a conference by a regular or part-time employee must be approved by the Director or Manager and the CAO/Clerk.

**29.4.** Expenses:

**29.4.1.** Employees authorized to attend a workshop, seminar, or conference will be reimbursed for expenses according to the following provisions:

- Registration fees with proof of cost.
- Transportation: The Township will reimburse the employee at the approved rate per kilometer for all distances travelled in order to attend the workshop, conference or seminar; or the actual cost of public transportation, in which case a receipt is required. Employees will be encouraged to car pool where feasible and to use the most economical method of transportation (i.e., train, car etc.). Parking and/or taxi fare will be reimbursed upon production of a receipt.
- Overnight Accommodation: Employees will be reimbursed for the actual



hotel/motel costs for a standard room at the designated conference hotel or hotel in close proximity to the event. A receipt is required.

- Meals, Gratuities and Incidental Expenses: A per diem in accordance with current years Canada Revenue Agency rates will apply. The per diem will be reduced as follows for meals that are provided by the conference:
  - Breakfast: \$23 (2023 CRA rates)
  - Lunch: \$23 (2023 CRA rates)
  - Dinner: \$23 (2023 CRA rates)

## **29.5. Approvals:**

**29.5.1.** All expense claims must be approved by the immediate supervisor and the Treasurer. The Director or Manager claims must be approved by the CAO/Clerk.

**29.6.** The Township will pay the annual membership fees and reasonable meeting expenses for professional and related organizations providing they meet the following criteria:

**29.6.1.** Membership is necessary for practice of the employee's profession or it contributes to the professional growth and development of the employee

**29.6.2.** The interests of the municipality are advanced through enhanced contacts and association

**29.6.3.** The employee gains specific skills that are of use in their job

**29.7.** Employees interested in taking courses shall receive permission from their immediate supervisor prior to enrolment. The employee will be required to pay for the course in advance and will be eligible for reimbursement after its successful completion. The Township may consent to paying for the course in advance provided the employee enters into an agreement to reimburse the Township if the course is not successfully completed.

**29.7.1.** The course is directly related to the present job or future potential job with the Township.

**29.7.2.** The course is given by a recognized educational institution

**29.8.** Reimbursement shall be at the rate of 100% of approved costs.

**29.9.** Employees contemplating involvement courses should make their Department Head aware of these intentions as early as possible in the budget year.

**29.10.** Employees who have received approval to participate in Professional Development activities are required to conduct themselves in accordance with the Company's Code of Conduct at all times and without exception.

**29.11.** At their sole discretion, Township of Blandford-Blenheim may approve Professional Development activities to further support career growth and continuous education to assist in sustaining our diverse workforce. Professional Development options available to employees representing Township of



Blandford-Blenheim include, but are not restricted to: webinars, seminars, conferences, e-learning, and mentoring.

**29.12.** Where Township of Blandford-Blenheim approves an employee to participate in Professional Development all efforts should be made to ensure it is scheduled and attended during regular working hours and on an agreed timetable.

## **30. Human Rights Policy – Ontario**

**30.1.** Township of Blandford-Blenheim is committed to providing equal treatment with respect to employment according to the protected grounds established under the Ontario Human Rights Code. Township of Blandford-Blenheim has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment, and human rights legislation.

### **30.2. “Discrimination”**

Is defined as any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

**30.3.** Our Human Rights Policy is in place to ensure we provide a working environment for all employees that fosters openness and tolerance. This policy is intended to ensure that Township of Blandford-Blenheim's practices and the practices of all our employees are free from direct and indirect discrimination. Under the Human Rights Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

**30.4.** Prohibited grounds of discrimination:

**30.4.1.** The following is a list of the prohibited grounds of discrimination in Ontario:

- Age, Ancestry, Citizenship, Colour, Creed, Disability (mental or physical), Ethnic origin, Family status, Gender expression, Gender identity, Marital status, Place of origin, Race/colour, Record of offences, Sex, Sexual orientation

**30.5.** Township of Blandford-Blenheim is committed to providing accessibility across all stages of the employment cycle, by removing barriers and creating a workplace that is accessible to all job candidates and employees. Any applicant to Township of Blandford-Blenheim that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations.

**30.6.** Township of Blandford-Blenheim will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Code. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Township of Blandford-Blenheim. Every effort will be made such that the impact of accommodation



will not discriminate against another group protected by the Code.

**30.7.** Township of Blandford-Blenheim shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process. Township of Blandford-Blenheim will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Township of Blandford-Blenheim encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue.

**30.8.** Accommodation may be temporary, or permanent, based on the requirements of the individual.

**30.9.** Any employee requesting accommodation must make a request to their manager or immediate supervisor. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for any employee. Township of Blandford-Blenheim shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

**30.9.1.** In the creation of an accommodation plan, Township of Blandford-Blenheim shall:

- Identify the need for accommodation.
- Determine objectives for performance in the role, and potential barriers.
- Create a plan for achieving the objectives in an alternative manner.
- Examine the options for accommodation, and select the most appropriate avenue for accommodation.
- Implement the accommodation process.
- Provide training as appropriate.
- Review and revise based on feedback.

**30.10.** Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests for financing must be directed to the Department Head.

**30.11.** In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

**30.12.** In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint. The complaint must be submitted to the CAO/Clerk.

**30.13.** Township of Blandford-Blenheim is committed to respecting the religious beliefs and practices of all employees. Township of Blandford-Blenheim will strive to accommodate employees who must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation.



**30.14.** Township of Blandford-Blenheim employees who require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

**30.15.** Township of Blandford-Blenheim shall strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies, or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

**30.16.** Township of Blandford-Blenheim recognizes that some religions require the observation of prayer periods at specific times. While this requirement may create a conflict with standard hours of operations, Township of Blandford-Blenheim shall work to accommodate the employee's needs, short of undue hardship. Where possible, Township of Blandford-Blenheim shall allow for a modified schedule for breaks.

**30.17.** In the event an employee cannot be accommodated in their current position it will be reasonable to accommodate an individual in another position. Management will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

**30.17.1.** Where an employee is placed in an alternate position, Township of Blandford-Blenheim shall ensure that the employee:

- Has the requisite qualifications and skill-sets necessary for success in the position;
- Is capable of performing the tasks associated with the position; and
- Agrees that the alternate work is acceptable.

**30.17.2.** In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint to management.

**30.18.** Township of Blandford-Blenheim shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

**30.19.** Where the provision of accommodation is found to cause undue hardship on the organization, Township of Blandford-Blenheim shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

**30.20.** While Township of Blandford-Blenheim will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the Code as well. In the event that any employee feels they are being discriminated against or that the company is in violation of the Code, they may make a written complaint to the Department Head or CAO/Clerk.

**30.20.1.** The written complaint must include the following information:

- The date and time of each incident you wish to report;
- The name of the person(s) involved in the incident(s);
- The name of any person or persons who witnessed the incident(s); and



- A full description of what occurred.

**30.21.** Once a written complaint has been received, Township of Blandford-Blenheim will complete a thorough investigation. If it is determined discrimination (or another violation of the Code) has occurred, appropriate disciplinary measures will be taken immediately.

**30.22.** All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

**30.23.** It is important to realize that unfounded/frivolous allegations of discrimination may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of discrimination, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

## **31. AODA – Integrated Accessibility Standards Regulation (IASR) Customer Service Policy**

### **31.1. Accessibility for Ontarians with Disabilities Act, 2005**

**31.1.1.** Section 6 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), permits the Provincial government to make regulations establishing accessibility standards which are applicable to public and private sector organizations. It is intended that accessibility standards will address the following: customer service, transportation, communication and information technology, built environment, and employment. The objective of these standards is to “achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures, and premises on or before January 1, 2025.”

