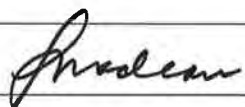




**Corporation of the
Township of Manitouwadge**

ADMINISTRATION REPORT

SUBJECT: 2022 Regular Council Meeting Schedule		REPORT NUMBER: ADM2021-50
PREPARED BY: Joleen Keough, Clerk/Planning Administrator		PAGE 1 OF 3
DATE: November 24, 2021	REVISION DATE:	
STAFF SIGNATURE:	FOR CONSIDERATION: OPEN SESSION <input checked="" type="checkbox"/> CLOSED	
CAO SIGNATURE:		
REFERRED TO:		
ATTACHMENTS: 1. 2022 Regular Council Meeting Schedule		

BACKGROUND:

Township Council meetings are held the second and fourth Wednesday of the month in the council chambers (with the exception of July, August and December when meetings are held on the second Wednesday of the month only).

COMMENTARY:

The attached meeting schedule reflects the dates for Council meetings in 2022, as noted above, with the exception of the last meeting in November and December.

2022 is a Municipal Election year and per Section 6(1) of the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, states that the new term of office will commence November 15, 2022 and further, Section 230 states that the deadline for the newly formed council to host their first meeting is December 16, 2022.

FINANCIAL IMPLICATIONS:

There are no financial implications as a result of this report



Corporation of the Township of Manitouwadge

ADMINISTRATION REPORT

RELATIONSHIP TO STRATEGIC PLAN:

1. Open and Effective Local Government

ACCESSIBILITY IMPLICATIONS:

There are no accessibility implications as a result of this report.

IN CONSULTATION WITH:

Florence MacLean, CAO

RECOMMENDATIONS:

THAT Council accepts the 2022 Regular Council Meeting Schedule, as presented.

2022 REGULAR COUNCIL MEETING SCHEDULE

January	12	Regular Meeting
January	26	Regular Meeting
February	9	Regular Meeting
February	23	Regular Meeting
March	9	Regular Meeting
March	23	Regular Meeting
April	13	Regular Meeting
April	27	Regular Meeting
May	11	Regular Meeting
May	25	Regular Meeting
June	8	Regular Meeting
June	22	Regular Meeting
July	13	Regular Meeting
August	10	Regular Meeting
September	7	Regular Meeting
September	21	Regular Meeting
October	12	Regular Meeting
October	26	Regular Meeting
November	9	Regular Meeting
November	-	Regular Meeting
December	-	Regular Meeting

Acting Mayors Schedule 2022:

Councillor David Arola:	December 2021, January – February
Councillor Kathy Hudson:	March – April – May
Councillor Jim Moffat:	June – July – August
Councillor Mike Scapinello:	September – October – November 14



**Corporation of the
Township of Manitouwadge**

ADMINISTRATION REPORT

SUBJECT: Personnel Policies		REPORT NUMBER: ADM2021-51	
PREPARED BY: Florence MacLean, CAO		PAGE 1 OF 2	
DATE: November 24, 2021	REVISION DATE:		
STAFF SIGNATURE:	FOR CONSIDERATION: OPEN SESSION X CLOSED		
CAO SIGNATURE: <i>Florence MacLean</i>			
REFERRED TO:			
ATTACHMENTS: 1. Personnel Policy -- 2021-23, Pregnancy and Parental Leave 2. Personnel Policy -- 2021-29, Municipal Insurance and Risk Management 3. Personnel Policy -- 2021-44, Flex Time 4.			

BACKGROUND:

As you are aware, administration is building an ongoing Personnel Binder to provide guidance to staff on the expectations of senior administration and Council on the effective and efficient operation of the Township.

As noted, it is Council's role to approve policies that guide the operation of the organization.

COMMENTARY:

Three policies are being proposed to be added to the Personnel Binder to guide staff on pregnancy and parental leave; municipal insurance and risk management; and flex time.

Personnel Policy 2021-23 is the Pregnancy and Parental Leave Policy. The primary purpose of the policy is to guide staff on the types of Leave that are available to new parents; when the various Leaves apply; and information that is consistent with both provincial and federal employment benefit programs.

Personnel Policy 2021-29 is the Municipal Insurance and Risk Management Policy. The purpose of this Policy is to ensure that all staff are aware of the need of the Township to



Corporation of the Township of Manitouwadge

ADMINISTRATION REPORT

manage risk and to reduce the cause and cost of risk.

