



VILLAGE OF BURK'S FALLS COUNCIL AGENDA

December 10, 2025

4:00 pm at 172 Ontario Street- Council Chambers

1. CALL MEETING TO ORDER

2. INDIGENOUS LAND ACKNOWLEDGEMENT

Welcome to the Village of Burk's Falls as we gather on the traditional territory of indigenous peoples, dating back countless generations, we wish to honour the ancestral guardians of this land and its waterway and recognize the Robinson-Huron and Williams Treaties, showing respect for the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers."

3. DECLARATION OF PECUNIARY INTEREST

4. ADOPTION OF AGENDA

5. CIRCULATION OF THE MINUTES- RESOLUTION TO ADOPT PREVIOUS MINUTES:

Meeting (s) dated: Regular Meeting of November 25, 2025

6. DELEGATIONS TO COUNCIL

7. STAFF AND COMMITTEE REPORT

8. ITEMS FOR DISCUSSION

a) Personnel Policy

9. RESOLUTIONS TO BE PASSED

a. Southeast Almaguin highlands Regional Fire Services Committee MOU report

10. CONFERENCES AND INVITATIONS

11. COUNCILLOR(S) REPORT

12. CORRESPONDENCE

13. CLOSED SESSION

Item 13 a) Human Resources

Pursuant to the Municipal Act 2001, c. 25:

Section 239(2) (b) regarding an identifiable individual, or municipal employee

14. CONFIRMING BY-LAW

15. ADJOURNMENT



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
November 25, 2025

The regular meeting of Burk's Falls Council was held on Tuesday, November 25, 2025

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte
Staff: CAO - Clerk Denis Duguay
Regrets: None

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF AGENDA

2025- 351 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the following items be added to the Council agenda:

STAFF AND COMMITTEE REPORT

i. Theatre Committee minutes of September 30, October 30 and Revitalization Report for 2026
Carried.

2025-352 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the regular meeting of November 25, 2025. Carried.

MINUTES

2025-353 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the minutes of the regular meeting of October 21, 2025. Carried.

DELEGATIONS TO COUNCIL

J. Kleinhuis of Grant Thornton provided Council with a presentation on the draft 2024 Audited Financial Statements.

Ms. Kleinhuis began by outlining the auditor's responsibilities in conducting an independent audit and explaining the criteria required to issue a clean audit opinion. She then reviewed the consolidated financial statements, including the net debt position and the Statement of Operations.

Ms. Kleinhuis also described a change in accounting policy related to PS 3400 and its impact on the 2024 audit, specifically regarding the recognition and reporting of revenue. She further reviewed the Arena financial statements, noting that partner contributions had decreased due to an increase in rental revenues. Ms. Kleinhuis additionally advised Council of a delay in receiving the Manor's audited statements.

Ms. Kleinhuis concluded by noting that the financial statements presented remain in draft form pending receipt of additional information required to complete the 2024 audit. Council had no questions for Ms. Kleinhuis and thanked her for her presentation.

C. Metcalf, D. Gray, V. Roeder-Martin, and S. Norman of ACED provided Council with a presentation.

The Director of Economic Development, Dave Gray, reviewed the attached reports and highlighted the significant cost reduction reflected in the revised two-year agreement for the Village of Burk's Falls. He further outlined the substantial investments received from local businesses, participating municipalities, and federal and provincial funding partners in support of economic development initiatives across the Almaguin region.

Mr. Gray provided clarification regarding a misunderstanding related to the organizational chart and that ACED operated under an administering municipality. He also discussed the historical and current scope of services provided by ACED.

Mr. Gray invited questions from Council. Councillor Brandt inquired about the roles and qualifications of ACED staff. In response, Courtney Metcalf provided a summary of staff qualifications, educational backgrounds, and relevant experience in economic development.

Ms. Norman addressed Council to share how ACED's promotional efforts were instrumental in her decision to locate in Burk's Falls and open a local business. Board Member Ms. Roeder-Martin spoke to the importance of regional collaboration within Almaguin, emphasizing the



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interconnectedness of its municipalities and the role ACED plays in supporting business grants and strengthening community ties.

Mr. Gray concluded his presentation with a historical overview of ACED's development and comments regarding the future of economic development in the region, before opening the floor to further questions. Councillor Brandt raised concerns about year-over-year cost increases and asked how the Village directly benefits from ACED. Mr. Gray explained that while ACED's focus had historically been regional, this year's work plan prioritizes enhanced local support, increased communication with municipalities, and the development of a business retention plan.

Councillor Baptiste asked for clarification on the withdrawal of five municipalities from ACED over the past eight years. Mr. Gray advised that these withdrawals were primarily for budgetary reasons. Councillor Brandt also inquired about regional transit needs; Mayor Hope provided an update, noting the financial challenges associated with a project of that scale.

Council thanked ACED for their presentation.

REPORTS TO COUNCIL

- A. Council received the Planner's Report regarding the Official Plan and expressed support for proceeding with the development of the updated Official Plan, noting the benefits of undertaking this work.
- B. Council received the Arena Manager's Report for November
- C. Council received the Public Work's Foreman Report for the month of November, councilor Kyte questioned the start time of the snow removal during the first snowstorm and the reasoning to its delay.
- D. Council received Report CAO-10 regarding Non-Eligibles, CAO/Clerk explained that the report was brought back for reconsideration due to new information received concerning regulations and the practice of combining eligible and non-eligible recycling materials in a single collection truck. Under circular materials regulations, the two material streams cannot be combined; separate trucks are required, resulting in increased costs.
- E. Council received the Recreation Advisory Committee Draft Minutes of November 3, 2025
- F. Council received the Rural Youth Advisory Committee Draft Minutes of November 4, 2025
- G. Council received the Tri-Council Informal Sub-Committee Draft Minutes of November 4, 2025 and discussed its benefit.
- H. Council received the Senior Administrative Assistant Cemetery Report for 2025, council questioned the buy-back option and its procedure.
- I. Council received the Theatre Committee Minutes of September 30, October 30, and the Revitalization Report of 2026 and discussed the report and recommendations by the theatre committee.

ITEMS FOR DISCUSSION:

- A. Council discussed the library lease evaluation request, CAO-CLERK was directed to prepare a building summary report for the February Tri-Council meeting.
- B. Council reviewed the 2026 conference schedule and potential participation by Council members and staff. Mayor Hope, councilor Brandt and Kyte showed interest in attending the Ontario Small Urban Municipalities conference in April.
- C. Councillor Kyte presented the concept of establishing a community garden. Council discussed the potential benefits to the community, possible locations, and the opportunity for involvement by the Recreation Committee.
- D. Council discussed the request from the Santa Claus Parade for a financial donation, and inquired as to what are the funds utilized.
- E. Council discussed the request from Burk's Falls Firefighter Association for a Christmas donation and approved a family pack theatre ticket to the movies with refreshments.
- F. Council discussed correspondence received from the Village of Sundridge regarding the Joint Building Committee (JBC) reserves and recommended that the matter be referred back to the JBC for further consideration.



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RESOLUTIONS PASSED:

2025-354 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the planners report for the Village of Burk's Falls Official Plan adoption.

Carried.

2025-355 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager's Report for the month of November.

Carried.

2025-356 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Report for the month of November.

Carried.

2025-357 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the CAO-10 Report regarding non-eligible recycling;

And further accepts to maintain the current service level for both eligible and non-eligible materials, requiring that tonnage be collected separately.

Carried.

2025-358 Moved by N. Kyte - Seconded by Ryan Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Burk's Falls Recreation Advisory Committee minutes of November 3, 2025 and;

Further that Council accepts the recommendation:

- The Village Staff apply for the additional portion of the 2026 Canada Day Grant, which includes a requirement for a soccer-themed component.

Carried.

2025-359 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Burk's Falls Rural Youth Advisory Committee minutes of November 6, 2025.

Carried.

2025-360 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Ad-hoc Tri-Council Informal Sub-Committee Draft minutes of November 4, 2025.

Carried.

2025-361 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Senior Administrative Assistant Cemetery Report for 2025.

Carried.

2025-362 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Burk's Falls Theatre Committee minutes of September 30, October 30, 2025 and;

Further receives the Revitalization Report for 2026.

Carried.



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2025-363 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves in principle the recommendations from the Theatre Committee for 2026.

Carried.

2025-364 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby directs staff to prepare a cost summary breakdown of the Library building.

Carried.

2025-365 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the following municipal officials to attend the municipally significant annual conferences for 2026 as outlined below:

Conferences	Dates	Location	Attendee
Rural Ontario Municipality Association	Jan 18-20	Toronto	
Ontario Good Roads Association	Mar 29-Apr 1	Toronto	
Ontario Business Improvement Assoc.	Apr 19-Apr 22	St. Catherines	
Ontario Small Urban Municipalities	Apr 29-May 1	Parry Sound	Brandt, Cotton, Kyte
FONOM	May 11-13	Timmins	
Association of Municipalities Ontario	Aug 16-19	Ottawa	
AMCTO Annual	June 7-10	Deerhurst	CAO-Clerk
MFOA			Treasurer
OMTRA			Staff
AMCTO ZONE 7			CAO/Senior Admin

Carried.

2025-366 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves a donation of \$250.00 to the Santa Claus Parade Committee: and

Further Council requests a description of what expenses this covers.

Carried.

2025-367 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves a donation of 4 movie passes and refreshment to the Burk's Falls Fire Fighter Association.

Carried.

2025-368 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the correspondence dated October 18, 2025 regarding Proportional Use of Joint Building Committee Reserves for Insurance and Legal Costs; and

Further hereby defer this correspondence to the Joint Building Committee.

Carried.

2025-369 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-Law 40-2025 to adopt an official plan for The Corporation of the Village of Burk's Falls as presented and considered read three times and passed this 25th day of November 2025.

Carried.



THE VILLAGE OF BURK'S FALLS
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2025-370 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 41-2025 to adopt a site plan for The Corporation of the Village of Burk's Falls as presented and considered read three times and passed this 25th day of November 2025.

Carried.

2025-371 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts by-law 42-2025 to regulate and permit encroachments onto municipal property and to authorize the Village of Burk's Falls to enter into Encroachment Agreements with Fell Homes Retirement Homes.

Carried.

2025-372 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby directs the CAO-Clerk to bring forward the Agricultural Society Agreement for discussion at the next meeting of the informal Ad-Hoc Tri-Council Committee.

Carried.

2025-373 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby directs the CAO-Clerk to bring forward the Water Wastewater agreement for discussion at the next meeting of the information Ad-Hoc Tri-Council Committee.

Carried.

2025-374 Moved by A. Brandt - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby accepts and adopts the Draft 2024 Audited Financial Statements as presented by Grant Thornton.

Carried.

2025-375 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

Whereas the Village of Burk's Falls has adopted a community Safety & Well Being Plan in 2022, as required by legislation;

And Whereas the plan requires a review of the document within the first five years;

And Whereas Staff have completed the review regionally with the updates as outlined;

Now therefore be it resolved that the Council for the Village of Burk's Falls approves the updates to the Community Safety and Wellbeing Plan to be reviewed again prior to the end of 2030.

Carried.

2025-376 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$346,399.56 for up to and including this date is hereby approved for payment.

Carried.

CONFERENCES AND INVITATIONS

Red Gal December 9th

Santa Claus Parade December 6th

COUNCILLORS REPORT

Mayor Hope, Councillor Brandt, and Councillor Kyte attended the Township of Armour Public Meeting regarding the Solar Bank proposal. Councillor Brandt noted that the meeting was emotionally charged. Mayor Hope represented the Village of Burk's Falls and clearly communicated the Village's position regarding the proposed location of the battery storage facility.



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Deputy Mayor Cotton attended the health council committee meeting and informed council of a new development in establishing a sub-committee to address the current health centre issues located at 150 Huston street in the Village of Burk's Falls.

CORRESPONDENCE DISCUSSION

CLOSED SESSION

2025-377 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now enters into a closed meeting at 8:05pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a) Human Resources

Pursuant to the Municipal Act 2001, c. 25:

Section 239 (2) (b) regarding an identifiable individual, or municipal employee.

Carried.

2025-378 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 8:35pm.

Carried.

2025-379 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby supports the Joint Building Committee's recommendation to place the DCBO at Step 2 of the pay grid effective January 1, 2026.

Carried.

2025-380 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby authorizes staff to remain closed on January 2, 2026.

Carried.

2025-381 Moved by R. Baptiste – Seconded by S. Cotton

Be it resolved;

That Council for the Village of Burk's Falls hereby approves rescheduling the Regular Meeting of Council from December 16th to December 15th.

Carried.

2025-382 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 43-2025 being a By-law to confirm the proceedings of Council at its regular meeting November 25, 2025 as presented and considered read three times and passed this 25th day of November 2025.

Carried.

2025-383 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:37pm.

Carried.

Chris Hope, Mayor

Denis Duguay, CAO - Clerk



The Municipality of the
VILLAGE OF BURK'S FALLS

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CAO-11 REPORT – Personnel Policy Update

Date: December 1, 2025

1. Purpose of Report

The purpose of this report is to inform Council of the recent revisions to the Village's Personnel Policy and to obtain Council approval for the updated document. The changes are intended to ensure continuing compliance with Ontario employment legislation, improve internal consistency across departments, and strengthen support for municipal employees.

2. Background

As part of the Village's ongoing commitment to organizational excellence and legislative compliance, staff conducted a comprehensive review of all personnel-related policies.

This review was prompted by:

- Updates to relevant provincial legislation, including the Employment Standards Act, 2000 (ESA) and Occupational Health and Safety Act (OHSA).
- The need for standardized procedures across departments to address attendance, performance management, and recruitment.
- Recommendations from managers.

Senior administration staff collaborated to draft the proposed revisions.

3. Summary of Key Policy Changes

3.1 Attendance, Hours of Work, and Leave Management

- Updated procedures to reflect ESA requirements related to *statutory leaves*, *scheduling*, and *record-keeping*.
- Clarified distinctions between sick leave, personal emergency leave, and family responsibility leave.

3.3 Workplace Conduct and Safety

- Expanded definitions of workplace harassment, violence, and discrimination in alignment with OHSA and the Ontario Human Rights Code.
- Updated reporting procedures and investigation timelines to meet provincially mandated standards.
- Introduced clearer disciplinary measures and an escalation process for repeated violations.

3.5 Recruitment, Hiring, and Onboarding

- Adopted new accessibility requirements for recruitment processes in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

4. Rationale for Policy Changes

The policy amendments were designed with the following objectives:

- **Legislative Compliance:** Ensure all municipal employment practices align with the ESA, OHSA, AODA, and relevant regulations.
- **Operational Consistency:** Standardize procedures across the Village to reduce ambiguity and strengthen accountability.
- **Workforce Sustainability:** Support recruitment and retention in a competitive labour market through improved flexibility and transparency.
- **Risk Reduction:** Enhance documentation processes and clarify responsibilities to reduce legal and operational risks.
- **Service Excellence:** Enable supervisors to manage staff more effectively, promoting high-quality service delivery to residents.



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5. Implementation Plan

- **Effective Date:** The updated Personnel Policy will take effect on January 1, 2026, pending Council approval.
- **Communication:**
 - Distribution of a policy summary to all staff.
- **Monitoring:** Administration will review annually to identify any necessary adjustments and report back to the Senior Management Team.

6. Financial Impact

The policy changes are not expected to result in significant financial costs. Minor expenses may occur related to items below.

6.1 Financial Cost-Bearing Items

- **Travel Expenses**
 - Mileage reimbursement as per CRA.
 - food and meal allowance allocations as per CRA.
- **Public Works Safety Footwear Allowance**
 - Increase in annual boot allowance from \$150.00 to \$200.00.
- **Banked Sick Days**
 - Elimination of the banked sick-day program.
- **Sick Leave Entitlement**
 - Annual sick-day allocation increased from 5 days to 10 days.
- **Christmas bonus**
 - Bonus \$125.00 to \$200.00

7. Recommendation

- **Receive this report** for information; and
- **Approve the revised Village's Personnel Policy**, as attached to this report; and

Denis Duguay C M R P
CAO/CLERK

The Village of Burk's Falls



Ontario Policy Manual

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Employment Policies

Hours of Work Policy

Intent

The Village of Burk's Falls believes it is important to establish work hours to set clear expectations and consistent administration of working hours. Hours of work are important to ensure that employees are paid properly, entitlements are calculated accurately, and work is done consistently. This policy addresses the Village's expectations around when employees perform work.

Guidelines

What Is Considered Work

Work is generally considered to be performed when an employee is performing labour or providing a service to The Village of Burk's Falls, or the employee is not working but must stay at the workplace.

Hours of Operation

The Village's hours of operation are as follows:

Municipal Office

Monday to Thursday 7:30 a.m. to 5 p.m. Friday 7:30 a.m. to 4 p.m.

Employees are entitled to a 30-minute unpaid lunch break, scheduled on a staggered basis to maintain uninterrupted service operations.

The CAO-Clerk and Treasurer are scheduled to work 40 hours per week.

The Senior Administrative Assistant and Finance Clerk are scheduled to work 37.5 hours per week.

The Administrative Assistant is scheduled to work 35 hours per week, and 2.5 hours per pay period allocated for cleaning duties.

Burk's Falls, Armour & Ryerson Memorial Arena

The Arena operates seven days a week. Staff will be scheduled on a rotating basis to ensure adequate coverage during all rental periods and operational hours. Employees are entitled to a 30-minute paid lunch break due to the need to remain on site.

The Arena shall be staffed by four full-time employees, supplemented by part-time and/or temporary staff as needed to meet operational demands.

Part-time staff shall not exceed 30-hours of work per week.

Overtime for Arena staff will be calculated based on total hours worked within the biweekly pay period. Employees shall be compensated at 1.5 times their regular rate of pay for any hours worked in excess of 80 hours per pay period.

Public Works

Monday to Friday 7 a.m. to 3:30 p.m.

The regular work schedule for Public Works employees is subject to change based on departmental

needs. Employees are expected to complete a total of 40-hours per week. All employees are entitled to a 30-minute unpaid lunch break during their shift.

Public Works must be staffed by a minimum of two full-time employees from Monday to Friday, unless otherwise authorized by the Chief Administrative Officer (CAO)-Clerk.

On-Call and Weekend Duties

Public Works staff are required to participate in a rotating on-call schedule. Responsibilities during on-call periods include emergency call ins and, during the winter months, sidewalk snow clearance.

Compensation for Weekend and Emergency Work

Staff performing weekend water monitoring or responding to emergency call-ins will receive a minimum of 2.67 hours of pay at 1.5 times their regular hourly rate for each weekend day worked.

Standby Pay and Expectations

While assigned the on-call phone, employees are expected to respond promptly to all calls. Standby hours, during which staff are not actively working but are required to be available, will be compensated at a rate of \$2.00 per hour.

Municipal Maintenance Staff

Monday to Friday 6:30 a.m. to 12:30 p.m. which can at times vary depending on needs. The employee is expected to complete a total of 30-hours per week

Old Towne Theatre

Employees are scheduled to work in accordance with their employment agreement within the Theatre's hours of operation.

Breaks

In accordance with the *Employment Standards Act, 2000*, employees are entitled to a 30-minute unpaid eating period for every five consecutive hours of work. Alternatively, an employee and their manager may agree that the employee can take two eating periods that total at least 30 minutes within every five consecutive hours. Such break times may be varied to suit the work schedule of the employee or their workload at the discretion of the employee's supervisor. This is different for the arena staff who is unable to leave and therefore has a 30-minute paid lunch onsite.

Compressed, Flexible and Remote Schedules

Compressed Work Week: An arrangement in which an employee works the equivalent of a maximum of 40 hours over four days within a standard work week.

Flexible Work Schedule: A schedule where an employee works longer hours on designated days in exchange for a reduction in total workdays within a pay period. Start and end times may vary, and employees may receive one flex day off per pay period (typically Friday). Where the flex day falls on a stat, staff shall take the flex day within the pay period.

Remote Work: A hybrid work arrangement allowing an employee to fulfill part of their duties from home, subject to CAO-Clerk approval and based on specific project needs.

The Compressed and Flexible schedule is available to all full-time employees but is not mandatory. Participation is voluntary and subject to a signed agreement confirming the employee's understanding and acceptance of the terms and conditions outlined therein.

Employees who do not opt into the flexible work arrangements—or who later choose to return to the standard schedule—will continue to work their required hours over five days, with two days off within a regular seven-day cycle.

Work Week Arrangements

Administration Staff (70 Hours per Pay Period)

<u>Category</u>	<u>Current Standard</u>	<u>Flexible Schedule</u>
Business Hours	Mon–Fri, 9:00 AM–5:00 PM	Mon–Thurs, 8:45 AM–5:00 PM (2nd Thurs: 8:30 AM–5:00 PM)
Lunch Break (Unpaid)	1 hour	30 minutes
Other Breaks	As authorized by supervisor	As authorized by supervisor
Daily Hours Worked	7 hours	7.75 hours x 8 shifts; 8 hours x 1 shift
Total Hours per Pay Period	70 hours	70 hours

Administration Staff (75 Hours per Pay Period)

<u>Category</u>	<u>Current Standard</u>	<u>Flexible Schedule</u>
Business Hours	Mon–Fri, 9:00 AM–5:00 PM	Mon–Thurs, 8:00 AM–5:00 PM (2nd Thurs: 8:30 AM–4:00 PM)
Lunch Break (Unpaid)	1 hour	30 minutes
Other Breaks	As authorized by supervisor	As authorized by supervisor
Daily Hours Worked	7 hours	8.5 hours x 8 shifts; 7.5 hours x 1 shift
Total Hours per Pay Period	75 hours	75 hours

Administration Staff (80 Hours per Pay Period)

<u>Category</u>	<u>Current Standard</u>	<u>Flexible Schedule</u>
Business Hours	Mon–Fri, 8:00 AM–4:30 PM	Mon–Fri, 7:30 AM–5:00 PM (2nd Thurs: off at 4:00 PM)
Lunch Break (Unpaid)	30 minutes	30 minutes
Other Breaks	As authorized by supervisor	As authorized by supervisor
Daily Hours Worked	8 hours	9 hours x 8 shifts; 8 hours x 1 shift
Total Hours per Pay Period	80 hours	80 hours

Public Works (80 Hours per Pay Period)

<u>Category</u>	<u>Current Standard</u>	<u>Flexible Schedule</u>
Business Hours	Mon–Fri, 7:00 AM–3:30 PM	Mon–Fri, 7:00 AM–4:30 PM (2nd Thurs: off at 3:30 PM)
Lunch Break (Unpaid)	30 minutes	30 minutes
Other Breaks	As authorized by supervisor	As authorized by supervisor
Daily Hours Worked	8 hours	9 hours x 8 shifts; 8 hours x 1 shift
Total Hours per Pay Period	80 hours	80 hours

Arena Staff (Compressed – 40 Hours per Week)

<u>Category</u>	<u>Current Standard</u>	<u>Compressed Schedule</u>
Business Hours	Varies with rentals and maintenance	Varies with rentals and maintenance (7 days/week)
Lunch Break (Paid)	30 minutes	30 minutes
Other Breaks	As authorized by supervisor	As authorized by supervisor
Daily Hours Worked	8–12 hours (varies)	9 hours x 8 shifts; 8 hours x 1 shift
Total Hours per Week	40 hours	40 hours

Remote Work

Remote work may be approved by the CAO-Clerk for project-based tasks, up to a maximum of one day per week. A formal agreement must be in place between the employee and CAO-Clerk outlining expectations.

Vacation, Banked, and Sick Leave Allocation

Current policy defines time off on a per-day basis. Under the flexible schedule, all leave entitlements will be converted to hourly equivalents and tracked accordingly. Time off must be pre-approved by the manager, taking workload and operational needs into account.

Employees participating in this program will have their daily shift lengths adjusted for time-off calculations:

- 7.75 hours
 - 8.5 hours
 - 9 hours
 - 10 hours
- (depending on their department).

This conversion applies to all leave types, including bereavement leave.

Employees are expected to schedule routine appointments (e.g., medical, personal) during their scheduled days off whenever feasible, to minimize disruptions during work hours.

Statutory Holidays

In weeks containing a statutory holiday, the employee's schedule will be adjusted in hours to reflect their flexible work arrangement. If an employee is scheduled to work on a statutory holiday, they will receive:

- Time and a half for the holiday hours worked (unless by written agreement by management), and
- One paid day off in lieu, to be used within the pay period.

Business Continuity

To ensure uninterrupted service to the community, a team-based approach will be used to manage flexible schedules. Each department will be divided into alternating teams, with only one team permitted off on a given Friday or Monday. Teams will be periodically reassessed to support internal development and maintain team cohesion.

Management Teams (e.g., CAO-Clerk/Treasurer, Foreman/Assistant) must coordinate to ensure business continuity. These individuals should not be off simultaneously and must remain flexible, particularly when approving vacation leave or handling emergent issues.

In rare cases (e.g., illness, emergency), simultaneous absences may occur but should be avoided where possible.

Conflict Resolution

This policy provides the framework for flexible work arrangements. In cases where interpretation is unclear or disagreement arises:

1. The employee must first consult their direct supervisor for clarification.
2. If the issue remains unresolved within a reasonable timeframe, the CAO-Clerk will make a final determination using their discretion.

General Provisions

Work Week Adjustments

The parties acknowledge that the operational requirements of The Village of Burk's Falls may necessitate adjustments to the standard work week. Accordingly, Council reserves the sole discretion to modify the work week as needed to ensure the effective delivery of services.

Position Management

The employer may create and add new positions as deemed necessary to meet operational and staffing requirements.

Driver's Licence Requirement

Possession of a valid Class "G" driver's licence is a mandatory condition for full-time employment.

Staffing Discretion

The employer retains the discretion not to fill all positions identified in this policy, unless otherwise required by applicable legislation.

Definition of the Work Week

The standard work week consists of four or five days, beginning at 12:00 AM on Thursday and ending at 11:59 PM on the following Wednesday.

Pay Schedule

Employees are paid on a biweekly basis, with paydays scheduled every other Thursday. If a scheduled payday falls on a statutory holiday, the organization will make every reasonable effort to issue payments on the last working day before the holiday.

Resignation Notice

Employees are encouraged to provide a minimum of two weeks' written notice when resigning from their position.

Probationary Period Termination

During the probationary period, either the employee or the employer may terminate the employment relationship at any time, without the requirement for advance notice or pay in lieu of notice.

Termination Without Cause

An employee may be terminated without cause, in which case they will be provided with notice, or pay in lieu of notice, in accordance with their length of service as outlined in the *Employment Standards Act*, ranging from one to eight weeks.

Termination of Employment

Upon termination of employment, the employer will calculate and provide payment for any accrued vacation pay and sick pay in accordance with the terms of this agreement. All other employment benefits will cease as of the termination date.

However, if the termination includes a notice period or pay in lieu of notice, the employee's benefits shall continue for the duration of the notice period, whether worked or paid in lieu.

Pay Ranges

Compensation for each position within The Village of Burk's Falls shall be established within a defined pay range. Initial salary placement will be determined based on the employee's skills and qualifications relative to the position description. Exceptions to standard placement may be made upon recommendation by the Personnel Committee.

Employees' current salaries shall not exceed the maximum limit of the designated pay range. Upon reaching the top of the pay range, annual salary adjustments will be based on the Consumer Price Index (CPI) as reported by Statistics Canada for the month of October, reflecting year-over-year cost-of-living changes. Should the CPI indicate a negative adjustment, the employee's salary will remain unchanged for that year.

Performance Evaluation

All employees shall participate in an annual performance evaluation process. Evaluations must be completed by November 30 each year and conducted by the employee's manager in accordance with The Village of Burk's Falls organizational reporting structure.

A summary of all completed evaluations shall be presented to Council at the December meeting.

Employees serving a probationary period will undergo a performance review prior to the conclusion of probation. This review may inform decisions regarding salary adjustments within the established pay range.

A comprehensive performance evaluation shall include the agreed-upon overall performance rating, a current job description (updated as necessary), goals and performance improvements set for the upcoming year, comments on the achievement of prior goals, and signatures from both the manager and the employee along with the date of review.

Employees may request a copy of their completed evaluation form; the original will be retained in the employee's personnel file.

Personnel Committee

The Personnel Committee serves as the employee representation body for matters concerning employment policy review and amendments. The Committee's membership, confirmed by Council resolution, includes the Mayor, one Council member, the CAO-Clerk, the Treasurer, and the relevant manager when necessary.

The Committee advises Council on employment-related matters but does not act as a representative body for employees in any other capacity.

Probation Period

All newly hired permanent employees shall serve a probationary period of no less than 180 days from their date of hire, unless otherwise specified. A formal progress review will be conducted after 90 days of probation.

Depending on the nature of the position or other circumstances, the probation period may be extended, with the revised duration communicated to the employee either at hiring or at the conclusion of the initial probation.

Probationary employees may be terminated during this period without notice or pay in lieu of notice. Temporary and casual employees retained in their respective employment categories are exempt from probationary evaluations.

Business Closure

The workplace may close under special circumstances, such as:

- Extreme weather conditions (for example, heavy snowfall, freezing rain); or
- Unforeseen circumstances (for example, power outage, heater malfunction).

The decision to close the workplace is at the discretion of management, and in such cases notification is provided to all employees by e-mail or phone call. Notice may also be posted on the Village website to advise employees and clients of the closure and expected return to business.

Benefits

Administration

All payroll and employee benefit processing will be administered through The Village of Burk's Falls. Timecards, benefit claims, and vacation requests must be reviewed and approved by the manager. For managers it will be approved by the CAO-Clerk

Safety Boot Allowance

All permanent employees of the Public Works and Arena departments are eligible for an annual safety boot allowance of \$200.00, to be used exclusively for the purchase of approved safety footwear.

To receive reimbursement, employees must submit valid receipts to the Treasurer. The Treasurer will maintain records of all allowance disbursements.

The annual allowance shall not be exceeded within a calendar year. In cases where employment is terminated before reimbursement is issued, The Village of Burk's Falls is not obligated to provide payment for safety boots purchased.

Group Plan

All permanent employees who meet the eligibility criteria are enrolled in the group insurance program, which is administered by Benefit Plan Consultants.

OMERS Pension Plan

The OMERS Pension Plan is administered in accordance with *The Village of Burk's Falls OMERS Administration Policy* for all eligible employees.

All employees hired after the Village of Burk's Falls became a participating member of the OMERS Plan, and who meet the eligibility requirements, shall be enrolled in the plan effective their start date.

For full details regarding eligibility and participation, employees should refer to *The Village of Burk's Falls By-law #05-1984 (OMERS By-law)* and the current OMERS Plan requirements.

Milage Allowance

Employees who are authorized to use their personal vehicles for Village business outside the municipal boundaries shall be reimbursed for mileage at the Canada Revenue Agency's (CRA) prescribed annual rate, as amended from time to time.

Prior approval for the use of a personal vehicle must be obtained from the CAO-Clerk before travel occurs.

Employees must submit an Employee Travel Expense Claim form. Mileage is calculated from 172 Ontario street to the destination and distance shown on Google Maps.

Meal Allowance

Employees attending out-of-office training are eligible for a meal allowance. If meals are provided as part of the training or the training does not span a full day, the allowance will be prorated accordingly.

The standard meal allowance rates are as per CRA:

- Breakfast: \$21.90
- Lunch: \$22.15
- Dinner: \$54.40
- Daily Maximum: \$98.45

Please note that expenses related to alcohol are not reimbursable by the Village.

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-b-meals-allowances-april-2022.html> Training and Education

Ongoing training for educational purposes is expected for all positions. Employees may be required to participate in training sessions held either on-site or off-site, and such training may take place during or outside of regular working hours.

All training activities and related expenses must be approved by a resolution of Council. However, if the training and associated costs are included in the approved annual budget, a separate Council resolution may not be necessary.

Employees who wish to pursue correspondence or other long-term educational programs (defined as lasting three months or more) must obtain Council approval, unless the course has already been budgeted for. Upon approval, the Village will cover the cost of the course. The employee is required to provide proof of successful completion. If the course is not successfully completed, the employee must reimburse the Village for the course cost, in accordance with terms agreed upon with the CAO-Clerk.

Overtime Policy

Intent

The Village of Burk's Falls believes it is important to establish clear expectations for overtime. Overtime may be requested to ensure that work is completed. This policy outlines the Village's expectations and employee entitlements around overtime.

Guidelines

At times, employees may be asked to work overtime to help maintain workflow or to meet business demands. Management will request employees to work overtime with as much notice as possible. Employees should inform management as soon as reasonably possible if they are unavailable to work approved overtime hours.

For eligible employees, overtime is paid at a rate of 1.5 times the employee's regular wages for all hours worked after 80 hours in a pay period.

Paid leave, such as holidays, vacation, or sick time, may not be used towards overtime e.g. If an employee receives holiday pay for working on a statutory holiday, hours worked that day are not considered when calculating overtime pay.

Time Off in Lieu

Upon agreement and manager approval, employees may take time off in lieu of overtime pay for overtime hours worked. Employees receive 1.5 hours of paid time off, at the applicable regular rate, for each hour of overtime they work above 40 hours in a workweek. This time will be saved in an employee's time bank until they would like to use it.

Using Banked Time Off in Lieu

To use banked time, an employee must submit a written request to management stating the time they wish to take off. If agreeable, the request will be approved. If management does not agree, they may propose an alternate time and reach out to the employee to come to an agreement. Operational requirements are considered when making decisions regarding time off and authorization will not be unreasonably withheld.

Banked lieu time may be accumulated up to a maximum of 40 hours at any one time. Banked lieu time must be taken within three months after it was earned.

If the employment relationship ends before the banked lieu time is used, the employee will receive the equivalent overtime pay. This will be added to the employee's final pay.

Overtime Approval Process

All overtime hours must be approved in advance unless an emergency or other unforeseen event prevents them from doing so.

Employees may recognize a need for overtime to complete tasks or meet deadlines before it is assigned or requested by management. To request overtime authorization, an employee must submit a request stating the reason for and amount of overtime necessary. If agreeable, management will approve the overtime and ensure time is recorded accurately.

Unapproved Overtime

Unauthorized or unapproved overtime is prohibited. All overtime hours must be approved unless a clearly reasonable and unavoidable emergency arises. Employees who do not receive approval from their supervisor or manager before working any hours that would be considered overtime may be subject to discipline. Subsequent offences may result in disciplinary action up to and including termination of employment.

Vacation Policy

Intent

The Village of Burk's Falls understands the importance of time off for employees. Employees are encouraged to use their vacation time for rest, relaxation, and personal pursuits. This policy sets out the standards and procedures for vacation time and vacation pay in accordance with the *Employment Standards Act, 2000* (ESA).

Guidelines

All employees are encouraged to use their allotted vacation time in full every year. Employees may have greater vacation entitlement per their individual employment contract than what is outlined here. In such circumstances, the entitlements outlined in the employment contract prevail.

Vacation Time

Length of Service	Vacation Time	Vacation Pay
Less than 1 year	2 weeks or equivalent time, pro-rated	4%
1 to 5 years	2 weeks or equivalent time	4%
6 to 10 years	3 weeks or equivalent time	6%
11 to 15 years	4 weeks or equivalent time	8%
Sixteen to 19 years	5 weeks or equivalent time	10%
20 years plus	6 weeks or equivalent time	12%

At The Village of Burk's Falls the vacation entitlement year spans from January 1st to December 31st. Vacation hours are prorated during this first year of employment based on the employee's hire date. After completing probation period, new employees may take up to one week vacation if vacation hours have been earned.

Active and inactive employment, such as periods of layoff and Village approved leaves, are included in the calculation of the length of employment as it relates to the vacation entitlement year.

Employees are permitted to carry forward up to one (1) week of unused vacation or banked time into the next fiscal year with approval from the CAO-Clerk.

Any remaining unused vacation or banked time beyond the allowable carry-over will be paid out on the first pay date in January of the new fiscal year.

Upon termination, the employer will calculate the employee's entitlement to vacation and sick pay in accordance with this agreement. All other benefits will cease immediately unless the termination includes a notice period or pay in lieu of notice, in which case the employee's benefits will continue for the duration of the notice period.

Vacation Pay

Vacation pay is provided on or before the pay day for the period in which the vacation falls for regular staff and during each pay period for part-time and seasonal staff. Employees who wish to receive their vacation pay on every paycheque as it accumulates, or at any other agreed-upon time, must request a written agreement with the Village. If an employee is paid their vacation pay, but has not yet taken their vacation time, they continue to be eligible to use their vacation time, in accordance with this policy, without pay.

During a job-protected leave of absence, employment is considered continuous, and vacation entitlements remain the same as before the leave. Employees continue to accrue vacation time while on leave. Vacation pay accrues only on wages paid to the employee during the leave.

When employment ends, the employee's unpaid accrued vacation pay is paid out either seven days after the employee's termination date, or in the next regular pay period following the employee's termination date, whichever is later, in accordance with the ESA.

Vacation Scheduling

Scheduled by Employee

The Village of Burk's Falls requires that employees submit requests for vacation at least two weeks in advance. Where this is not possible, employees should submit their request as soon as reasonably possible. Requests for vacation can be submitted to management by completing the vacation request form and should include departure and return dates.

Vacation scheduling is the responsibility of department managers, who ensure that business demands can be met during the absence. Vacation may only be taken once approval is received from management. Any conflict among employee vacation requests is decided based on who submitted the request first, the Village needs, and the judgement of the manager.

Scheduled by Employer

If a mutually acceptable time for vacation cannot be found, the Village reserves the right to schedule vacations for employees in accordance with the ESA to ensure vacation time is used within 10 months after the end of the vacation entitlement year in which it was earned. Where vacation is scheduled by The Village, the employee receives at least two weeks' written notice of the start date and duration of their vacation.

Conflict with Statutory holidays and Protected Leaves

If a statutory holiday coincides with an employee's scheduled vacation day, the employee is entitled to a substitute day off or statutory holiday pay.

If an employee is on a protected leave, they may defer their vacation until the leave ends or a later date upon the agreement of the Village. Alternatively, an employee on a protected leave may choose to forgo their vacation time and receive vacation pay with the approval of The Village and the director of employment standards.

Recordkeeping

The Village of Burk's Falls maintains records regarding vacation time and pay earned and used by employees in accordance with the ESA. Upon request, The Village provides an employee with a written statement outlining the information contained in the record for the applicable period.

Statutory holidays Policy

Intent

Employees who qualify for statutory holiday pay receive holidays with pay per the following procedures.

Guidelines

The following procedures are in accordance with the *Employment Standards Act, 2000*. Employees who qualify for statutory holiday pay receive the following statutory holidays off work with pay:

- New Year's Day;
- Family Day;
- Good Friday;
- Easter Monday;
- Victoria Day;
- Canada Day;
- Civic Holiday
- Labour Day;
- Thanksgiving Day;
- Remembrance Day;
- Christmas Day; and
- