



SSMRCA February Regular Board Meeting

Sault Ste. Marie Region Conservation Authority
Feb 28, 2023 at 4:45 PM EST to Feb 28, 2023 at 7:45 PM EST
1100 Fifth Line East / ZOOM

Agenda

I. Call to Order

II. Declaration of Conflict of Interest

III. Adoption of Agenda

RECOMMENDED:

THAT the agenda be adopted as presented.

IV. Delegations

V. Public Input (3 mins per speaker)

VI. Finance and Administration

A. Adoption of Annual General Meeting Minutes of January 17, 2023

RECOMMENDED:

THAT the Annual General Meeting Minutes of January 17, 2023 be adopted.

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B. Adoption of Special Meeting Minutes of February 15, 2023

RECOMMENDED:

THAT the Special Meeting Minutes of February 15, 2023 be adopted.

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C. Health and Safety Meeting Minutes

RECOMMENDED:

THAT the Health & Safety Meeting Minutes of February 14, 2023, be received as information.

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D. Accounts Payable

RECOMMENDED:

THAT the list of accounts payable from January 1 to January 31, 2023, cheque #8385 to #8434 in the total amount of \$63,853.11 be received as information.

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THAT the list of accounts payable from February 1 to February 21, 2023, cheque #8435 to #8476 in the total amount of \$61,980.61 be received as information.

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E. 2022 Final Budget Update

RECOMMENDED:

THAT the staff memo titled "2022 Final Budget Update" dated February 28, 2023, be received as information, be approved.

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F. 2022 Final Property Inquiries

RECOMMENDED:

THAT the staff memo titled “Property Inquiries – 2022 4th Quarter Statistics” dated February 28, 2023, be received as information, be approved.

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VII. Water & Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

RECOMMENDED:

THAT the summary of the 5 site reports approved by staff from January 1 to February 24, 2023, pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

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THAT the permit be issued for 430 Third Line East, No. FC 23-01-27 with the existing conditions, for a period of more than 2 years, expiring on July 31, 2026, be approved.

THAT the permit be renewed for 792 Maki Road, No. WDC 21-10-06 with the existing conditions, for a total period of more than 2 years, expiring on March 1, 2025, be approved.

VIII. Correspondence

IX. New Business & Other

A. General Manager's Report

RECOMMENDED:

THAT the General Manager’s Report of February 28, 2023, be received as information.

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B. D&O Insurance Synopsis from CO

RECOMMENDED:

THAT the D&O Insurance Synopsis from Conservation Ontario be received as information.

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C. 2023 Review of Human Resources Policies and Procedures - Employment Section

RECOMMENDED:

THAT the Employment Section of the SSMRCA Human Resources Policies and Procedures be approved as worded.

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D. 2023 Review of Health and Safety Program Manual - Section 1 & Section 2

RECOMMENDED:

THAT Section 1 and Section 2 of the SSMRCA Health and Safety Program Manual be approved as worded.

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X. Adjournment



SSMRCA January Board AGM Minutes

Sault Ste. Marie Region Conservation Authority

Jan 17, 2023 at 4:45 PM EST

@ 1100 Fifth Line East / Zoom Meeting

Attendance

Present:

Members: Sandra Hollingsworth (Chair), Marchy Bruni (remote), Enzo Palumbo (Vice Chair), Corey Gardi (remote), Ron Zagordo (remote)

Also Present: Corrina Barrett (General Manager)

Guests: Mark Crofts (Voyageur Trail Association) (remote), Darrel Philion (Sault Cycling Club) (remote)

I. Call to Order

Meeting was Called to Order at 4:46 p.m.

II. Declaration of Conflict of Interest

None declared.

III. Adoption of Agenda

THAT the agenda be adopted as presented;

Motion: # 115/22

Motion moved by Marchy Bruni and motion seconded by Enzo Palumbo. **CARRIED.**

IV. Delegations

A presentation was given by Darrel Philion of the Sault Cycling Club on the proposed Fat Bike Trail.

THAT the presentation by the Sault Cycling Club on the proposed Fat Bike Trail be received as information;

Motion: # 116/22

Motion moved by Enzo Palumbo and motion seconded by Marchy Bruni. **CARRIED.**

V. Public Input (3 minutes per speaker)

Marks Crofts was present to speak on behalf of the Voyageur Trail Association on the proposed Fat Bike Trail. Concerns were voiced regarding potential liability with respect to the portions of trail that the VTA cares for. Also asked if fat bike users could be equipped with bells to ensure that other trail users know that bikers are approaching.

Darrel responded that he would confirm the insurance liabilities for the Sault Cycling Club and would look into signage asking bikers to utilize bells on the trails.

VI. 2022 Finance and Administration

A. Adoption of Regular Board Meeting Minutes of December 13, 2022

THAT the Regular Board Meeting Minutes of December 13, 2022, be adopted;

Motion: # 117/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

B. Health & Safety Meeting Minutes

THAT the Health & Safety Meeting Minutes of December 15, 2022, be received as information;

Motion: # 118/22

Motion moved by Enzo Palumbo and motion seconded by Marchy Bruni. **CARRIED.**

C. Accounts Payable

THAT the list of accounts payable from December 2 to December 31, 2022, cheque #8344 to #8384 in the total amount of \$57,622.53 be received as information;

Motion: # 119/22

Motion moved by Marchy Bruni and motion seconded by Enzo Palumbo. **CARRIED.**

VII. 2022 Water & Related Land Management

A. Application Approvals: Section 28, Ontario Regulation 176/06, Development, Interference with Wetlands and Alterations to Shorelines & Watercourses

THAT the summary of the 1 site report approved by staff from December 6 to December 31, 2022, pursuant to Ontario Regulation 176/06, be received as information;

Motion: # 120/22

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

VIII. Chair's Remarks on 2022

Sandra Hollingsworth, the 2022 Board Chair, provided some remarks with respect to the past year.

2022 Highlights

- A. The reopening of the CA Office for regular business post the pandemic and the reopening of the Sugar Shack for rental by the public as a meeting space.
- B. A new revenue source was created as the Sault Ste. Marie North Planning Board officially joined the SSMRCA office.
- C. The Privacy Audit was conducted by Vayle and as a result the Records and Information Management Policy and the Protection of Privacy Policy were created to increase protections for all privacy related to the CA.
- D. Additionally, the Client Services Standards Policy and the new Fee Policy were also created.
- E. Completed an Inventory of our Programs and Services as mandated by the Province, which will aid in the creation of MOUs with our partner municipalities.
- F. Successfully received funding from the Heritage River System to develop the St. Marys River 10-Year update report, as well as the Canada Summer Jobs program for the hiring of 2 Students, and funding for the Lighting Retrofit for the office, Sugar Shack, and garage.
- G. Field Work
 - Procurement of the mulcher attachment for the new excavator and completion of the large vegetation removal along the Bennett West Davignon. Was able to complete the same amount of work in 4 weeks that traditionally took well over 3 months;
 - Annual grass-cutting program;
 - Hazard tree removals and cleanup.
- H. The Conservation Areas continued to see record numbers of visitors, and permitting numbers have steadily increased since the onset of the pandemic.

- I. The Source Protection Program was able to continue remotely in 2022, with a new chair being appointed, the successful completion of the 2021 Annual Progress Report, and the editing of the Source Protection Plan documents to reflect the changes to the Director's Technical Rules.
- J. Conservation Ontario-led campaigns showed a high level of both public and partner support for Conservation Authorities and the work that they do, especially since significant changes to the role of Conservation Authorities
- K. Activities
 - Coordinated an Earth Day Bioblitz event with the City of SSM and Kensington Conservancy;
 - Coordinated the installation of a Butterfly Pollinator Garden with Carly Creagh, a Butterflyway Project lead through the David Suzuki Foundation at Fort Creek;
 - Coordinated the installation of a Rain Garden on Conservation Authority property near the Korah Bridge with the St. Marys River Remedial Action Plan Coordinator through their Tributary Project.

I would also like to thank the Board members for their dedication and support to the Sault Ste. Marie Region Conservation Authority, and to say thank you to the Staff and GM for their great work throughout 2022.

IX. 2023 Finance and Administration

A. Election of Officers

Scrutineers

THAT Corrina Barrett and Christine Ropeter be appointed as scrutineers for the 2023 election of Chair and Vice Chair be approved;

Motion: # 1/23

Motion moved by Enzo Palumbo and motion seconded by Marchy Bruni. **CARRIED.**

Chair

Corrina called for nominations for Chair.

Marchy Bruni nominated Sandra Hollingsworth.

Corrina called twice for further nominations for Chair. There being no further nominations for Chair:

THAT nominations for Chair be closed, be approved;

Motion: # 2/23

Motion moved by Enzo Palumbo and motion seconded by Corey Gardi. **CARRIED.**

Corrina asked Sandra Hollingsworth if they are willing to let their name stand for Chair, and Sandra agreed.

With only one eligible nomination, a vote was not necessary.

THAT Sandra Hollingsworth be appointed as Chair of the SSMRCA Board for 2023 be approved;

Motion: # 3/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo. **CARRIED.**

Vice-Chair

Corrina called for nominations for Vice-Chair.

Corey Gardi nominated Enzo Palumbo.

Corrina called twice for further nominations for Vice-Chair. There being no further nominations for Vice-Chair:

THAT nominations for Vice-Chair be closed, be approved;

Motion: # 4/23

Motion moved by Marchy Bruni and motion seconded by Corey Gardi. **CARRIED.**

Corrina asked Enzo Palumbo if they are willing to let their name stand for Vice-Chair, and Enzo agreed.

With only one eligible nomination, a vote was not necessary.

THAT Enzo Palumbo be appointed as Vice-Chair of the SSMRCA Board for 2023 be approved;

Motion: # 5/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo. **CARRIED.**

B. Appointments for 2023:

1. Banking Agents

THAT the Canadian Imperial Bank of Commerce be appointed as Banking Agents for 2023.

Motion: # 6/23

Motion moved by Ron Zagordo and motion seconded by Enzo Palumbo. **CARRIED.**

2. Signing Authority

Whereas two authorized signatures are required to bind the Sault Ste. Marie Region Conservation Authority,

THAT Corrina Barrett, General Manager, Sandra Hollingsworth, Board Chair, and Enzo Palumbo, Board Vice-Chair, be authorized to sign on behalf of the Sault Ste. Marie Region Conservation Authority with any two of three signing together be approved.

Motion: 7/23

Motion moved by Corey Gardi and motion seconded by Ron Zagordo. **CARRIED.**

3. Borrowing Arrangements

THAT subject to Conservation Authority Board approval of loan arrangements, during 2023 the Board Chair or Board Vice Chair and the General Manager be empowered to arrange any necessary borrowing of funds as required from time to time for approved Conservation Authority projects and programs, to a maximum amount of \$125,000, and

Further **THAT** Corrina Barrett, General Manager, be authorized to apply payments to the operating loan on behalf of the Sault Ste. Marie Region Conservation Authority, as funding allows be approved;

Motion: # 8/23

Motion moved by Ron Zagordo and motion seconded by Marchy Bruni. **CARRIED.**

4. Appointment of Auditor

THAT the firm of BDO Canada LLP be appointed as Auditor for the year ending December 31, 2023, be approved;

Motion: # 9/23

Motion moved by Corey Gardi and motion seconded by Enzo Palumbo. **CARRIED.**

5. Appointment of Legal Council

THAT the firm of Skeggs Paciocco Lawyers LLP be appointed as legal counsel for administrative matters for the year ending December 31, 2023, be approved;

Motion: # 10/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo. **CARRIED.**

6. CA Representatives on Conservation Ontario Council

THAT Sandra Hollingsworth, Enzo Palumbo, and Corrina Barrett be appointed as the Sault Ste. Marie Region Conservation Authority's representatives to Conservation Ontario, be approved.

Motion: # 11/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

C. January Health and Safety Meeting Minutes

THAT the Health & Safety Meeting Minutes of January 10, 2023, be received as information;

Motion: # 12/23

Motion moved by Enzo Palumbo and motion seconded by Marchy Bruni. **CARRIED.**

D. 2023 Meeting Schedule

THAT the proposed schedule for 2023 Sault Ste. Marie Region Conservation Authority Board meetings be approved as presented;

Motion: # 13/23

Motion moved by Marchy Bruni and motion seconded by Enzo Palumbo. **CARRIED.**

E. Code of Conduct

The Code of Conduct was supplied in the Board package for each member's signature.

F. 2023 SSMRCA Budget Approval

i) Levy (matching MNRF funding under S.39 of the Conservation Authorities Act): simple majority vote:

THAT the matching 2023 Municipal General Levy amount of \$68,113.00 be approved.

Motion: # 14/23

Motion moved by Corey Gardi and motion seconded by Enzo Palumbo. **CARRIED.**

ii) Levy (non-matching): weighted vote:

Note – a recorded vote is required in accordance with Provincial Regulations to establish the Nonmatching Municipal Levy. The vote is weighted based on each Municipality's Assessment within the SSMRCA watershed.

THAT the non-matching 2023 Municipal General Levy amount of \$495,510.45 be approved;

Municipality	Director	Vote YES	Vote NO	%
City of SSM	Sandra Hollingsworth	✓		24.70625
City of SSM	Marchy Bruni	✓		24.70625

City of SSM	Corey Gardi	✓		24.70625
City of SSM	Ron Zagordo	✓		24.70625
Prince Township	Enzo Palumbo	✓		1.17500
	TOTALS			100.00%

Apportionment present at the meeting 100%
Apportionment voting in favour of the motion 100%
Apportionment voting against the motion 0%
Apportionment absent from the meeting 0%

Motion: # 15/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo. **CARRIED.**

iii) Budget: simple majority vote

THAT the 2023 SSMRCA Budget in the amount of \$831,491.91 be approved;

Motion: # 16/23

Motion moved by Marchy Bruni and motion seconded by Enzo Palumbo. **CARRIED.**

X. 2023 Board Member Orientation Presentation

As there are new Board members this year, the GM gave an overview presentation of Board and SSMRCA responsibilities.

THAT the orientation presentation given by the GM for the Board be received as information be approved;

Motion: # 17/23

Motion moved by Ron Zagordo and motion seconded by Marchy Bruni. **CARRIED.**

XI. 2023 New Business & Other

A. Update for the Board on Bill 23 and recently released Minister's regulation on Prescribed Acts as well as Minister's Direction on Fees

THAT the presentation given by the GM for the Board Members on Bill 23 and recently released Minister's Regulation and Direction be received as information be approved.

Motion: # 18/23

Motion moved by Ron Zagordo and motion seconded by Enzo Palumbo. **CARRIED.**

XII. Closed Session

To approve the minutes of the December 13, 2022 closed session.

THAT the Board move into Closed Session to approve the minutes of a previous closed session at 6:54 p.m. be approved;

Motion: # 19/23

Motion moved by Ron Zagordo and motion seconded by Enzo Palumbo. **CARRIED.**

THAT the Board come out of Closed Session at 6:54 p.m. be approved;

Motion: # 20/23

Motion moved by Marchy Bruni and motion seconded by Enzo Palumbo. **CARRIED.**

XIII. Adjournment

There being no further business,

THAT the meeting be adjourned at 6:55 p.m. be approved.

Motion: # 21/23

Motion moved by Ron Zagordo and motion seconded by Enzo Palumbo. **CARRIED.**

Corrina Barrett,
General Manager

Sandra Hollingsworth,
Board Chair

DRAFT



SSMRCA Special Board Meeting Minutes

Sault Ste. Marie Region Conservation Authority

Feb 15, 2023 at 4:45 PM EST

@ 1100 Fifth Line East / Zoom

Attendance

Present:

Members: Sandra Hollingsworth (Chair) (remote), Enzo Palumbo (Vice-Chair) (remote), Marchy Bruni (remote), Corey Gardi (remote), Ron Zagordo (remote)

Also Present: Corrina Barrett (General Manager)

I. Call to Order

Meeting Called to Order at 4:47 p.m.

II. Declaration of Conflict of Interest

None.

III. Adoption of Agenda

THAT the agenda be adopted as presented be approved;

Motion: # 22/23

Motion moved by Corey Gardi and motion seconded by Marchy Bruni. **CARRIED.**

IV. Delegations

None.

V. Public Input

None.

VI. Finance and Administration

A. SSMRCA Truck Purchase February 2023

THAT the staff presentation titled "SSMRCA Truck Purchase February 2023" of February 15, 2023, be received as information, and

Further **THAT** the SSMRCA Board agree to the purchase of a new 2023 GMC Sierra 3500HD Crew Cab for a cost of \$79,000 plus HST and extended warranty, with funds held in the SSMRCA GIC be approved;

Motion: # 23/23

Motion moved by Ron Zagordo and motion seconded by Corey Gardi. **CARRIED.**

VII. Adjournment

There being no further business,

THAT the meeting be adjourned at 5:29 p.m. be approved;

Motion: # 24/23

Motion moved by Marchy Bruni and motion seconded by Ron Zagordo. **CARRIED.**

Corrina Barrett,
General Manager

Sandra Hollingsworth,
Board Chair

DRAFT

SAULT STE. MARIE REGION CONSERVATION AUTHORITY (SSMRCA)

Health & Safety Meeting February 14, 2023

Attendance: Corrina Barrett, Marlene McKinnon, Anjum Amin, Kelly Legault, Jamie Eaton, John Allard and Debbie Witty.

Start: 9:05 a.m.

Health & Safety

- Light rain is in the forecast for later this week. Cooler temperatures following rain could create slippery road and channel bank conditions. Staff were reminded to use caution when driving and working in the field.
- Snow banks in the Office parking lot have been pushed back and excess snow has been removed from the Office and Sugar Shack roofs. Field staff also removed the snow load and large ice hangings on the Office sunroom.
- Jamie reported that the flood control channels, vehicles and equipment are all in good working order and that they have sufficient supplies to conduct their field work.
- Marlene conducted the monthly Office health & safety inspection on Feb. 2nd. The first aid kits, carbon monoxide detector, fire extinguishers and emergency lighting were inspected. The furnace filter was changed as per Algoma Public Health's winter monthly change recommendation during COVID.
- The new humidifier is being regularly monitored to ensure good air quality in the office.
- As of February 7, 2023, there have been 11,741 confirmed cases of COVID-19 in the Algoma region, 9,537 of which were confirmed high-risk cases and 112 of those high-risk cases are still active. To date, 11,629 cases have been resolved, 20 cases are currently hospitalized with 2 case in ICU, and 90 people have died from COVID-19. Currently, all cases of COVID-19 in Algoma are the Omicron variant.
- Staff were reminded to continue to observe good health and safety practices to help prevent the spread of illness and disease—ie, wash your hands and disinfect your workstations regularly, keep your hands away from your face, wear masks in populated enclosed areas, self-distance in crowds, keep up to date on vaccinations, and stay home if you don't feel well.
- Due to the large number of Opioid deaths and overdose incidents in the Algoma region, the Algoma Public Health continues to encourage all Employers to ensure that they have sufficient Naloxone kits on hand for their staff.
- The next regular monthly SSMRCA Board meeting is scheduled for Tuesday, February 28th. The Board will continue to have hybrid Board meetings.
- CA staff will continue to encourage online permit processing and recommend that clients make appointments to visit the office.
- Staff were reminded to not hesitate to ask questions or voice any concerns they may have in the workplace, and to report all workplace accidents and injuries, no matter how minor they may seem, immediately.

- Unsafe work conditions, accidents, health and safety issues and any other work-related concerns should promptly be brought to the attention of their supervisor or the general manager.
- No other health and safety comments, issues or concerns were brought forward.
 - Incidents reported = 0
 - First aid treatment incidents = 0
 - Lost time = 0
- Meeting adjourned at 9:25 a.m.

Conservation Authority Account Payables - Jan. 1 - 31, 2023

Chq #	Payable to	Particulars	Amount
8385	OMERS	2022 OMERS leave period buy back payment (Marlene McKinnon)	712.62
8386	OMERS	2022 OMERS leave period buy back payment - employer matching contribution	712.62
8387	Northshore Tractor	Excavator maintenance supplies	345.07
8388-8394	Bi-weekly Payroll	Bi-weekly pay period ending Jan. 7	11,505.55
8395	Minister of Finance	2022 Employer Health Tax (EHT) annual remittance	8,053.92
8396	Void	Voided cheque	0.00
8397	PUC Services Inc.	Nov. 19 to Dec. 9 PUC services - Fort Creek	76.69
8398	S. & T. Group	Jan. Office & Shop security monitoring services	38.42
8399	Christine Ropeter	Dec. mileage reimbursement	28.50
8400	Conservation ON	2023 Conservation Ontario levy - 1st installment payment	8,775.00
8401	Telus	Jan. 6 to Feb. 5 cell phone service (Jamie)	94.35
8402	Corporate Payment Visa	See attached worksheet for Dec. 8 to Jan. 7 Visa expenses	3,134.05
8403	Mike Delfre	Sept. & Oct. 2022 SPC per diems when Acting Chair	313.82
8404	WSIB	WSIB 4th quarter remittance	3,202.16
8405	Testmark Laboratories	Dec. water test shipping waybill	37.93
8406	Shaw Cablesystems	Feb. 8 to Mar. 7 Internet and Fax services	176.22
8407	Service Master	Jan. office cleaning services	226.00
8408	Algoma Office Equipment	Dec. 16 to Jan. 15 copier service & mtc.	28.78
8409-8415	Bi-weekly Payroll	Bi-weekly pay period ending Jan. 21	11,303.72
8416-8422	Retro Pay	Jan. retro pay increase cheques	347.49
8423	Enbridge Gas	Dec. 13 to Jan. 12 Office & Shop natural gas heat	693.70
8424	PUC Services Inc.	Nov. 25 to Dec. 28 PUC services - Office & Shop	579.36
8425	Bell Canada	Jan. 7 to Feb. 6 Shop telephone	50.86
8426	Conservation ON	2023 OnBoard Software	2,017.05
8427	Testmark Laboratories	Jan. routine Office water testing	45.20

8428	Void	Voided cheque	0.00
8429	Township of Prince	Feb. 25 Prince property tax installments payment	182.44
8430	Receiver General	Jan. Payroll tax remittance	10,254.61
8431	Pioneer Construction	Winter sand/salt mix for office parking lot	267.35
8432	Staples Canada	Office supplies - manilla file folders & clear tape	49.01
8433	Miramar Design Studio	2023 Web site hosting	576.30
8434	Testmark Laboratories	Jan. water test shipping way bill	24.32

Total			63,853.11
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Jan. 7 Visa Statement (Dec. 8 to Jan. 7 Visa purchases)

Vendor	Description of Expense	Cost
Bright HR Limited	Dec. billing for HR services	144.93
MTO	2023 plate renewal - Dodge truck	798.75
Tool Town	Work gloves, safety glasses, work jacket	114.03
Four Seasons Supply	Back up lights for Dodge truck	33.89
Adobe Creative Cloud	Monthly Adobe Creative Cloud fee	44.06
Food Basics	Office supplies	22.46
Bulk Barn	Humidifier cleaner	23.49
CDW	Annual Barracuda Cloud to Cloud back up services	1,735.68
Wireless.com	Jan. office telephone	153.02
Walmart	Office supplies	34.37
Adobe AcroPro	Jan. Monthly Adobe fees	29.37
Total		3,134.05

Conservation Authority Account Payables - Feb. 1 - 21, 2023

Chq #	Payable to	Particulars	Amount
8435 - 8441	Bi-weekly payroll	Bi-weekly pay period ending Feb. 4th	11,475.61
8442	Sun Life Assurance Company	Feb. health insurance	3,009.54
8443	Heritage Home Hardware	Jan. Shop supplies	55.35
8444	S. & T. Group	Feb. Office & Shop security monitoring services	38.42
8445	Trio Auto Supply	Jan. vehicle & Shop maintenance supplies	143.92
8446	Stone's Office Supply	Hanging file folder frame for Shop	69.36
8447	City of SSMarie	Mar. property tax instalments	4,518.10
8448	PUC Services Inc.	Dec. 9 to Jan. 11 Fort Creek PUC services	86.46
8449	Christine Ropeter	Jan. mileage	38.00
8450	Anjum Amin	Jan. mileage	52.80
8451	Telus	Feb. 6 to Mar. 5 cell phone services (Jamie)	94.92
8452	Corporate Visa	See attached worksheet for Jan. 8 to Feb. 7 Visa expense descriptions	1,542.09
8453	Linde Canada Inc.	Annual welding cylinder lease	148.50
8454	SSM Innovation Centre	Jan. Information Technology (IT) & Spam filtering services	347.34
8455-8462	Bi-weekly payroll	Bi-weekly pay period ending Feb. 18th	11,475.61
8463	Receiver General	Feb. payroll tax remittance	10,145.75
8464	OMERs	Feb. pension contributions	6,305.48
8465	Bell Canada	Feb. 7 to Mar. 6 Shop telephone	50.86
8466	Enbridge Gas Inc.	Jan. 14 to Feb. 10 Office & Shop natural gas heat	543.94
8467	Shaw Cablesystem	Mar. 8 to Apr. 7 Internet & Fax services	176.22
8468	Algoma Office Equipment	Jan. 16 to Feb. 15 Office copier service & maintenance	92.22
8469	Not issued yet	Cheque has not been issued yet	0.00
8470-8476	Bi-weekly payroll	Bi-weekly pay period ending Mar. 4	11,570.12
Total			61,980.61

Feb. 7 Visa Statement (Jan 8 to Feb. 7 Visa purchases)

Vendor	Description of Expense	Cost
Bright HR Limited	Dec. billing for HR services	144.93
Reliable Maintenance	Paper towels, toilet tissue, cleaning supplies for Office, Shop & Sugar Shack	368.07
Canadian Tire	Buffer pads for Shop	45.73
Part Source	Windshield washer fittings for Dodge truck	54.23
Soo Mill	Outdoor light purchased but returned because it didn't fit	62.14
Soo Mill	Outdoor light purchased but returned because it didn't fit	-62.14
Home Depot	Light, trash can & other supplies for Sugar Shack	159.24
Adobe Creative Cloud	Monthly Adobe Creative Cloud fee	44.06
Mrs. B's Pizza	Pizza for Jan. Board meeting	27.68
Amazon.ca	Hanging file folder frames - SNPlanning to reimburse CA	61.16
Wireless.com	Jan. office telephone	153.02
Hootsuite	Program to help in scheduling media posts	454.60
Adobe AcroPro	Jan. Monthly Adobe fees	29.37
Total		1,542.09



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www.ssmrca.ca

MEMO

Date: February 28, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett
General Manager

Re: **2022 Final Budget Update**

The attached budget reflects revenues and expenditures for the entirety of 2022. Spending stayed on track but for the notable exceptions as follows:

- a) Office Supplies appear as a negative but that is because those costs are reflected in the DWSP Expense Allocation at the bottom. This is also true for Office Equipment, Building Costs (such as PUC, Heat, Insurance, etc.), and a portion of admin wages.
- b) Telephone, utilities, heat and bank fees are all up slightly due to inflation.
- c) Insurance has been fully expensed and was higher than originally anticipated by 15%.
- d) Travel and training are down due to COVID and group activities still being available via online platforms. This is expected to change in 2023 with more in person activities.
- e) Vehicle Licensing & Inspections are higher than normal due to costs associated with inspection related repairs that were needed to both vehicles and trailers.
- f) Minor maintenance was needed on vehicles/machines prior to the 2022 field season which has caused Vehicle & Equipment Repair & Maintenance to also appear high. Additionally, significantly more fuel was needed in 2022 due to high usage of the excavator and mulcher attachment. A new case drain was needed for the excavator, and new teeth were purchased for the mulcher as well.
- g) Forest Management related seed storage fees are up due to inflation.
- h) Miscellaneous Expenses are higher than normal due to a few one time purchases such as the Vayle Assessment, and Aerial Photos being taken. Legal fees and COVID supplies also fall under this category.
- i) SPC Meetings Expenses includes per diem payments that were made to SPC members in March and December for meetings held throughout the year.

For 2022 we came in just under our expected target with the overall spending sitting at 96% spent of the allocated budget, where we would have expected to be at 100% by the end of December. Although some areas in the budget have gone over their proportionate amounts, other areas came in under and offset the overages (such as a reduction in travel and office cleaning supplies).

Please also note that this budget breakdown does not include capital expenses such as those related to the purchase of the John Deere grass machine, which the City of SSM will provide \$30,000 in Capital Levy for.

Recommendation:

THAT the staff memo titled "2022 Final Budget Update" dated February 28, 2023, be received as information, be approved.

Respectfully submitted for information,

A handwritten signature in black ink, appearing to read "C Barrett", with a long horizontal flourish extending to the right.

Corrina Barrett,
General Manager

2022 SSMRCA BUDGET

Expenses	2022 Approved Budget	Jan 1 to December 31, 2022 Actuals	% Spent	
Staff Wages	\$415,500.00	410,112.41	99%	plus accrued vacation pay
Benefits	\$124,800.00	105,871.47	85%	
Members Allowance	\$490.00	0.00	0%	
Conservation ON Levy	\$17,549.00	17,549.00	100%	Charged in 2 installments, now complete
Office Equipment Purchase	\$5,450.00	974.65	18%	
Uniforms	\$485.00	440.49	91%	
Postage	\$510.00	488.25	96%	Offset by DWSP expenses
Office Supplies	\$1,750.00	-171.22	-10%	
Alarm system maintenance	\$612.00	352.01	58%	
Office Equipment Maintenance	\$1,530.00	1,327.46	87%	
Computer/Software/Hardware Maintenance	\$7,752.00	4,589.64	59%	
General Printing	\$255.00	0.00	0%	
Telephone	\$1,600.00	1,751.32	109%	Telephone, utilities and heat are up slightly due to increa
Public Utilities	\$2,200.00	2,387.33	109%	
Heat	\$1,250.00	1,319.44	106%	
Office Cleaning Supplies	\$510.00	69.48	14%	Banking fees are up slightly due to increasing costs
Audit Fees, Bank Service Fee	\$8,750.00	9,520.97	109%	
Memberships	\$434.00	269.66	62%	
General	\$2,295.00	216.90	9%	
Staff Training	\$1,530.00	40.18	3%	
Staff Travel and Mileage	\$9,500.00	2,450.68	26%	
Insurance (property, vehicle, liability)	\$60,000.00	69,010.40	115%	Fully expensed, up 15%
Property Tax	\$20,000.00	18,412.85	92%	
Forest Management (seed storage)	\$50.00	58.07	116%	
Vehicle Licensing & Inspection	\$1,020.00	1,637.43	161%	Includes trailers and vehicles, and associated repairs as
Signage/trail expenses	\$4,000.00	2,392.10	60%	
2020 Truck Lease -Payment \$579.75/mth	\$7,000.00	6,264.96	89%	
Vehicle & Equipment Repair & Maintenance	\$9,690.00	19,965.15	206%	* \$10,500 spent in fuel vs \$5,600 in 2021, new case drain Reg related mileage
Regulation Expense	\$2,040.00	1,406.09	69%	
Flood Control Operation - expenses	\$2,550.00	106.95	4%	
Operations - Utilities	\$5,610.00	3,286.13	59%	
Routine Maintenance - expenses	\$10,200.00	3,619.61	35%	
Flood Forecasting wages + expenses	\$9,690.00	8,803.20	91%	
Data Collection - expenses	\$2,040.00	272.04	13%	
Communications - expenses	\$5,100.00	3,841.62	75%	
Operations Centre - expenses	\$6,120.00	5,666.32	93%	
Plan Input Services	\$4,080.00	2,122.90	52%	
Snow Plowing	\$4,080.00	0.00	0%	
Miscellaneous N/G Expenses	\$5,100.00	8,824.25	173%	
SPC Meeting Expenses (2/year)	\$1,224.00	2,743.21	224%	Includes legal fees, covid supplies Per Diems paid in March and December DWSP o/h expense allocation and minor expenses
DWSP Expense Allocation		19,072.51		
TOTAL EXPENDITURES	\$764,346.00	\$737,065.91	96%	

Revenues			% Received	
MNRF	\$68,113.00	68,113.00	100%	Rec'd + \$30,000 Capital for new grass machine
City of SSM	\$530,597.00	530,597.00	100%	
Prince	\$6,336.00	6,336.00	100%	
Grass Cutting - City/Bd of Ed.	\$2,500.00	4,559.00	182%	
Development Regulations	\$25,000.00	45,439.98	182%	
MOECC - DWSP (estimate)	\$102,000.00	88,027.08	86%	
Miscellaneous N/G Revenue	\$24,600.00	20,140.36	82%	Land Lease, interest, Sshack, RMI, Parks Canada, Outre Both students left early, had to return the remainder
Student Wage Rebate (estimate)	\$5,200.00	2,751.00	53%	
TOTAL REVENUES	\$764,346.00	\$765,963.42	100%	



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MEMO

Date: February 28, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett
General Manager

Re: Property Inquiries – 2022 4th Quarter Statistics

Attached is a summary of the Property Inquiry Report for the 4th quarter of 2022 and 2021 (for comparison). When comparing between the two Reports, it is evident that for 2022 the SSMRCA received 213 less inquiries than last year (796 - 583). The majority of these inquiries came from SSM (95%).

Of the 583 total inquiries received, 297 were in relation to permits, with a total of 125 completed permit applications submitted. Last year during the same time period, 334 permit inquiries came in with a total of 128 permit applications submitted.

Complaints received to date are slightly higher than in the previous year, with 28 received in 2022 (22 of which were in our regulated area), and 53 received last year (43 of which were in our regulated area) during the same time period. Three violations were also issued this year, and four were issued in 2021.

In total, 197 more maps were created last year versus this year (675 – 478), and 215 (687 – 472) less filings (additions to current files, or newly created files) versus last year.

The numbers overall for 2022 are down slightly from those seen in 2021, but higher than they were pre-COVID.

Recommendation:

THAT the staff memo titled “Property Inquiries – 2022 4th Quarter Statistics” dated February 28, 2023, be received as information, be approved.

Respectfully submitted for information,

Corrina Barrett,
General Manager

Property Inquiries - 2021 Stats (Jan 1 - December 31, 2021) Report

Category	SSM	Prince	Other	Total	% of Category		% of Total		
					SSM	Prince	SSM	Prince	% of Total
Municipality	748	30	18	796	93.97	3.77	NA		
City Surplus Fill	18	1	0	19	94.74	5.26	2.26	0.13	2.39
Legal Request	200	12	16	228	87.72	5.26	25.13	1.51	28.64
Permit Application	323	11		334	96.71	3.29	40.58	1.38	41.96
Planning Development	146	6		152	96.05	3.95	18.34	0.75	19.10
Complaint	52	0	1	53	98.11	0.00	6.53	0.00	6.66
Map Created	649	24	2	675	96.15	3.56	81.53	3.02	84.80
Filed	661	24	2	687	96.22	3.49	83.04	3.02	86.31
Fee Charged (approx.)	123	4	0	127	96.85	3.15	15.45	0.50	15.95

Planning Summary: Board Reporting MNRF Reporting of regulated inquiries

	SSM	Prince	Regulate	2021 Calendar	April 1 to Dec 31 Fiscal Period	4th qtr 2022 (Jan 1 to March 31)	MNRF fiscal period 2020-21
Zoning	26	0	8	26	8		8
COA	92	5	37	97	37		37
Plan & Input	15	0	5	15	5		5
City Legal	41	0	17	41	17		17
Site Plan Review (CA)	56	2	58	58	58		58
OP	9	0	1	9	1		1
Surplus Fill	17	1	10	18	10		10
Complaints	52	0	43	52	43		43
RMI (5, 3-SSM, 2-Other)	5	0					

Permit Inquiry/Application as of December 31, 2021 - 225 total inquiries

-128 completed applications/renewal requests - 126 APPROVED

- 4 violations

- 5 duplicate entries

Prepared by M. A. McKinnon, GIS Specialist

Prepared on January 14, 2022

Property Inquiries - 2022 Stats (Jan 1 - Dec 31, 2022) Report									
Category	SSM	Prince	Other	Total	% of Category		% of Total		
					SSM	Prince	SSM	Prince	% of Total
Municipality	551	27	5	583	94.51	4.63	NA		
City Surplus Fill **	6	0	0	6	100.00	0.00	1.03	0.00	1.03
Legal Request	140	6	1	147	95.24	4.08	24.01	1.03	25.21
Permit Application	283	14		297	95.29	4.71	48.54	2.40	50.94
Planning Development	95	6		101	94.06	5.94	16.30	1.03	17.32
Complaint *	27	1	0	28	96.43	3.57	4.63	0.17	4.80
Map Created	454	24	0	478	94.98	5.02	77.87	4.12	81.99
Filed	448	24	0	472	94.92	5.08	76.84	4.12	80.96
Planning Summary:	Board Reporting		MNRF Reporting of regulated inquiries						
	SSM	Prince	Regulate	2022 Calendar	April 1 to Dec 31 Fiscal Period	4th qtr 2023 (Jan 1 to March 31)	MNRF fiscal period 2022-23		
Zoning	11	0	0	11	0		0		
COA	68	5	18	73	18		18		
Plan & Input	1	0	1	1	1		1		
City Legal	8	0	6	8	6		6		
Site Plan Review (CA)	30	0	29	30	29		29		
OP	3	2	0	5	0		0		
Surplus Fill **	4	0	0	4	0		0		
Complaints *	26	1	22	27	22		22		
RMI	1	0							
Permit Inquiry/Application as of December 31, 2022 - 194 total inquiries							Other Status:		
-(not confirmed) completed applications/renewal requests - 125 APPROVED							PDTA 6		
- 3 recorded violations							TBD 3		
							SPR 26		
							No 7		
** City Surplus Fill Requests were discontinued by the City of SSM after May 5, 2022									
* Complaints included 6 locations that involved SSMRCA owned property.									
Prepared by M. A. McKinnon, GIS Specialist					Prepared on January 5, 2023				



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MEMO

Date: February 28, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett, General Manager

Re: **List of Application Approvals: January 1 to February 24, 2023**

The following is a list of the 5 applications that were approved to date since January 1, 2023 (with the exception of the items marked with asterisks) :

Permit #	Subject Property	Category #	Fee (\$)
BLC 23-01-03	40 Partridge Court	3	256.00
USM 23-02-02	105 Pointe Louise Drive	5	635.00
RR 22-10-31	1154 Great Northern Road	6	1,780.00 (Violation)
LSM 23-02-06	463 River Road	4	385.00
BCC 23-02-16	20 Parkelane Court	5	635.00
FC 23-01-27*	430 Third Line East	5	635.00
WDC 21-10-06**	792 Maki Road	5	Renewal
		TOTAL	4,326.00

Please note that this list does not include any revisions, renewals, or PDTAs that took place during the same time period (except for the items noted).

*Notes a permit where the proponent is asking for a permit of more than 2 years. As per the SSMRCA Policies and Procedures for administering O. Reg. 176/06, the Board must give express permission for a permit to be issued for more than 2 years.

**Notes a permit extension where the proponent is asking for a 2-year extension to their existing permit. As per the SSMRCA Policies and Procedures for administering O. Reg. 176/06, the Board must give express permission for a permit to be issued for more than 2 years.

In the interest of saving paper and ink, these approvals have not been printed out for this Board meeting. The corresponding Site Reports were shared with the Board electronically prior to the Board Meeting.


Recommendations:

THAT the summary of the 5 site reports approved by staff from January 1 to February 24, 2023, pursuant to *Ontario Regulation 176/06*, be received as information, be approved.

THAT the permit be issued for 430 Third Line East, No. FC 23-01-27 with the existing conditions, for a period of more than 2 years, expiring on July 31, 2026, be approved.

THAT the permit be renewed for 792 Maki Road, No. WDC 21-10-06 with the existing conditions, for a total period of more than 2 years, expiring on March 1, 2025, be approved.

Respectfully submitted for information and approval,

A handwritten signature in black ink, appearing to read 'C Barrett', with a long horizontal flourish extending to the right.

Corrina Barrett,
General Manager



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MEMO

Date: February 28, 2023

To: Chair and Members
Conservation Authority Board

From: Corrina Barrett
General Manager

Re: **General Manager's Report**

CONSERVATION ONTARIO

The CO Annual General Meeting will be held in-person on April 3, 2023 in Richmond Hill.

Additionally, a two-day General Managers Strategy Session is planned for June 27th and 28th at the Kingbridge Centre, with a CO Council meeting meant to precede it on the 26th also within the GTA.

DONATIONS & SPONSORS

On February 3, 2023, the Sault's Dan Duffy passed away after a tragic accident while playing hockey. In his obituary the family requested memorial contributions to SSMRCA would be appreciated because that was "heaven" to him.

Charitable donations to the SSMRCA over the past 20+ years have been infrequent. We are very appreciative of the numerous contributions we've received in Dan's memory.

Furthermore, in an article on SooToday.com on February 11, 2023, Dan's partner, Marlene Arsenault said that to honour him, they intend to hold a farewell walk at Hiawatha during the spring, where he devoted much of his time on the trails.

In the spirit of gratitude for the generosity of the donations received, staff propose that we contact Marlene Arsenault to discuss the SSMRCA placing a plaque "In memory of Dan Duffy" along one of his favorite trails in the Hiawatha Highlands conservation area.

SSMRCA staff will work with the family to ensure that arrangements for the farewell walk are carried out with compassion and kindness.

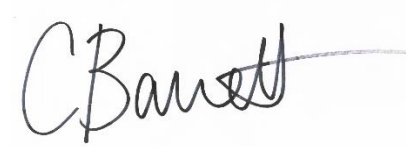
ANNUAL AUDIT

The annual financial audit conducted by BDO is currently underway. The GM anticipates bringing the draft documents to the Board for approval in late March or early April.

Recommendation:

THAT the "General Manager's Report" dated February 28, 2023, be received as information, be approved.

Respectfully submitted for information,

A handwritten signature in black ink, appearing to read "C Barrett", with a long horizontal flourish extending to the right.

Corrina Barrett,
General Manager

CONSERVATION AUTHORITY

Directors and Officers Liability Insurance Synopsis

Who is Insured?

- Conservation Authorities, Source Protection Authorities, Source Protection Committees, Conservation Foundations, and Conservation Ontario.
- All past, present and future directors, officers, trustees, managers, in-house general counsel, employees, volunteer or any member of any duly constituted committee of the above noted entities.

Purpose of D&O Insurance

- To protect and defend the personal assets of directors and officers by paying on behalf of directors and officers for claims that are not indemnifiable by Authority.
- To protect the entity's financial holdings by paying on behalf of the Authority for claims brought against the directors and officers that are indemnifiable.
- To protect the entity by paying on behalf of the Authority for claims brought against the Authority including for Employment Practices Liability such as wrongful dismissal.

Duties and Obligations

- All directors and officers are expected to act in the best interests of the entity and not in their own interests.
- All directors and officers shall act honestly and in good faith with a view to the best interests of the entity
- All directors and officers shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

What is covered?

- Covers directors and officers against liability arising from any alleged wrongful act in directing the business affairs of the Authority, Source Protection Authority, Source Protection Committee, Foundation or while acting on the Board of an associated Non-profit organization
- This is a "Claims Made" policy, claims must be reported during the policy period

Definitions;

- **Wrongful Act:** any error, misstatement, misleading statement, act, omission, neglect, or breach of duty committed, attempted, or allegedly committed or attempted by an Organization or by an Insured Person, individually or otherwise, in his or her Insured Capacity, or any matter claimed against such Insured Person solely by reason of serving in such Insured Capacity.
- **Claim:** means one of the following against an Insured for a Wrongful Act:
 - written demand for monetary or non-monetary damages
 - civil proceeding commenced by the service of a statement of claim, a complaint or similar pleading
 - criminal proceeding commenced by a laying of an information, the return of an indictment or similar document
 - formal administrative or regulatory proceeding commenced by the filing of a notice of charges, formal investigative order or similar document; or
 - an arbitration or mediation proceeding commenced by a receipt of a demand for arbitration, demand for mediation or other similar document.

Limits of Liability:

- Each Loss(wrongful act): \$3,000,000
- Annual Aggregate per Authority: \$5,000,000
means the insurer will not pay out more than the aggregate limit in any one year, including defence costs and expenses

Deductibles;

- NIL for non-indemnifiable claims against Insured Persons
- \$15,000 for Employment Practices Liability
- \$5,000 for all other claims

This summary represents a synopsis of current coverage subject to renewal on April 1, 2023 and is provided as a reference only. The actual policy, including endorsements, determines coverage. The policy contains exclusions, limitations and other provisions not referenced (or only briefly summarized) here and the policy should be consulted for full coverage terms conditions and requirements.

Please be aware that this policy is Claims-Made. This means that in order to trigger coverage, a claim must first be made against the insured(s) and reported during the policy period. Failure to report may cause the Insurer to deny coverage.

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FORM REFERENCE

STATEMENT OF TRAVELLING EXPENSES OR DISBURSEMENTS FORM 53



Section	GENERAL
Title	Introduction
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

INTRODUCTION

All employees of the Sault Ste. Marie Region Conservation Authority (CA) shall be governed by the policy as set forth in the following pages of this Human Resources Policies and Procedures Manual and the Health and Safety Program Manual.

An employee may seek clarification of these policies from his/her Supervisor. If the Supervisor cannot provide clarification, the employee will be referred to the General Manager.

Any violation of these policies may result in disciplinary action being taken as set out in the disciplinary policy contained herein.

Policies will be reviewed regularly and any changes to the policies will be made at the discretion of the CA Board and such changes will be made known to the employees promptly.

Any employment matters that are not included in these CA Human Resources Policies and Procedures will be carried out in accordance with the most recent amendment of the *Ontario Employment Standards Act, 2000*.

These Human Resources Policies and Procedures will set out the working relationship between the CA and its employees in order that all can work together to carry out the responsibilities and mandate of the Sault Ste. Marie Region Conservation Authority.

Mission Statement

“To protect, improve and promote local watersheds through the delivery of resource management services and programs in cooperation with community partners.”





EMPLOYMENT



Section	EMPLOYMENT
Title	Criminal Background Check Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Criminal Background Check Policy

Some positions within the Sault Ste. Marie Region Conservation Authority periodically involve interaction with vulnerable populations. In an effort to protect vulnerable people, the CA may require that staff members provide confirmation of the absence of a criminal conviction or outstanding criminal charges, in the form of a criminal background check, prior to the beginning of their employment with the CA or during their employment with the CA.

The determination of the specific positions for which the staff members, or prospective staff members, would be required to provide a criminal background check is at the discretion of the general manager and/or the CA Board.

For criminal background checks requested by the CA, current employees will be reimbursed for the cost upon presentation of a receipt.

Prospective employees are responsible for obtaining their criminal background check at their own expense.

The criminal background check will require the following comprehensive search:

- Canada-wide search
- Vulnerable Sector search
- Search of criminal records for a sexual offence for which a pardon has been granted or issued (Bill C 7 Search)

An employee may be denied employment for a criminal record for which a pardon has not been granted and for an offence directly related to the assigned job.



Section	EMPLOYMENT
Title	Hours of Work and Overtime Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Hours of Work and Overtime Policy

Hours of Work

The regular hours of work for CA employees shall be seven hours per day, thirty-five hours per week Monday to Friday.

Office Staff

The regular daily schedule for office staff is 8:30 am to 4:30 pm with 1 hour of unpaid time off for a lunch break. With permission of the General Manager, some flexibility to this schedule is permitted provided that the total of hours worked per day is seven, or that any deviation from the seven-hour work day is accurately recorded daily on the bi-weekly timesheets, and that the adjusted schedule does not adversely affect the operations of the CA. Such flexibility can only be afforded to employees under conditions of the administration office being appropriately staffed during the office hours of 8:30 am to 4:30 pm and upon the approval of the General Manager.

Field Staff

The regular daily schedule for field staff is 8:00 am to 3:30 pm with ½ hour of unpaid time off for a lunch break. With permission of the General Manager / Field Supervisor, some flexibility to this schedule is permitted provided that the total of hours worked per week is thirty-five, or that any deviation from the thirty-five hour work week is accurately recorded on the weekly timesheets, and that the adjusted schedule does not adversely affect the operations of the CA. During the summer months, with permission of the General Manager / Field Supervisor, the field staff may work from 7:00 am to 2:30 pm with a ½ hour of unpaid time off for lunch on Monday to Friday or alternatively from 7:00 am to 4:15 pm with a ½ hour of unpaid time off for lunch on Monday to Thursday.

Overtime

Employees should endeavour to complete their workloads during the normal work week. It is recognized that in certain situations and during peak times of the year, overtime could be unavoidable.

Unless related to extenuating circumstances, overtime of more than seven hours in one work week must be approved by the general manager prior to being worked.



Section	EMPLOYMENT
Title	Hours of Work and Overtime Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Employees shall receive compensating time off for overtime worked. The compensating time off shall be taken at a time that is mutually agreeable to the employee and his/her supervisor and upon approval of the general manager.

Compensating time off (Time-in-lieu) is calculated at the following rates:

hours worked in one week over 35 up to 44 – straight time
hours worked in one week over 44 up to 60 – time and a half

Employees shall not work more that 60 hours in one week.

Staff should attempt to use compensating time off as soon as possible to prevent accumulation of extra hours. Every effort shall be made to use compensating time off during the year in which the overtime was worked. However, if this is not feasible, a maximum of 35 hours in overtime credits may be carried forward to the following year.

Only in extenuating business circumstances, such as a flood situation or a provincial decree resulting in unavoidable overtime where it is not possible for an employee to use compensating time off within the limits mentioned above, may the payment of overtime pay be considered and authorized by the general manager.



Section	EMPLOYMENT
Title	Resignation Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Resignation Policy

A casual, seasonal, part-time or regular full time employee may resign from the CA's service by giving two weeks notice in writing to the general manager. The notice may be withdrawn at any time before its effective date with the approval of the program supervisor and the general manager if no person has been appointed or selected for an appointment to the position that will become vacant by reason of his/her resignation.

The General Manager may resign from the CA's service by giving at least six weeks notice in writing to the Conservation Authority Board through the Chair.

An employee who is absent from duty without official leave for a period of two weeks may be declared to have abandoned his / her position and cease to be an employee of the Conservation Authority. This does not apply to an employee using vacation credits or overtime in lieu to account for time off.



Section	EMPLOYMENT
Title	Termination and Severance Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Termination and Severance Policy

In the event of a blameless discharge, such as a layoff, the CA will provide termination notice to the employee in accordance with the following:

1 week of notice prior to termination if the employee's period of employment is less than 1 year,

2 weeks of notice prior to termination if the employee's period of employment is 1 to 3 years,

3 weeks of notice prior to termination if the employee's period of employment is 3 to 4 years,

4 weeks of notice prior to termination if the employee's period of employment is 4 to 5 years,

5 weeks of notice prior to termination if the employee's period of employment is 5 to 6 years,

6 weeks of notice prior to termination if the employee's period of employment is 6 to 7 years,

7 weeks of notice prior to termination if the employee's period of employment is 7 to 8 years,

8 weeks of notice prior to termination if the employee's period of employment is 8 years or longer.

The CA may terminate the employee without notice provided that the CA pay in a lump sum equal to the amount the employee would be entitled to receive had notice been given, and, the CA continue to make whatever benefit plan contributions would be required to be made in order to maintain the benefits to which the employee would have been entitled had he or she continued to be employed during the period of notice.

Notwithstanding the above, the CA will meet the requirements of the current *Employment Standards Act*



CONDUCT



Section	CONDUCT
Title	Employee Conduct Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Employee Conduct Policy

In the performance of their duties, all employees of the CA will conduct themselves in a professional manner in keeping with the public service nature of their role.

Conservation Authority employees are accountable/responsible for:

- carrying out their responsibilities in a safe, efficient, competent manner;
- the quality of their advice;
- the achievement of program objectives within the framework of law, prevailing constraints; and direction from supervisors and the CA Board.

Conservation Authority employees shall:

- deal with the public and their fellow employees in a professional and cordial manner demonstrating respect for the individual and their dignity
- observe and comply with the written Human Resources Policies and Procedures and directives of the CA
- observe and comply with the CA Health and Safety Policies and Procedures and the Occupational Health and Safety Act

Conservation Authority employees are responsible for:

- the safe, efficient and competent use of vehicles, equipment and tools required to carry out their responsibilities; and
- the safe and lawful use of all motor vehicles, and compliance with all traffic safety laws and regulations such as, but not limited to the Highway Traffic Act.

Conservation Authority employees shall not:

- undertake any non-CA activities that interfere with the performance of their responsibilities or conflict with the best interest of the CA;
- in the performance of their responsibilities, seek personal or private gain through the granting of preferential treatment or the use of officially acquired information
- divulge any confidential information except as may be required under procedures set out under privacy of information legislation
- rent, sell or in any manner dispose of any CA owned goods, materials or services, unless in accordance with the purchasing policies and procedures of the CA
- possess, distribute, sell, transfer or use alcohol or illegal drugs in the workplace in the performance of their duties
- work under the influence of alcohol or non-prescription drugs



Section	CONDUCT
Title	Disciplinary Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Disciplinary Policy

The CA will apply warranted discipline in a manner that is progressive and positive. All discipline shall be administered in conjunction with the immediate Supervisor, General Manager and, when necessary, the CA Board.

Verbal Warning

Upon first violation of a policy contained herein, the employee will meet with his/her immediate supervisor and the following process will ensue:

- The employee will be verbally informed by his/her supervisor of the infraction and the policy to which it relates. The employee will be made aware of the specific actions that led up to the verbal warning. When possible, the supervisor will make recommendations or give instructions to the employee of how to avoid a similar infraction in the future. This discussion will aim for corrective results rather than punitive measures.
- The employee will be given an opportunity to respond to the warning.
- If the infraction continues, the Supervisor will consult with the General Manager. The Supervisor and/or the General Manager will clearly explain to the employee, the expected appropriate behaviour is and the designated time period within which such behaviour change / improvement is required. It will also be clearly explained, that should the employee fail to bring his/her behaviour into compliance with these policies, within the designated time frame, the disciplinary process will continue with the next step being a written warning, and if required a final warning, leading to possible suspension and subsequently possible termination of employment. Immediately following the meeting, the discussion with the employee and areas where improvement is required will be documented by the Supervisor and/or General Manager. The date and time of the meeting along with any observations made of the situation are to be included in the documentation. These notes must be kept in the personnel file for future reference, if required.
- Once the designated time period has passed, the employee's actions will be reviewed to determine whether compliance has occurred or if further action is required. The employee will be informed of the results of this review, whether or not continued discipline is required. Positive feedback will be provided if the problem has been corrected.



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Written Warning

If, following the verbal warning, there is no satisfactory improvement on a permanent basis, a written letter of warning will be issued; however, the Supervisor must obtain approval from the General Manager before this process can be implemented.

- The employee will be requested to attend a meeting with the Supervisor and the General Manager at which the employee's actions or behaviour problems will be discussed with clear indications to the employee what the specific infraction(s) are at issue and the policy(s) to which they relate. This discussion will aim for corrective results rather than punitive measures.
- Any factors, which may be interfering with the process required in correcting the problem, will be discussed with the employee. The employee will be given the opportunity to express his/her understanding of the situation to ensure that he/she understands the matter at hand and of further disciplinary actions in the event of continued non-compliance.
- A written account of the meeting with the employee will be documented by the Supervisor and/or the General Manager, signed where possible by the employee, co-signed by the General Manager, copied and attached to the employee's personnel file. In situations, where the employee refuses to sign the written account of the meeting, the General Manager will make a notation on the documentation to such effect.
- If after discussions with the employee, it is determined that discipline is to continue, a warning letter will be issued promptly by the General Manager to the employee, with a copy entered into the employee's personnel file. The warning letter shall include:
 - a clear description of the specific infraction(s) at issue and the policy(s) to which they relate.
 - a summary of the disciplinary actions taken to date
 - designated time period within which compliance with the policy is required
 - a clear indication that this is the warning for the employee to bring his/her behaviour into compliance with these policies, within the designated time frame, otherwise the disciplinary process will continue with the next step of a final warning letter and subsequently possible suspension and possible termination of employment.