Personnel Policy 2021-44 is the Flex Time Policy that allows staff to modify their day/work week where required without significantly impacting the operation of the department.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with receiving the report.

ACCESSIBILITY IMPLICATIONS:

There are no accessibility implications with regard to receiving the report.

IN CONSULTATION WITH:

The Township of Manitouwadge Management Team:

- Joleen Keough, Clerk
- Darren MacKenzie, Public Works Superintendent
- Chris Townes, Treasurer
- Katie Law, Community Programmer
- Marcel Demars, Manager of Bylaw Enforcement and Airport Services

RECOMMENDATION:

THAT Council approves Personnel Policy No. 2021-23, the Pregnancy and Parental Leave Policy; and further,

THAT Council approves Personnel Policy No. 2021-29, the Municipal Insurance and Risk Management Policy; and further,

THAT Council approves Personnel Policy No. 2021-44, the Flex Time Policy.

TOWNSHIP OF MANITOUWADGE
ADMINISTRATIVE PROCEDURE NO. 2021-23

SUBJECT: **PREGNANCY AND PARENTAL LEAVE**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 24, 2021

23.1 POLICY APPLICABILITY

This policy applies to all employees of the Township of Manitouwadge regardless of status (e.g. part-time, full-time, seasonal, etc.), or employee group (e.g. union, non-union), who started her employment with the Municipality at least 13 weeks before the baby is expected to be born.

Parental leave is not part of pregnancy leave; a birth mother may take both pregnancy and parental leave. In addition, the right to a parental leave is separate from the right to pregnancy leave.

23.2 PREGNANCY LEAVE - ELIGIBILITY

Only a pregnant employee who started employment with the Township of Manitouwadge at least 13 weeks before the expected birth date of her child is entitled to a Pregnancy Leave. Such Leave of Absence is without pay.

The Township of Manitouwadge will reinstate the employee, upon her return, to the position she most recently held (if it still exists), or to a comparable position (if it does not).

23.3 MAXIMUM DURATION

Pregnancy Leave has a maximum duration of 17 weeks. It may begin no earlier than 17 weeks before the expected birth date. (Eligibility criteria to receive E.I. benefits may prescribe different time frames for a claimant. Employees should consult E.I. directly for information on coverage and eligibility in their personal situation, and how to commence a claim, should they choose to apply.)

23.4 REQUIREMENT FOR WRITTEN NOTICE

A pregnant employee is required to give written notice of the dates her Pregnancy Leave is to begin and end; along with a certificate from a legally qualified medical practitioner stating the expected birth date of her child. A pregnant employee is requested to give as much notice as possible, in excess of the minimum two (2) weeks required by law. Once on Leave, an employee must provide a minimum four (4) weeks' written notice of any changes to the intended time frame of the Leave.

A pregnant employee shall provide the above documentation to her Department Head. The Department Head shall forward same to the Chief Administrative Officer for inclusion in the employee's personnel file.

23.5 PARENTAL LEAVE

Any employee who has been employed by the Township of Manitouwadge for at least 13 weeks and who is the parent of a child, is entitled to Parental Leave without pay following the birth of their child (or the coming of the child into the custody, care, and control of a parent for the first time (as in the case of adoption)).

The Township of Manitouwadge will reinstate the employee, upon their return, to the position they most recently held (if it still exists) or to a comparable position (if it does not).

23.6 MAXIMUM DURATION OF PARENTAL LEAVE

Both new parents have the right to take Parental Leave of up to 61 or 63 weeks of unpaid time off work. Birth mothers who take pregnancy leave are entitled to up to 61 weeks' leave. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 63 weeks' parental leave.

The Parental Leave of an employee who takes Pregnancy Leave must begin when the Pregnancy Leave ends. (An exception to this time frame may be approved in the event the child has been hospitalized and has not yet come into the custody, care and control of the parent for the first time.)

23.7 REQUIREMENT TO GIVE WRITTEN NOTICE

An employee is required to give written notice of the dates their Parental Leave is to begin and end; along with substantiation of the birth of their child. An employee is requested to give as much notice as possible, in excess of the minimum two weeks required by law. Once on Leave, an employee must provide a minimum four (4) weeks' written notice of any changes to the intended time frame of the Leave.

An employee shall provide the documentation to their Department Head. The Department Head shall forward same to the Chief Administrative Officer for inclusion in the employee's personnel file.

23.8 BENEFITS CONTINUANCE

External Benefits Carrier

Any existing coverage shall be maintained and the premiums normally payable by the Corporation shall continue to be paid by the Corporation during the pregnancy and/or parental leave (unless the employee does not intend to pay the employee's contributions, if any).

23.9 OMERS

Employees must declare, within the regulated timelines provided by OMERS, whether or not they intend to "buy back" any broken service for the time period they are on Leave. Should an employee declare their intention to "buy back" their broken service, the Township of Manitouwadge will pay the employer's share of the OMERS contribution. It is not mandatory that an employee purchase the broken service; however, if they do not intend to purchase the period, written notice must be given to the Chief Administrative Officer.

23.10 VACATION ENTITLEMENT

Vacation with pay shall continue to accrue in accordance with Administrative Procedure No. 2021- 8 while a full-time regular or part-time regular (as per section 8.1) employee is on Leave.

23.11 SICK LEAVE ENTITLEMENT

Sick Leave credits shall continue to accrue, in accordance with Administrative Procedure No. 2021- 9 or the applicable Collective Agreement, while a full-time regular or part-time regular (as per section 9.1) employee is on Leave.

All other classifications (part-time, seasonal, etc.) do not have paid sick leave benefits.

23.12 WAGES UPON REINSTATEMENT

- (a) An employee returning from Pregnancy and/or Parental Leave will be reinstated at the rate of pay they were earning prior to commencement of the Leave.
- (b) An employee shall receive, upon reinstatement, any improvements effected to the rate of pay for their position as a result of general cost-of-living increases awarded by Council, renegotiated Collective Agreements, and/or job evaluation decisions.
- (c) An individual employee's progression through their salary range will continue to be in accordance with Administrative Procedure No. 2021-04.

23.13 JOB COMPETITION

An employee on Pregnancy and/or Parental Leave shall continue to accrue seniority during their Leave, for consideration in the job competition process if applicable.

23.14 LONG TERM EMPLOYEE RECOGNITION

An employee on Pregnancy and/or Parental Leave shall continue to accrue seniority during their Leave, for consideration in long term employee recognition as set out in Administrative Procedure No. 2021-16, Section 16.1.

TOWNSHIP OF MANITOUWADGE
ADMINISTRATIVE PROCEDURE NO. 2021-29

SUBJECT: **MUNICIPAL INSURANCE AND RISK MANAGEMENT**

SECTION: Personnel

APPLIES TO: All Employees and Volunteers

EFFECTIVE: November 24, 2021

29.1 **POLICY STATEMENT:**

- (a) In order to reduce the cause and cost of risk, the Township of Manitouwadge applies a risk management process that includes:
 - (i) Identification of exposures;
 - (ii) Evaluation of these exposures in terms of frequency and severity probabilities;
 - (iii) The application of sound loss prevention and safety procedures and;
 - (iv) The provision of funds to meet loss when it occurs.

- (b) The Township shall maintain a current liability insurance policy in an amount to be established by Council from time to time to indemnify all bonafide Municipal employees, full or part-time or volunteer, against liability arising from any reasonable actions undertaken as a consequence of employment with or work for the Corporation.

- (c) This insurance will be in the class of:
 - (i) Municipal liability;
 - (ii) Errors and omissions;
 - (iii) Non-owned vehicle;
 - (iv) Municipal owned vehicle.

29.2 **PROCEDURE:**

In all cases of an accident or injury resulting in a claim or potential claim against the Municipality's Insurance coverage, notice must be provided to the Clerk's department within 24 hours of the occurrence. To eliminate or reduce, as far as practicable, the conditions and practices that could cause losses, the following procedures must be carried out:

29.3 **BODILY INJURY TO THIRD PARTY**

- (a) Where an accident occurs (on Municipal property or involving Municipal equipment) which results in bodily injury to a third party, a supervisor must be notified immediately.

- (b) An **Accident/Incident Report** must be completed **and** forwarded to the Chief Administrative Officer within 24 hours of the accident, with a copy to the Department Head. The Third Party should be directed to contact the Clerk with any inquiries.

- (c) The Manager Comments section on the Accident/Incident Report must be completed by the Department Head or supervisor before the report is forwarded to the Chief Administrative Officer.

- (d) The Chief Administrative Officer, in consultation with the Department Head, shall conduct an investigation, if deemed necessary, for insurance and risk management purposes. If high risk is determined, a report shall be prepared by the operating Department Head within 10 days and forwarded to the Chief Administrative Officer.

- (e) The Department shall take every precaution reasonable in the circumstances to eliminate hazards and injury to third parties.

29.4 **BODILY INJURY TO STAFF**

- (a) Where an accident occurs (on Municipal property or involving Municipal equipment) which results in bodily injury to a Municipal employee while on duty, a supervisor must be notified immediately.
- (b) An **Accident/Incident Report** and a Workplace Safety and Insurance Board Form must be completed and forwarded to the Chief Administrative Officer within 24 hours of the accident.
- (c) If a workplace injury meets the definition of a "Critical Injury" as set out by the Occupational Health and Safety Act (OHSA) the following steps shall be followed:
 - (i) Ensure the accident victim has received proper first aid.
 - (ii) Secure the accident scene and prevent any evidence from being removed prior to the completion of an investigation.
 - (iii) Contact the Joint Health and Safety Chair as designated on the Health and Safety Bulletin Board.
 - (iv) The Joint Health and Safety Chair will investigate the accident and make the proper written notifications as set out in the OHSA.
- (d) The Chief Administrative Officer, or their designate, will notify the Workplace Safety and Insurance Board by way of the required forms.
- (e) The Manager Comments section on the Accident/ Incident Report must be completed by the Department Head or supervisor before the report is forwarded to the Chief Administrative Officer.
- (f) The Chief Administrative Officer, in consultation with the Department Head, shall conduct an investigation, if deemed necessary, for insurance and risk management purposes. If high risk is determined, a report shall be prepared by the operating Department Head within 10 days and forwarded to the Chief Administrative Officer.
- (g) The Department shall take every precaution reasonable in the circumstances to eliminate hazards and injury to staff.

29.5 **VEHICLE AND EQUIPMENT ACCIDENT**

- (a) Where an accident occurs (involving Municipally-owned vehicles or equipment) which results in damage to a Municipal vehicle or the vehicle of a third party, a Supervisor must be notified immediately.
- (b) An **Accident/Incident Report** must be completed **and** forwarded to the Chief Administrative Officer within 24 hours of the accident, with a copy to the Department Head.
- (c) The Manager Comments section on the Accident/ Incident Report must be completed by the Department Head or supervisor before the report is forwarded to the Chief Administrative Officer.
- (d) The Chief Administrative Officer in consultation with the Department Head, shall conduct an investigation, if deemed necessary, for insurance and risk management purposes. If high risk is determined, a report shall be prepared by the operating Department Head within 10 days and forwarded to the Chief Administrative Officer.

- (e) Where immediate repair to Municipal vehicles or equipment is required for essential continuation of service or for safety considerations, the Supervisor or Department Head will contact the Clerk in order that the Municipality's insurance adjuster may be called to investigate prior to commencing any repairs.
- (f) The Department shall take every precaution reasonable in the circumstances to eliminate vehicle accidents involving Municipal vehicles.

29.6 **PROPERTY LOSS**

- (a) Where an incident occurs (theft, vandalism, fire, explosion, etc.) which results in loss or damage to Municipally owned buildings or contents or property and/or to property of members of the public (while using Municipal facilities), a supervisor must be notified immediately.
- (b) An **Accident/Incident Report** must be completed **and** forwarded to the Chief Administrative Officer within 24 hours of the accident, with a copy to the Department Head.
- (c) The Manager Comments section on the Accident/ Incident Report must be completed by the Department Head or supervisor before the report is forwarded to the Chief Administrative Officer.
- (d) The Chief Administrative Officer in consultation with the Department Head, shall conduct an investigation, if deemed necessary, for insurance and risk management purposes. If high risk is determined, a report shall be prepared by the operating Department Head within 10 days and forwarded to the Chief Administrative Officer.
- (e) Where immediate repair to Municipal property is required for essential continuation of services or for safety considerations, this work shall be undertaken immediately. If repair is not required for essential continuation of services, notification should be made to the Chief Administrative Officer in order that the Municipality's insurance adjuster may be called to investigate prior to commencing repairs.
- (f) The Department shall take every precaution reasonable in the circumstances to eliminate property loss.

29.7 **THIRD PARTY CLAIM**

- (a) Where an incident occurs, and a member of the public wishes to file a claim against the Municipality, the member of the Public should be directed to call the Clerk for further information and clarification on procedures. **Under no circumstances should a staff member admit to liability or fault or enter into further discussion or argument.**
- (g) All Third Party claims must be submitted in writing and must contain the name, address, postal code, and telephone number of the claimant. In addition, a brief report as to the incident i.e. location, time, date and details, must accompany the claim.

TOWNSHIP OF MANITOUWADGE
ADMINISTRATIVE PROCEDURE NO. 2021-44

SUBJECT: **FLEX TIME**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 24, 2021

- 44.1 Full-time employees within the Township of Manitouwadge may request of their respective Department Heads to modify their work day/work week.
- 44.2 Such modification may include one or more of the following:-
- i) amend start time
 - ii) amend finish time
- 44.3 It is of the utmost importance to understand that the ability to modify one's work day/work week will be a function of a department's workload and staffing availability. The implementation of the program and its ongoing operation may well differ slightly department-to-department.
- 44.4 All modified work days/work weeks shall be compatible with a department's operational needs and shall be scheduled in advance. All time off with pay shall be taken on a monthly basis. In the event of conflict, operational demands shall take precedence and the Department Head's decision is final.
- 44.5 Department Heads are to ensure that employees using flex time have viable work that can be performed during the time outside normal work hours.
- 44.6 The approved modified work hours/work week may result in an accrual of time for time off with pay at a pre-determined date or be accommodated each workday.
- 44.7 Time off which has been accrued through flex time must be pre-scheduled, however vacation and non-flex lieu time shall take scheduling precedence.
- 44.8 Approved flex time must not result in an increase to the payroll burden to the Municipality nor result in a decrease in the level of service provided to the public.
- 44.9 All approved flex time schedules shall be forwarded to the Chief Administrative Officer for information prior to commencing of said schedule.

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

BY-LAW NO. 2021 - ____

Being a By-Law to Authorize the Execution of a Collective Agreement with Canadian Union of Public Employees (CUPE) and Local 3487.

WHEREAS under Section 9 of the Municipal Act, 2001. S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Corporation of the Township of Manitouwadge deems it expedient to enter into an Agreement with Canadian Union of Public Employees and Local 3487;

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

1. **THAT** the Corporation enter into an Agreement with the Canadian Union of Public Employees and Local 3487, in accordance with the Collective Agreement attached hereto as Schedule "A" (in duplicate) to this Bylaw, which forms an integral part of this Bylaw;
2. **THAT** this By-law comes into force and takes effect on the date of its final passing.

READ A 1ST AND 2ND TIME this 24th day of November, 2021 and
READ A THIRD TIME AND FINALLY ENACTED this 24th day of November, 2021.

Mayor John MacEachern

Joleen Keough, Clerk

THE CORPORATION OF THE TOWNSHIP OF MANITOUWADGE

BY-LAW NO. 2021 - ____

Being a By-Law to Confirm Proceedings of the Council of the Township of Manitouwadge at its Regular Meeting held Wednesday, November 24, 2021.

WHEREAS Subsection 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS Subsection 5(3) of the said *Municipal Act* provides that all municipal power including the municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Manitouwadge at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Township of Manitouwadge enacts as follows:

1. **THAT** the action of the Council of the Township of Manitouwadge in respect of each recommendation or resolution contained in the minutes of the regular council meeting of Wednesday, November 24, 2021 and any reports of committees and of local boards and each motion and resolution passed and other action taken by the Council of the Township of Manitouwadge at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. **THAT** the Mayor and the appropriate officials of the Township of Manitouwadge are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Manitouwadge referred to in the proceeding section.
3. **THAT** the Mayor, or in the absence of the Mayor, the alternate head of council and the Municipal Clerk, or in the absence of the Municipal Clerk, the Acting Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Manitouwadge.

READ a 1st time short and passed this 24th day of November, 2021.

Mayor John MacEachern

Joleen Keough, Clerk