### **31.2. Regulation 429/07 – Customer Service Standard**

**31.2.1.** The first standard issued by the Province addresses customer service and was made on July 25, 2007 and became effective on January 1, 2008. This standard, as with all standards to come, was developed by a Provincially-appointed committee, released to the public for comment, and finalized by the government. The purpose of this regulation is to establish accessibility standards for the delivery of customer service by the broader public and private sector. For the broader public sector, including the Township of Blandford-Blenheim, the standard must be complied with by January 1, 2010; compliance for the private sector will be required as of January 1, 2012.

**31.2.2.** The customer service regulation requires that the municipality develop policies, procedures and, practices, on the provision of goods and services to persons with disabilities and must address the following:

- The use of assistive devices;
- The use of service animals and/or support persons;



- Training of employees on the provisions of the AODA and this standard;
- Provision of notice when services are disrupted; and,
- Municipal reporting to the Accessibility Directorate of Ontario

**31.2.3.** The following constitutes the Township of Blandford-Blenheim's policy on the provision of goods and services offered by the municipality to persons with disabilities.

### **31.3. Overriding Principles**

**31.3.1.** It shall be the policy of the Township of Blandford-Blenheim where goods and services offered by the municipality shall be provided in a manner that:

- Respects the dignity and independence of persons with a disability;
- Shall be integrated with others, unless an alternate measure is necessary, whether temporarily or permanently, to enable persons with a disability to obtain or benefit from the good or service;
- Persons with a disability shall be given equal opportunity to that given to others to obtain, use, and benefit from the goods and services; and
- When communicating with a person with a disability, a provider shall do so in a manner that takes into account the person's disability.

**31.3.2.** The subject policy is delivered in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, and Regulation 429/07 Accessibility Standards for Customer Service, and is applicable to all policies, procedures and processes of the Township of Blandford-Blenheim.

### **31.4. Assistive Devices**

**31.4.1.** Persons with disabilities shall be permitted to obtain, use of benefit from goods or services through the use of their own assistive devices.

**31.4.2.** In the event a person with a disability is hindered from accessing goods or services and after consulting with the customer, the Township of Blandford-Blenheim will accommodate the customer by using any other assistive measures available such as but not limited to providing temporary access to other assistive devices or a Support Person.

### **31.5. Service Animals**

**31.5.1.** Service animals, such as but not limited to Guide dogs, Hearing dogs, Seizure Response dogs, other certified service animals shall be permitted entry to all Township facilities and meeting rooms which are open to the public. A service animal is defined as:

**31.5.2.** "Any animal where it is readily apparent that the animal is used by the person for reasons relating to his or her disability and if the person provides a letter from a physician or nurse or other government issued certification confirming that the person



requires the animal for reasons relating to the disability.”

**31.5.3.** Service animals are not permitted:

- Where food preparation is being undertaken; or
- as otherwise disallowed by law.

**31.5.4.** Where a Service Animal is to be denied access to a facility or meeting room, other accommodations may be afforded, such as:

- alternate meeting format, such as teleconference/videoconference, where technology permits;
- deliver the goods or service at an alternate time or location;
- any other assistive measures available to deliver a good or service to ensure equality of outcome.

**31.5.5.** Owners of Service Animals may receive information from staff as to the location of fresh water for the service animal and where service animals may be walked to relieve themselves.

**31.6.** Support Persons

**31.6.1.** Support Persons shall be permitted entry to all Township facilities and meeting rooms which are open to the public, except:

- when there are fees applied against participants by a third party; and
- the Support Person was not pre-registered; and
- no vacancy exists.

**31.6.2.** If admission to an event is permitted and fees are payable to a third party, the Support Person is permitted to attend the event at their own cost. If admission to an event is permitted and fees are payable to the Township of Blandford-Blenheim, the Support Person is permitted to attend at no cost. Where a Support Person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises, the person with a disability shall be accompanied by a Support Person when on the premises.

**31.6.3.** The customer shall determine whether a Support Person is necessary, however where an employee believes that a Support Person should be in attendance to protect the health and safety of the customer or others, the following criteria shall be used in consulting with the customer:

- when there is a significant risk to the health and safety of the person with a disability or others (the mere possibility of risk is insufficient);



- when the risk is greater than the risk associated with other customers;
- when the risk cannot be eliminated or reduced by other means;
- when the assessment of the risk is based on consideration of the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the imminence of the potential harm; and
- when the assessment of the risk is based on the individual's actual characteristics, not merely on generalizations, misperceptions, ignorance or fears about a disability.

## 31.7. Notice of Service Disruption

**31.7.1.** In the event a temporary service disruption occurs that would limit a person with a disability from gaining access to township facilities, goods or service, the Township will post notice or otherwise make the disruption known to customers in the following methods/places:

- Website; and
- Notice on entrance doors; and
- with Delivery Agents

**31.7.2.** If an unexpected disruption occurs, persons with disabilities will be accommodated by the use of other means possible to deliver the goods and service, such as:

- the goods and service delivery agent may provide the goods or service directly to the person with a disability at an alternate place and time, as deemed appropriate; or
- If appropriate or required, deliver the goods and service to the person's place of residence; or
- Any other assistive measures available and deemed appropriate to deliver goods and services.

**31.7.3.** All notices of disruption shall include:

- the name of the event/service;
- the normal service location being impacted;
- alternate service locations;
- alternate service methods;
- hours of service availability;
- contact information; and



- any other information deemed appropriate to deliver a good or service.

## 31.8. Training

**31.8.1.** All employees and agents of the Township of Blandford-Blenheim providing direct service to persons with a disability shall be trained in the various aspects of accessible customer service delivery.

**31.8.2.** All training, regardless of format, shall have regard for:

- An overview of the purposes of the AODA and an awareness of the subject Regional policy;
- Instruction on how to interact and communicate with people with various types of disabilities;
- Instruction on interacting with people with disabilities who use assistive devices or require the assistance of a guide dog, other service animal or a support person;
- Instruction on the use of equipment or devices available, such as wheelchairs and TTY;
- Instruction on what to do if a person with a disability is having difficulty accessing your services.

**31.8.3.** Depending on the services provided, the Department Manager and Supervisor can select from a variety of training options, including but not limited to:

- Review/Training of this policy with employees
- Online Training <http://www.mcass.gov.on.ca>
- 3rd Party Training Courses & Seminars
- Combination of the above

**31.8.4.** Training shall be mandatory for all new employees upon their initial orientation. In addition, all employees should receive “refresher” training on a regular basis and more comprehensive training should there be changes to this policy. Training records shall be maintained for all training completed under this Policy.

## 31.9. Feedback Process

**31.9.1.** Feedback may be provided by a person with a disability in the manner deemed most convenient to them, such as in person, by telephone, in writing, or by delivering an electronic text by email or on diskette or otherwise.

**31.9.2.** Feedback may be provided directly to the service provider or:



CAO/Clerk  
47 Wilmot Street South, Box 100  
Drumbo ON N0J 1G0  
Phone: 519-463-5347 Fax: 519-463-5881  
Email: [generalmail@twp.bla-ble.on.ca](mailto:generalmail@twp.bla-ble.on.ca)

## **32. AODA Employment Standards Policy – Ontario**

- 32.1.** This policy applies to all Township of Blandford-Blenheim staff.
- 32.2.** Township of Blandford-Blenheim is committed to accommodating people with disabilities and is dedicated to providing accessible services and work environment for all employees, prospective employees, and clients. This policy outlines the company’s compliance with Parts I and III of the Integrated Accessibility Standards Regulation (IASR) set forth under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). This policy ensures Township of Blandford-Blenheim provides services and employment practices that follow the principles of dignity, independence, integration, and equal opportunity. The Township will use the following process to identify and meet employee accommodation need.
- 32.3.** The Township of Blandford-Blenheim recognizes that accommodation can be requested by an employee or identified by the employee’s manager or hiring manager.
- 32.4. Accessible Format**  
Is defined as large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.
- 32.5. Communication Supports**  
Is defined as captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communication.
- 32.6. Information**  
Is defined as data, facts, and knowledge that exists in any format, including text, audio, digital, or images, and conveys meaning.
- 32.7. Career Development and Advancement**  
Is defined as additional responsibilities within an employee’s current position and the movement of an employee from one job to another in an organization or any combination of them. Both additional responsibilities and employee movement are usually based on merit, seniority, or a combination of both.
- 32.8. Performance Management**  
Is defined as activities related to assessing and improving employee performance, productivity, and effectiveness with the goal of facilitating employee success.
- 32.9. Redeployment**  
Is defined as the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.



## **32.10. Support Person**

Is defined as in relation to a person with a disability, another person who accompanies a person with a disability in order to help with communication, mobility, personal care, or medical needs, or with access to goods, services, or facilities.

**32.11.** The CAO will serve as the department that oversees the accommodations to individual staff. The CAO or designate is responsible for drafting and approval of individuals plans, with the approval of the employee it relates to. Individual accommodation plans may include informational, structural, scheduling, or physical accommodations.

**32.12.** An individual with a disability may approach their employer and request accommodation. The individual has the most knowledge about their own needs and what accommodations will best meet those needs. The employer may also ask the employee whether accommodation would help them perform job tasks.

**32.12.1.** Relevant information shall be gathered with the employee. Such information will include the employee's functional abilities. Personal information, including medical information, will be kept and dealt with in a secure and confidential manner. The employee and his/her/their manager will work together to come to the most appropriate accommodation(s). At this stage, a medical or other expert may be engaged to help determine the particulars of accommodation. The employee may also ask another workplace representative to participate in the process.

**32.12.2.** An individual accommodation plan shall then be documented in writing and include:

- What accommodation(s) will be provided
- how to make information accessible to the employee, including accessible formats and communication supports;
- employee emergency information and/or an emergency response plan (if applicable); and,
- when the plan will be reviewed and updated.

**32.12.3.** The manager will give the employee a copy of the plan or written reasons for denying accommodation, in accessible format.

## **32.13. Establishment of Accessibility Policies and Plans**

**32.13.1.** Township of Blandford-Blenheim will develop, implement, and maintain policies governing how it will achieve accessibility through these requirements.

**32.13.2.** The company is committed to meeting the accessibility needs of persons with disabilities in a timely manner. This is reflected in policies which upon request will be made publicly available in an accessible format.

**32.13.3.** The company will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an



accessible format upon request, and will be posted on its website.

**32.13.4.**The company will review and update its accessibility plan once every five years and will establish, review, and update its accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared to report on the progress of the steps taken in implementing the companies' accessibility plan. This status report will be posted on our website. If requested, the report will be created in an accessible format.

## **32.14. Training Requirements**

**32.14.1.**Township of Blandford-Blenheim will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing the companies' policies, and all other persons who provide goods, services, or facilities on behalf of the company.

**32.14.2.**Training will be provided as soon as is reasonably practicable. Training will be provided regularly to new employees and as changes to the companies' accessibility policies occur.

**32.14.3.**Township of Blandford-Blenheim will maintain records on the training provided, when it was provided, and the number of employees who were trained.

## **32.15. Recruitment, Assessment and Selection**

**32.15.1.**Township of Blandford-Blenheim will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, the company will consult with the applicant and provide or arrange for suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.

**32.15.2.**Successful applicants will be made aware of the company's policies and supports for accommodating people with disabilities.

## **32.16. Accessible Formats and Communication Supports for Employees**

**32.16.1.**Township of Blandford-Blenheim will ensure that employees are aware of policies for employees with disabilities and any changes to these policies as they occur. The company will provide the information required to new employees as soon as practicable after they begin their employment.

**32.16.2.**If an employee with a disability requests it, the company will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform their job; and
- Information that is generally available to all employees in the workplace.



**32.16.3.**The company will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

## **32.17.** Workplace Emergency Response Information

**32.17.1.**Where required, Township of Blandford-Blenheim will create individualized workplace emergency response plans for employees with disabilities. This information will be created in consultation with the employee and take into account the unique challenges created by the individual's disability and the physical nature of the workplace.

**32.17.2.**This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; or
- The company reviews general emergency response policies.

## **32.18.** Documented Individual Accommodation Plans

**32.18.1.**Township of Blandford-Blenheim will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The development process for these plans will include:

- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed individually;
- The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine whether accommodation can be achieved, or how it can be achieved;
- The ways that an employee can request the participation of a representative from their bargaining agent or other representative from the workplace (if the employee is not represented by a bargaining agent) for the creation of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done;
- The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

**32.18.2.**The individual accommodation should also include information regarding accessible formats, communication supports (upon request), individualized workplace emergency



response information, and any other accommodation provided.

## **32.19. Performance Management and Career Changes**

**32.19.1.** Township of Blandford-Blenheim will consider the accessibility needs, including documented individual accommodation plans, of employees with disabilities during the company's performance management process. These will also be considered in the event of redeployment, or when offering career development or advancement opportunities.

## **33. Workplace Violence, Harassment, and Sexual Harassment Policy – Ontario**

**33.1.** This section applies to all employees.

**33.2.** Township of Blandford-Blenheim is committed to building and preserving a safe, productive, and healthy working environment for its employees, that respects the dignity of every employee, and is free from violence, harassment, and discrimination. The company will take all reasonable measures to ensure job candidates, employees, managers, and clients are not subject to any form of violence or harassment. This commitment applies to all areas of business, including training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

### **33.3. Complainant**

Is defined as a person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

### **33.4. Respondent**

Is defined as a person whom another individual has accused of committing an act of violence or harassment.

### **33.5. Workplace harassment**

Is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

### **33.6. Workplace sexual harassment**

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

### **33.7. Workplace violence**

Is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.



**33.8.** No supervisor shall suggest, either directly or indirectly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

**33.9.** Sexually harassing conduct in the workplace that may create an offensive work environment, whether it be in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, is prohibited. Sexually harassing conduct includes, but is not limited to, offensive or unwelcome sexual flirtations, advances, propositions, verbal abuse of a sexual nature, sexist jokes causing embarrassment, sexually degrading words used to describe an individual and the display in the workplace of sexually suggestive objects, materials or pictures.

**33.10.** Sexual harassment or discrimination in the workplace by an employee will result in disciplinary action up to and including dismissal. Employees, if they are confronted with sexual harassment or discrimination, are encouraged to avail themselves of the employee complaint procedure. Such internal complaints will be investigated promptly and corrective action will be taken where allegations are verified. No employee will suffer retaliation or intimidation as a result of using the employee complaint procedure or pursuing other options for addressing the sexual harassment or discrimination issue.

Acts of violence or harassment against or by any employee will not be condoned or tolerated by the company. This policy outlines the Township of Blandford-Blenheim violence and harassment program, including how incidents of violence and harassment will be handled and investigated.

**33.11.** Employees are responsible for adhering to this policy, and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

**33.11.1.** For the purposes of this policy, workplace harassment or violence can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

**33.12.** Township of Blandford-Blenheim will conduct a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees and will institute measures to eliminate or control any identified risks to employee safety.

**33.12.1.** The following factors will be considered during the assessment:

- Past incidents of violence;



- Violence that is known to occur in similar workplaces;
- The circumstances in which work takes place, including the type of work and conditions of work;
- The interactions that occur in the course of performing work; and
- The physical location and layout of the workplace.

**33.13.** The risk assessment may include reviews of records, security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Areas that will be considered and may contribute to risk of violence include but are not limited to contact with the public, exchange of money, or working alone.

**33.14. Reporting Incidents of Workplace Violence and Harassment:**

**33.14.1.** An employee who believes they have been subject to violence or harassment should submit a complaint to the Department Head or CAO/Clerk. The complaint should be made as soon as possible following the incident and must include the following information:

- The date and time of the incident;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and A thorough description of what occurred.

**33.14.2.** An employee who believes they have been subject to harassment may also choose to confront the harasser without filing a formal complaint. They can confront the harasser directly or through writing, detailing the unwelcome behaviour and requesting it to stop.

**33.14.3.** If the alleged harasser is the employee's manager, or in a position of power, the complainant is welcome to file a complaint with the CAO/Clerk.

**33.15. Investigation Procedures:**

**33.15.1.** Once a complaint has been received, Township of Blandford-Blenheim will complete a thorough investigation. The organization will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed.

**33.15.2.** The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident; Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.



**33.15.3.** All of the above information will be documented and used to determine whether an incident of violence or harassment occurred. If necessary, Township of Blandford-Blenheim may employ outside assistance or request the use of legal counsel.

**33.15.4.** A copy of the complaint, detailing the complainant's allegations will be provided to the respondent, who will be invited to reply in writing to the complainant's allegations. The reply will be made known to the complainant before the case proceeds.

**33.15.5.** The company will take all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is necessary for the investigation, for taking corrective action or required by law.

### **33.16. Results of Investigation:**

**33.16.1.** Upon completion of an investigation, Township of Blandford-Blenheim will provide both the complainant and respondent a written summary of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation. This written notification will be provided, and will not include the investigation report unless required by law.

### **33.17. Control Measures:**

**33.17.1.** Where Township of Blandford-Blenheim determines that violence or harassment has occurred, control measures will be implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures will be determined on a case-by-case basis, depending on the situation investigated. Any control measure enacted will be communicated to the complainant and respondent, as well as any other employees the measure effects.

### **33.18. Disciplinary Measures:**

**33.18.1.** Any disciplinary action will be determined and will be proportional to the seriousness of the behaviour or action involved in the incident.

**33.18.2.** If the company determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including immediate dismissal.

### **33.19. Fraudulent or Malicious Complaints:**

**33.19.1.** It is a violation of this policy for anyone to knowingly make a false complaint, or to provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and the company significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action, up to and including termination of employment.

### **33.20. Recordkeeping:**

**33.20.1.** Township of Blandford-Blenheim will ensure that appropriate records of complaints



and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report (if applicable);
- A summary of the investigation results, including the reports provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.

### **33.21. Confidentiality:**

**33.21.1.** Township of Blandford-Blenheim will not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or required by law. The company will only disclose the minimum amount of personal information or details necessary for these purposes.

**33.21.2.** All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law. The company will do everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

## **34. Rules of Conduct & Occupational Health and Safety Policy**

**34.1.** This section applies to all employees.

**34.2.** The municipality believes that most employees act fairly and reasonably at all times. In order to ensure an orderly workplace and to safeguard the employees, the following rules of conduct are listed. Breaches of these rules, violation of other policies in the manual or other acts against the Township or its employees that could damage the Township's interests or reputation, or result in injury or loss to another employee, member of council, member of a local board or the public will result in disciplinary action, up to and including termination.

**34.3.** The following activities and/or practices are strictly prohibited:

**34.3.1.** Reporting to work or working while under the influence of substances that impair and employee's cognitive state.

**34.3.2.** Removal from the premises of Township-owned items for personal purposes is discouraged and is prohibited without express permission of the Department Head. Loans of equipment and tools to other organizations will be allowed only in the most unusual circumstances where the Department Head has given prior approval.



**34.3.3.** Personal telephone calls made on Township equipment are discouraged and long-distance calls must be made at the expense of the employee.

**34.3.4.** Physical or verbal abuse of, or threats towards other employees.

**34.3.5.** Flagrant disregard of municipal safety rules

**34.3.6.** Being convicted of a criminal offence related to the employee's work or being unable to work because of any criminal conviction

**34.3.7.** Willful and malicious damage to municipal property

**34.3.8.** Violations of the Ontario Human Rights Code

**34.4.** It is the policy of the Township of Blandford-Blenheim to promote safe working conditions and to provide such training and accident prevention programs as are necessary to achieve this purpose. The Township will ensure compliance with the Occupational Health and Safety Act.

**34.5.** It is the policy of the Township to ensure that work is performed in a safe manner consistent with good working practices. The responsibility for the Health and Safety program is delegated to all levels of the organization. The Township provides all required safety equipment as noted in Section 19. Employees must use the equipment whenever necessary.

**34.6.** Supervisory staff (as defined in the Occupational Health and Safety Act) shall endeavour to:

**34.6.1.** Ensure healthy and safe working conditions will prevail and that all safety rules and procedures are observed at all times.

**34.6.2.** Determine the safest method to perform work for all job assignments

**34.6.3.** Be familiar with and adhere to the requirements of the Occupational Health and Safety Act and Regulations of Ontario. Ensure the protection and proper use of all material and equipment and that all the equipment is maintained in a safe operating condition.

**34.6.4.** Ensure that no employee is permitted to work without proper instructions, adequate supervision and training.

**34.6.5.** Be knowledgeable of all accidents and injuries under their jurisdiction and ensure that necessary medical attention is obtained immediately, as well as the completion of the proper form for the recording and reporting of all accidents

**34.6.6.** Review all accident reports/investigations and establish corrective accident prevention measures where appropriate.

**34.6.7.** Ensure employees receive and understand instructions when working with equipment or in conditions that may be hazardous.

**34.7.** It is the duty of employees to endeavour to:

**34.7.1.** Work in compliance with the provisions of the Occupational Health and Safety Act and



Regulations.

**34.7.2.** Take precautions to protect themselves and fellow employees from health hazards and unsafe situations.

**34.8.** The Township will establish and maintain a Health and Safety Committee as required under the Occupational Health and Safety Act.

**34.9.** The Township will comply with the provisions of W.H.M.I.S. legislation in terms of labeling and security of prescribed items and it will appoint and train an appropriate employee to be W.H.M.I.S. coordinator and ensure that employees are educated and trained.

**34.10.** Employees are expected to keep their workplace in a neat and tidy condition in order to minimize situations that could cause an accident.

**34.11.** Smoking in the workplace is not permitted. Smoking includes the use or carrying of any lighted, heated or activated cigar, e - cigarette, cigarette, pipe, Waterpipe or any other equipment used to inhale, exhale, burn or heat any Smoking Product.

**34.12.** Employees must observe all practices, procedures and requirements relating to Health and Safety and W.H.M.I.S. and report all violations to their immediate supervisor and/or Department Head. Failure to do so will result in disciplinary action, up to and including termination.

## **35. Joint Health and Safety Committee Policy – Ontario**

**35.1.** The government of Ontario has established health and safety legislation under the Occupational Health and Safety Act providing clear requirements in respect of the establishment of a joint health and safety committee. Based on these requirements and Township of Blandford-Blenheim's commitment to maintaining the health and well-being of its employees, the company will establish a joint health and safety committee when employee threshold numbers are met. This policy outlines the duties of this committee.

**35.2.** Township of Blandford-Blenheim Responsibilities:

**35.2.1.** In accordance with the Occupational Health and Safety Act, Township of Blandford-Blenheim is committed to supporting the joint health and safety committee in respect of their functions and duties at the work place and will:

- Ensure that the committee members receive training in health and safety and are informed of their responsibilities.
- Joint health and safety committee post the names and work locations of the committee members in an obvious place and make sure it is updated.
- Assist and cooperate with the joint health and safety committee or health when carrying out their duties including workplace inspections.
- Provide the joint health and safety committee with information or reports regarding health and safety, work practices, and standards in similar industries to the best of their knowledge.



- Consult and collaborate with the joint health and safety committee or health to develop and update workplace health and safety policies and programs.
- Respond to written recommendations from the joint health and safety committee within 21 days. The response will state which recommendations were not accepted and explain why. It will also provide a timeline for implementing the recommendations that were accepted.
- Inform the joint health and safety committee of any workplace hazards, illnesses, injuries, or deaths.
- Provide the joint health and safety committee with the results of any violence risk assessments completed.
- Provide the joint health and safety committee with copies of all orders and reports from the Ministry of Labour, Training and Skills Development inspector.
- Allow a committee member to accompany an inspector from the Ministry of Labour, Training and Skills Development during a workplace inspection.

### **35.3. Joint Health and Safety Committee Responsibilities:**

**35.3.1.** In accordance with the Occupational Health and Safety Act, the joint health and safety committee is given specific duties in respect of our workplace, and will:

- Identify and evaluate potential hazards in the workplace, recommend corrective action, and follow up on the implementation of these recommendations.
- Participate in investigating and assessing the exposure of employees to workplace hazards.
- Ensure that regular inspections are completed and the entire workplace is inspected at least once a year. Be consulted on and present for any health and safety-related testing in the workplace.
- Conduct an investigation when an employee is injured or killed in the workplace. This includes reporting the findings and making recommendations to the company to reduce the risk of recurrence.
- Be present for and participate in the investigation of a work refusal.

**35.4.** The joint health and safety will conduct workplace inspections in order to identify workplace hazards and make recommendations to the company to correct these hazards. The workplace will be inspected once a month. If it is not practical to inspect the entire workplace at once, at least part of the workplace must be inspected monthly resulting in the entire workplace being inspected once a year. This will be done in accordance with a schedule agreed upon by the committee and the company.

### **35.5. Committee Composition:**



**35.5.1.** Due to the size of Township of Blandford-Blenheim and the requirements in legislation, at least half of these committee members must be employees who are not members of management. These members will be selected by the workers they represent. The remaining committee members will be members of management selected by the company and chosen based on their knowledge of operations and health and safety. Only current employees are eligible to be members of the committee.

**35.5.2.** The committee will have two co-chairs, one representing employees and one representing management. The co-chair representing employees will be selected by employee committee members, and the management co-chair will be selected by management committee members.

### **35.6. Certification of Committee Members:**

**35.6.1.** Township of Blandford-Blenheim will ensure that at least two members of the committee, one representing workers and one representing management, are certified.

**35.6.2.** Certified members are members who have completed specialized training approved by the Ministry of Labour, Training and Skills Development. If there are multiple certified members, one certified employee member and one certified management member will be selected by their applicable groups to solely exercise the rights of and perform the duties required. If a certified member resigns, the company will ensure that a new certified member is trained or appointed within a reasonable time.

### **35.7. Committee Meetings and Meeting Minutes:**

**35.7.1.** The committee will meet at least once every three months during regular working hours and as needed on urgent matters. The committee co-chairs will take turns leading the meetings.

**35.7.2.** Minutes of meetings must be recorded and made available for review upon request. They should contain details of all matters discussed, as well as a description of issues raised, any action recommended by the committee members and the company's response to previous recommendations.

**35.7.3.** Committee members should be identified by title and not by name, as members' names should be used only for attendance purposes. The meeting minutes will be signed by both co-chairs and posted in the workplace within one week of the meeting.

### **35.8. Time from Work and Entitlement to Pay:**

**35.8.1.** Members of the joint health and safety committee are entitled to time from their regular job duties to prepare for meetings, attend meetings, and to carry out other duties and responsibilities. This is deemed to be work time and therefore committee members will be paid by the company at their regular rate of pay or premium rate when applicable. This includes time spent by committee members participating in certification training.



## **36. Workplace Hazardous Materials Information System (WHMIS) 2015 Compliance Policy**

**36.1.** Township of Blandford-Blenheim values the safety and wellbeing of our workers, and will work with them to provide every reasonable safety measure possible. In pursuit of our high safety standards, and in compliance with federal and provincial compliance regulations, Township of Blandford-Blenheim will provide WHMIS 2015 training for workers. WHMIS 2015 incorporates elements of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

**36.2. GHS:**

Is defined as Globally Harmonized System of Classification and Labelling of Chemicals.

**36.3. SDS:**

Is defined as Safety Data Sheet.

**36.4.** WHMIS 2015 includes the new harmonized criteria for hazard classification and establishes the requirements for labels and safety data sheets (SDSs).

**36.5.** Township of Blandford-Blenheim will ensure that:

**36.5.1.** The company is up to date on all WHMIS 2015 changes and any applicable transitional timelines;

**36.5.2.** All legislative standards are met;

**36.5.3.** Workers and managers receive information and training on hazardous materials and the safe use of hazardous products in the workplace (see the section below on the training and education program);

**36.5.4.** All containers holding hazardous materials have appropriate labels;

**36.5.5.** SDSs are up to date, accessible, and contain additional hazard and precautionary information;

**36.5.6.** All workplace hazardous materials include supplier labels;

**36.5.7.** Suppliers provide the appropriate supplier labels and SDSs; and

**36.5.8.** Control measures are in place to protect the health and safety of workers.

**36.6.** Training and Education Program:

**36.6.1.** Township of Blandford-Blenheim shall provide appropriate WHMIS 2015 training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties.

**36.6.2.** Township of Blandford-Blenheim shall consult the joint health and safety committee to ensure the appropriateness of the training and education materials and programs.

**36.6.3.** The worker training and education program shall include information on the following:



- Supplier labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements;
- Signal words; and
- Procedures for the safe use, storage, handling, and disposal of hazardous materials in the workplace; handling leaks and spills; an emergency event involving hazardous products; and worksite-specific training on measures for working safely with hazardous products.

**36.7.** Township of Blandford-Blenheim will review its training and education program and content annually, and revise as necessary. In the event of any changes, workers will be retrained and educated.

**36.8.** Township of Blandford-Blenheim workers will be compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

**36.9.** Township of Blandford-Blenheim will respect the right of workers to be consulted regarding the development and implementation of the instruction and training, and will open the discussion process to suggestions in a consultation period. Workers will have an opportunity to comment on:

**36.9.1.** The content of the program;

**36.9.2.** The amount of training;

**36.9.3.** Who is to receive what kind of training; and

**36.9.4.** Who will deliver the training program.

**36.10.** Worker Responsibilities:

**36.10.1.** Workers must:

- Participate in WHMIS 2015 training and education;
- Report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or safety representative; and



- Inform their immediate supervisor, manager, or safety representative if they do not have the proper information on a hazardous product: for example, the SDS is missing, damaged, or illegible.

## 36.11. Supplier Responsibilities:

### 36.11.1. Suppliers must:

- Identify whether their products are hazardous products; and
- Prepare labels and SDSs to provide to purchasers of hazardous products intended for use in a workplace.

## 37. Workplace Hazard Identification Policy

**37.1.** Township of Blandford-Blenheim has adopted this policy to ensure that all workplace hazards are identified and controlled appropriately. These measures have been taken to ensure the ongoing health and safety of our staff.

### 37.2. “Hazard”

Is defined as an occupational hazard is a thing or situation with the potential to harm a worker. Occupational hazards can be divided into two categories: (1) Safety hazards that cause accidents that physically injure workers; (2) Health hazards which result in the development of disease. It is important to note that a "hazard" only represents a potential to cause harm. Whether it actually does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount, and duration. Hazards can also be rated according to the severity of the harm they cause - a significant hazard being one with the potential to cause a serious injury or death.

**37.3.** To reduce the potential for injuries at Township of Blandford-Blenheim, we will conduct a hazard assessment of all work areas and work processes. During the workplace hazard assessment, Township of Blandford-Blenheim will work to identify potential hazards that exist in work areas, processes and procedures.

**37.4.** Township of Blandford-Blenheim employees are required to report any workplace hazards to their supervisor or Department Heads.

**37.4.1.** Where a hazard is identified, Township of Blandford-Blenheim shall work to determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard.

**37.4.2.** Where a hazard creates dangerous working conditions, the work shall be halted until such time as it may be controlled effectively.

**37.4.3.** Township of Blandford-Blenheim shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker, or at the worker.

**37.4.4.** Where possible, Township of Blandford-Blenheim shall strive to control hazards at the



source. Township of Blandford-Blenheim shall determine appropriate safe work procedures and practices, and provide training and education in safe work practices, policies and procedures.

### **37.5. Risk:**

Is defined as the hazard posed by some material or situation is its potential to cause harm. Risk is the probability, or chance, that a hazard will actually harm someone.

**37.5.1.** Removing occupational hazards is only one way of improving worker protection. A more practical approach to the limitation of occupational hazards is the control or management of the risks that hazards pose.

**37.5.2.** Sometimes, in addition to the probability of a hazard causing harm, risk includes a consideration of the seriousness of the hazard.

**37.5.3.** The consequences of exposure to some hazards may be so harmful that, even if there is little chance of a worker being exposed, the risk is so great that extreme precautions must be taken to prevent even that small possibility.

### **37.6. Hazard:**

Is defined as the term "hazard" refers to the potential to cause harm. In the case of a workplace health hazard, the harm is to a worker's health and usually takes the form of an injury or illness.

**37.6.1.** There is a three-step process for dealing with workplace hazards:

- Identify – Report any workplace hazards to your immediate supervisor. Recognition involves both identifying a hazard and determining if there is a possibility of workers being affected by it. If there is such a possibility, it must be assessed and if it is found to be significant, the hazard must be controlled. Employees are required to report any workplace hazards to their immediate supervisor immediately, to reduce the dangers to all other employees.
- Assess – Determine the level of risk associated with the hazard. Discontinue work in the event that a workplace hazard creates excessive and dangerous work conditions.
- Control – Township of Blandford-Blenheim will use all elements available to address and resolve dangerous workplace hazards. Control can be applied at the source of the hazard, along the path between the source and the worker, or at the worker. Control at the source is preferred.

**37.7.** Where a workplace hazard is identified, Township of Blandford-Blenheim shall utilize the following process to ensure workplace safety:

**37.7.1.** Step 1: Engineering Controls – Where possible, hazards shall be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.



- 37.7.2.** Step 2: Design of Safe Work and Hygiene Practices– Township of Blandford-Blenheim shall design safe work practices that provide guidelines for working safely with workplace hazards, and limit exposure to hazards.
- 37.7.3.** Step 3: Administrative Controls – Township of Blandford-Blenheim shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures to limit the amount of time that workers are exposed to hazards.
- 37.7.4.** Step 4: Personal Protective Equipment – Where appropriate, PPE that is designed to reduce, or eliminate a hazard shall be provided.
- 37.7.5.** Step 5: Education and Training – Township of Blandford-Blenheim will provide staff with the appropriate training and education in safe work practices, and working with or near identified workplace hazards.

**37.8.** Township of Blandford-Blenheim will take every reasonable precaution in the circumstances to protect workers; this may include requiring them to wear personal protective equipment through the course of their job duties. See Personal Protective Equipment (PPE) Policy.

## **38. Reporting Workplace Incidents and Injuries Policy**

**38.1.** Township of Blandford-Blenheim recognizes that work-related incidents and injuries require clear reporting procedures to ensure the appropriate authorities are notified. This policy outlines the process for reporting work-related incidents and injuries.

### **38.2. “Critically injured”**

Is defined as an injury that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or toe, involves the amputation of a leg or arm but not a finger or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye.

### **38.3. “Director”**

Is defined as an inspector under the Occupational Health and Safety Act who is appointed as a director.

### **38.4. “Inspector”**

Is defined as an inspector appointed under the Occupational Health and Safety Act, including the director.

### **38.5. “Medical attention”**

Is defined as treatment from a legally qualified medical practitioner or a registered nurse who hold an extended certificate of registrations under the Nursing Act, 1991.

### **38.6. “Occupational illness”**

Is defined as a condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired. Includes an occupational disease that entitles a worker to benefits under the Workers Safety and Insurance Act, 1997.



**38.7.** Employees of Township of Blandford-Blenheim should report all workplace incidents and injuries to the Department Head or CAO/Clerk as soon as reasonably possible.

**38.7.1.** Where an individual is killed or critically injured, the scene of the incident should not be interfered with, disturbed, destroyed, or altered except where necessary to:

- Save the life or provide first aid to the injured individual;
- Prevent unnecessary damage to other equipment or property.

**38.8.** No wreckage, articles, or other items connected to the occurrence should be removed without permission of an inspector.

**38.9.** Township of Blandford-Blenheim will comply with all legislative requirements for reporting work-related incidents and injuries. Written reports and notifications will contain all information required by the Occupational Health and Safety Act and its regulations.

**38.10.** If a person is killed or critically injured from any cause at the workplace, Township of Blandford-Blenheim will immediately inform an inspector and the health and safety committee by phone or another direct contact method. A written report of the circumstances of the incident will be provided to the director and health and safety committee within 48 hours of the occurrence.

**38.11.** If Township of Blandford-Blenheim is informed that an employee has an occupational illness or that they have filed a claim with the Workplace Safety and Insurance Board regarding an occupational illness, written notice will be provided to a director and the (insert health and safety representative OR health and safety committee) within four days of becoming aware.

## **39. Workplace Accident Investigation Policy – Ontario**

**39.1.** Township of Blandford-Blenheim will comply with all applicable regulations, legislation and workplace compliance issues regarding health and safety, the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies, procedures and programs.

The Workplace Accident Investigation Policy is intended to provide the correct investigatory procedures in the event of a workplace accident/incident. The creation of complete documentation, proper reports and investigations of workplace accidents/incidents will increase our overall readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

**39.2.** Response to Accidents Resulting Injuries Requiring Medical Attention:

**39.2.1.** Stop the Process Immediately.

**39.2.2.** Contact the Manager and Health & Safety Representative so that a joint investigation can be conducted (even if the injured worker is not available). Gather all available information such as:

- How did accident occur? Names of witnesses.



- Objects, equipment, parts, or substances involved in accident. Maintenance records.
- Is there a safe work procedure for the work being performed?
- Was procedure being followed?
- Did worker receive safety training for work being performed?

**39.2.3.** Identify root causes.

**39.2.4.** Determine and implement temporary or, if possible, long term corrective measures to address root causes before re-starting the process.

**39.2.5.** Complete an accident investigation form and provide copies to manager and the Health & Safety Committee.

**39.2.6.** Ensure that copies of all records reviewed (training records, maintenance records, work procedures, safety talks, equipment drawings) are attached to the accident investigation.

**39.2.7.** Schedule follow-up review to review effectiveness of the temporary and long-term corrective measures implemented.

**39.3.** If the extent of injury is unclear but it appears that the potential exists that the injury may fall under the critical injury definition, treat the accident as a critical injury.

**39.3.1.** When notified of a Critical Injury the Supervisor shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Health and Safety Inspector.

**39.3.2.** The supervisor will contact management and the Health and Safety Representative so that a joint investigation can be conducted of the accident with that person once the injured team member is removed from the scene and it is safe to enter the accident area. Follow the steps outlined for conducting an accident investigation.

**39.3.3.** The Supervisor or other designated member of management will call report the critical injury to the appropriate board within 48 hours. Tell the operator that you are reporting a critical injury. You will need to provide the name of the injured worker as well as the time of the accident. An officer will call you back, so be sure that you leave a number you can easily be reached on. Keep detailed notes as to the times of all calls, the name of the officer(s) you talk to, and details of the discussions.

**39.3.4.** If the root causes of the accident and corrective actions are identified, review these once the officer calls you back. Have the safety committee representative present to talk with the officer to confirm what has taken place. Often the officer will release the scene if the safety committee member confirms that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.

**39.3.5.** If the officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the officer decides to investigate immediately, the accident scene must then remain secured until the officer has



completed their investigation. Continue to follow-up to ensure the accident scene remains secured and nothing is moved. Arrange to have copies of all relevant documentation such as training records, maintenance records, work procedures, etc. available for the officer when they arrive.

- 39.3.6.** Complete and send to the officer's attention a Critical Injury Report notifying them of the critical injury. You may also be asked to include a copy of the completed accident investigation.

### **40. Right to Refuse Unsafe Work Policy – Ontario**

- 40.1.** In accordance with the Occupational Health and Safety Act, in the event that a Township of Blandford-Blenheim employee encounters unsafe working conditions, or where the required equipment, tools or machinery present a serious health and safety concern, the employee shall have the right to refuse any work that they believe to be unsafe.

The Right to Refuse Unsafe Work Policy applies to Township of Blandford-Blenheim, its employees, vendors, visitors and clients who are on the Company's premises or acting on behalf of the Company at all times and without exception.

**40.2. “Imminent Danger”**

Is defined in relation to any occupation as: A danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out the person's work.

- 40.3.** Any Township of Blandford-Blenheim employee can refuse to work if they have a reasonable belief that one or more of the following situations exist:

**40.3.1.** Machinery, equipment or tools required in the performance of job duties present a safety hazard and their use may cause an injury to the worker or those nearby.

**40.3.2.** The working conditions are unsafe, and may cause an injury to the worker or those nearby.

**40.3.3.** The workplace conditions or machinery, equipment or tools represent a violation of the Ontario Occupational Health and Safety Act regulations, and represent a physical danger to the health and safety of the worker or those nearby.

**40.3.4.** The worker has a reasonable expectation that the work would place them in danger of physical harm.

- 40.4.** In the event of work being refused or stopped, the following actions are required of employers and employees, as per the guidelines stated by the Ontario Ministry of Labour:

**40.4.1.** Employees

- Inform your supervisor or manager of the work refusal immediately, and provide an explanation detailing the rationale behind the refusal.



- Stay nearby in a safe place until an investigation has been completed.
- In the event that you are unsatisfied with the results of the investigation, you may continue to refuse the work provided where you have reasonable grounds to base the continued refusal on.

#### **40.4.2. Management/Supervisors**

- Township of Blandford-Blenheim management or supervisors shall conduct an investigation into the situation immediately after learning of the refusal and shall work to find an effective, safe and mutually agreeable resolution to the issue in the presence of the worker and one of the following:
  - Joint committee member that represents the workers'
  - Health and safety representative
  - Another worker that has been chosen by his peers to represent the workers
- In the event that an employee is unsatisfied with the resolution and continues to refuse the work, Township of Blandford- Blenheim management or supervisors must contact a Ministry of Labour (MOL) inspector and notify them of the situation, and request that they provide assistance.
- While awaiting the arrival and findings of the MOL inspector, Township of Blandford-Blenheim management or supervisors may assign other reasonable work during normal work hours for the employee that has refused work.
- The MOL inspector will conduct an investigation to determine if the work is either safe, or unsafe and presents a danger to the health and safety of the employee. The findings of the investigation must be provided in writing, to both the Township of Blandford-Blenheim employee, Township of Blandford-Blenheim management or supervisor, and the health and safety representative. In the event that the work is determined to be safe, the employee shall be expected to return to work.

#### **40.5. Continuing Work That Has Been Refused**

**40.5.1.** In the event that work has been refused, Township of Blandford-Blenheim management or a supervisor has investigated the situation, provided a resolution to the issue, and the worker continues to refuse the work, then the Township of Blandford-Blenheim management or supervisors may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.

**40.5.2.** Where a second worker is asked to perform work that has been refused, the second worker must be informed of the initial work refusal, and the reasons for the refusal. This information must be provided in the presence of a union representative (where applicable), or a health and safety representative.

**40.5.3.** The second worker also has the right to refuse the work.

#### **40.6. Payment for Refused Work**



- 40.6.1.** The Ontario Labour Relations Board (OLRB) has provided a ruling such that a refusal to work, allows the worker entitlement to payment at their appropriate rate.
  - 40.6.2.** A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable.
  - 40.6.3.** Township of Blandford-Blenheim is not required to continue payment in the event that the refused work has been inspected and ruled safe by a Ministry of Labour inspector.
- 40.7.** Township of Blandford-Blenheim employees will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.
- 40.7.1.** Township of Blandford-Blenheim employees are required to work in accordance with the regulations set forth by the Ontario Health and Safety Act, and have the rights to seek their enforcement.
  - 40.7.2.** Township of Blandford-Blenheim shall not penalize, dismiss, discipline, suspend or threaten to do any of these things to a worker who has obeyed the law, and regulations of the OHSA.
  - 40.7.3.** In the event that a work refusal was made in bad faith, or if the worker continues to refuse the work after the Ministry of Labour inspector finds that the work is unlikely to endanger the worker, Township of Blandford-Blenheim may elect to utilize disciplinary action(s) up to and including termination of employment with cause.

## **41. PIPEDA Compliance Policy**

**41.1.** The Personal Information Protection and Electronic Documents Act (PIPEDA) establishes rules to govern the collection, use, and disclosure of personal information in a manner that recognizes the right to privacy of individual's personal information and the need of organizations to collect, use, or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances. Township of Blandford-Blenheim is committed to protecting and respecting the personal information of its customers, employees, business partners, and all other entities it interacts with in accordance with PIPEDA. This policy will provide guidelines to ensure that Township of Blandford-Blenheim remains compliant with PIPEDA requirements.

### **41.2. "Breach of security safeguards"**

Is defined as the loss of, unauthorized access to, or unauthorized disclosure of personal information resulting from a breach of an organization's security safeguards, or from a failure to establish those safeguards.

### **41.3. "Personal information"**

Is defined as information about an identifiable individual. Security safeguards: Security safeguards include the following:

Physical measures: for example, locking filing cabinets and restricting access to offices;



Organizational measures: for example, security clearances and limiting access on a “need-to-know” basis; and Technological measures: for example, the use of passwords and encryption.

#### 41.4. “Significant harm”

Is defined as bodily harm; humiliation; damage to reputation or relationships; loss of employment, business, or professional opportunities; financial loss; identity theft; negative effects on a credit record; and damage to or loss of property.

All definitions sourced from PIPEDA.

#### 41.5. Compliance:

**41.5.1.** Township of Blandford-Blenheim has implemented these guidelines to ensure continuing compliance with PIPEDA requirements. The personal information of Township of Blandford-Blenheim employees, customers, clients, business partners, and so on will be managed to meet the following PIPEDA requirements:

- All personal information in Township of Blandford-Blenheim possession or custody must be protected appropriately.
- Individuals must be informed as to why personal information is being collected.
- Consent must be obtained for the collection and use of information.
- The consent of an individual is only valid if it is reasonable to expect that the individual understands the nature, purpose, and consequences of the collection, use, or disclosure of the personal information.
- Personal information may only be collected without consent if:
  - The collection is clearly in the interests of the individual and consent cannot be obtained in a timely way;
  - The personal information was produced by the individual in the course of their employment, business, or profession, and the collection is consistent with the purposes for which the information was provided;
  - The collection is made for the purpose of making a disclosure; or
  - Any other reason as defined in PIPEDA section 7(1).
- Individuals have the right to withdraw their consent.
- Personal information collected is only collected, used, or disclosed for purposes that a reasonable person would consider appropriate in the circumstances.
- Personal information is used only for the purposes for which it was collected, except with the consent of the individual or as required by law.



- Personal information is retained only for the period of time that it is reasonably required.
- Personal information is destroyed that is no longer required using a safe, secure, and effective manner (for example, shredding).
- All personal information collected is accurate.
- Individuals are allowed access to their personal information, and to make corrections as appropriate.
- Appropriate security and safeguards are employed for the protection of personal information.
- Access to personal information is limited to authorized personnel who have a legitimate need to access the information.
- Consent must generally be obtained before the release of personal information to any third party.
- Consent to disclose personal information to a third party is not required if:
  - Township of Blandford-Blenheim has reasonable grounds to believe that the information could be useful in the investigation of a contravention of the laws of Canada, a province or territory, or a foreign jurisdiction, and the information is used for the purpose of investigating that contravention;
  - It is used for the purpose of acting in respect to an emergency that threatens the life, health, or security of an individual;
  - The information was produced by the individual in the course of their employment, business, or profession, and the use is consistent with the purposes for which the information was produced; or
  - Any other circumstances as defined in PIPEDA section 7(2) are met.
- The forms of information being collected must be identified and communicated to the individual, as well as the rationale for the collection of these forms of information.
- Individuals must be notified and consent must be obtained before using personal information for any reason other than those provided at the time of collection.

**41.5.2.** In addition to the above requirements, Township of Blandford-Blenheim will designate a representative to hold accountability for the organization's compliance with PIPEDA. The representative will hold responsibility for the management of the personal information policies and procedures of Township of Blandford-Blenheim.

- The representative shall be the CAO



**41.5.3.** The PIPEDA representative shall be responsible for:

- Developing and implementing policies and practices under PIPEDA, including:
  - Procedures that address the collection, use, retention, destruction, and management of personal information;
  - Procedures for protecting personal information in all formats;
  - Procedures for complaints and inquiries; and Staff training on PIPEDA obligations.
- Using privacy agreements and contracts to ensure the protection of personal information where the information must be provided to a third party.
- Reviewing policies, practices, and procedures annually or as needed, making appropriate revisions.

**41.5.4.** Breaches of Security Safeguards:

- If Township of Blandford-Blenheim becomes aware of a breach of our security safeguards that compromises the privacy of the personal information retained by the company, the following action shall be taken:
- The CAO is responsible for coordinating the response to the breach and ensuring that all reasonable action is taken to address the breach.
- The CAO will notify the privacy commissioner of Canada of the breach in the prescribed form and manner as soon as feasible once Township of Blandford-Blenheim has determined that a breach has occurred.
- Township of Blandford-Blenheim will also submit any new information that the company becomes aware of after having made the report.
- The CAO will notify any affected individuals of the breach in the prescribed form and manner as soon as feasible
- Township of Blandford-Blenheim will comply to the greatest extent possible and in a timely manner with any requests, orders, or other instructions from the Office of the Privacy Commissioner of Canada in order to respond to and address the security breach.
- Township of Blandford-Blenheim will maintain records of every breach of security safeguards, and will provide the privacy commissioner of Canada with access to or a copy of a record of a breach at the request of the commissioner.

**41.5.5.** As per the Breach of Security Safeguards Regulations, the report submitted to the privacy commissioner will contain:

- A description of the circumstances of the breach and if known the cause;



- The date on which or the period during which the breach occurred or if neither is known the approximate period;
- A description of the personal information that is the subject of the breach to the extent that the information is known;
- The number of individuals affected by the breach or if unknown the approximate number;
- A description of the steps that the organization has taken to reduce the risk of harm to affected individuals that could result from the breach or to mitigate that harm;
- A description of the steps that the organization has taken or intends to take to notify affected individuals of the breach in accordance with subsection 10.1(3) of PIPEDA; and
- The name and contact information of a person who can answer the commissioner's questions about the breach on behalf of the organization.

#### **41.6. Notifying Affected Individuals:**

**41.6.1.** Determining Whether a Real Risk of Significant Harm Exists: Township of Blandford-Blenheim will assess the following factors when determining whether a security breach constitutes a real risk of significant harm to an individual or individuals:

- The sensitivity of the personal information involved in the breach;
- The probability that the personal information has been, is being, or will be misused; and
- Any other prescribed factor.

#### **41.7. Notifications:**

**41.7.1.** The CAO is responsible for ensuring that all individuals for whom the breach creates a real risk of significant harm are notified at the earliest available opportunity, subject to any legal restrictions, in a form of communication that a reasonable person would consider appropriate in the circumstances. As per the regulation, notifications shall contain sufficient information to allow the individual to understand the significance to them of the breach, including:

- A description of the circumstances of the breach;
- The date on which or period during which the breach occurred or if neither is known the approximate period;
- A description of the personal information that is the subject of the breach to the extent that the information is known;



- A description of the steps that the organization has taken to reduce the risk of harm that could result from the breach;
- A description of the steps that affected individuals could take to reduce the risk of harm that could result from the breach or to mitigate that harm;
- Contact information that the affected individual can use to obtain further information about the breach; and
- Any other prescribed information.

**41.7.2.** The notice shall be conspicuous and given directly or indirectly to the individual in the prescribed form and manner as legislatively required as the situation dictates.

**41.7.3.** In addition to the individuals affected by the breach, Township of Blandford-Blenheim may notify other parties of the breach or disclose personal information relating to the breach, subject to the following guidelines:

- Township of Blandford-Blenheim will notify other organizations, government institutions, or parts of government institutions if Township of Blandford-Blenheim believes that doing so can reduce or mitigate the harm from the breach.
- Township of Blandford-Blenheim may disclose personal information without the knowledge or consent of the individual if:
  - The disclosure is made to the other organization, the government institution, or the part of a government institution that was notified under the breach; and
  - The disclosure is made solely for the purpose of reducing the risk of harm to the individual that could result from the breach or mitigating that harm.

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2368-2023

Being a By-law to adopt the Township Employee Manual which outlines existing policies and procedures practiced by the Township of Blandford-Blenheim.

**WHEREAS** Section 8 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides that the power to a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate;

**AND WHEREAS** the municipality has several employees, officers and servants employed to provide services for the Council and residents of the Municipality;

**AND WHEREAS** Council deems it advisable to adopt the policies and procedures outlined in the Employee Manual by By-law;

**NOW THEREFORE** the Council of The Corporation of the Township of Blandford-Blenheim enacts as follows:

1. The Township of Blandford-Blenheim Employee Manual attached in "Schedule A" to this by-law, is hereby adopted.
2. By-law 1683-2011 is hereby repealed.
3. Where any By-law passed prior to this By-law conflicts with this By-law, the terms of this By-law shall prevail.
4. This By-law shall become effective upon the date of enactment.

**READ A FIRST AND SECOND TIME THIS 7<sup>th</sup> day of JUNE, 2023.**

**READ A THIRD TIME AND FINALLY PASSED THIS 7<sup>th</sup> day of JUNE, 2023.**

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Mark Peterson, Mayor

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Rodger Mordue, CAO/Clerk

**SCHEDULE "A" To By-Law 2368-2023**

**TOWNSHIP  
OF  
BLANDFORD-BLENHEIM**

**EMPLOYEE MANUAL**

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2369-2023

Being a By-law to confirm the proceedings of Council.

**WHEREAS** by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

**AND WHEREAS** by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Blandford-Blenheim hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on June 7, 2023 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 7 day of June, 2023.

By-law read a third time and finally passed this 7 day of June, 2023.

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MAYOR  
MARK PETERSON

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CAO / CLERK  
RODGER MORDUE