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Following a designated review period, the Supervisor and/or General Manager will reassess the situation and determine if any further action is required. The employee must be made aware of the evaluation by way of a follow-up meeting.

Final Warning

Prior to any action at this step, a meeting between the General Manager and Supervisor will be conducted to ensure that consideration of a final warning or suspension is warranted and that the CA has done everything possible to provide the employee an opportunity to correct the problem. If it is determined that there is a need to pursue further disciplinary action, the following process will ensue:

- The employee will meet with the Supervisor and General Manager to discuss the continuing problem which has failed to be corrected and will be given a final opportunity to respond to the concerns being raised.
- The General Manager will make all attempts to ensure that the employee fully understands the seriousness of a final warning and that any further occurrences or failure to correct the matter at issue can result in possible suspension of employment and possible termination.
- A documented account of this meeting will be kept by the Supervisor and/or General Manager, signed where possible by the employee, and co-signed by the General Manager, copied and attached to the employee's personnel file. In situations, where the employee refuses to sign the written account of the meeting, the General Manager will make a notation on the documentation to such effect.
- If, after discussions with the employee, it is determined that discipline is to continue, a final warning letter will be issued promptly by the General Manager to the employee, with a copy entered into the employee's personnel file. This final warning letter shall include:
 - a clear description of the matter at issue, explaining the infraction and the policy to which it relates
 - a summary of the disciplinary actions taken to date
 - designated time period within which compliance with the policy is required
 - a clear indication that this is the final warning for the employee to bring his/her behaviour into compliance with these policies, within the designated



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time frame, otherwise the disciplinary process will continue with the next step of suspension and subsequently possible termination of employment.

Following a designated review period, the Supervisor and/or General Manager will reassess the situation and determine if any further action is required. The employee must be made aware of the evaluation by way of a follow-up meeting.

Suspension

If it is determined that further disciplinary action is necessary, the General Manager will consult with the Conservation Authority Board in the matter. The Board will be advised of the situation and the disciplinary actions taken in an attempt to rectify the problem. The Board will be asked for direction with respect to the possibility of a suspension of employment of the employee.

The length of suspension, ranging from a half day to one week, will be based on the severity of the infraction and will be decided upon by the CA Board with input from the General Manager.

The General Manager will advise the employee, in writing, of the CA Board decision on the matter of suspension.

The employee will not be entitled to payment for lost time due to suspension.

Termination

If, after continued discussion and discipline and being given every possible opportunity to correct the problem the employee fails to comply with the subject human resource policy(s), the termination process will begin.

The CA Board will be apprised of the situation by the General Manager.

Subject to the concurrence of the CA Board the employee's employment with the CA will be terminated.



Section	CONDUCT
Title	Dress Code Policy
Resolution #	Resolution #108/17
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Dress Code Policy

All employees shall dress in a clean and neat manner, suitable for their duties and that appropriately represents the Conservation Authority. While on duty, employees shall wear appropriate clothing in good repair.

Office Staff

The general attire for office staff is business casual. Clothing that is considered by a supervisor or the general manager to inappropriately represent the CA will not be permitted while the employee is on duty. Office staff who anticipate carrying out duties in the field should dress appropriately for field work.

Field Staff

Field staff shall wear uniform clothing provided by the CA or work clothes appropriate for their duties. Any clothing considered unsafe by a supervisor or the general manager will not be permitted. Shirts must be worn at all times. Field workers must wear appropriate footwear at all times, including safety approved footwear.

Safety helmets, safety approved footwear, goggles, rainwear, hip and chest waders, ear protection devices, chainsaw safety trousers and work gloves as required for operating equipment or machinery or as the job requires, or as required under the Occupational Health and Safety Act will be supplied by the CA at no cost to the employees.

Jewellery, Accessories, or Graphics on Clothing

Any jewellery or accessories considered by a supervisor or the general manager to be unsafe for the employee's specific duties or inappropriately represent the CA will not be permitted while the employee is on duty. Graphics on clothing that do not convey an appropriate image on behalf of the CA will not be permitted.



Section	CONDUCT
Title	Personnel Data Policy
Resolution #	Resolution #108/17
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Personnel Data Policy

The intent of this policy is to ensure the personnel file of each staff member is kept private and confidential.

Employee personnel files are retained by the General Manager.

Employee personnel files may include:

- Letter of application and resume
- Job description
- Information / confirmation of participation in training
- Salary history and payroll information
- Income tax information
- Records of disciplinary action
- Performance reviews
- Information regarding employee's insurance coverage and health benefits

Employees wishing to access or review their own files can do so through a request to the General Manager.

It is the responsibility of each employee to promptly notify the General Manager of any changes in personal information that relates to their employment or their benefits such as:

- Name
- Address
- Telephone number
- Health conditions related to workplace safety



Section	CONDUCT
Title	Drug and Alcohol in the Workplace
Resolution #	Resolution #147/18
Approval Date	December 18, 2018
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Drug and Alcohol in the Workplace

INTENT

Sault Ste. Marie Region Conservation Authority (SSMRCA) promotes a safe and healthy workplace and is committed to protecting the health and safety of its workers as well as other individuals affected by our activities.

SSMRCA recognizes that drug and alcohol abuse and use in the workplace, are complex issues for which easy solutions are not available. Employees under the influence of impairment-causing substances (alcohol and drugs) on the job can pose a serious threat to health and safety. Further negative impacts for the organization can include lost productivity, damage to property or reputation.

SSMRCA reserves the right to prohibit certain items and substances from being brought on to or being present on company property. Employees are prohibited from use of recreational cannabis and illicit drugs on SSMRCA property during business hours of operation, or when conducting business on behalf of SSMRCA.

Employees are expected to abide by all governing legislation pertaining to the possession and use of alcohol, cannabis or other drugs.

Employees are expected to perform their work duties safely and be fit for work. The use of alcohol or drugs can adversely affect job performance, the work environment and the safety of workers and the general public.

Disciplinary action up to and including termination will be taken for violations of this policy and its related practices and/or required participation in a substance abuse rehabilitation or treatment program.

DEFINITIONS

Fit for Work – Employee must report to work in a suitable mental and physical condition to perform their jobs in a satisfactory manner. Employees must not be impaired, intoxicated or in a state which is under the influence of any drug, alcohol or over-the-counter and prescription medication that will hinder job performance or compromise the safety of the employee or others.

Illicit Drug - Any substance that is not legally obtainable by the employee and whose use, sale, possession, purchase or transfer is restricted or prohibited by Canadian law. Illicit drugs may include but are not limited to cocaine, heroin, fentanyl, hallucinogens, stimulants and prescription drugs that have not been legally prescribed to the employee by a medical practitioner.

Impairment - A deterioration of an individual's judgment and decrease in his or her physical ability. It can interfere with accuracy and productivity at work and lead to accidents in the workplace.



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Intoxication - The condition of having physical or mental control markedly diminished by the effects of alcohol or drugs.

Prescription Medication - A drug that is legally obtained through a treating medical practitioner's prescription.

Safety Sensitive Job - A job or task in which impairment could result in direct and significant safety risk to the employee, members of the public or the environment and may include:

1. Operating motorized vehicles;
2. Operating heavy equipment or machinery including but not limited to chainsaws, excavators, etc.;
3. Working in hazardous environments including but not limited to working at heights and/or near water;
4. Any other job or task as identified by the organization. SSMRCA reserves the right to declare certain jobs or tasks as safety-sensitive.

Substance Abuse - The misuse of any substance that is ingested, consumed or otherwise taken including alcohol, prescription, over-the-counter legal and illegal drugs.

APPLICATION OF THIS POLICY

This policy and its related practices apply to employees while engaged in SSMRCA business, working on or off company premises, driving company-owned, leased or rented vehicles or personal vehicles driven for company purposes. In keeping with its commitment to maintaining a safe and healthy workplace, the following are strictly prohibited:

1. The use, possession, distribution and offering for sale of any illicit drugs or drug paraphernalia;
2. The unauthorized use, distribution or sale of alcohol or cannabis products;
3. The possession of prescribed medications not authorized for personal use;
4. Intoxication or excessive drinking at company-sponsored events.

Employees shall conduct themselves in accordance with all applicable laws and SSMRCA's Code of Conduct.

RESPONSIBILITIES

The Employer (SSMRCA) is responsible for:

- Assisting and accommodating an employee who seeks supportive rehabilitation for substance abuse.
- Reserving the right to declare certain jobs safety-sensitive.

Managers and Supervisors are responsible for:

- Ensuring their employees know and comply with this policy;



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- Understanding the risks associated with workplace substance abuse (See Appendix 1 Guideline for Recognizing Possible Impairment);
- Identifying any situation that may cause concern regarding an employee's ability to safely perform his or her job functions;
- Responding to employee inquiries while maintaining the privacy of the situation at all times;
- Assisting employees who ask for help due to drug or alcohol dependency and providing them with the appropriate support, including accommodation up to the point of undue hardship.
- Consulting with General Manager for support or accommodation available options such as external resources, Employee Assistance Program (EAP), etc.

Employees are responsible for:

- Reporting to work, fit for work and performing their jobs safely;
- Reporting to work, fit for work in a safe manner if there has been recreational alcohol or drug use during non-working hours.
- Abstaining from the use, possession, distribution and/or sale of drugs, drug paraphernalia or the misuse of alcohol or cannabis while on SSMRCA property or while conducting work-related activities on behalf of the organization;
- Ensuring that the use of prescribed medication while on the job does not impair their ability to perform the essential functions of the job effectively or endanger the individual or other individuals in the workplace.
- Employees are expected to use prescription medication as it has been prescribed through a treating physician
- Discussing any questions or concerns about substance dependency or abuse with their Supervisor or Human Resources as appropriate in order to receive assistance or referrals to appropriate resources in the community.
- Employees concerned about or experiencing alcohol and drug problems (substance abuse) are encouraged to seek assistance from SSMRCA's Employee Assistance Program, the General Manager, their personal physician or appropriate community service before job performance is affected.
- Communicating accommodation needs, if required to perform their essential duties, to their Supervisor or the General Manager and to co-operate with the accommodation efforts. Self-disclosure is encouraged. Employees are expected to follow the agreed-upon accommodation plan and the guidelines of this policy.
- Taking (prescribed) medication only at the recommended dosage level and the applicable frequency of doses.



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MEDICAL CANNABIS

Medical cannabis (marijuana) is subject to different rules than recreational cannabis as its production and sale is regulated exclusively by the Canadian federal government.

Medical cannabis will be treated the same as all other regularly prescribed medication. SSMRCA has the same expectations from employees who use medical cannabis as who use all other types of medication and will accommodate individuals up to the point of undue hardship.

Guidelines

All information provided in regard to medical cannabis use is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.

An employee may only use medical cannabis if it has been prescribed through a treating physician.

If an employee has been prescribed to use medical cannabis they must:

- Provide their Supervisor and General Manager with a note from their physician. An employee is not required to disclose a specific medical diagnosis.
- Maintain ongoing communication with their Supervisor regarding the effects of cannabis on their ability to perform their job duties
- Employees should never work in a safety sensitive job while under the influence of cannabis.
- Use it only at the recommended dosage level and the applicable frequency of doses.
- Where possible, use a method other than smoking.
- Employees who choose to smoke medical cannabis must adhere to all provincial smoking regulations.
- Employees who choose to smoke medical cannabis are not permitted to smoke in the presence of other SSMRCA employees or on SSMRCA property, except for an identified location provided to the employee by SSMRCA. The employee shall consult with General Manager to arrange an accommodation in the workplace.
- Never share their medication with any other employee, even those who may have a similar prescription.

In the event that medical cannabis is deemed to pose a significant or potential hazard to the employee and/or other employees, SSMRCA will attempt to find alternative work for the employee, up to the point of undue hardship.

REFERENCES

SSMRCA Policies

HR-006 – Drug and Alcohol Use

HR 02-02 – Return to Work and Accommodation

Government of Canada – Cannabis Act



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<http://laws-lois.justice.gc.ca/eng/acts/C-24.5>

Cannabis Legislation in Ontario

[https://www.ontario.ca/page/cannabis-](https://www.ontario.ca/page/cannabis-legalization?_ga=2.97447703.928822268.1536170694-2052563083.1536170694)

[legalization?_ga=2.97447703.928822268.1536170694-2052563083.1536170694](https://www.ontario.ca/page/cannabis-legalization?_ga=2.97447703.928822268.1536170694-2052563083.1536170694)

Ministry of Labour – Impairment and Workplace Safety

<https://www.labour.gov.on.ca/english/hs/pubs/impairment.php>

Canadian Centre for Occupational Health and Safety – Impairment at Work

<https://www.ccohs.ca/oshanswers/hsprograms/impairment.html>

APPENDIX 1 – GUIDELINE FOR RECOGNIZING POSSIBLE IMPAIRMENT

While not formally defined by the Canadian Human Rights Commission, the appearance of impairment at work is described as: “(e.g. odour of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor coordination).”

Recognizing possible impairment is based on observation and behaviour that could lead to the risk of injury or illness to the person in question.

Impairment can be the result of various situations, including those that are temporary or short term. Issues that may distract a person from focusing on their tasks include family or relationship problems, fatigue (mental or physical), traumatic shock, or medical conditions or treatments.

It is not the role of a Supervisor or the Employer to diagnose a possible substance use or dependency problem. The table below provides some indicators of possible impairment or substance abuse. It should be noted that these signs/symptoms may be different for each person. They do not necessarily mean that an employee has a substance use problem however they may be indicators that the person is in need of some help.

Physical

- Deterioration in appearance and/or personal hygiene
- Unexplained bruises
- Sweating
- Complaints of headaches
- Tremors
- Diarrhea and vomiting
- Abdominal/muscle cramps
- Restlessness
- Frequent use of breath mints/gum or mouthwash
- Odour of alcohol on breath
- Slurred speech
- Unsteady gait



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Psychosocial Impacts

- Family disharmony (e.g., how the colleagues speak of family members)
- Mood fluctuations (e.g., swinging from being extremely fatigued to 'perkiness' in a short period of time)
- Inappropriate verbal or emotional response
- Irritability
- Confusing or memory lapses
- Inappropriate responses/behaviours
- Isolation from colleagues
- Lack of focus/concentration and forgetfulness
- Lying and/or providing implausible excuses for behaviour

Workplace Performance and Professional Image

- Calling in sick frequently (may work overtime)
- Moving to a position where there is less visibility or supervision
- Arriving late for work, leaving early
- Extended breaks; sometimes without telling colleagues they are leaving
- Forgetfulness
- Errors in judgement
- Deterioration in performance
- Excessive number of incidents/mistakes
- Non-compliance with policies
- Doing enough work to just 'get by'
- Sloppy, illegible or incorrect work (e.g., writing, reports, etc.)
- Changes in work quality

Source

Canadian Occupational Health and Safety - Workplace Strategies: Risk of Impairment from Cannabis

https://www.ccohs.ca/products/publications/cannabis_whitepaper.pdf



BENEFITS



Section	BENEFITS
Title	Compassionate Leave Policy
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Compassionate Leave Policy

The General Manager may grant an employee leave of absence, with pay, for a maximum of three days for bereavement in the event of the death of a member of the immediate family. For the purpose of this policy, immediate family is defined as:

- mother, father,
- sister, brother
- son, daughter,
- spouse, common-law spouse
- grandparent
- grandchild
- mother / father in-law
- sister / brother in-law
- son / daughter in-law
- step son / daughter
- step mother / father

The General Manager may grant an employee leave of absence, with pay, for one day for bereavement in the event of the death of:

- aunt / uncle
- nephew / niece
- or others whom the General Manager deems to be reasonable due to the nature of the relationship.

If an employee requires additional days off due to bereavement, the duration of the absence will be covered through holiday credits and/or existing overtime or days without pay and at the discretion of the General Manager.



Section	BENEFITS
Title	Health Care / Group Insurance Policy
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Health Care / Group Insurance Policy

The Conservation Authority participates in the Conservation Ontario Group Insurance program administered by Buffett Taylor & Associates.

Premiums for applicable health care coverage and group insurance benefits are paid at 100% by the CA.

Full time employees

The CA will pay 100% of the premium for the following benefits for regular full time employees from the date of hire.

- basic employee life insurance
- dependent life insurance
- accidental death and dismemberment
- long term disability
- dental care
- health care

Optional additional life insurance is available to employees with the associated premiums paid at 100% by the employee. A statement of health is required for all amounts of coverage.

Contract employees

Subject to eligibility criteria of Buffett Taylor & Associates, the CA will pay 100% of the premium for contract employees after a six-month waiting period has been served for those employees whose contracts are for a term of one year or longer.

The benefits include:

- basic employee life insurance
- dependent life insurance
- accidental death and dismemberment
- dental care
- health care

Note: long term disability coverage is not available to contract employees, as per Buffett Taylor & Associates eligibility criteria.



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Optional additional life insurance is available to contract employees whose contracts are for a term of one year or longer. The associated premiums paid by the employee at 100%. A statement of health is required for all amounts of coverage.

Detailed information

The specifics of eligibility, premiums, coverage, processing and payment of claims are negotiated from time to time between Conservation Ontario, Buffett Taylor & Associates, and the Underwriting Insurance Company(s) and all are subject to change periodically.

Further information regarding eligibility, premiums and coverage details as well as submission of claims is available from the CA General Manager, or

Buffett Taylor & Associates	phone:	(905) 666-1300
701 Rossland Road East,	toll free:	1-800-263-2670
Suite 209 Whitby, Ontario L1N 8Y9	fax:	(905) 666-4887
	website:	www.buffettaylor.com

or, from the underwriting insurance company(s) directly. Contact information is available from the CA General Manager.



Section	BENEFITS
Title	Inclement Weather Policy
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Inclement Weather Policy

During periods of inclement weather, such as winter blizzard conditions, the General Manager will determine the necessity of an office closure.

When the CA office and workshop are closed by a decision made by the General Manager, and staff are notified not to report to work by the General Manager, or another employee on behalf of the General Manager, the employees will receive the regular daily pay during the period of closure.

If an employee chooses not to report to work because of inclement weather, yet the office or workshop are open, compensation for the staff's wages will be determined at the discretion of the General Manager.

During periods of inclement weather, such as winter blizzard conditions, if the CA office and workshop are closed by the General Manager at any time during the regularly scheduled work day and staff are notified to leave work early by the General Manager, or another employee on behalf of the General Manager, the employees will receive a regular full day pay.

If an employee chooses to leave work early because of inclement weather, yet the office or workshop are open, compensation for the staff's wages will be determined at the discretion of the General Manager.



Section	BENEFITS
Title	Jury Duty / Court Attendance Policy
Resolution #	Resolution #108/17
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Jury Duty / Court Attendance Policy

The CA jury duty / court attendance policy applies to CA regular full time employees and contract employees whose contracts with the CA are for a term of one year or longer, or the cumulative length of consecutive contracts equals one year or more.

Jury Duty

An employee scheduled for upcoming jury duty must advise the CA as soon as possible of his / her impending absence.

CA employees who are required to serve as jurors in any court shall be granted leave of absence for this purpose. Such leave of absence shall not constitute a break in service for the purposes of cumulative sick pay credits, health benefits or OMERS. On returning from jury duty the employee shall provide to the General Manager, a certificate showing the period of service and the amount of compensation received.

The General Manager shall authorize the payment of full regular salary or wages to the employee for the period of absence due to jury duty, provided that the employee remits to the CA the total of the amount he / she received for service as a juror excluding mileage or travelling expense. If the employee chooses not to remit to the CA the monies received for the period of service as a juror, he / she shall forfeit the right to claim any part of his / her salary or wages for the period of absence for jury duty.

Court Attendance

If an employee receives a subpoena to appear in court as a Crown Witness, the CA must be notified of the impending absence by the employee as soon as possible.

A leave of absence to allow for a court appearance that is the result of a subpoena, shall not constitute a break in service for the purposes of cumulative sick pay credits, health benefits or OMERS.

On returning to work from a court appearance resulting from a subpoena, the employee shall provide to the General Manager, a copy of the subpoena and a certificate showing the period of attendance in court. The General Manager shall then authorize the payment of full regular salary or wages to the employee for the period of absence as confirmed by the certificate provided by the employee.



Section	BENEFITS
Title	Pension Policy
Resolution #	Resolution #108/17
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Pension Policy

The Sault Ste. Marie Region Conservation Authority participates in the Ontario Municipal Employees Retirement System (OMERS).

Compulsory membership

All continuous full-time employees under the age of 69 must enrol in OMERS on the date of hire as a condition of employment.

An employee who changes work status to continuous full-time work status must enrol in OMERS from the date of continuous full-time employment.

A continuous full-time employee is one who:

- fills a continuing full-time position with the CA;
- regularly works a work week of no less than 32 hours per week: and,
- regularly works 52 weeks of the year, including paid vacation.

Voluntary membership

Where membership is not compulsory, the CA must offer membership in OMERS to other than continuous full-time employees who meet the following eligibility requirements:

During each of the two immediately preceding calendar years, the employee:

- has worked at least 700 hours, including overtime, with the CA and/or any other employer participating in OMERS, or
- has earned, including overtime and vacation pay, at least 35% of the Year's Maximum Pensionable Earnings as defined by OMERS through employment with the CA and/or any employer participating in OMERS.

The decision to participate is at the employee's discretion.



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Contributions

The CA and the employees both contribute to the basic pension plan. The employee's contributions are calculated as a percentage of the employee's contributory earnings. The percentage rate is defined by OMERS. The CA matches the employee's contributions for current service.

Contributory earnings include regular wages or salary, vacation pay, retroactive pay, but do not include overtime pay.

Retirement Age

Under OMERS calculations for pensions, retirement age is 65.

The OMERS pension plan provides for an early retirement pension if employment ceases and the employee is 55 years of age.

Active membership in OMERS may continue beyond normal retirement age, however at age 69, all contributions to OMERS cease and a normal retirement pension is paid to the member even if the member is still working.

Pension

The formula for calculating a normal retirement pension considers the employee's average annual contributory earnings during the 60 consecutive months of the highest contributory earnings as well as the number of years and months of credited service.

OMERS Policies, Procedures and Regulations

The *OMERS Act and Regulation* governs the OMERS plan and as such all aspects the administration of the OMERS plan and OMERS benefits are implemented as per the OMERS policies, procedures and regulations.

Further details regarding OMERS are available from the General Manager and/or the Ontario Municipal Employees Retirement System at:

OMERS
One University Avenue
Suite 800
Toronto, Ontario M5J 2P1

Phone: 1-800-387-0813
Fax: 1- 877-369-9704
Email: client@OMERS.com
Web: www.omers.com



Section	BENEFITS
Title	Pregnancy and Parental Leave Policy
Resolution #	Resolution #108/17
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Pregnancy and Parental Leave Policy

Pregnancy Leave

A pregnant employee is entitled to a leave of absence without pay. The employee shall provide the CA notice in writing of the intended pregnancy leave, complete with the starting date, at least two weeks before the day the leave is to begin.

The pregnancy leave will end 17 weeks after the pregnancy leave began. This period can be extended to end six weeks after the birth of the child if no parental leave will be taken. An employee may end her pregnancy leave earlier by giving written notice to the CA of her intent to return to work at least four weeks before the day she wishes to end her leave.

An employee who takes pregnancy leave, and decides not to return to work at the CA shall advise the CA of this decision in writing at least four weeks prior to the end of the pregnancy leave.

Parental Leave

Following the birth of a child, or a child coming into the employee's custody, care and control for the first time, such as in the case of adoption, either parent is entitled to a leave of absence without pay. The employee shall provide the CA notice in writing of the intended parental leave, complete with the starting date, at least two weeks before the day the leave is to begin.

An employee who has taken pregnancy leave must begin her parental leave when her pregnancy leave ends unless the child has not yet come into her custody, care and control for the first time. An employee who has not taken a pregnancy leave shall begin parental leave within 52 weeks of the day the child was born or came into the employee's custody, care and control for the first time.

The duration of parental leave is 35 weeks if the employee also took a pregnancy leave. Otherwise the duration of parental leave is 37 weeks. The employee may end his/her parental leave earlier by giving written notice to the CA of the intent to return to work at least four weeks before the day he/she wishes to end the leave.

An employee who takes parental leave, and decides not to return to work at the CA shall advise the CA of this decision in writing prior to the end of the parental leave.



Section	BENEFITS
Title	Public Holidays Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Public Holidays Policy

For the purposed of the CA Human Resources Policies, paid public holidays will be:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- William Hearst Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

and any other public holidays that may be legislated by provincial law in the future.

In the case of an employee who has worked less than four weeks, pay for the public holiday is calculated as the total amount of regular wages earned and vacation pay payable to the employee in the four weeks before the work week in which the public holiday occurred, divided by 20.

The CA's administrative office is closed on public holidays. Routine CA business and field operations are non-operational during public holidays.

If circumstances arise in which an employee is required by the CA to work on a public holiday, such as flood danger resulting from imminent or occurring severe rainfall events or flood risk resulting from spring freshet, the employee will receive regular pay for the public holiday plus time and one half for the hours worked.



Section	BENEFITS
Title	Sick Leave Policy
Resolution #	Resolution #107/17
Approval Date	September 19, 2017
Revisions	

Sick Leave Policy

The provisions of this sick leave policy apply to CA employees absent from work as a result of personal disability caused by accident or sickness excluding accidents or illness covered by the Workplace Safety and Insurance Board.

CA regular full time employees and contract employees whose contracts with the CA are for a term of one year or longer, or the cumulative length of consecutive contracts equals one year or longer, are entitled to a sick leave credit of 1 ½ days per month of employment with the CA. Sick leave shall not be paid to employees with less than six months service however, upon completion of six months service such employees shall be credited with 1½ days per month from the date of employment.

Sick leave credits shall be accumulated from month to month and year to year up to a maximum of **120** days.

Sick leave credits shall not accumulate during any period of absence without pay of 30 days or more.

Any accumulated sick credits shall be used entirely as sick leave and will not have any monetary value at the completion of any employee's service with the Conservation Authority whether retiring voluntarily or dismissed for cause or without cause.

Should an employee be absent from work due to illness or injury, if possible, the employee should contact the CA within the first two hours of starting time on the first day of absence.

A written confirmation from a qualified medical practitioner of the employee's inability to report to work shall be provided to the CA for periods of absence due to illness or injury of more than three days.

Should an employee's absence due to illness or injury exceed his / her available sick leave credits, the employee may utilize his / her overtime credits if any, or vacation credits if any, to account for time off. Otherwise time off due to illness or injury is without pay.

The number of days or half days for which an employee receives sick pay shall be deducted from his / her cumulative sick pay credits.



Section	BENEFITS
Title	Sick Leave Policy
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An employee who takes other gainful employment during an absence from work due to illness or injury of three days or less shall be deemed to have taken time off from the CA without pay. An employee who takes other gainful employment during an absence from work due to illness or injury of more than three days shall be deemed to have voluntarily quit their employment.

Long Term Disability

Long term Disability benefits are available to full time employees through the SSMRCA benefit plan. To qualify for Long-Term Disability, one must provide proof that:

- You have become totally disabled while covered, and
- You have been following appropriate treatment for the disability since its onset.

The disability must have occurred for an uninterrupted period of 105 days or after the last day benefits are payable under any short-term disability, loss of income or other salary continuation plan, whichever is later.

Further information is available through the General Manager and the insurance provider.



Section	BENEFITS
Title	Vacation Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	

Vacation Policy

Annual vacation periods are based on a calendar year. Vacation credits are granted based on the anniversary date of the employee.

All staff vacation schedules shall be arranged to the satisfaction of the general manager.

Annual paid vacation credits will be granted as follows:

General Manager

After 1 year of service - 3 weeks
 After 5 years of service - 4 weeks
 After 15 years of service - 5 weeks
 After 20 years of service - 6 weeks

Regular Conservation Authority and Drinking Water Source Protection Staff

1 week after 6 months of service
 After 1 year of service - 2 weeks
 After 3 years of service - 3 weeks
 After 7 years of service - 4 weeks
 After 15 years of service - 5 weeks
 After 25 years of service - 6 weeks

Other Contract Staff

Other contract staff are not eligible for paid vacation, but will receive vacation pay included in biweekly pay cheques as per the *Employment Standards Act*.

Subject to the approval of the general manager, employees may be permitted to transfer up to 10 days of unused vacation credits from one year to the next but shall forfeit all other unused vacation credits at the end of the calendar year. Any other vacation credit arrangements shall be subject to approval of the General Manager.



Section	BENEFITS
Title	Workers Compensation Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
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Workers Compensation Policy

The Sault Ste. Marie Region Conservation Authority is committed to providing a safe, secure and healthy work environment for all of its employees.

All employees are expected to be familiar with the CA's Health and Safety Program and Procedures, with particular attention to the procedures relating to the employee's specific job duties. All employees are expected to conduct themselves in a safe manner in order to minimize the risk of injury to themselves or co-workers.

Any work related accident must be reported to the program supervisor or the general manager the day it occurs, even if no medical attention is required. Further reporting will be in accordance with the CA's Health and Safety Program.

All employees off duty as a result of an accident or occupational illness incurred in the performance of their duties shall be entitled to all benefits to the extent provided by the *Workplace Safety and Insurance Act*, which includes hospital and medical care.



FINANCIAL



Section	FINANCIAL
Title	Procurement and Purchasing Policy
Resolution #	Resolution #129/16
Approval Date	January 17, 2017
Revisions	

Procurement and Purchasing Policy

Corporate credit cards are available for use by employees for procuring goods and services on behalf of the Sault Ste. Marie Region Conservation Authority and are strictly limited to CA business transactions only.

All purchases made with a CA corporate credit card are subject to the rules, policies and procedures in the CA purchasing policy.

A CA corporate credit card must not be used for any of the following:

1. personal purchases
2. personal travel and entertainment
3. cash advances
4. alcohol
5. tobacco products
6. any transaction that is not made on behalf of the Conservation Authority

It is the responsibility of the staff member making a credit card purchase to obtain appropriate documentation supporting the purchase.

The supporting documentation, such as a receipt, must be provided to the bookkeeper at the earliest opportunity. A clear description of the item or service purchased, and the purpose of the purchase, must be indicated on the supporting documentation. For example, the purpose of travel must be noted on a travel expense claim. The number of employees covered by the expense must be noted if applicable to more than one staff member.

At the end of each billing cycle, the bookkeeper will reconcile the monthly statement from the credit card company with the receipts and review the documents for correctness prior to authorizing the payment. The general manager will review and initial the reconciled statement.

If transactions can not be verified with the proper documentation, the General Manager has the discretion to allow authorization of payment. If authorization is not granted by the General Manager, the employee incurring the expense will be responsible for payment.



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SSMRCA Procurement and Purchasing Policy

This policy commits the Sault Ste. Marie Region Conservation Authority and every individual involved in purchasing within the organization to ensure that our purchasing and contracting activities are:

1. legal;
2. accountable and auditable;
3. ethically, environmentally and socially responsible; and
4. economically effective.

Definitions

"LOWEST COMPLIANT BID" means the Bid that would provide the SSMRCA with the desired Goods, Services or Construction at the lowest Total Acquisition Cost, meets all the specifications and contains no irregularities requiring automatic rejection;

"PROPOSAL" means an offer submitted in response to a Request for Proposal, acceptance of which may be subject to further negotiation;

"PURCHASE ORDER" means a Contract between the SSMRCA and a supplier to supply a specific quantity of Goods or specific set of Services or specific type of Construction defined by such things as time period, location(s) and price;

"REQUEST FOR PROPOSAL" means a Bid Solicitation that is used to acquire Goods, Services or Construction, the suitability of which is dependent upon non-price factors and which may result in further negotiation between the parties;

"SINGLE SOURCE" means selection of a specific Supplier even though there may be more than one supplier capable of delivery of the Goods and Services;

"SOLE SOURCE" means there is only one Supplier capable of delivery of the Goods and Services that meet the requirements of the City;

"SERVICES" includes all professional and consulting services, all services in relation to real property or personal property including without limiting the foregoing the



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delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save and except only services to be delivered by an officer or employee of the City of Sault Ste. Marie in accordance with terms of employment;

"TENDER" means a publicly advertised Bid Solicitation;

The procedures in this policy shall be followed to Award a Contract or to recommend to the Board of Directors that a Contract be Awarded.

Purpose

To describe the purchasing policies to be applied to purchases by the Sault Ste. Marie Region Conservation Authority (SSMRCA) through SSMRCA accounts.

Policy Application

The procedures in this policy shall be followed to purchase goods and services, awards contracts and to make recommendations to the Board of Directors regarding purchases, and awarding of contracts.

Restrictions

No Contract for Goods, Services or Construction may be divided into two or more parts to avoid the application of the provisions of this policy.

No Contract for Services shall be awarded where the services would result in the establishment of an employee - employer relationship.

No employee shall purchase, on behalf of the SSMRCA, any Goods, Services or Construction, except in accordance with this Policy.

Where an employee involved in the award of any contract, either on his or her own behalf or while acting for, by, with or through another person, has any pecuniary interest, direct or indirect, in the Contract, the employee,

1. shall immediately disclose the interest to the General Manager involved in the award of the contract and shall describe the general nature thereof;
2. shall not take part in the award of the contract; and



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3. shall not attempt in any way to influence the award of the contract.

An employee has an indirect pecuniary interest in any contract in which the SSMRCA is concerned, if, the employee or his or her spouse:

1. is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract;
2. has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract; or
3. is a member of an unincorporated association or partnership, that has a pecuniary interest in the matter; or
4. the employee or his or her spouse is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

An employee found to be in conflict as per this section may be subject to disciplinary action by the SSMRCA.

There will be no local preference for purchases in compliance with the Discriminatory Business Practices Act, Revised Statutes of Ontario, 1990 Chapter D.12 and the Ontario Free Trade Agreement that does not allow for geographical preference as well in accordance with the updated Municipal Act requiring that a competitive bid process be open, fair and transparent.

Approvals for Financial Values

Purchase Orders (purchase over \$500 / cumulative purchases over \$1,000)

A purchase order approved by the general manager is required for the purchase of any contract for a Good, Service or Construction costing over \$500.00, excluding tax.
A purchase order approved by the general manager is required for the purchase of multiple Goods, Services or Construction with a cumulative total over \$1,000.00, excluding tax.



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Quotes (purchase over \$1,000 but less than \$3,000)

Three written quotes are necessary for any contract for a Good, Service or Construction purchase costing over \$1,000.

If three quotes can not be obtained, a written explanation shall be provided. The Good, Service or Construction shall be purchased from the supplier offering the lowest compliant bid. The purchase must be authorized by the general manager by way of an approved purchase order.

Purchases over \$3,000 but less than \$10,000 - Conservation Authority Board Approval

Three written quotes are necessary for any contract for a Good, Service or Construction purchase costing over \$3,000.

If three quotes can not be obtained, a written explanation shall be provided. The Good, Service or Construction shall be purchased from the supplier offering the lowest compliant bid. The purchase must be authorized by the Conservation Authority Board by way of an approved resolution.

Tender / Expression of Interest Process / Request for Proposals and Conservation Authority Board Approval (purchase over \$10,000)

A formal tender process must be followed for the purchase of any Good, Service or Construction costing over \$10,000, unless otherwise explicitly approved by the CA Board.

The tender or request for expression of interest or request for proposal must be publicly advertised - advertising may include newspaper, web site listings and other forms of electronic advertising with a submission deadline and submission method clearly identified.

All Bidders, Suppliers and Contractors who provide Goods, Services or Construction to the SSMRCA shall comply with the Accessibility for Ontarians Act, 2005, and all Regulations emanating therefrom.

Tenders must be opened in the presence of two staff members, or one staff member and one CA Board member if the Board so directs. The recommendation of staff based on the submissions will then be presented to the CA Board for consideration. Supporting documentation such as the tender documents submitted will be available to the CA Board



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for review upon request. The purchase or retention of services must be authorized by the Conservation Authority Board by way of an approved resolution.

Request for Proposals may be submitted electronically via email in secured pdf format. The recommendation of staff based on the submissions will then be presented to the CA Board for consideration. Supporting documentation such as the request for proposal documents submitted will be available to the CA Board for review upon request. Engagement of a contractual arrangement from a request for proposal must be authorized by the Conservation Authority Board by way of an approved resolution.

Exemptions

The purchasing methods described in this policy do not apply to the following Goods and Services, some of which are regulated by other policies or Board decisions:

Employer's General Expenses including:

1. Statutory Remittances
2. Licenses, certificates & other approvals required (Vehicles, etc.)
3. Debt Payments
4. Grants to Others
5. Damage Claims
6. Investments

Utilities/Communication

Miscellaneous

1. Refunds and Overpayments
2. Fees or Levies of other Boards and Agencies
3. Real property purchases

Credit Cards



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The General Manager/Secretary-Treasurer is responsible in the allocation of Credit Cards to SSMRCA staff. The Credit Card Policy shall adhere to this Purchasing Policy

Non-Competitive Method

The Non-Competitive Method refers to the negotiation of an agreement for the purchase of Goods, Services and Construction from a Supplier where there is no open competition. This may be defined as the use of a Sole Source or Single Source as appropriate.

Non-competitive purchasing must be authorized by:

1. The General Manager for Purchases under \$3,000.00
2. The Board of Directors for Purchases greater than \$3,000.00;

Authorization of the use of the Non-Competitive Method may be considered upon receipt of written details and reasons by the requesting party; where one or more of the following factors are present:

1. the standardization or compatibility of a Purchase with existing equipment, product standards, facilities or service is a paramount consideration;
2. a Good or Service is purchased for testing or trial use;
3. there is an absence of competition for technical reasons and the Goods, Services and/or Construction can only be supplied by a particular Supplier;
4. the SSMRCA has a rental contract with a purchase option and such purchase option is beneficial to the SSMRCA;
5. no bids were received in response to a Bid Solicitation or Quotation Procedure; or,
6. a business case can be made to establish that the purchase is in the best interests of the SSMRCA.

Accessibility Criteria



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Title	Procurement and Purchasing Policy
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In accordance with the Province of Ontario Statutes and Regulations, the SSMRCA shall incorporate accessibility criteria and features in its procurement practices so that goods, services, and facilities are accessible to people with disabilities, unless it is not practicable to do so. If the General Manager determines that it is not practicable to incorporate accessibility criteria and features when procuring goods and services, the General Manager shall provide, upon request, an explanation.



Section	FINANCIAL
Title	Travel and Expenses Policy
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
Revisions	April 21, 2020

Travel and Expenses Policy

This policy is intended to establish clear and equitable guidelines relating to business travel and reimbursement of acceptable business expenses.

The purpose of this policy is to ensure that expenses incurred by Sault Ste. Marie Region Conservation Authority (SSMRCA) staff and board members are necessary, reasonable and provide best value for SSMRCA.

SSMRCA recognizes that staff are often required to travel while on duty and at times outside of regular working hours and compensates for expenses incurred as set out below.

Policy Provisions

1. An employee, when authorized to travel by the General Manager to attend conferences, meetings, courses of instruction, or trips of a similar nature, shall be entitled to reimbursement for expenses as follows:
 - a. Reasonable out-of-pocket expenses for overnight accommodations, meals, and gratuities incurred;
 - b. Mileage reimbursed as set out in the **Travel** and the **Mileage** sections;
 - c. Other transportation costs and telephone expenses as may be incurred on SSMRCA business;
 - d. Registration or other applicable fees;
 - e. Parking charges and highway tolls;
 - f. Incidental expenses not covered above.
2. Employees may be entitled to reimbursement for expenses, as identified in item 1. above, for attendance at special events, as determined by the budget for the event and with the prior approval of the General Manager.
3. Meals will be paid by SSMRCA when original receipts for same are provided by employees under the following circumstances:
 - a. Attending meetings and conferences under appropriate authorization;
 - b. With prior approval by General Manager, arranged entertainment of SSMRCA guests on official business;
 - c. Under other special circumstances with the prior approval of the General Manager;

All meal receipts must identify the purpose and the guests in attendance for audit purposes.



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4. Expense claims must be supported by actual receipts for registration fees, accommodations, and other expenses when applicable.
5. Employees will not be entitled to reimbursement for the purchase of alcohol.
6. Mileage to and from home and the place of work will be paid for call-back overtime and for scheduled weekend work.
7. Receipts and mileage claims must be submitted to the General Manager, using the **Statement of Travelling Expenses or Disbursements** at the end of each month.

Use of Approved Forms

All expenditures will be itemized and detailed on the current, approved SSMRCA form: **Statement of Travelling Expenses or Disbursements** (attached).

Sufficient information shall be provided to demonstrate that the expense was business related and necessary.

The form shall be co-signed by the individual incurring the expense and the General Manager.

Submitting Expenses & Receipts

Expenses will be reimbursed based on the submission of a written **Statement of Travelling Expenses or Disbursements** form, submitted at the end of each month.

It should include:

1. The individual's name;
2. The date, origin, and purpose of each expense. If travel-related, destination and purpose of the trip;
3. Sufficient information must be provided to demonstrate that the expense was business related and necessary; and
4. An itemized and numbered list of all expenses for which reimbursement is requested. This should include; date/place of expense, description, purpose of expense and vendor receipts. Vendor receipts should include the vendor's name, a description of the services provided, a breakdown of taxes, and the total expenses, including gratuities.
5. When attending a conference / workshop event, an itinerary of the event be included with the claim form.



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Travel

Generally, the mode of transportation which offers the best reasonable value to SSMRCA having considered the safety and convenience of the traveler should be considered. Employees may use personal vehicles for business related travel in accordance with the SSMRCA **Mileage** section provided that the use of the personal vehicle does not increase the cost to SSMRCA. Use of personal vehicles for SSMRCA business is not covered under SSMRCA vehicle insurance.

Reimbursement for the use of personal vehicles is \$0.50/km. This rate will be reviewed by the SSMRCA Board of Directors annually.

If ground transportation is required for driving distances **greater than 300 kms**, rental cars must be used. Insurance for a rented vehicle is covered under SSMRCA's policy and does **not** require additional insurance from the rental firm.

Expenses that have been incurred but not pre-approved or that are deemed unreasonable or inappropriate will be questioned by the General Manager and may be denied or reduced.

Mileage

1. Whenever possible, SSMRCA owned vehicles shall be used to transport personnel and goods of SSMRCA. Every effort should be made to ensure minimal use of privately owned vehicles and that long distances are avoided.
2. Privately owned vehicles may be used with the prior approval of the General Manager or, during an emergency, without prior approval. Re-assignment of vehicles may be necessary.
3. Only mileage actually incurred on SSMRCA business shall be eligible for mileage allowance.
4. The amount of mileage shall be approved by the General Manager and shall be computed from the base of operations to the destined location, and return. The base of operations shall be determined by the General Manager. If more than one location is visited during a trip, then the total KM of the roundtrip, including return shall be calculated. The most direct, safest route should be determined prior to commencing the travel, taking into account multiple stops when appropriate. Normal daily commuting mileage between home and work is to be deducted from the requested mileage reimbursement. Mileage will be paid to staff at the approved



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rate for the SSMRCA as outlined in the **Travel** section and established by the Board of Directors.

5. An employee using their personal vehicle for SSMRCA business shall carry adequate insurance as stipulated by Provincial requirements.
6. SSMRCA will assume no financial responsibility for the use of an employee's own vehicle other than paying the kilometric rate.
7. All claims must be made on the **Statement of Travelling Expenses or Disbursements** form and must be countersigned by the General Manager. Forms are to be submitted within 30 days of the travel taking place. Forms that are submitted for mileage after the 30 days will be solely at the discretion of the General Manager as to whether the mileage will be reimbursed and may be denied or reduced.

Accommodation

Accommodation should be appropriate for the length of stay and business need. The standard of accommodation must also be sustainable under public scrutiny.

Accommodation should be positioned in close proximity to the travel destination at which the meeting, conference or professional development is occurring.

Accommodations should be selected based on the best reasonable value for SSMRCA and not the individual traveler's reward program. Every effort should be made to take advantage of government or web based preferred pricing.

Meals

The SSMRCA provides a maximum per meal allowance as listed below:

Maximum Per Diem Meal Allowance

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
Incidentals	<u>\$ 5.00</u>
TOTAL	\$70.00



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Detailed receipts, that breakdown purchases, are required for reimbursement. Rates will be reviewed at least once every four years.

Meal expenses cannot be claimed if meals are prepaid through an accommodation package or included as part of the conference or professional development seminar.

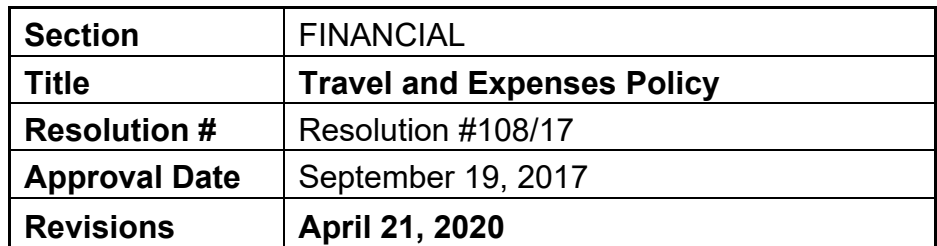
The cost of any alcoholic beverages is to be deducted from bills when claiming expenses. **Under no circumstances** will alcoholic beverages be paid for by the SSMRCA.

Additional Expenses

Normal and reasonable incidental fees for business-related travel such as gratuities, parking and taxi service for business related expenses only will be reimbursed with a valid receipt.

Extraordinary expenses such as mini bars and room movie rentals will be the responsibility of the traveler and not reimbursed by the SSMRCA.

When staff are approved to attend community events, where the event has the potential to impact the SSMRCA's business image and require paid admission, staff will be reimbursed for their admission at the discretion of the General Manager. Receipts will be required with any charitable tax receipt to be submitted to the SSMRCA.

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ACCESSIBILITY



Section	ACCESSIBILITY
Title	AODA- Integrated Accessibility Standards Regulation – Customer Service
Resolution #	Resolution #108/17
Approval Date	September 19, 2017
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AODA- Integrated Accessibility Standards Regulation - Customer Service

Intent

This policy is intended to meet the requirements of the Customer Service Standards included in the Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*. It applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All goods and services provided by the Sault Ste. Marie Region Conservation Authority (SSMRCA) shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Assistive Device: a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Disability: the term disability as defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Ontario Human Rights Code*, refers to:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.



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Guide Dog: a highly-trained working dog that has been trained at one of the facilities listed in R.R.O. 1990, Ontario Regulation 58 under the *Blind Persons' Rights Act*, to provide mobility, safety and increased independence for people who are blind.

Service Animal: an animal is a service animal for a person with a disability if:

1. the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or
2. the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
 - A member of the College of Audiologists and Speech-Language Pathologists of Ontario;
 - A member of the College of Chiropractors of Ontario;
 - A member of the College of Nurses of Ontario;
 - A member of the College of Occupational Therapists of Ontario;
 - A member of the College of Optometrists of Ontario;
 - A member of the College of Physicians and Surgeons of Ontario;
 - A member of the College of Physiotherapists of Ontario;
 - A member of the College of Psychologists of Ontario; or
 - A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

Service Dog: as reflected in *Health Protection and Promotion Act, Ontario Regulation 562* a dog other than a guide dog for the blind is a service dog if:

- it is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- if person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

Support Person: a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.



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Guidelines

In accordance with the Customer Service Standards, this policy addresses the following:

- A. The Provision of Goods and Services to Persons with Disabilities;
- B. The Use of Assistive Devices
- C. The Use of Guide Dogs, Service Animals and Service Dogs
- D. The Use of Support Persons
- E. Notice of Service Disruptions
- F. Customer Feedback
- G. Training
- H. Notice of Availability and Format of Required Documents

A. The Provision of Goods and Services to Persons with Disabilities

The SSMRCA will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- ensuring that all customers receive the same value and quality;
- allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- taking into account individual needs when providing goods and services; and
- communicating in a manner that takes into account the customer's disability.

B. The Use of Assistive Devices

Customer's Own Assistive Device(s)

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by the SSMRCA.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring



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the customer is in a location that would be considered safe for both the customer and business.

C. Guide Dogs, Service Animals and Service Dogs

A customer with a disability that is accompanied by guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

Food Service Areas

A customer with a disability that is accompanied by guide dog or service dog will be allowed access to food service areas that are open to the public unless otherwise excluded by law.

Other types of service animals are not permitted into food service areas due to the *Health Protection and Promotion Act, Ontario Regulation 562 Section 60*.

Exclusion Guidelines

If a guide dog, service animal or service dog is excluded by law (see applicable laws below) the SSMRCA will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

Applicable Laws

The *Health Protection and Promotion Act, Ontario Regulation 562 Section 60*, normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

Recognizing a Guide Dog, Service Dog and/or Service Animal:

If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, the SSMRCA may request verification from the customer.

Care and Control of the Animal:



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The customer who is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

Allergies

If a health and safety concern presents itself for example in the form of a severe allergy to the animal, the SSMRCA will make all reasonable efforts to meet the needs of all individuals.

D. The Use of Support Persons

If a customer with a disability is accompanied by a support person, the SSMRCA will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person.

There may be times where seating and availability prevent the customer and support person from sitting beside each other. In such situations, the SSMRCA will make every reasonable attempt to resolve the issue.

In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

Admission Fees

Where the SSMRCA requires a support person to accompany a person with a disability, and where the person with a disability has agreed to the accompaniment, the SSMRCA will not charge the support persons any fees or fares.

E. Notice of Disruptions in Service

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of the SSMRCA. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use the SSMRCA's goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

In the event that a notification needs to be posted, the following information will be included unless it is not readily available or known:

- goods or services that are disrupted or unavailable;
- reason for the disruption;
- anticipated duration; and
- a description of alternative services or options.



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Notification Options

When disruptions occur, the SSMRCA will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and/or on the SSMRCA website;
- contacting customers with appointments;
- verbally notifying customers when they are making a reservation or appointment; or
- by any other method that may be reasonable under the circumstances.

F. Customer Feedback

The SSMRCA shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers and notice of the process will be made available on the SSMRCA website and at the SSMRCA Administrative Office. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request.

Submitting Feedback

Customers can submit feedback to:

Sault Ste. Marie Region Conservation Authority
 1100 Fifth Line East
 Sault Ste. Marie, ON P6A 6J8
 Telephone: (705) 946-8530 Fax: (705) 946-8533 E-mail: nature@ssmrca.ca

Customers who wish to provide feedback can by completing an onsite customer feedback form or verbally with any SSMRCA employee.

Customers who provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

G. Training

Training will be provided to:

- Every person who is an employee of, or a volunteer with, the SSMRCA.



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- Every other person who provides goods, services or facilities on behalf of the SSMRCA.

The SSMRCA shall ensure that training is provided as required by the Regulation. The content of the training shall include the requirements of the accessibility standards referred to in the Regulation and the *Human Rights Code* as it pertains to persons with disabilities. The training provided shall be appropriate to the duties of those being trained. Ongoing training shall be provided to new employees as soon as practicable. If any changes are made to this policy or the requirements, training shall be provided. The SSMRCA shall keep records of the training, including the date on which the training is provided and the number of individuals to whom it was provided. The names of individuals trained shall be recorded for training administration purposes, subject to the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA").

Training Schedule

The SSMRCA will provide training as soon as practicable. Training will be provided to new employees, volunteers, agents and/or contractors (i.e. during orientation). Revised training will be provided in the event of changes to legislation, procedures, policies, and/or practices.

Administration

This policy and its related procedures will be reviewed as required in the event of legislative changes, or changes to company procedures.



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Title	AODA- Integrated Accessibility Standards Regulation – Employment
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AODA- Integrated Accessibility - Standards Regulation – Employment

Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of accessible employment services for persons with disabilities.

All employment services provided by the SSMRCA shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports: include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Performance Management: activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment: 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.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Recruitment, Assessment and Selection
- C. Accessible Formats and Communication Supports for Employees
- D. Workplace Emergency Response Information
- E. Performance Management and Career Development and Advancement



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F. Redeployment

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA 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 SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to the SSMRCA's accessibility policies occur.

B. Recruitment, Assessment and Selection

The SSMRCA 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 SSMRCA will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of the SSMRCA's policies and supports for accommodating people with disabilities.

C. Accessible Formats and Communication Supports for Employees

The SSMRCA will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, the SSMRCA will provide or arrange for the provision of accessible formats and communication supports for the following:

1. Information needed in order to perform his/her job; and



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2. Information that is generally available to all employees in the workplace.

The SSMRCA will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

D. Workplace Emergency Response Information

Where required, the SSMRCA will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

This information will be reviewed when:

3. The employee moves to a different physical location in the organization;
4. The employee's overall accommodation needs or plans are reviewed; and/or
5. The SSMRCA reviews general emergency response policies.

E. Performance Management and Career Development and Advancement

The SSMRCA will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

Individual accommodation plans will be consulted, as required.

F. Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

Individual accommodation plans will be consulted, as required.

Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.



Section	ACCESSIBILITY
Title	AODA- Integrated Accessibility Standards Regulation – Information and Communications
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AODA- Integrated Accessibility - Standards Regulation – Information and Communications

Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of information and communications services and materials for persons with disabilities.

All information and communications materials and services provided by the SSMRCA shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports: include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Conversion Ready: an electronic or digital format that facilitates conversion into an acceptable format.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Accessible Formats and Communication Supports
- C. Exceptions

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.



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Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA 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 SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to The SSMRCA's accessibility policies occur.

B. Accessible Formats and Communication Supports

Unless deemed unconvertible the SSMRCA will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request. Accessible formats and communication supports will be provided in a timely manner and at no additional cost to the individual.

The SSMRCA will take into account the person's accessibility needs when customizing individual requests and shall consult with the individual making the request to ensure suitability.

The SSMRCA will make the availability of accessible formats and communication supports publicly known.

C. Exceptions

The Information and Communications Standard does not apply to:

1. Products and product labels;
2. Unconvertible information or communications; or
3. Information that the organization does not control either directly or indirectly through a contractual relationship.

Unconvertible Information or Communications



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If it is determined, in consultation with the requesting party, that information or communications are unconvertible, the SSMRCA will ensure that the individual who made the request is provided with an explanation and a summary of the information.

The SSMRCA will classify information or communications as unconvertible where:

4. It is not technically practicable to convert; or
5. The technology required to make the conversion is not readily available.

Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.



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Title	AODA- Integrated Accessibility Standards Regulation – Design of Public Spaces
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AODA- Integrated Accessibility - Standards Regulation – Design of Public Spaces

Intent

This policy is intended to meet the requirements of the *Integrated Accessibility Standards, Ontario Regulation 191/11* for the *Design of Public Spaces Standard* set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to removing barriers in two (2) areas:

1. Buildings; and
2. Public spaces.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Beach Access Routes: routes that are constructed for public pedestrian use that provide access to public beaches from off-street parking facilities, recreational trails, exterior paths of travel and amenities.

Environmental Mitigation: activities that are intended to address any negative effects on the environment caused by the standard.

Environmental Restoration: activities that will benefit the environment.

Exterior Paths of Travel: refers to sidewalks and walkways designed and constructed for pedestrian travel and intended to provide a functional route from Point A to Point B, rather than a recreational experience.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Recreational Trail: a public pedestrian trail intended for recreational and leisure purposes.

Redeveloped: a planned significant alteration to a public space. It does not include maintenance activities, environmental mitigation or environmental restoration.

General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:



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- A. General Requirements
- B. Recreational Trails and Beach Access Routes
- C. Outdoor Public Use Eating Areas
- D. Outdoor Play Spaces
- E. Exterior Paths of Travel
- F. Off-Street Accessible Public Parking
- G. Obtaining Services

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA 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 SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to the SSMRCA's accessibility policies occur.

B. Recreational Trails and Beach Access Routes

Consultation on Recreational Trails

Prior to constructing or redeveloping a recreational trail, the SSMRCA shall consult on design elements with the public and persons with disabilities when required as per 4.0 Exceptions.

Technical Requirements for Recreational Trails



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Any newly constructed or redeveloped recreational trails will meet, and where possible exceed, the technical requirements of the Integrated Accessibility Standards, section 80.9 when required as per 4.0 Exceptions.

Technical Requirements for Beach Access Routes

Any newly constructed or redeveloped beach access routes will meet, and where possible exceed, the technical requirements of the Integrated Accessibility Standards, section 80.10 when required as per 4.0 Exceptions.

C. Outdoor Public Use Eating Areas

The SSMRCA is committed to ensuring that any newly constructed and/or redeveloped outdoor public use eating areas have a minimum 20% of tables that are made accessible in accordance with the Integrated Accessibility Standards, section 80.17.

D. Outdoor Play Spaces

Consultation

Prior to constructing or redeveloping an outdoor play space, the SSMRCA shall consult on the needs of children and caregivers with disabilities with the public and persons with disabilities.

Accessibility in Design

The SSMRCA will ensure that any new or redesigned outdoor play spaces incorporate various accessibility features (e.g. sensory and active play components) into their design and are constructed in accordance with the requirements outlined in the Integrated Accessibility Standards, section 80.20.

E. Exterior Paths of Travel

To ensure the health and safety of all pedestrians, any newly constructed or redeveloped exterior paths of travel will meet, and where possible exceed, the technical requirements of the Integrated Accessibility Standards, section 80.23, and where applicable, sections 80.24 – 80.28.



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Consultation on Rest Areas

Prior to constructing or redeveloping rest areas on exterior paths of travel, the SSMRCA shall consult on the needs of children and caregivers with disabilities with the public and persons with disabilities.

F. Off-Street Accessible Public Parking

Types of Spaces and Access Aisles

The SSMRCA will ensure that any newly constructed or redeveloped off-street parking facilities provide the following two (2) types of parking spaces available for persons with disabilities:

3. Type A – Parking space with a minimum width of 3.4 m; and
4. Type B – Standard parking space with a minimum width of 2.4 mm.

Access aisles will be provided for all accessible parking spaces and will meet the requirements of the *Integrated Accessibility Standards*, section 80.35.

Minimums

The SSMRCA will ensure that any newly constructed or redeveloped off-street parking facility meets, and where possible exceeds, the required number of accessible parking spaces based on the size of the lot. The number of accessible spaces will be aligned with the requirements specified in the *Integrated Accessibility Standards*, section 80.36.

Signage

The SSMRCA will ensure that the proper signage is provided for each accessible parking space. Type A parking spaces will have signage indicating van accessibility.

G. Obtaining Services

Service Counters

When constructing or replacing any service counters the SSMRCA will ensure that at least one (1) counter is made accessible in accordance with the *Integrated Accessibility Standards*, section 80.41.

Fixed Queuing Guides



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When constructing new fixed queuing guides, the SSMRCA will ensure that they are made accessible to people with various disabilities in accordance with the *Integrated Accessibility Standards*, section 80.42.

Waiting Areas

When constructing or redeveloping an existing waiting area, the SSMRCA will ensure that a minimum of 3% of the seating is made accessible. The SSMRCA will ensure that there will be at least one (1) accessible seat.

Exceptions

There may be times where it is not possible for the SSMRCA to meet all technical requirements as outlined within legislation. In these instances, the SSMRCA will strive to meet the requirements to the fullest extent to allow for accessible use with particular constraints as addressed in legislation.

Specifically, the exceptions listed below would exempt the SSMRCA from developing accessible trails where the landscape, terrain and biodiversity of a Conservation Area or Forest Management Property would prevent accessible trail development beyond simple nature trails.

As outlined in Section 80.15 of *O. Reg. 191/11: Integrated Accessibility Standards*: Exceptions to the requirements that apply to recreational trails and beach access routes are permitted where obligated organizations can demonstrate one or more of the following:

5. There is a significant risk that the requirements, or some of them, would adversely affect water, fish, wildlife, plants, invertebrates, species at risk, ecological integrity or natural heritage values, whether the adverse effects are direct or indirect.
6. It is not practicable to comply with the requirements, or some of them, because existing physical or site constraints prohibit modification or addition of elements, spaces or features, such as where surrounding rocks bordering the recreational trail or beach access route impede achieving the required clear width. *O. Reg. 413/12, s. 6.*

Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.



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Title	AODA- Integrated Accessibility Standards Regulation – Transportation
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AODA- Integrated Accessibility - Standards Regulation – Transportation

Intent

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of accessible employment services for persons with disabilities.

All transportation services provided by the SSMRCA shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats: include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Accessible Taxicab: a passenger vehicle that is an accessible vehicle and that is licensed as a taxicab by the municipality.

Accessible Vehicle: a passenger vehicle or a bus, other than a school bus, that is:

- Designed or modified to be used for the purpose of transporting persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities; and
- Operated by, for or on behalf of any person, club, agency or organization that holds itself out as providing a transportation service to persons with disabilities (either for compensation or not).

Conventional Transportation Service Provider: refers to public passenger transportation services on transit buses, motor coaches or rail-based transportation that operate only in Ontario.

Kiosk: an interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Mobility Aid: refers to devices used to facilitate the transport, in a seated posture, of people with disabilities.

Mobility Assistive Device: refers to a cane, walker or similar aid.



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Specialized Transportation Service Provider: refers to a designated public sector transportation organization described in paragraph 5 of Schedule 1 of the Integrated

Accessibility Standards Regulation that provides specialized transportation services that operate only in Ontario.

3.0 General Principles

In accordance with the Integrated Accessibility Standards, Ontario Regulation 191/11, this policy addresses the following:

- A. General Requirements
- B. Availability of Information on Accessible Equipment
- C. Non-Functioning Accessibility Equipment
- D. Accessibility Training
- E. Emergency Preparedness and Response Policies
- F. Support Persons

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

The SSMRCA will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Training Requirements

The SSMRCA 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 SSMRCA's policies, and all other persons who provide goods, services or facilities on behalf of the SSMRCA.



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Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to the SSMRCA's accessibility policies occur.

B. Availability of Information on Accessible Equipment

The SSMRCA will make current information regarding accessibility equipment and features of our vehicles, routes and services available to the public. This information will be provided in an accessible format, upon request.

C. Non-Functioning Accessibility Equipment

Where the accessibility equipment on one (1) of our vehicles is not functioning, the SSMRCA will ensure that it is repaired as soon as is reasonably practicable. Until such time, the SSMRCA will take all reasonable steps to accommodate persons with disabilities.

D. Accessibility Training

In addition to the general training requirements the SSMRCA will provide all employees and volunteers with accessibility training. Training will address:

- How to safely use accessibility equipment;
- The features of accessibility equipment;
- Acceptable modifications to procedures (e.g. equipment fails); and
- Emergency preparedness and response procedures.

Records

The SSMRCA will maintain a record of all training provided. Training records will include the dates on which training was provided and the number of people that were trained.

E. Emergency Preparedness and Response Policies

To ensure the safety of individuals with disabilities that use our transportation services, the SSMRCA will establish, implement, maintain and document emergency preparedness and response policies. These policies will be provided in an accessible format, upon request.

In addition, the SSMRCA will ensure that all publicly-available safety and emergency information (e.g. evacuation procedures, floor plans etc.) is provided in an accessible format or with appropriate communication supports, upon request.



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F. Support Persons

The SSMRCA will not charge a fare to a support person who is accompanying a person with a disability. The SSMRCA reserves the right to inquire about the nature of an individual's need for a support person.

4.0 Review

This policy will be reviewed regularly to ensure that it is reflective of the SSMRCA's current practices as well as legislative requirements.



SAULT STE. MARIE REGION CONSERVATION AUTHORITY

HEALTH & SAFETY PROGRAM MANUAL

Approved by the SSMRCA Board: December 18, 2018

Most recent revision: December 2021

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SECTION 1: POLICY STATEMENT AND RESPONSIBILITIES

HEALTH AND SAFETY POLICY STATEMENT

The purpose of the Sault Ste. Marie Region Conservation Authority (SSMRCA) Health and Safety Program is to provide the means whereby SSMRCA employees understand and practice safe working procedures in order to avoid accidents and injuries to themselves and others or property damage, and to help assure a safe, productive work atmosphere where safety and health are a priority and take precedence over urgency and production.

PROGRAM PRINCIPLES

- Adequate training in health and safety
- Adherence to current legislation and best practices
- Safety is the responsibility of the individual and the organization as a whole
- Commitment to a safe healthy work environment by SSMRCA Board Members and staff
- Discipline for unacceptable performance of health and safety procedures and duties

RESPONSIBILITIES

Responsibilities apply to every worker in the workplace. Individual responsibilities include, but are not limited to the following:

Worker

- Follow safe work procedures.
- Know and comply with all applicable regulations.
- Report any illness or injury immediately.
- Report unsafe acts and conditions.
- Participate in health and safety meetings.

Health and Safety Representative

- Convey health and safety concerns expressed by workers to management at monthly safety meetings or sooner when necessary.
- Advise all employees on health and safety matters.
- Co-ordinate health and safety activities.
- Provide or seek to obtain health and safety training for employees.
- Conduct research on special health and safety concerns.

First-Line Supervisor

- Enforce health and safety regulations.
- Correct unsafe acts and conditions.
- Ensure that only authorized, adequately trained workers operate equipment.
- Report and investigate all accidents and incidents.
- Inspect work areas for hazards.
- Instruct workers on safe work practices.
- Ensure equipment is properly maintained.
- Instill safety awareness in workers.
- Daily safety review, noting topics and recording of participating employees

Management

- Provide a safe and healthy workplace.
- Ensure appropriate equipment, materials and protective equipment or devices are available to workers and are properly maintained.
- Establish and maintain a health and safety program.
- Ensure that unsafe acts and conditions are corrected.
- Ensure workers are adequately trained
- Inspect all areas for hazards.
- Investigate all accidents, incidents and cases of occupational disease and report to the appropriate authority.
- Provide first aid supplies.
- Provide workers with health and safety information.
- Support supervisors in their health and safety activities.
- Enforce Health and Safety regulations.

Conservation Authority Board

- Every Board Member of the Sault Ste. Marie Region Conservation Authority shall take all reasonable care to ensure that the SSMRCA complies with the Occupational Health and Safety Act.
- The Sault Ste. Marie Region Conservation Authority Board must review and endorse the Health and Safety Policy Program on an annual basis.

SAFETY MEETINGS AND INSPECTION

- The Sault Ste. Marie Region Conservation Authority shall designate one worker to be a Health and Safety representative.
- Health and Safety meetings will be held on the first Monday of every month. All SSMRCA employees must attend the meeting.
- Safety meetings will be presided over by the SSMRCA General Manager or Assistant Manager and the Health and Safety Representative will be present to discuss any health and safety concerns that have been brought to their attention
- Staff members will present any additional health and safety concerns.
- Minutes (written notes) shall be taken at these meetings including staff attendance.
- All new safety issues and concerns, as well as past issues and concerns that have been rectified, shall be documented.
- The General Manager, Operations Foreman and the SSMRCA worker safety representative will conduct annual inspections of all work places.
- Monthly inspections will be conducted by the Operations Foreman along with the SSMRCA worker safety representative.
- A written inspection report will be prepared and signed by the SSMRCA worker safety representative. The inspection reporting form will be reviewed annually.
- Copies of the completed Workplace Inspection Recording Form will be:
 - Posted on the Health and Safety Board
 - Maintained on file by the Employer
 - Maintained on file by the Worker Health and Safety Representative
- Prompt corrective action shall be taken once a health and safety issue or concern has been brought forward.
- If the matter cannot be rectified immediately, a plan for its correction must be formulated and appropriate interim precautions undertaken.

SECTION 2: GENERAL SAFETY PRACTICES

INTRODUCTION

The purpose of this policy is to minimize the risk of injury in the workplace.

Hazards of concern include: inappropriate design or placement of office equipment or furniture, and poor, excessive, or inappropriate lighting, inadequate housekeeping, fire hazards and noise levels.

SAFE PRACTICES

Design for Health

Proper design and placement of office equipment and furniture can help reduce eye and muscle strain, back problems, and fatigue. Attention to design is especially important where workers repetitively use equipment such as computers or video display terminals.

Lighting

It is important that lighting is well designed and controlled in order to reduce eyestrain and stress and to improve the working environment for all office workers. Outside lighting during hours of darkness should be satisfactory for security as well as safety purposes.

Housekeeping

Regular general housekeeping can help prevent such hazards as unstable filing cabinets, slippery floors, dusty ventilation ducts, and tripping hazards. Hazard prevention measures include, but are not limited to, proper cleaning of the workplace, disposal of wastes and clean-up of spills.

Noise Levels

Maintaining noise control is important in open office areas where there is noise caused by telephones, printers, equipment, etc. While noise may or may not cause hearing damage, unnecessarily noisy conditions can cause annoyance, irritation, distraction and a lack of concentration, which may perpetuate accidents.

Ventilation

All SSMRCA workplaces must be adequately ventilated by either natural or mechanical means such that the atmosphere does not endanger the health and safety of workers. Proper ventilation will contribute to both the safety and comfort of workers at the SSMRCA.

Smoking

It has been proven that smoke can affect workers' health and well-being. Thus, in the best interest of SSMRCA employees and in compliance with Smoke-Free Ontario Act,

the Sault Ste. Marie Region Conservation Authority is a smoke-free environment. Any employees or visitors, wishing to smoke while at the Conservation Authority office, may only do so outside of the building as per City of Sault Ste. Marie By-Law 2003-7 and at a reasonable distance away from the doors. Staff are to follow the 'Drug and Alcohol in the Workplace' Human Resources Policy.

Office Safety Tips

- Keep desk and cabinet drawers closed when not in use.
- Avoid storing heavy articles on top of tall cupboards and cabinets.
- When lifting and/or moving a load that you can safely handle, ensure that you can see over and around it before proceeding.
- Walk, don't run, especially near corners.
- Know where to get first aid in the event of an emergency.
- Inform your supervisor of any situations or events that you consider unsafe.

Accommodation for Disabilities in Emergency Situations

As per the Accessibility for Ontarians with Disabilities Act, 2005, all employees must be given the opportunity to self-identify any needs they may have for support during an emergency situation.

All employees must be made aware of this opportunity and encouraged to indicate any special needs they may have during an emergency to the General Manager.

Together, the General Manager and the employee will develop a suitable accommodation protocol.

If this protocol involves the assistance of another person, written consent must be obtained by the General Manager from the employee to be accommodated to share personal information prior to any arrangements made with anyone designated to help them in an emergency.

This emergency response information should be reviewed when the employee changes work locations or when the employee indicates a change to accommodation needs.

SECTION 3: NON-CRITICAL INJURY REPORTING

This policy is a guideline to ensure that all non-critical injuries are thoroughly investigated to prevent recurrence and that the injuries are properly reported to the management of the SSMRCA within 24 hours.

Definition

For the purposes of this policy, non-critical injuries are those that

- Does not place any life in jeopardy
- There is no loss of consciousness
- No **substantial** loss of blood
- Involves injuries that are minor to moderate in nature such as fracture of fingers or toes, head injury with no loss of consciousness, cuts and burns

Application

The Non-Critical Injury policy applies with equal force to non-critical injuries to Sault Ste. Marie Region Conservation Authority employees, students, volunteers, as well as members of the public.

Reporting Time Limits

All fatalities and critical injuries must be reported immediately to the SSMRCA General Manager and the SSMRCA Operations Foreman. The Health and Safety Representative and/or General Manager shall record and keep on file the accident investigation report within forty-eight (48) hours of the injury.

Accident Investigation Report

A joint accident investigation must be conducted by the designated Health and Safety representative of the Health and Safety committee and the injured worker's supervisor. The General Manager shall act as a resource person for the preparation of the accident investigation report.

RESPONSIBILITIES

Workers at the Site

- Obtain appropriate assistance for the victim (e.g. ambulance).
- Assist in restoring breathing, if necessary, and control any bleeding.
- Secure the area. Do not disturb, destroy, alter or carry away any wreckage, article or thing at the scene until permission has been given by the General Manager, except for the purposes of maintaining utilities or transit services or to prevent unnecessary damage.
- If injured person is a SSMRCA employee, notify his/her supervisor immediately.
- If injured person is a member of the public, notify your supervisor immediately.

Supervisor

- Notify the General Manager immediately.
- Proceed immediately to the accident scene upon notification.
- Ensure that the accident scene is not disturbed until permitted by the General Manager.
- If not already notified, notify the designated Health and Safety Representative.
- Notify the victim's family, if possible.
- Assist the designated Health and Safety Representative and SSMRCA General Manager in the accident investigation.
- Document the results of the investigation, including the recommendations.

Health and Safety Representative

- Proceed to the accident scene upon notification.
- Ensure that the General Manager has been notified.
- Assist in the preparation of the SSMRCA's accident investigation report
- Report findings at the next staff Health and Safety meeting.
- Act as a resource for information about the accident.
- Compile the SSMRCA's accident investigation report and recommendations to prevent a recurrence.
- Forward copies of the accident investigation report within forty-eight (48) hours to:
 - Injured worker or individual
 - Designated Health and Safety Representative
 - Injured worker's immediate supervisor
 - Operations Foreman
 - SSMRCA General Manager

General Manager

- Ensure that all proper steps have been taken and all necessary parties have been notified.
- Ensure that the SSMRCA Board is notified.
- Ensure follow-up of any recommendations from the SSMRCA's joint accident investigation.
- Ensure that the injury investigation findings are included in the next Health and Safety meeting.
- Modify health and safety policies as required following the investigation.

REPORTING NON-CRITICAL INJURIES AFTER BUSINESS HOURS

The workplace supervisor or his / her designate shall immediately contact:

- The designated Health and Safety Representative.
- SSMRCA General Manager.

SEQUENCE OF NON-CRITICAL INJURY PROCEDURE

1. Attend to the needs of the injured employee(s) or individual(s).
2. Call an ambulance.
3. Secure the accident scene. Ensure that the accident scene is not disturbed.
4. Notify the following parties:
 - injured employee's immediate supervisor, if applicable
 - injured employee's family, if possible
 - designated health and safety representative
 - Operations Foreman
 - SSMRCA General Manager
5. Prepare and distribute an accident report
6. Implement recommendations of the accident investigation report

NON-CRITICAL INJURY REPORT FORM

Name of injured person: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Age: _____

(Check One) Staff: _____ Student: _____ Volunteer: _____ Member of Public: _____

Workplace: _____

Name of caller: _____

Time of call: _____ Date: _____

Time of accident: _____ Date: _____

Non-Critical Injury: Suspected: _____ Confirmed: _____

Brief description of accident: _____

Where did it occur: _____

Was any equipment /machinery involved? (if yes identify) _____

Has the injured person been transported to hospital?	Yes	No
	_____	_____
a) Via ambulance	Yes	No
	_____	_____
b) Via other	Yes	No
	_____	_____

Name of facility: _____

Describe condition of injured person: _____

Remember:

1. Do not disturb the accident scene until Supervisor receives clearance from the General Manager.

SECTION 4: CRITICAL INJURY REPORTING

INTRODUCTION

This policy is a guideline to ensure that all fatalities and critical injuries as defined by the Critical Injury Regulation made under the Occupational Health and Safety Act are thoroughly investigated to prevent recurrence and that they are properly reported to the Ministry of Labour within forty-eight (48) hours.

Definition

For the purposes of the Critical Injury Regulation under the Occupational Health and Safety Act, a critical injury is defined as an injury of serious nature 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, arm, hand, or foot, 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

Application

The Critical Injury Regulation applies with equal force to fatalities or critical injuries to Sault Ste. Marie Region Conservation Authority employees, students, volunteers, as well as members of the public.

Reporting Time Limits

All fatalities and critical injuries must be reported immediately to the Ministry of Labour, SSMRCA General Manager and the SSMRCA Operations Foreman. The Health and Safety Representative and General Manager shall send the joint accident investigation report to the Ministry of Labour within forty-eight (48) hours.

Preservation of Accident Scene

Section 51(2) of the Occupational Health and Safety Act requires that no one disturb, destroy, alter or carry away any wreckage, article or thing at the accident scene or connected with the occurrence until permission has been given by a Minister of Labour Inspector, except for the purposes of saving a life, maintaining essential utilities or public transportation services or preventing unnecessary damage to equipment or other property.

Accident Investigation Report

A joint accident investigation must be conducted by the designated Health and Safety representative of the Health and Safety committee and the injured worker's supervisor.

The General Manager shall act as a resource person for the preparation of the accident investigation report

Media Inquiries

No SSMRCA employees should release any information to representatives of the media (newspaper, radio, television, etc.) in attendance at the accident scene. Simply inform the media that an investigation is underway and direct the inquiry to the General Manager.

RESPONSIBILITIES

Workers at the Site

- Obtain appropriate assistance for the victim (e.g. ambulance).
- Assist in restoring breathing, if necessary, and control any severe bleeding.
- Secure the area. Do not disturb, destroy, alter or carry away any wreckage, article or thing at the scene until permission has been given by a Ministry of Labour inspector, except for the purposes of maintaining utilities or transit services or to prevent unnecessary damage.
- If injured person is a SSMRCA employee, notify his/her supervisor immediately.
- If injured person is a member of the public, notify your supervisor immediately.

Supervisor

- Notify the Ministry of Labour immediately.
- Proceed immediately to the accident scene upon notification.
- Ensure that the accident scene is not disturbed until permitted by the Ministry of Labour.
- Notify the SSMRCA General Manager
- If not already notified, notify the designated Health and Safety Representative.
- Notify the victim's family, if possible.
- Assist the designated Health and Safety Representative and SSMRCA General Manager in the accident investigation.
- Document the results of the investigation, including the recommendations.

Health and Safety Representative

- Proceed to the accident scene upon notification.
- Ensure that the Ministry of Labour has been notified.
- Assist in the preparation of the SSMRCA's accident investigation report as required by Section 51(1) of the Act. (O. Reg. 145/00, s. 6)
- Report findings at the next staff Health and Safety meeting.
- Act as a resource for information about the accident.
- Compile the SSMRCA's accident investigation report and recommendations to prevent a recurrence.

- Forward copies of the accident investigation report within forty-eight (48) hours to:
 - Injured worker or individual
 - Designated Health and Safety Representative
 - Injured worker's immediate supervisor
 - Operations Foreman
 - SSMRCA General Manager
 - Ministry of Labour

General Manager

- Ensure that all proper steps have been taken and all necessary parties have been notified, and specifically that the Ministry of Labour has been notified.
- Ensure that the SSMRCA Board is notified.
- Ensure follow-up of any recommendations from the Ministry of Labour report and / or the SSMRCA's joint accident investigation report to the Ministry of Labour.
- Ensure that any reports received from the Ministry of Labour regarding the accident are posted in the workplace.
- The General Manager, or the Communications Officer authorized by the General Manager, are the only people authorized to communicate with the media, should the members of the media request contact or want information.

REPORTING CRITICAL INJURIES AFTER BUSINESS HOURS

The workplace supervisor or his / her designate shall immediately contact:

- The Ministry of Labour at 1-800-268-6060 and report the critical injury or fatality.
- The designated Health and Safety Representative.
- SSMRCA General Manager.

SEQUENCE OF CRITICAL INJURY PROCEDURE

1. Attend to the needs of the injured employee(s) or individual(s).
2. Call an ambulance.
3. Secure the accident scene. Ensure that the accident scene is not disturbed.
4. Notify the Ministry of Labour
5. Notify the following parties:
 - injured employee's immediate supervisor, if applicable
 - injured employee's family, if possible
 - designated health and safety representative
 - Operations Foreman
 - SSMRCA General Manager
6. Prepare and distribute an accident report
7. Implement recommendations of the accident investigation report

CRITICAL INJURY REPORT FORM

Name of injured person: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Age: _____

(Check One) Staff: _____ Student: _____ Volunteer: _____ Member of Public: _____

Workplace: _____

Name of caller: _____

Time of call: _____ Date: _____

Time of accident: _____ Date: _____

Critical Injury: _____ Suspected: _____ Confirmed: _____

Brief description of accident: _____

Where did it occur: _____

Was any equipment /machinery involved? (if yes identify) _____

Has the injured person been transported to hospital?	Yes	No
a) Via ambulance	Yes	No
b) Via other	Yes	No

Name of facility: _____

Describe condition of injured person: _____

Remember:

2. Do not disturb the accident scene until Supervisor receives clearance from the Ministry of Labour.
3. Report this Critical Injury IMMEDIATELY by telephoning 946-8530 and / or FAX 946-8533.
4. For after regular business hours reporting to Ministry of Labour, call 1-800-268-6060.

SECTION 5: VIOLATION / RIGHT TO REFUSE UNSAFE WORK

VIOLATION OF HEALTH AND SAFETY RULES

It is the policy of the Sault Ste. Marie Region Conservation Authority to apply warranted discipline in a manner that is progressive and positive. All discipline shall be administered in conjunction with the immediate Supervisor and the SSMRCA General Manager.

Verbal Warning

Upon first violation of the health and safety standards, the employee will meet with his / her immediate supervisor and the following process will ensue:

1. The employee will be verbally informed by his / her supervisor that his / her behavior requires improvement in order to meet the established standards.
2. The employee will be made aware of the specific actions that led up to the verbal warning and the effects or potential effects of that performance or behavior on health and safety.
3. The employee will be given an opportunity to respond to the charge in the event that an honest mistake or naive gesture was made without intent.
4. In areas of continuing concern, such as performance, the General Manager will be consulted.
5. The supervisor will clearly explain to the employee, what the expected appropriate behaviour is and the designated time period within which such behaviour change / improvement is required. It will also be clearly explained, that should the employee fail, within the designated time frame, to meet the standards set during the meeting, the disciplinary process will continue—with the next step being a written warning, and if required a final warning or suspension, leading to possible termination of employment.
6. Immediately following the meeting, the discussion with the employee and areas where improvement is required will be documented. The date and time the meeting was held along with any personal observations made of the situation are to be included in the documentation. These notes must be kept in the personnel file for future reference, if required.
7. Once the designated time period has past, the employee's actions will be reviewed to determine whether compliance has occurred or if further action is required. The employee will be informed of the results of this review, whether or not continued discipline is required. Positive feedback will be provided if the problem has been corrected.

Written Warning

If, following the verbal warning, there is no satisfactory improvement on a permanent basis, a written letter of warning will be issued; however, the Supervisor must obtain approval from the SSMRCA General Manager before this process can be implemented.

1. The employee will be requested to attend a meeting with the Supervisor and the General Manager at which the employee's performance or behavioral problems will be addressed in a corrective rather than punitive manner.
2. The employee's performance or behavior will be discussed to highlight the various health and safety areas where the company standards are not being met.
3. Any factors, which may be interfering with the progress required in correcting the problem, will be discussed with the employee. The employee must be given the opportunity to express his / her understanding of the situation to ensure that he / she is aware of the potential for further disciplinary action in the event of continued substandard performance or behavior.
4. If after discussions with the employee, it is determined that discipline is to continue, the employee will be informed that a written letter of warning will be entered into his / her personnel file and that a copy of such letter will be sent to the employee, his / her supervisor and the General Manager.
5. The written letter of warning must be sent to the employee within 48 hours of the meeting.
6. A written account of the meeting with the employee will be documented by the Supervisor, signed where possible by the employee, co-signed by the General Manager, copied and attached to the employee's personnel file. In situations, where the employee refuses to sign the written account, the employee's Supervisor will make a notation on the documentation to such effect.
7. Following a designated review period, the Supervisor will reassess the problem and determine if any further action is required. The employee must be made aware of the evaluation by way of a follow-up meeting.

Final Warning or Suspension

If following the written letter of warning, there is no satisfactory improvement on a permanent basis, a final warning or suspension must be issued.

1. Prior to any action at this step, a meeting between the General Manager, the Supervisor, and the designated Health and Safety Officer will be conducted to ensure that this action is warranted and that the SSMRCA has done everything possible to provide the employee an opportunity to correct the problem.
2. The employee will be asked to discuss the continuing problem which has failed to be corrected and will be given a final opportunity to respond to concerns being raised.

3. If, after discussions with the employee, it is determined that discipline is to continue, the employee will be given a final written warning or suspension.
4. The Supervisor will make all attempts to ensure that the employee fully understands the seriousness of this step and that any further occurrences will result in termination of employment.
5. A documented account of this meeting will be kept by the Supervisor and General Manager, complete with the employee's signature where possible. This information will then be relayed by the General Manager to the SSMRCA Board.
6. The length of suspension, ranging from a ½ day to one week, will be based on the severity of the infraction and will be decided upon by the General Manager and the SSMRCA Board.
7. Where approval by the SSMRCA Board is not readily possible, yet immediate action is required, the Supervisor / Manager may suspend the employee pending further investigation, until the first immediate opportunity to discuss the situation with the Board and obtain approval for such action. The employee will not be entitled to payment for lost time due to suspension.

Termination

If, after continued counseling and discipline and being given every possible opportunity to correct the problem, the employee still fails to meet health and safety expectations and standards of the SSMRCA, the termination process will begin. The process commences with a meeting (where applicable) with the Supervisor, General Manager and the SSMRCA Board. Approval of the SSMRCA Board is necessary prior to any further action being taken at this stage.

The employee will be requested to attend a meeting with the Supervisor, the General Manager and the SSMRCA Board. If, after discussion at this meeting, the employee's reasons for unacceptable behavior are deemed unacceptable, a written notice of termination will be given immediately or delivered to the employee within 24 hours of the meeting. The meeting must be fully documented, and the General Manager must submit a copy of such to the SSMRCA Board. All related documentation will be retained in the employee's personnel file. Such a termination will be deemed "termination with cause".

HEALTH & SAFETY REFUSAL TO WORK

Introduction

Section 23 of the Occupational Health & Safety Act gives workers the right to refuse or to stop work where their health or safety or that of their co-workers may be in danger. This right applies to all workers of the SSMRCA.

The right may be exercised by a worker who has reason to believe that:

- A piece of equipment the employee is to use, is likely to endanger him / herself or another worker.
- The physical condition of the work place or the task the employee has been asked to perform is likely to endanger him / herself; or
- The piece of equipment the employee is to use, or the physical condition of the work place is in contravention of the Occupational Health and Safety Act or a regulation and is, therefore, likely to endanger the employee or another person.

RIGHT TO REFUSE UNSAFE WORK PROCEDURE

1. Where a worker has reason to believe that his / her health and safety are in danger, the worker will report this to the appropriate supervisor immediately, specifically stating the reason for the refusal.
2. The supervisor will immediately contact the designated health and safety representative. If this individual is not available another qualified employee trained in health and safety should be contacted.
3. The supervisor, worker and Health and Safety representative will investigate the concern as quickly as possible following the report. The worker, with the help of the Health and Safety Representative if necessary, will complete the first section of the "work refusal record" outlining the nature of the concern. The supervisor will complete part two of the form outlining the response to that concern.
4. The worker will then be asked to sign the form to indicate if he / she is satisfied with the response. If the worker is satisfied, the situation will be considered resolved and the form will be forwarded to the General Manager. If the worker is not satisfied, the supervisor will contact the Ministry of Labour directly and then notify the SSMRCA General Manager of the situation.
5. Pending the arrival of a Ministry of Labour Inspector, the worker refusing duties will be assigned other duties. Supervisors are reminded that the other duties assigned must be consistent with the person's normal job function and be such that the employee can be made readily available when the inspector arrives. These duties will be outlined on the form entitled "Work Place Inspection Form".

6. No assignment of another worker to the job refused shall be made without authorization from the Health and Safety representative. If this permission is given, section 4 of the form will be completed and signed by the second worker, the supervisor, and the Health and Safety Representative. If a second worker refuses the job, a new form shall be initiated.
7. The SSMRCA shall not dismiss or threaten to dismiss a worker, discipline, suspend or threaten to discipline or suspend a worker, impose any penalty upon a worker, or intimidate or coerce a worker because the worker has acted in compliance with the Occupational Health and Safety Act.

Right to Stop Work Jointly or Unilaterally

The Occupational Health and Safety Act gives employees the right to stop work jointly if, following consultation, they agree that dangerous circumstances exist. This is referred to as bilateral work stoppage. Furthermore, in certain specified circumstances, any employee may stop work. This is referred to as unilateral work stoppage.

Worker's Responsibilities

- Report hazards immediately when you become aware of them.
- When you feel that you must refuse a work assignment, notify your supervisor immediately and state clearly that the reason for refusal is safety related. A Work Refusal Form must be completed.
- When completing section 1 of the form, be as precise as possible about the reason for your concern. Consult with your Health and Safety Representative if you are having difficulty expressing the exact nature of the concern.

Health and Safety Representative Responsibilities

- Ensure that legal requirements and this procedure are adequately followed.
- Assist the worker where possible in identifying the nature of the concern, and the management action necessary to address the concern.

Supervisor's Responsibilities

- Ensure that this procedure is correctly followed.
- Complete documents clearly and precisely.
- Be open to the concern and be supportive of the worker to help him/ her identify the specific problem, recognizing that it is in the best interest of the company to resolve the situation without the involvement of the Ministry of Labour.
- Where re-assigning a worker, ensure that the new assignment is consistent with person's normal duties.

General Manager's Responsibilities

- Ensure that no action, comment, or process is initiated that may be considered by the worker as a threat, intimidation, or coercion.
- Maintain records of all work refusal situations on central file.
- Record all actions agreed to but not completed as a result of the work refusal. Confirm completion of other items.
- Where possible, attend the Ministry of Labour Inspector's investigation.
- Report on the situation to the SSMRCA Board.

SECTION 6: WORKPLACE VIOLENCE AND HARASSMENT **PREVENTION POLICY**

The Sault Ste. Marie Region Conservation Authority (SSMRCA) is committed to the prevention of workplace violence and harassment and is dedicated to providing a work environment in which all individuals are treated with dignity and respect. The SSMRCA will take whatever steps are reasonable to protect SSMRCA workers from workplace violence or harassment from any source.

Violent behaviour and harassment in the workplace is unacceptable from anyone. All workplace parties (managers, supervisors and workers) are expected to uphold this policy and to work together to prevent workplace violence and harassment.

The SSMRCA workplace violence program includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Workplace harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

All SSMRCA staff are encouraged to raise any questions or concerns about workplace violence or harassment with their immediate supervisor or the General Manager or at a monthly health and safety meeting. Further, staff are encouraged to report any such incidents or threats to their immediate supervisor.

Management will investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

No employee will be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence or harassment.

PURPOSE

This policy recognizes that workplace violence and harassment is a health and safety issue.

Workplace violence and harassment are considered serious misconduct and will not be tolerated in SSMRCA workplaces.

GOAL

- To provide a safe and hospitable work environment for SSMRCA employees free of workplace violence and harassment.
- To document and investigate reports of workplace violence or harassment in order to prevent a recurrence of a similar incident.

DEFINITIONS

Acts of workplace violence or harassment can be committed by anyone. This includes intruders, clients/customers, contract workers, workers, supervisors, managers, friends or family of employees.

Workplace violence may be in the form of:

Criminal intent – for example a thief coming into the workplace to steal money

Client / member of the public – for example an irate member of the public throwing something at a staff member

Worker-on-worker - for example a worker threatening to injure another worker, or one worker hitting another

Personal relationship – for example an ex-boyfriend coming into the workplace to injure his ex-girlfriend who is an employee

Workplace violence is defined as:

- the exercise or the attempt to exercise physical force against a worker, in a workplace, that causes or 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 a worker, in a workplace, that could cause physical injury to the worker

Workplace violence includes, but is not limited to the following:

bullying – an incident(s) or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people

weapons - possessing a weapon in the workplace

inappropriate pranks or horseplay

physical intimidation or assault – including stalking, hitting, shoving, pushing or kicking

domestic violence – a person who has a personal relationship with a worker, such as a current or former spouse or intimate partner or a family member, who may threaten, attempt to harm, or physically harm a worker in the workplace

threatening behaviour (either verbal, written or physical threats) – any expression of an intent to inflict harm, such as shaking fists, destroying property or throwing objects, including:

- **direct threats** – clear and explicit communication that distinctly indicates that the potential offender intends to do harm; such as “I am going to make you pay for what you did to me”
- **conditional threats** – communication involving a condition; such as, “If you don’t get off my back, you will regret it”
- **veiled threats** – communication involving bad language or behaviour that leaves little doubt in the mind of the victim that the potential offender intends harm such as “Do you think anyone would care if someone beat up the boss?”

Workplace harassment is defined as:

- engaging in a course of vexatious comments or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression that is known, or ought reasonably to be known, to be unwelcome
- harassment can involve unwelcome words or actions that are known, or ought to be known, to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It includes behaviour that intimidates, isolates or discriminates against the targeted worker(s)
- 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.
- workplace harassment often involves repeated words or actions or a pattern of behaviour.

Workplace harassment includes, but is not limited to the following:

- making remarks, jokes or innuendoes that demean, ridicule, intimidate or offend,
- displaying or circulating offensive pictures or materials in print or electronic form,
- bullying,
- repeated offensive or intimidating phone calls or emails, or
- inappropriate sexual touching, advances, suggestions or requests.

STATEMENT OF COMMITMENT

The SSMRCA will not tolerate nor condone workplace violence or harassment. Prompt and accurate reporting of violence or harassment incidents is required. The SSMRCA will undertake an investigation of all reported incidents of violence or harassment and will then take appropriate actions with perpetrators of workplace violence or harassment which may include disciplinary action up to discharge, counseling or work reassignment.

The SSMRCA will assist victims in every reasonable manner possible.

The SSMRCA will raise awareness through workplace training of personal safety issues.

NO REPRISALS

The victim is assured that there shall be no recrimination or reprisals, dismissal, discipline, intimidation or the imposition of any penalty because of a complaint of workplace violence or harassment. However, frivolous and/or vexatious use of this policy by any employee may result in disciplinary action up to and including discharge.

WORKER RESPONSIBILITIES

Workers shall not engage in or ignore acts of workplace violence or harassment.

SSMRCA employees are able to access the City of Sault Ste. Marie Employee Assistance Program for certain services as well as various other community agencies. Workers are encouraged to seek assistance from these agencies when experiencing stress or other personal difficulties that may contribute to workplace violence or harassment.

Workers shall report to his/her supervisor any incident where the worker is subjected to, witnesses, has knowledge of an act of workplace violence or harassment or has reason to believe that it may occur.

If a worker is a victim of an act of workplace violence or harassment, the worker should whenever possible:

- make it known to the offender that his / her conduct must stop immediately
- remove himself / herself from the situation
- avoid retaliation or further confrontation
- immediately report the incident to his / her supervisor

The worker shall discuss any incident of violence or harassment with his / her immediate supervisor. However, if the worker's immediate supervisor is the alleged offender, the worker shall discuss the incident with the next level of supervision or with

the Chair of the Board. Also, the worker should complete the Violence or Harassment Report form with his / her supervisor and forward it to the General Manager within five working days. If the General Manager is the alleged offender, the report should be provided to the Chair of the Board.

Workers are expected to cooperate with the subsequent Violence or Harassment investigation.

SUPERVISOR / GENERAL MANAGER'S RESPONSIBILITIES

Supervisors and/or the general manager shall communicate this policy to workers, take every precaution reasonable to prevent workplace violence or harassment and monitor the work area to maintain a safe and respectful environment.

When appropriate, a supervisor and/or the General Manager shall provide information to a worker about a person that may include personal information if the worker may encounter the person and may be exposed to physical injury.

Supervisors and/or the General Manager shall document and report any workplace violence or harassment of which they are aware, regardless of whether or not there was a complaint.

When a supervisor and/or the General Manager becomes aware of an act of workplace violence or harassment, then he or she shall take immediate corrective action whenever it is safe and practical to do so, such as:

- intervene immediately to correct and / or de-escalate the situation
- provide assistance to the victim and notify the Police when appropriate
- if necessary, evacuate the work area in a safe manner following the fire emergency evacuation procedure as indicated in Section 6 of the SSMRCA Health and Safety Program.
- if the incident results in a critical injury, the Critical Injury Procedures in Section 3 of the SSMRCA Health and Safety Program must also be followed.

If a supervisor is carrying out the above, the supervisor shall notify the General Manager as soon as possible and complete a Violence or Harassment Report form and forward the report to the General Manager. Otherwise, the General Manager shall complete a Violence or Harassment Report form.

The General Manager, with the assistance of the supervisor when appropriate, will implement the recommendation from a Violence or Harassment Report form marked as "Resolved".

GENERAL MANAGER'S RESPONSIBILITIES

The General Manager shall ensure that all reports of workplace violence or harassment are taken seriously and are dealt with appropriately.

The General Manager shall ensure that all victims of workplace violence or harassment are treated with respect and consideration and that the confidentiality of the victim is maintained, as reasonably as possible.

The General Manager shall strive to resolve the matter promptly, however any unresolved matters shall be brought to the attention of the Chair of the Board to initiate a Violence or Harassment Investigation.

The General Manager shall ensure that workplace violence prevention is considered in all office design or restructuring and shall bring to the attention of the SSMRCA Board should additional resources be required to physically modify a workplace based on the assessed risk in order to reduce or eliminate threats of workplace violence.

The General Manager shall review the Workplace Violence and Harassment Policy annually and ensure that a current copy is posted in the workplace.

TRAINING / INFORMATION

Training topics should include:

- awareness of the SSMRCA policy
- right to refuse work provision
- how to summon immediate assistance (if required),
- reporting procedure for incidents of workplace violence or harassment,
- how to identify unsafe circumstances,
- investigation procedure,
- it is everyone's responsibility to be safe
- any measures and procedures that are in place to protect workers from workplace violence.

VIOLENCE OR HARASSMENT INVESTIGATION PROCEDURE

Any Workplace Violence or Harassment Reports that cannot be resolved at the General Manager level will be forwarded to the Chair of the Board who will appoint Board Members, to work with the General Manager if appropriate, to investigate the incident.

The Violence or Harassment Investigation procedure shall be as follows:

- the victim(s) and the alleged offender(s) will be informed that an investigation is being conducted
- the investigation will begin with a review of all the relevant information, including the Violence or Harassment Report form

- the information and statements to be obtained as part of the investigation will include the following:
 - dates and times
 - name of alleged offender(s)
 - name of victim(s)
 - nature of violence or harassment
 - victim(s) and witness(as) statements – narrative
 - statement of alleged offender(s) – narrative
 - supervisor’s statement – narrative
- interviews will be held with the victim(s) and the alleged offender(s), as soon as possible, in order to establish respective views of the incident
- all witnesses will be interviewed
- the incident will be accurately and completely documented with findings discussed with the victims(s) and the alleged offender(s)
- the Violence or Harassment Investigation committee identified above will render a decision and advise the victim(s) and the alleged offender(s) of the outcome.

CONSEQUENCES OF WORKPLACE VIOLENCE OR HARASSMENT

A worker who commits an act of workplace violence or harassment will be subject to disciplinary action up to and including discharge. The process to determine disciplinary action will be similar to that of a violation of health and safety rules in Section 4.

For non-employees who commit an act of workplace violence or harassment, the SSMRCA may take action against the individual through civil court or any other legal means to protect SSMRCA workers and property.

RIGHT TO REFUSE

A worker may refuse to work if he / she has a reason to believe that he / she may be endangered by workplace violence. A worker cannot refuse to work on grounds of workplace harassment.

The work refusal steps are the same as the worker’s right to refuse unsafe work, namely:

- The worker reports the situation to his / her supervisor
- The supervisor investigates the concern in the presence of a SSMRCA worker Health and Safety representative. If these individuals are not available, the worker will be asked to select another worker to assist in the investigation of the safety concern.

- The worker remains in a safe place until the situation is resolved and is available to the supervisor for the purposes of the investigation.

CONFIDENTIALITY

The SSMRCA reserves the right to keep all documentation obtained during the course of the investigation confidential and it will not be disclosed to anyone other than those individuals designated by the SSMRCA Board to deal with the workplace violence or harassment issue or as may be required by law.

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

VIOLENCE OR HARASSMENT REPORT

WORKER (VICTIM) INFORMATION

Worker Name:

Worker's Age: _____

Sex: Male / Female

ALLEGED OFFENDER(S) INFORMATION

Alleged Offender(s) Name:

(Check One): SSMRCA Employee _____ Member of the Public _____

Offender's Age: _____

Sex: Male / Female

DETAILS OF INCIDENT – Form to be completed by the victim within five working days

Incident occurred on (day of week / date / time):

Incident reported on (day of week / date / time):

Who was incident report to:

Address / location of incident:

Witness(es) to incident: YES ___ NO ___ Witness Statement(s) Attached:

YES ___ NO ___

Names and address of witness(es):

Briefly describe what happened:

What was worker doing at the time of the incident:

What did the alleged offender(s) do:

What seemed to provoke the incident:

Medical Treatment received (if any):

TYPE OF INCIDENT – To be completed by the Supervisor / General Manager

Verbal Threat	_____	Harassment	_____
Written Threat	_____	Weapon	_____
Physical Assault	_____	Bullying	_____
Verbal Abuse	_____	Injury	_____
Threatening Behaviour	_____	Physical Intimidation	_____
Other (Describe) _____			

INCIDENT OUTCOME

Police Called _____ First Aid _____ Medical Attention _____ Lost Time _____

INVESTIGATION

Is this a second or repeat incident involving the same individual(s)?

Describe any possible contributing factors or other relevant information:

Did workplace conditions or workstation design contribute to the incident:

YES _____ NO _____

If YES, How so:

Results of Investigation:

Recommendation:

RESOLVED / NOT RESOLVED –

To be completed by the victim and supervisor/general manager

The above recommendation has: resolved my concern _____

not resolved my concern _____ *

Signature of Victim

Date

Signature of Supervisor / General Manager

Date

* If the concern is not resolved, this form must be forwarded to the Chair of the SSMRCA Board

Violence or Harassment Report Form

Hardcopies of the **Violence or Harassment Report Form** can be found in the SSMRCA Health and Safety Program Manual

or at

Sharepoint/ADMN2019/HS/Final_December2018_HealthandSafety_Program_approved.docx

SECTION 7: RETURN TO WORK POLICY AND PROCEDURE

Return to Work Policy Statement

The SSMRCA will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work-related injury or illness.

Purpose

The SSMRCA will make every effort to help an injured employee to stay at work (SAW) or to return to work (RTW). This procedure applies to all employees with an injury, illness or disability regardless of its cause, type or nature which results from absence from work.

Roles and Responsibilities

Employer

- Get first aid immediately, if needed.
- The employer arranges and pays for transportation for medical care, if needed.
- The employer pays wages for day of injury.
- The employer reports the injury/illness to the WSIB within three days if it
 - involves: health care treatment, time off work or lost wages using form 7.
- Investigate the accident.
- Contact your worker as soon as possible after the injury.
- Maintain communication throughout their recovery and return to work,
- Attempt to provide **suitable work**. In other words, work that:
 - Is safe and within the worker's (functional) physical capabilities
 - The worker has the skills to do (or can acquire the skills to do)
 - Restores the worker's pre-injury earnings as closely as possible.
- With the worker, develop a RTW plan following the injury using the functional abilities on the second page of the WSIB Form 8, issued to the worker by the initial treating practitioner.
- Document the RTW plan and provide a copy to the worker and WSIB.
- Provide a Return to Work package to the worker (doctor letter, Functional Abilities Form (FAF), date for meeting on return to work, letter to Health Professional, letter of offer) as applicable. Provide timelines to the worker for the prompt return of the Functional Abilities Form for ongoing treatment.
- Review the RTW plan to ensure it is current and reflects the worker's functional abilities. If changes are needed – revise the RTW plan, copy the worker and WSIB.
- Monitor the progress of the employee's modified duties through bi-weekly meetings with the employee and supervisor. Ensure medical follow-up is obtained at a pre-arranged schedule (as determined in the RTW plan).

Supervisor

- Advise the employee of the availability of transitional work and provide the required forms.
- Assist in the creation of and support the employee's RTW plan.
- Maintain communication with the employee on modified duties and monitor their progress and the effectiveness of the plan.
- Inform other employees in the department as may be required.
- Communicate and assist in the evaluation of the plan's effectiveness through regular meetings scheduled with the employee.
- Communicate with the injured worker regularly and, document the communication.
- Schedule bi-weekly sit-down meetings with the employee (injured worker), as appropriate.

Employee

- Report the injury to employer or supervisor.
- Get proper medical treatment immediately following a work-related injury or illness and follow the recommendations of the health professional.
- Return to work after the injury with the second page of the Form 8, to discuss functional abilities and workplace duties.
- Take RTW package provided by the employer to a health professional and return the FAF as soon as possible, as instructed by the employer, for medical follow-up appointments.
- Complete a Form 6 Worker's Report of Injury and return the Form 6 to the WSIB.
- Be in regular contact with the supervisor.
- Take an active role in developing a RTW plan.
- Communicate any concerns to the employer or supervisor.
- Obtain the necessary forms from the treating health care professional, as may be required, by the employer.
- Ensure that appointments with health care professionals are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- Co-operate with all requests for documentation as required by the WSIB and the Employer.
- Attend all scheduled RTW meetings.
- Communicate any changes / modifications needed to the RTW plan to the supervisor as soon as they are known.

Health Professional(s)

- Provide up to date functional abilities information, initially on the Form 8 or as requested on the Functional Abilities Form (FAF).

- Fill in the forms, as requested.

Workplace Safety and Insurance Board (WSIB)

- Process information on a timely basis to provide service and support to employer and employee
- Act as a resource regarding functional abilities, the suitability of modified work.

Reporting requirements to the WSIB

- Wage changes
- Changes in duties/duration of program
- Failure to cooperate; failure to provide required / requested information
- End of modified duties

Communication

Revisions or modifications of this procedure will be communicated to the supervisor. The supervisor will then communicate any revisions to their employees immediately, if required, or at the next scheduled team meeting. A quarterly summary of injuries / illnesses will be prepared by the supervisor and submitted to the employer for review and corrective action, as needed. This procedure will be reviewed annually. Only the employer has the authorization to make any changes to the procedure. The method of communication referred to in the RTW Plan includes phone, fax or written. Any phone contact must be documented. Employers, supervisors and employee (injured worker) are responsible for maintaining the documentation on the RTW plan.

Training

Employer will ensure that employees know and understand the RTW policy and procedure within 2 days of hire. This policy and the return to work process will be reviewed by all employees on an annual basis, or as required.

SECTION 8: ACCOMMODATION POLICY AND PROCEDURE

Accommodation Policy Statement

The Sault Ste. Marie Region Conservation Authority (SSMRCA) is committed to providing inclusive, barrier-free employment, facilities, and services that are free from discrimination as required under the SSMRCA's Workplace Violence and Harassment Prevention Policy, the Ontario Human Rights Code (Code) and the Accessibility for Ontarians with Disabilities Act (AODA).

The goal of the SSMRCA's Accommodation Policy is to foster an inclusive community and workplace. The SSMRCA will fulfil its duty to accommodate by promoting inclusive employment practices, facilities, and service provision, and by exploring accommodation for persons and/or groups who request it based on the prohibited grounds in the Code.

Application

This policy applies to all employment policies, programs, practices, systems, communications, the use of facilities, and provision of all SSMRCA services.

Principles

The SSMRCA recognises its duty to accommodate to the point of undue hardship and commits itself to an accommodation process that respects the Code principles of dignity and privacy, inclusion, and individualization.

The SSMRCA's commitment extends to all aspects of employment, use of facilities and the provision of services. Employment activities include: recruitment, assessment and selection, orientation, working conditions, promotion, training, performance management, career development, workforce transition, leaves of absence, return to work and redeployment. It also includes the purchase and management of information technology and communication systems, development and management of information services, decisions relating to real estate/property and purchases of internal fittings (e.g., chairs, desks, lights, etc.), and to the organization of conferences, seminars, and training. Accommodation of service recipients relates to all aspects of service delivery, including the provision of accessible and inclusive buildings, information, communications, systems, policy/program design and modifications, etc.

Systemic Assessments

The proactive review of existing policies, rules, practices, and procedures to identify and eliminate barriers to access and inclusion. Ensuring policies, standards and practices are barrier-free can minimize the need for individual assessments/accommodation.

Individual Assessment

Accommodation is assessed and delivered on an individual basis for persons who make their needs known. Each request must be considered individually in order to assess appropriate accommodation. Requests for accommodation must be dealt with in a timely manner so individuals can fully participate in all aspects of employment, use of facilities, and service provision, except where evidence does not support the need for accommodation or where undue hardship can be demonstrated.

Dignity and Privacy

Individuals must be accommodated in ways that respect their dignity and right to privacy. Information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of assessing and implementing accommodation options and solutions. The SSMRCA will comply with all privacy, confidentiality and security requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Inclusion

Ensures programs, policies, systems, facilities, services, etc. are designed and administered to foster the full integration of diverse individuals and groups protected under the Code.

Legal Obligations and Limits

Exploring accommodation is a legal obligation for all employers, facility and service providers under the Code and related jurisprudence; failure to explore requests for accommodation in good faith related to any of the Code's prohibited grounds may constitute discrimination and a breach of the Code. Even where it is determined that accommodation is not required, employers have a legal duty to fully explore every request for accommodation in good faith.

Definitions

Accessibility

Means access. It refers to the absence of barriers that prevent individuals and/or groups from fully participating in all aspects of employment and service provision. The term is often linked to people with disabilities and their rights to access.

Barriers

With respect to discrimination, it includes attitudes and designs that prevent people from fully participating in employment, use of facilities, and service provision. Individuals and groups can experience discrimination as a result of physical (building design), attitudinal (stereotypes or prejudices) or systemic barriers. Systemic barriers are formal or informal policies, practices or rules which, when applied in the same way to everyone, may have the effect of excluding or restricting the participation of some individuals, e.g., a work schedule or community meeting that conflicts with religious observance requirements.

Duty to Accommodate

The obligation of an employer, facility, and service provider to take steps to eliminate the disadvantage caused by systemic, attitudinal, or physical barriers that exclude individuals or groups protected under the Code from participating in all aspects of employment, use of facilities and service provision. There is a procedural obligation to explore all accommodation options, and a substantive obligation to implement an accommodation that is reasonable. Every accommodation request must be fully considered, and may be refused only if no Code-related need is substantiated or if undue hardship can be demonstrated.

Employee(s):

For the purpose of this policy, reference to “employee(s)” shall also be read to include volunteers and students.

Employment Accommodation:

1. **Universal Accommodation** – A proactive process of identifying and eliminating barriers for everyone. This can be done through the initial design of and/or modifying facilities, policies, programs, procedures and practices, and ensuring that potential barriers are identified and removed. In some cases, new policies, programs, procedures and practices are required to eliminate barriers and achieve equitable outcomes.
2. **Individual Accommodation** – An adaptation or adjustment that may be required to enable an employee to perform his or her essential job responsibilities effectively and/or a service recipient to participate in SSMRCA programs. For employees, this may involve purchasing equipment, modifying some duties or hours of the job, reassignment of the employee, or providing additional supports such as sign language interpretation. For service delivery, this may involve modifying facilities and programs, ensuring program delivery does not conflict with religious requirements/sincerely held beliefs, the provision of communications in alternative formats, making attendant care available, etc.

Protected/Prohibited Grounds

Protections in the Code, that every person has the right to equal treatment on the basis of the following: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, receipt of public assistance, sexual orientation, age, record of offences, marital status, family status, or disability.

Undue Hardship

Refers to the extent to which an employer, facility and/or service provider must attempt to accommodate the needs of an employee, job applicant and/or service recipient who has demonstrated that accommodation is required on grounds protected in the Code.

Bona fide accommodation requests require more than a minimal effort on the part of the SSMRCA. The SSMRCA must take all reasonable steps to determine if an employee, job applicant and/or service recipient can be accommodated. However, there are limits on how much the SSMRCA is required to do. If the SSMRCA can show that further efforts to accommodate would create undue hardship for it, the SSMRCA has met its legal obligations.

The three factors under the Code that can be considered in determining undue hardship are:

1. cost of the accommodation, i.e., whether or not the cost threatens the viability of the SSMRCA;
2. outside sources of funding, if any, i.e., whether the SSMRCA can access special funding, such as grants to alleviate some of the direct costs of the accommodation;
3. health and safety requirements, if any.

Roles and Responsibilities

SSMRCA Divisions:

- Providing accessible, inclusive, barrier-free employment (programs, policies, procedures, systems, practices), facilities and services that are compliant with Code and AODA requirements

Management and Human Resources:

- Managing the accommodation process by individually assessing requests in good faith, considering all options, resolving disagreements, and documenting, monitoring and evaluating employment, service and facility accommodation solutions
- Ensuring accommodation is incorporated into human resources policies, processes, practices, etc. (e.g., Strategic Recruitment)
- Providing confidential, neutral advice to any party (employee, management, job applicant, service recipient) involved in the SSMRCA accommodation process
- Investigating allegations/complaints of harassment/discrimination regarding the SSMRCA's duty to accommodate

Employees, Job Applicants & Service Recipients:

- Identifying needs and initiating requests for accommodation
- Providing evidence to support accommodation needs and to support the assessment of accommodation options/solutions
- Participating in good faith, in the assessment and implementation of accommodation solutions

Implementation

For more details on requesting and assessing accommodation requests, refer to the Accommodation Procedures and the relevant Guidelines.

ACCOMMODATION PROCEDURES

Introduction

The following procedures have been established so that employees/job applicants, volunteers, students, service recipients and SSMRCA management are familiar with their roles and responsibilities as they relate to the process of exploring and assessing requests for accommodation. These procedures should be read in conjunction with the **SSMRCA's Accommodation Policy**, and with the various guidelines created to address the particular accommodation principles established for responding to requests on the frequently cited protected/prohibited grounds of creed, disability, family status, gender identity/expression and sex (including pregnancy and breastfeeding).

Removing Systemic Barriers

Simple and cost effective accommodation solutions can be found when taking a systemic approach to identifying and removing barriers. However, such barriers are not always apparent and employees/job applicants and service recipients are encouraged to work with management to help identify existing and/or potential barriers.

Accommodation Procedures

1. Assessing and verifying the need for accommodation

Request:

Requester: Those requesting accommodation should focus on the functional limitations that are impacting their ability to apply for work, perform their job, or access SSMRCA services and facilities. For more details see **Understanding Functional Limitations** below.

Individual responding to request (Management, including supervisors and managers): If Management believes there is a need for accommodation not requested by an employee (i.e. they suspect an undisclosed disability), they have an obligation to initiate the accommodation process.

Management documents each stage in the accommodation process using the confidential form to **Request/Document Accommodation Plans**.

Functional Limitations:

Requester: Those requesting accommodation should focus on the functional limitations that are impacting their ability to apply for work, perform their job, or access SSMRCA services and facilities. For more details see **Understanding Functional Limitations** below.

Avoid focusing on preferred accommodation measures at this early stage.

Individual responding to request: Management will determine whether appropriate functional limitations have been identified in consultation with experts as necessary, and if not, will ask the requester to identify appropriate functional limitations. For more details see **Understanding Functional Limitations** below.

Supporting Documentation:

Requester: Requests for accommodation are required to include sufficient information, including objective documentation, to confirm the need for accommodation and the type(s) of accommodation required. Supporting documentation must be verifiable. Examples of verifiable documentation include: a letter from a treating physician identifying functional limitations or a court sanctioned custody agreement setting out child-care responsibilities.

Supporting documentation may not be required for those seeking accommodation on the grounds of gender identity and/or gender expression or creed.

Individual responding to request: Management will review the request and any documentation provided to support the need for accommodation. If the functional limitations are clearly identified and there are no concerns about the supporting documentation, the manager may meet with the requester to discuss accommodation options.

If the functional limitations are not clear and/or there is no supporting documentation, or if the manager has a concern with the content/source of the documentation, they will need to verify the functional limitations. See the '**Follow-up**' section below.

All supporting documentation will be considered strictly confidential.

Follow-up:

Requester: In many cases, the requester will need to provide additional information about their functional limitations after the initial request for accommodation.

Individuals should be prepared to answer questions about their functional limitations and/or provide (additional) documentary evidence.

Individual responding to request: Management may need to verify the identified functional limitations by consulting the employee/service recipient and/or seeking appropriate expertise. For example, management may ask the employee/service recipient for clarification, consult internally, and/or externally (e.g., approved legal counsel). Management questions and requests for additional information should be restricted to the individual's functional capacity and limitations, and the impact they have on the requester's ability to apply for work, perform their job or access SSMRCA services and facilities.

Assessment of Accommodation Request:

Individual responding to request: In some cases, Management may determine that there is insufficient evidence, or that the evidence does not support the need for accommodation. There **may** be no requirement for accommodation if:

- the request is not linked to a protected/prohibited ground in the policy or the Ontario Human Rights Code
- the requester refuses to provide supporting documentation
- the denial of the request does not impose burdens, obligations or disadvantages on the requester

- the functional limitations do not trigger the need for accommodation when reviewed against the essential duties of the job or service being provided
- evidence is received that contradicts the information provided by the employee/resident (particularly if it is received from a subject-matter expert)

Management must be able to demonstrate that the accommodation process was undertaken in good faith and must have evidence to support denying a request. Always consult with approved legal counsel (external) if it is suspected that accommodation is not required. See 'denying request' under section 4 below if evidence confirms that accommodation is not required.

2. Dialogue

Topics of Discussion:

Once the functional limitations are verified, the parties will explore the request further. They are expected to:

- discuss the employment or service related tasks/essential requirements that are impacted
- identify possible accommodation solutions and assess the effectiveness each would have
- identify any costs, benefits or detriments flowing from the alternatives
- discuss timeframes for review and implementation (accommodation plans must be reviewed at least annually)

Creativity:

Try to be creative and identify as many accommodation solutions as possible. Identifying numerous options at this stage will increase the likelihood of successful accommodation.

Identifying Preferred Measures:

Requester. The requester can identify the accommodation measure they prefer but must also be open to exploring other options that effectively accommodate their functional limitations.

Individual responding to request. Management should consider the preferred accommodation measure requested. However, if there is an equally effective accommodation solution, the SSMRCA may choose to proceed with the one that is the least costly, easiest to provide and/or a better fit with operations where it can demonstrate that it meets the need(s) of the requester.

3. Identifying and Implementing the Accommodation Solution

Interim Accommodation

In some cases, it may be necessary to provide interim accommodation while waiting for an accommodation to be put in place or while assessing and exploring a request for accommodation, (e.g., a manager may exempt an employee from some essential duties or arrange to have those duties performed by someone else on a temporary basis).

Assessing Options:

If there is evidence that an accommodation is required and Management determines that the accommodation can be made, it will then need to determine which accommodation option is most feasible. Factors to consider include:

- how well the option respects the dignity of the requester
- how the options compare in dollar value
- whether options are compatible with other systems or the operations of the division
- how difficult the option is to learn or if the requester has successfully used similar accommodations

Selecting Accommodation Measure:

Efforts must be made to ensure that the requester is not disadvantaged by the accommodation measure chosen. Management should choose the option with the least disruption to the requester. However, the circumstances may be such that accommodation cannot be provided without disruption to the requester. In those instances, the requester has an obligation to accept a reasonable accommodation offer. Some examples from the employment context are provided below:

There is no obligation on the part of the SSMRCA to pay for leave required as part of an accommodation (beyond existing leave provisions that form part of the employment contract, including sick leaves). The following are examples of types of accommodation-based leaves that are unpaid: leave required for religious observance; leave required to care for a dependent; or when a medical condition results in a permanent reduced work week. However, employees that require leave from work to accommodate their functional limitations must be provided options that limit the disruption to the employee, including flexible work hours where appropriate, using lieu time, using vacation or accrued sick leave (all with appropriate approval), or using leave without pay (often as a last resort). Consider whether the employee's preferred form of leave can be granted.

The SSMRCA is obligated to fully explore accommodation within an employee's own job. Accommodation outside of the employee's position (e.g., reassignment to a vacant position, if available) may be considered; for example, when the employee cannot perform the essential duties of the position and/or accommodation in the current position would create undue hardship. However, this does not mean that a new job must be created for an employee, nor does the application of this policy constitute a guarantee of continued employment. The SSMRCA is not obligated to accept substandard or less than competent performance from an employee once they have been accommodated.

Although the above are examples from the employment context, the principles also apply to accommodation of service recipients.

Implementation and Review:

Once the accommodation option has been selected the requester will be informed in writing. The chosen accommodation should be implemented as quickly as possible. In most cases it will be necessary to monitor the success of the specific accommodation. It is necessary to review, modify or upgrade accommodations as jobs; services; functional limitations and accommodation options change over time. Accommodations

may also need to be reviewed periodically to assess the impact on the operations of the work unit.

To meet legislative requirements and to ensure accommodation plans are implemented and reviewed consistently, accommodation plans must be reviewed on at least an annual basis.

4. Assessing Undue Hardship and/or Denying the Request:

The duty to accommodate does not create an endless obligation on the SSMRCA. Circumstances of the individual, the co-operation of the requester, the success of accommodation attempts, and (limited to the employment context) the ability to perform the essential duties of the job and performance difficulties will all be relevant to determining where the duty to accommodate ends.

The SSMRCA is not obligated to accommodate employees/service recipients in cases where it can demonstrate undue hardship. The Ontario Human Rights Code sets out three elements to be considered in assessing whether an accommodation would cause undue hardship:

1. Costs

- According to the Ontario Human Rights Commission, over two-thirds of job accommodation cost under \$500; many cost nothing at all. (Policy and guidelines on disability and the duty to accommodate, 2009).
- The determination of cost as an undue hardship is based on the circumstances of the organization as a whole and the nature of the accommodation requested. Costs for the SSMRCA as an employer must be significantly high to be considered an undue hardship. Such costs must be quantifiable and may include capital, operating costs, and the cost of re-structuring.
- Where immediate removal of large-scale barriers would cause undue hardship, the SSMRCA may phase in accommodation gradually. The SSMRCA will make every attempt to provide interim accommodations in such circumstances.

2. Outside Sources of Funding

- The availability of outside sources of funding may alleviate accommodation costs. The SSMRCA must first consider the availability of outside resources before claiming undue hardship. These resources could be funds that may be available to the individual only or directly to the SSMRCA and may be provided through government programs (i.e., programs to improve accessibility for persons with disabilities).

3. Health and Safety

- There may be some situations where a health or safety requirement, legislated or not, effectively excludes someone from employment/accessing SSMRCA services. However, it must be determined whether any health and safety requirement can be waived or modified or if alternatives can be found to protect health and safety.
- If Ontario health and safety laws do not allow a requirement to be waived, an equivalent safety measure may be used. You will need to explain the risks to the

individual if the risk of harm is only to the person making the request. If the accommodation contravenes health and safety legislation and places the person at significant risk, then undue hardship exists.

Imprecise calculations or assumptions about potential costs and/or health and safety implications are insufficient to demonstrate undue hardship. Objective evidence/data showing actual costs and/or actual health and safety impacts are required to meet the undue hardship threshold.

The following factors cannot be considered in determining whether the SSMRCA has reached the point of undue hardship: Business inconvenience or employee morale.

Denying request:

Requester. If a request for accommodation is denied and the individual believes the request has not been handled in accordance with the Accommodation Policy, a number of options are available for the individual:

- discuss the issue with senior management
- lodge a complaint with senior management
- submit a complaint to the Human Rights Tribunal of Ontario

Individual responding to request. Management must consult with approved legal counsel (external) if it assesses that there is no requirement to accommodate (as described under 'assessment' in section 1 above), there are no accommodation options or those proposed cannot be implemented without undue hardship.

Management will then notify the individual in writing with the reason for denying the request.

Understanding Functional Limitations

The following chart includes scenarios to help parties involved in the SSMRCA's accommodation process recognize what does and does not constitute a restriction/functional limitation. The document identifies common misunderstandings regarding the identification of restrictions/functional limitations.

Inappropriate Identification of Functional Limitation(s)	Appropriate Identification of Functional Limitation(s)
<p>Disability: I was just diagnosed with multiple sclerosis and my doctor said I can no longer do my job because it is too physically demanding.</p> <p>Comments: This statement does not identify the employee's functional limitations. Instead, it identifies a</p>	<p>No heavy lifting (above 35 lbs), no prolonged standing (more than 30 minutes), and frequent regular breaks (every 45 minutes)</p> <p>Comments: The above clearly identifies the employee's functional limitations. Management and the employee can review the limitations to determine if the employee's job can be modified to meet the</p>

Inappropriate Identification of Functional Limitation(s)	Appropriate Identification of Functional Limitation(s)
<p>proposed accommodation measure – removal from current position.</p> <p>In addition, those requesting disability accommodation are not typically required to disclose their medical diagnosis, but need to indicate (with a doctor’s note) how the disability-related functional limitation(s) impact their ability to engage in employment activities or access SSMRCA services/facilities.</p>	<p>medical restrictions. If not, it will need to be determined whether the employee is qualified for a vacant position that corresponds to the above restrictions.</p>
<p>Family Status:</p> <p>I need part-time hours so that I can take my father to medical appointments.</p> <p>Comments: This statement focuses on a preferred accommodation measure as opposed to identifying the functional limitation.</p>	<p>I need to take my father to regular doctor’s appointments on Tuesday and Thursday from 1pm-3pm.</p> <p>Comments: The above statement clearly identifies the functional limitations impacting the employee’s ability to perform their job. It allows Management and the employee the opportunity to explore whether accommodation is required, and if so, review all measures that effectively accommodate the employee’s restrictions. In fact, Management may be able to identify an accommodation measure that does not result in a loss of pay for the employee.</p>
<p>Creed:</p> <p>I cannot attend consultation meetings on the weekend as an accommodation.</p> <p>Comments: This statement does not provide enough information to trigger the SSMRCA’s Accommodation Policy. In particular, the individual does not link the request to a protected/prohibited ground in the policy.</p>	<p>I am a seventh-Day Adventist who observes the Sabbath from sundown Friday to sundown Saturday.</p> <p>Comments: This statement clearly links the request for accommodation to the prohibited ground of creed/religion. It provides sufficient information to trigger the accommodation policy. Of note, the actual functional limitation would not restrict scheduling a meeting on Saturday evening or Sunday.</p>
<p>Gender Identity/Gender Expression:</p> <p>I was invited to a job interview. I can attend the interview, but prefer to have the interview over the phone. Can you accommodate me?</p> <p>Comments:</p>	<p>I am so excited about my upcoming job interview with the SSMRCA. However, I am Transsexual and I’m worried about the way the interview panel members may perceive me. I don’t want to lose this opportunity because of who I am.</p> <p>Comments:</p>

Inappropriate Identification of Functional Limitation(s)	Appropriate Identification of Functional Limitation(s)
<p>This request neither identifies the protected/prohibited ground that is the basis of the request, nor does it provide a rational basis for the accommodation measure requested. In addition, this request identifies a preferred accommodation measure as opposed to any functional limitations.</p>	<p>This statement more effectively identifies the concerns the applicant has and the ways in which the human resources representative can provide support. Of note, the above scenario would not require a telephone interview. Instead, the applicant should be informed of the SSMRCA's human rights policies and procedures, as well as its commitment to respectful and equitable employment practices.</p>
<p>Sex – Pregnancy: I need to change my hours from 9am-5pm to 10am to 6pm because of morning sickness.</p> <p>Comments: Morning sickness is an episodic condition that often accompanies pregnancy. There is no rational connection between the request for a permanent shift change and the episodic nature of morning sickness.</p>	<p>I'm struggling with morning sickness and may not be able to get in every morning by 9am, but will make up the time on those days that I am late because of the nausea.</p> <p>Comments: This request appropriately indicates that the effects of morning sickness are sporadic in nature, and the need for accommodation will depend on the actual symptoms of the illness.</p>

Effective Date

December 1, 2021

Sault Ste. Marie Region Conservation Authority

Request/Document Accommodation Plans

Private and Confidential

Applicant Information:

First Name		Last Name	
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below.			
Single Name			
Street Number	Street Name		Suite/Unit Number
City/Town	Province		Postal Code
Telephone Number		Mobile Number	
Are you an employee of the SSMRCA? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate your: Work Location: _____		Position: _____	
Work Email: _____		Supervisor/Manager: _____	

Identifying the Accommodation Requirement*

*Please attach a letter if you require additional space

Is your request for accommodation linked to one or more protected/prohibited grounds in the SSMRCA's Accommodation Policy?

☐ Yes ☐ No

If yes, identify the protected/prohibited ground(s):

☐ Creed

☐ Disability

☐ Family Status

☐ Gender expression

☐ Gender identity

☐ Sex (including pregnancy and breast feeding)

☐ Other prohibited ground _____

A. If you are an SSMRCA employee:

What is the specific job duty/requirement you are unable to meet?

What is the barrier or restriction (functional limitation) that prevents you from meeting that job requirement?

B. If you are receiving service from the SSMRCA or using an SSMRCA facility:

What is the specific service or facility location you are unable to access?

What is the barrier or restriction (functional limitation) that prevents you from accessing that service or location?

C. If you are an SSMRCA job applicant:

What part of the job application process are you unable to fully participate in?

What is the barrier or restriction (functional limitation) that prevents you from fully participating in that part of the job application process?

Additional Information

Note that requests for accommodation are required to include sufficient information, including objective documentation, to confirm the need for accommodation and the type of accommodation required. Supporting documentation must be verifiable. Supporting documentation may not be required for those seeking accommodation on the grounds of gender identity and/or gender expression or creed.

See the Accommodation Procedures for more information.

Signature

Date (yyyy-mm-dd)

Office Use Only

Is there a link between the restrictions/functional limitations provided and a protected/prohibited ground (creed, disability, family status, gender expression/identity, sex, etc.)?

☐ Yes ☐ No

Have you reviewed the Accommodation Procedures?

☐ Yes ☐ No

Has the requester clearly identified their restrictions/functional limitations?

If no, identify questions to ask the requester and/or seek expert input from approved legal counsel as appropriate. Document questions and responses and attach to this form.

☐ Yes ☐ No

Has the requester provided adequate information/documentation that supports the requester requires accommodation?

☐ Yes ☐ No

If no, request supporting documentation and/or seek expert input

Note details of who was contacted and what expert input was provided. Attach details of all expert input to this form.

Restrictions/ Functional Limitations

What task(s) or service need(s) are impacted by the restrictions/limitations?

Is the task or service essential? What modification options would ensure the individual is able to perform the task or access the service?			
Is accommodation required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, contact the requester to discuss accommodation options. Continue to document the process including the steps identified below. If no, Consult with approved legal counsel (external).			
Description of Accommodation Measure(s):			
Requirement(s) or task(s) requiring accommodation			
Objective of the accommodation			
Accommodation strategies & tools to facilitate task(s)			
Costs (if appropriate)			
Roles & Responsibilities:			
Outstanding actions to implement accommodation			
Assigned to: (name/position)			
Due date (yyyy-mm-dd):			
Timeline: Start Date (yyyy-mm-dd) _____ End Date (yyyy-mm-dd) _____ Review Date (yyyy-mm-dd) _____			
Is this plan prepared for an employee with a disability who requires workplace emergency response information? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate date when emergency response information provided to employee: _____			

If an employee, has the requester been provided with an individualized accommodation plan and signed off on the plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Manager's Signature	Date (yyyy-mm-dd)
Requester's Signature	Date (yyyy-mm-dd)

Notice of collection

The personal information on this form is collected under the authority of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, Chapter 11, Ontario Regulation 191/11, Integrated Accessibility Standards, s. 28, the Ontario Human Rights Code, R.S.O. 1990, Chapter H. 19, Part I and the SSMRCA Accommodation Policy. The information is used to assess and respond to requests for accommodation, and to document individualized accommodation plans. Questions about this collection can be directed to the General Manager, Sault Ste. Marie Region Conservation Authority, 1100 Fifth Line East, Sault Ste. Marie, Ontario, P6A 6J8 or by telephone at 705-946-8530 x 1005.

SECTION 9: FIRE SAFETY PROCEDURES

INTRODUCTION

The Sault Ste. Marie Region Conservation Authority has developed a plan suitable for each of its locations. A copy of the SSMRCA Health and Safety Program, complete with Fire Safety Procedures is provided to each member of management. All staff must be made aware of the Fire Safety Procedures and these procedures must be posted at each exit in each building.

RESPONSIBILITIES

The Sault Ste. Marie Region Conservation Authority is responsible for preparing a Fire Safety Plan and ensuring that its buildings and facilities comply with the provisions of the fire code.

The SSMRCA will assign a warden to be responsible for ensuring that a fire evacuation plan is posted in prominent places. This document will show the routes of evacuation to be followed from different locations in the building should staff, or occupants, be required to leave the building because of fire. The appointed warden may, or may not be, a member of the Health and Safety Committee (if a committee exists), but should be a worker member, not management. This appointee will assign other staff to assist him / her in the conduct of an evacuation.

Management personnel are directly responsible for ensuring that their employees are protected against fire. All staff shall be instructed in all aspects of the Fire Safety Plan.

Management Responsibilities

- Designate and train the fire warden and assistants to act in the fire warden position during the fire warden's absence from the building. Ensure that vacant positions are reassigned immediately. Ensure that the warden is in complete charge regarding fire safety matters.
- Educate and train all staff in the use of fire safety equipment and in the actions to be taken under the Fire Safety Plan.
- Ensure that the fire warden and assistant(s) survey the building to determine the number of exits available in each area and the location of any temporary areas of refuge.
- Ensure that the fire warden and assistant(s) understand the operation of the fire protection systems, fire alarm system and voice communication system.
- Ensure that the fire warden and assistant(s) prepare and post in each department / building section, a chart showing the location of the fire extinguishers and a fire exit route map indicating the primary and secondary exits to be used in the event of an evacuation.

Fire Warden Responsibilities (In the Event of a Fire)

- Dial 911 and notify the fire department of the fire emergency.
- Supervise the evacuation of the occupants.
- Where applicable, ensure one-way movement away from the fire source and out of the building.
- Upon arrival of the fire department, inform the fire department of the condition of the building and co-ordinate the efforts of supervisory staff with those of the fire department.

Employee's Responsibilities

- Keep hallways, passageways and exits clear of obstructions and combustible refuse at all times.
- Ensure that electrically powered equipment, especially coffee makers and kettles, are shut off when not in use, and especially at closing time.
- Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlets and lamp wire for permanent wiring.
- Do not overload electrical circuits.
- Be familiar with the exit closest to you and the next best alternative to use in the event of fire or evacuation. The fire warden or his / her assistant will advise you in advance, to which location you should proceed in the event of a fire.
- Be familiar with the location of the fire extinguishers.
- In the event of a fire:
 - Warn co-workers and immediately call the Fire Department at 911.
 - Know the correct address (SSMRCA office/workshop – 1100 Fifth Line East)
 - If you hear a fire alarm, do not stop and hesitate to speculate its cause – leave the building immediately, in a calm manner.
 - Do not stop to pick up personal belongings.
 - Proceed to the exit closest to you and stay with the other employees at the spot designated to you by the Fire Warden.
 - Do not re-enter the building until you have been advised to do so by the fire warden, who will be advised by the Fire Department.
 - Always be aware of fire safety and ensure potential fire hazards are immediately reported to your supervisor.

FIRE DRILLS

Fire drills shall be conducted on a semi-annual basis at the main office and work shop.

Following each drill, all persons of delegated responsibility should attend a debriefing to report on their actions and the reactions of the occupants. A record of participants should be retained.

Maintenance of Fire Safety Equipment

Facilities and equipment including fire extinguishers are to be maintained on a regular basis. A record/ log of inspection and maintenance must be kept. The record shall include the date the inspection was conducted, who conducted the inspection, the results of the inspection and details describing maintenance required and performed. The General Manager is responsible for ensuring that the log and equipment is maintained.

SECTION 10: HAND TOOLS / POWER TOOLS

INTRODUCTION

This policy provides an outline of safe work practices and procedures for hand tools and power tools, used by Sault Ste. Marie Region Conservation Authority (SSMRCA) staff.

EQUIPMENT USED

The following section lists some of the tools used by SSMRCA staff.

Chopping / Cutting Tools: axes, knives, loppers, shears, Swedish brush axe, pole pruners, pole saws, hand saws, brush saws, chainsaws.

Log Handling Devices: cant hooks, carrying bars, felling levers

Wedges / Chisels / Drills: augers and bits, chisels, drills, wedges

Hammers / Mauls / Shovels / Sledges: brooms, mallets, rakes, shovels, spaces, sledge hammers

Load Controlling Devices and Components: carabineers, chain falls, come-a long, lowering devices, pulleys, slings, tackle blocks, lanyards, ropes, harnesses.

Ladders: step ladders, extension ladders, elevated platforms, scaffolding

Hand Power Tools: drills, sanders, saws, skill saws, jigsaws, reciprocating saws, routers, planers.

WORK PRACTICE GENERAL INFORMATION

- Equipment hazards of concern include: climatic conditions, ergonomics, electrical and mechanical hazards.
- Appropriate protective equipment must be worn. This may include hardhats, safety boots, safety vests, hearing and eye protection, and other protective equipment as required.
- All use, inspection and maintenance of tools and equipment must adhere to the manufacturer's instructions where applicable.
- All appropriate limits of approach to electrical apparatus must be maintained.
- Guards and sheaths should be used to protect sharpened edges of knives, blades or chains etc. when storing or transporting.
- Gasoline, oil and gas-powered equipment must be stored separately from other tools and in a well-ventilated area.
- Rigging equipment must be labeled with the appropriate working loads.
- Power cords for electrical tools must be monitored to ensure they are not cut, frayed or have loose connections. Power cords must always be kept away from water.

- Equipment and tools are to be inspected daily before use, for loose handles, cracks, defects, loose bolts, sharpness, frayed cords, electrical connections, and other potential problems.
- The correct hand tool(s) and equipment must be selected for all jobs.
- Hand tools and equipment that have been made unsafe by damage or defect must not be used.
- Workers must maintain a safe distance from each other when using hand tools and equipment.
- Hand tools and equipment must be properly stored or placed in sight, out of the immediate work area, when not in use.
- Extension cords must be inspected for cuts, frayed ends, and loose connections.

PROPER EQUIPMENT USE

Chopping Tools

- Chopping tools that have loose or cracked heads or splintered handles shall not be used.
- Chopping tools should not be used while working aloft.
- Chopping tools shall be swung away from the feet, legs, and body, using the minimum force practical for control.
- Chopping tools shall not be used as wedges or used to drive metal wedges.
- A secure grip, firm footing and clearance of overhead hazards shall be maintained when swinging chopping tools
- Manual pole pruners, pole saws, and other similar tools with poles made of metal or other conductive material shall not be used in operations where electrical hazards exist.
- Structurally damaged poles shall be removed from service.
- When tools are not in use they shall be stored properly and not left on the ground or placed in such a way that they may cause an injury.

Log Handling Devices

- Cant hooks must be firmly set before applying force.
- Tools with cracked, splintered, or weakened handles shall not be used.
- All workers must be warned and be a safe distance away before logs are moved.
- All workers must stand to the rear and uphill when rolling logs.

Wedges / Chisels / Drills

- Wedges and chisels must be inspected for cracks and flaws before use.
- Wedges and chisels must be properly pointed and tempered. Tools with mushroomed heads shall not be used.

- Eye protection must be worn during impact operations.
- Only wood, plastic, or soft-metal wedges shall be used to stop binding while operating chain saws.
- Wood handle chisels should be protected with a ferrule on the striking end.
- Wood, rubber or high-impact plastic mauls, sledges or hammers should be used when striking wood handle chisels or gouges.

Load Controlling Devices and Components

- Approved harnesses, safety lines or lanyards shall be worn to protect workers when working aloft.
- Approved climbing harnesses must carry a date stamp to show they are not expired.
- Ropes and climbing equipment shall be stored and transported in such a manner to prevent damage through contact with sharp tools, cutting edges, gas, oil, chemicals or ultraviolet light.
- Rope ends shall be finished in a manner to prevent unraveling.
- Workers shall inspect ropes, lanyards, and other climbing equipment for damage, cuts, abrasion, and/or deterioration before each use and shall remove it from service, if signs of excessive wear or damage are found.

Ladders

- Ladders made of metal or other conductive material shall not be used where electrical hazards exist.
- Ladders shall conform to the appropriate CSA standard.
- Workers must ensure that the appropriate grade of ladder is used.
- All ladders must be inspected before use.
- Cleats, metal points, skid-resistant feet, lashing or other effective means of securing the ladder must be used when there is danger of slipping.
- Ladders shall be supported while in storage to prevent sagging. Except when on mobile equipment, ladders should be stored under suitable cover, protected from the weather, and kept in a dry location away from excessive heat.
- Ladders shall not be used as bridges or inclined planes to load or handle logs or other material.
- The appropriate 4 to 1 ratio of vertical height to distance from base must be maintained.

Hand Power Tools

- Hand power tools include drills, sanders, saws, table saws, jigsaws, reciprocating saws, routers and planers
- All power tools are to be inspected before use for loose parts, missing safety devices (such as blade guards), frayed or cut electrical cords or other potential problems.

- Workers shall use the proper tools for the job.
- Workers shall ensure that the control / power switch of the tool being used is in the off position before the tool is plugged in to the power supply.
- Workers must wear appropriate protective equipment, including hardhats, hearing and eye protection, safety foot wear, protective gloves, etc. when operating hand power tools.

SECTION 11: CONFINED SPACES

INTRODUCTION

A confined space is a space that has restricted access or egress and which, because of its construction, location or contents or work activity therein, a hazardous gas, vapour, dust or fume or an oxygen-deficient atmosphere may occur. A worker must not enter a confined space unless the following precautions are undertaken.

MANDATORY WORK PRACTICE INFORMATION

No worker shall enter a confined space unless:

- there is a means of egress / exiting from the parts of the confined space that are accessible to workers
- all mechanical equipment in the confined space is disconnected from its power source and locked out
- all pipes and other supply lines in the confined space that have contents that are likely to create a hazard are blanked off, and
- the confined space is certified to be safe for workers as per the following procedure.

To certify a confined space to be safe for workers, a competent worker shall test and evaluate the confined space before a worker enters in, to determine whether it is free from hazard to a worker while the worker is present in it and as often as necessary to ensure that it remains free from hazard. The worker who performs the tests shall certify in writing whether the confined space may endanger a worker. The employer shall keep a permanent record of the results of all tests performed on a confined space.

No worker shall enter a confined space in which there is, or is likely to be, a hazardous gas, vapour, dust, mist, smoke or fume or an oxygen content of less than 18 % or more than 23%, measured at atmospheric pressure, unless:

- the confined space is purged and ventilated to provide an atmosphere which does not endanger workers and measures necessary to maintain the atmosphere shall be taken.
- suitable arrangements shall be made to remove a worker from the confined space should assistance be required.
- when a worker is present in the confined space, another qualified trained worker shall be stationed outside it and shall not be assigned any other tasks other than monitoring, supporting and assisting the worker in the confined space as required.
- if the person stationed outside the confined space is not adequately trained in artificial respiration, a person so trained shall be conveniently available.

A worker may be present in a confined space that is not purged and ventilated, and for which no certificate as described above has been issued confirming the confined space to be safe, only if the following precautions are undertaken:

- A worker in a confined space shall use suitable protective breathing apparatus and full body harness securely attached to a rope. The free end of the rope must be securely attached to a fixed support located outside the confined space and that is being held by a qualified trained worker outside the confined space who is equipped with an alarm.
- A means of communication between a worker in the confined space and the worker outside it shall be provided.
- A person trained in artificial respiration and equipped and able to perform rescue operations shall be readily available outside the confined space while a worker is inside it.
- A competent worker shall inspect all equipment mentioned above as often as is necessary to ensure that it is in working order.

No worker shall enter or be present in a confined space that contains or is likely to contain explosive or flammable gas, dust, mist, or vapour.

SECTION 12: BRUSH SAW (CLEARING SAW)

Introduction

This section provides an outline of safe work practices for the operation of a brush saw (also known as a clearing saw).

Equipment hazards of concern include mechanical, body mechanics and electrical.

MANDATORY WORK PRACTICE INFORMATION

- Protective equipment, including a hardhat, hearing and eye protection and foot protection must be worn when operating a clearing saw.
- All equipment must be inspected daily, before use. Inspect for loose handles, cracks, defects, loose bolts, sharpness, frayed cords, electrical connections and other potential problems.
- All use, inspection and maintenance of tools and equipment must adhere to the manufacturer's instructions where applicable.
- Gasoline, oil and gas powered equipment must be stored separately from other tools.
- All workers must maintain a distance of 10 meters away from the operator.
- Cold saws must be started on the ground.
- Warm saws must be started on the ground or with the assistance of a second person.
- An operator must not attempt to start a saw while the saw is attached to his / her back.
- All brush must be monitored for falling direction and potential hazards such as electrical conductors.
- Brush greater than 10 cm (4 inches) must not be cut with a brush saw.

Equipment Inspection

Inspect equipment for:

- Cracks
- To ensure that the blades are sharp
- The set of blade is appropriate
- Adjust clearing saw harness for saw so that the saw blade will not contact the feet of the operator.
- Inspect personal protective equipment, including hardhat, hearing and eye protection, and foot protection.

Site Inspection

Inspect and set barriers for:

- Electrical conductors
- Terrain
- Brush height
- Brush size

Starting the brush saw

- Ensure the saw blade is not touching the ground or obstacles.
- Maintain a firm grip on the saw.

Cold Start Method

- Start the saw on the ground following the manufacturers' instructions.

Warm Start Method

- With the assistance of a second person, a saw may be started on the back of an operator. Once the saw starts, the assistant is to move away from the operator.
- If an operator is starting a saw alone, he / she must remove the saw from the harness and start the saw on the ground.

Procedures for cutting

Before cutting begins:

- Monitor the blade location.
- Ensure all workers maintain a 10 meters distance away from clearing saw operator.

When cutting with the brush saw:

- Do not cut brush above shoulder height.
- Do not cut brush with a diameter greater than 10 cm (4 inches).
- Constantly monitor terrain to ensure good traction and footing while cutting.
- Cut with the appropriate side of the blade; refer to the manufacturer's instructions.
- Ensure that the blade is operating at full speed before cutting.

SECTION 13: CHAINSAW

Introduction

This section provides an outline of safe work practices for the operation of a chainsaw. Only SSMRCA employees who have successfully completed a Chainsaw Safety Training Course, and who have provided confirmation of completion of this training to the General Manager, can operate a chainsaw. The use of a chainsaw without confirmation of successful completion of the Chainsaw Safety Training Course is strictly prohibited.

Equipment hazards of concern include climatic conditions, electrical, ergonomics, gravity, mechanical, pedestrian, vehicular, terrain.

Mandatory WORK PROCEDURE Information

- Protective equipment must be worn, including a hardhat, hearing and eye protection, foot protection, gloves and cutting pants.
- Equipment and tools must be inspected daily and before use. Inspect for loose handles, cracks, defects, loose bolts, sharpness, frayed cords, electrical connections and other potential problems. The chainsaw must be in safe operating condition.
- All tool and equipment use, inspection and maintenance must adhere to the manufacturer's instructions where applicable.
- The chainsaw must have a chain that minimized the possibility of a kickback and a device which will effectively stop the chain in the event of a kickback.
- The chainsaw must be held firmly when being started and held firmly by both hands when being operated.
- The chain must be stopped when not cutting.
- All appropriate limits of approach to electrical apparatus must be maintained.
- Guards and sheaths should be used to protect sharpened edges of knives, blades, chains etc. when storing or transporting.
- Gasoline, oil and gas-powered equipment must be stored separately from other tools.
- Rigging equipment must be labeled with the appropriate working loads.
- Workers must maintain a distance of 10 meters away from the chainsaw operator.
- Hand tools and equipment must be properly stored or placed in sight out of the immediate work area when not in use.

Equipment inspection

Inspect for:

- Loose handles, loose bolts, cracks or defects.
- Proper saw chain adjustment
- Saw chain properly sharpened
- Fuel tank-full with the proper mixture of fuel
- Bar oil reservoir full
- All personal protective equipment which must be worn including hardhat, hearing and eye protection, foot protection, gloves and cutting pants

Site inspection

Inspect and set barriers for:

- Electrical conductors
- Observe and be aware of terrain differences; take note of all-natural barriers that may block escape routes.
- Be aware and stay clear of all overhead hazard trees or branches.
- Ensure that equipment and workers in the area are clear of the cutting zone.
- Ensure that work area is adequately defined to restrict public access during cutting.

Starting the chainsaw

- Ensure that the protective cover is removed and that the saw chain is not contacting the ground.
- Always maintain a firm grip on the chain saw when starting.
- Follow the manufacturer's instructions for cold or warm start settings.
- Always use the safety brake as recommended by the manufacturer.

Procedures for cutting

- Constantly monitor the terrain to ensure good traction and footing while cutting.
- Do not cut above shoulder height.
- Always be aware of coworkers' location and that a proper safety zone is being observed.
- Carefully monitor the lean of the tree, and the possible influence of wind or other factors.

SECTION 14: HAZARD TREE POLICY

The Sault Ste. Marie Region Conservation Authority is committed to providing a safe environment for the public utilizing its lands and neighbouring property owners. Trails and other designated recreational areas are a priority based on the level of use but all locations with potential to impact the public are to be considered.

INTENT

This policy is designed to guide the scope to identifying Hazard Trees and outline the basic approaches to be taken in managing hazard trees.

SSMRCA will take reasonable steps to maintain the safety of its lands for the public and its staff from trees that are identified as 'hazards'. SSMRCA will strive to maintain the safety of its lands frequented by the public from potentially hazardous trees.

DEFINITION

Hazard Tree – a tree that has been identified as having a potential structural failure and may be an imminent threat to persons or could cause property damage. It is important to remember that all trees have some risk involved and that any tree may fail under certain conditions.

Designated Trail – a trail recognized or designated on SSMRCA mapping products that are frequented by the public.

Undesignated Trail – a trail or path used by the public that has not been recognized as a designated trail on CA mapping products. These trails may have been developed unofficially through continued use by the public over time.

POLICY

Within a reasonable time period of the reporting of a potential hazard tree, field staff will conduct an inspection of the reported tree and the immediate area. The Tree Inspection Report (Appendix 1) will be completed.

The inspection report will recommend actions. The following considerations will be taken into account before action is taken:

- 1) Is the tree on Conservation Authority property?
- 2) Is the tree affecting Conservation Authority property?
- 3) Is the tree on a designated or undesignated trail?
- 4) Is the tree affecting any structures either CA or private property?
- 5) Is the tree present in a normally high use area, such as picnic area or gathering place?
- 6) Is the tree accessible?

Options available for Action:

- Referral – the tree is not on SSMRCA property nor is it affecting SSMRCA property, a referral to the private property owner or municipality will be completed
- No Action Required – the tree is either not a hazard tree, or the tree is not present on or near a designated or undesignated trail nor in a high traffic area. If conditions allow dead trees should be left as habitat for wildlife.
- Removal – fallen, hung or downed trees will be removed if the tree is or has the potential to affect the public on or near designated and undesignated trails, structures or neighbouring properties
- Pruning/Selective Branch Removal - branch removal required to abate the hazard tree threat
- Trail Closure – the SSMRCA reserves the right to close trails that are too dangerous to allow public access until the hazards are managed.

APPLICATION OF THIS POLICY

The policy will be applied when potential hazard trees are identified, either through staff inspections or through notification from an individual or municipality.

Hazards that are identified will be dealt with in order of priority/severity and not necessarily in the order in which they were identified.

Removal of trees will either be completed by SSMRCA staff or professional tree removal companies depending on the accessibility and severity of the hazard.

TREE INSPECTION FORM

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

TREE INSPECTION REPORT

Address	SSMRCA property involved:	Resident's Name:	Telephone:	Inspection Date:
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SSMRCA: ☐ City Involvement: ☐ P.U.C. Involvement: ☐ Mapping Required: ☐ Private: ☐

Request: City Staff: ☐ PUC: ☐ Private: ☐

TREE INVENTORY:

	LOCATION	D.B.H.	OVER 50'	36' - 50'	21' - 35'	UNDER 20'
A.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TREE CONDITION:

Good	<input type="checkbox"/>	Weak Crotch	<input type="checkbox"/>	Split Limbs	<input type="checkbox"/>	Small Hangers	<input type="checkbox"/>	Insects/Disease	<input type="checkbox"/>
Fair	<input type="checkbox"/>	Dead Wood	<input type="checkbox"/>	Rotten Limbs	<input type="checkbox"/>	Large Hangers	<input type="checkbox"/>	Split Trunk	<input type="checkbox"/>
Poor	<input type="checkbox"/>	Uprooted	<input type="checkbox"/>	Rotten Trunk	<input type="checkbox"/>				
Dead	<input type="checkbox"/>								

REMARKS:

INSPECTED BY: _____ DATE: _____

Resident Advised: ☐ Verbally on Site: ☐ Telephone: _____ E-Mail To: _____

WORK TO BE DONE:

TO BE COMPLETED BY:

ANTICIPATED DATE for the above work to be completed:

DATE COMPLETED: _____ INITIALS: _____

SECTION 15: TREE FELLING PROCEDURES

INTRODUCTION

This section outlines the practice of felling, bucking and limbing trees during tree removal operations. Only SSMRCA employees who have successfully completed a Chainsaw Safety Training Course, and who have provided confirmation of completion of this training to the General Manager, can operate a chainsaw. The use of a chainsaw without confirmation of successful completion of the Chainsaw Safety Training Course is strictly prohibited.

Hazards of concern include: climatic conditions, electrical, ergonomics, gravity, mechanical, pedestrian and vehicular.

MANDATORY WORK PRACTICE INFORMATION

- The work area must be secured including public access restrictions with signs instructing the public to 'keep out'.
- Protective equipment, including hardhats, hearing and eye protection, cutting pants, gloves and foot protection must be worn when tree felling.
- All trees must be inspected for hazards prior to cutting.
- Escape routes must be cleared before felling operations begin.
- Chainsaw operator must ensure other workers are a safe distance away before commencing cutting. Workers must stay outside of the hazard zone and at least 10 meters away from the chainsaw operator.
- All workers must be notified that the "Back Cut" is being performed.
- Do not fell trees onto lodged trees. Do not climb lodged trees.
- Do not work directly underneath or within striking distance of a lodged tree unless the work can be performed safely.
- Do not turn your back to a falling tree.
- Workers must be aware of all dangers within the danger zone.
- Saw operators must ensure that there are no obstacles or hazards within the hazard zone.
- Notches should be used for all trees greater than 13 centimeters (5 inches) diameter at breast height.

Site Preparation

Identify hazards within the Hazard and Danger Zone. The Hazard Zone is the intended falling path of the tree. The Danger Zone is twice the length of the tree in all directions.

Inspect tree for hazards such as:

- Structural deficiencies as defined on the Tree Inspection Report
- Lean
- Foreign bodies in tree, staples, wires etc.

Inspect the site for:

- Terrain
- Dead trees
- Overhead utilities
- Pedestrian and vehicular traffic
- Climatic conditions / wind, snow loading etc.
- Ground conditions / slope
- Trip hazards

Site preparation:

- Maintaining appropriate limits of approach
- Removing dead trees, lodged trees (chicots) and spring poles from the vicinity of the tree to be felled.
- Lowering stumps
- Utilizing traffic and pedestrian control measures to restrict public access to site

Determine an escape route:

- The escape route is the intended path the chainsaw operator will move in case of emergency.
- Clear the escape route 45 degrees away from the intended felling path.
- Ensure tools and equipment are free of defects and readily available.
- Set rigging equipment if required.

Set Notch

- Consider the lean of tree, potential targets, size and condition of the tree (decay, splits, cracks or foreign objects) length of chainsaw bar and wind.
- Ensure an appropriate notch is used, such as conventional notch, Humboldt notch or “V” notch.
- Secure the tree to prevent Barber Chaining with methods such as: chaining trees, use of a plunge cut or use of an alternate notch style
- Ensure notch direction is in the correct location
- Inspect notch for rot or decay

Perform Back Cut

- The back-cut location should be in accordance with the notch used.
- Communicate to workers that the “back cut” is going to be performed and ensure that all workers understand that the back cut is occurring.
- Ensure that all workers are clear of the Hazard Zone.
- While performing the back cut, monitor the tree for unusual sounds or movements.
- Ensure that the holding wood is not cut off. A spotter may be necessary to ensure that the holding wood is not cut off. The spotter must stay out of the hazard zone and at least 3 meters away.
- If the tree begins to fall in a direction other than intended, the saw operator must leave the area through the escape route.
- If the saw becomes bound in a cut, the chainsaw operator’s safety is the priority. If necessary, leave all equipment behind.
- Monitor the tree as it falls, never turn your back to a falling tree.
- Watch for dead limbs and other objects falling from trees.
- Monitor the tree as it strikes the ground, as the butt portion may move towards the saw operator.
- Ensure that the tree has completely settled, and adjacent trees are secure before approaching to remove rigging or starting bucking operations.
- If a hang up occurs, the chainsaw operator must keep the felling area clear of all other workers and fell the tree by winching or pulling using a chain or cable from a safe distance or by other safe means. No worker shall climb a hung-up tree, or fall another tree onto it, or cut the supporting tree.

Clearing Spring Poles

Spring poles are small trees bent over from the pressure of the felled tree. They are under tension from being held down. Spring poles or limbs bent over objects or angled severely may be under explosive pressure

- Determine pressure points.
- Slowly, make several small cuts on the pressure side to release the forces.
- Cut limbs slowly to relieve pressure.
- Monitor saw kerf for tension relief.
- Ensure body part(s) are out of the strike zone of the tree.

Removing Lodged Trees (Chicots)

- Use care when cutting the lodged tree from the stump or supporting tree, as the lodged tree may roll free at this time. The lodged tree may slip and move uncontrollably. Caution must be exercised to ensure that the worker does not stand in the fall direction of the tree.

- Attempt to roll the lodged tree off of the support tree using either a cant hook or a pull rope. Mechanical means such as a truck or crane may be used when manual methods have failed.
- Cut small blocks from the base of the lodged tree.

Bucking Up Felled Trees

- Determine the length required keeping in mind that smaller blocks of wood are lighter and easier to manipulate.
- Tree logs may bind the saw when pressure is released. Cut the log from the stressed section.
- Use caution when cutting. Logs under pressure can break suddenly and explosively. Cut the log slowly to relieve the pressure.
- Logs may require two cuts--one from the top and then rolled over for a second cut.
- Cut trees from the high side of the terrain, so the cut tree will roll away from the chainsaw operator.

SECTION 16: GRASS CUTTING

INTRODUCTION

This section provides an outline of safe work practices for the operation of a commercial Kut-Kwick hydraulic rotary mower and a Kubota diesel front mount tractor.

Hazards of concern include: mechanical, steepness of terrain and side slopes, electrical hazards, fuels and flammable liquids, carbon monoxide fumes as well as debris, sticks, stones, wire, or any other object that could be discharged by the blades.

MANDATORY INFORMATION

- Protective clothing and equipment must be worn / used, including hard hats, hearing and eye protection, foot protection, safety vests.
- Never allow anyone near the mower while it is in operation.
- SSMRCA employees must be trained to be permitted to operate grass cutting equipment. Use by anyone other than trained SSMRCA employees is prohibited.
- Ensure chute is never aimed towards a co-worker or a member of the public while blades are engaged. Otherwise disengage blades while people are nearby.
- Refrain from cutting near a school while students are present in the school yard.
- Exercise caution when mowing or changing direction on slopes. Make no sudden stops or starts.
- Reduce speed on slopes and in sharp turns to prevent tipping or loss of control.
- Never operate on wet grass or above drop-offs.
- Do not carry passengers.
- Keep children and pets at a safe distance.
- Do not wear loose clothing or anything that might get caught in the moving parts.
- Always stop the engine and inspect the mower after hitting a foreign object.
- All damage should be repaired before restarting the mower.
- Disengage blades when transporting the mower or when it is not in use.
- Use the freewheeling devices anytime the mower needs to be moved with the engine not running. The mower is braked automatically and will not roll without releasing the freewheeling device.

GRASS CUTTING PROCEDURE (KUT-KWIK)

Control Functions:

- The Kut–Kwick is hydraulically driven. To move forward, push both levers ahead and the machine will move straight forward.
- To turn left, push the right lever further ahead than the left lever.
- To turn right, push the left lever further ahead than the right lever.
- To slow down, pull both levers back evenly toward the operator.
- To stop, bring both levers to the neutral position.
- To move in reverse, from the neutral position, move both levers back evenly toward the operator.
- To park, bring both levers to the neutral position, engage the parking brake, and then turn off the engine.
- To lock down, remove the key and activate operator safety switch.
- If the machine is under repair, fasten a warning tag.

Operating Procedure:

- Before starting, perform circle check to check wheels, blades, engine and machine controls.
- Use caution when starting the engine. Be sure the propulsion drive is in neutral, the blade drive is disengaged, both feet and hands are away from the belts and blade, and that there are no bystanders in the vicinity.
- Always ensure chute is aimed away from co-workers or members of the public while blades are engaged. Otherwise disengage blades while people are nearby.
- Exercise caution when cutting on slopes. Always cut parallel with the slope and with the front end slightly towards the slope at all times.
- Always back downhill. Do not drive in a forward direction down a hill.
- Keep all belt and blade guards in place, at all times, except when maintenance is being performed by trained authorized maintenance personal.
- Keep the engine free from leaves, grass, and excessive grease to prevent overheating.
- Do not operate if the engine overheats. Overheating can be caused by either allowing the engine cooling baffles to become obstructed causing poor ventilation, or by operating the engine when it is out of tune. In addition to damaging the engine, overheating creates a safety hazard by allowing the engine to “diesel”, rendering the operator safety switch inoperative.
- When conducting equipment inspection, use of a “Mowing Equipment Inspection Checklist” is recommended. A copy of this form can be found at the end of this section. This checklist reinforces the importance of a circle check and the

inspection of key elements before operating the mower. This document, which is completed in duplicate and filed in the safe work place file upon completion, contains the date and time of inspection and signature of the inspector/ operator.

- Periodically check all bolts, nuts and fasteners, especially the blade fasteners. Ensure that they are kept tight.
- Never work on the mower or in any way contact the area of the belts, shafts or blades without first removing the “key” from the operator safety switch. First, cut off and remove the cap of the operators’ safety switch.

GRASS CUTTING PROCEDURE (KUBOTA TRACTORS)

Control Functions:

- The Kubota has an automatic shutdown activated by the operator leaving the seat. To begin operation an operator must sit in the seat and fasten the seat belt.
- Once seated, the operator may start the engine with the key.
- To move in a forward direction, the operator pushes the top part of the foot pedal forward.
- To move in a reverse direction, the operator pushes on the bottom part of the foot pedal.
- Directional steering is controlled with the use of the steering wheel.
- To slow down, the operator must reduce pressure on the pedal.
- To stop motion of the Kubota Tractor, the operator must remove his /her foot completely from the forward / reverse pedal and then apply the brakes.
- To park, the operator must remove his /her foot from the forward /reverse pedal and apply the parking brake.
- When the mower is moving but not cutting grass, ensure that the mower blades are in an upward position.

Operating Procedure:

- Before starting, perform circle check to check wheels, blades, engine and machine controls.
- Use caution when starting the engine. Be sure the propulsion drive is in neutral, the blade drive is disengaged, both feet and hands are away from the belts and blade, and that there are no bystanders in the vicinity.
- Always ensure chute is aimed away from co-workers or members of the public while blades are engaged. Otherwise disengage blades while people are nearby.
- Exercise caution when cutting on slopes. Always cut parallel with the slope and with the front end slightly towards the slope at all times.
- Always back downhill. Do not drive in a forward direction down a hill.

- Keep all belt and blade guards in place, at all times, except when maintenance is being performed by trained authorized maintenance personal.
- Keep the engine free from leaves, grass, and excessive grease to prevent overheating.
- Do not operate if the engine overheats. Overheating can be caused by either allowing the engine cooling baffles to become obstructed causing poor ventilation, or by operating the engine when it is out of tune. In addition to damaging the engine, overheating creates a safety hazard by allowing the engine to “diesel”, rendering the operator safety switch inoperative.
- When conducting equipment inspection, use of a “Grass Cutting Equipment Inspection Checklist” is recommended. This checklist reinforces the importance of a circle check and the inspection of key elements before operating the mower. This document, which is completed in duplicate and filed in the safe work place file upon completion, contains the date and time of inspection and signature of the inspector/ operator.
- Periodically check all bolts, nuts and fasteners, especially the blade fasteners. Ensure that they are kept tight.
- Never work on the mower or in any way contact the area of the belts, shafts or blades without first removing the “key” from the operator safety switch. First, cut off and remove the cap of the operators’ safety switch.

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

GRASS CUTTING EQUIPMENT INSPECTION CHECKLIST

DATE: _____

MACHINE: _____

STEPS	REMARKS
1. Perform MOWER Circle Check	
2. Check WHEELS, DECK, GUARD Items: Front/ Side/ Rear Drive, Steer Wheels, Tire Tread/ Hub/ Condition/ Rim, Lug Foot Grip, Bolts	
3. Check BLADES/ MECHANICAL Items: Blade Sharpness Blade Alignment (Bent)	
4. Check ENGINE, ELECTRICAL, FLUID Items: Battery, Filter, Radiator, Cooler, Coolant Dipstick, Hydraulic Fluid	
5. Check MACHINE/ VEHICLE CONTROLS, START-UP ID Plate, ROPS, Cab, Canopy Seat Adjustment/ Restraint	

Mowing equipment approved for use: **YES** **NO**

Inspection carried out by: _____

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

STATEMENT OF UNDERSTANDING - EQUIPMENT OPERATION

This is to acknowledge that that I have received a copy of the Sault Ste. Marie Region Conservation Authority Health and Safety Program and confirm that I understand and agree to abide by the procedures contain therein. If necessary, I have sought clarification and instruction from appropriate personnel on matters about which I felt uncertain and now feel confident that I understand the procedures.

Further, I acknowledge that I have received orientation and training on both the Kut-Kwick and Kubota grass cutting machinery, and have demonstrated to my supervisor my ability to operate each machine.

Name: _____

Signature: _____

Date: _____

Supervisors Signature: _____

SAULT STE. MARIE REGION CONSERVATION AUTHORITY

STATEMENT OF RECEIPT AND UNDERSTANDING

This is to acknowledge that that I have received a copy of the Sault Ste. Marie Region Conservation Authority Health and Safety Program and confirm that I understand and agree to abide by the procedures contain therein. If necessary, I have sought clarification and instruction from appropriate personnel on matters about which I felt uncertain and now feel confident that I understand the procedures.

Name: _____

Signature: _____

Date: _____

Supervisors Signature: _____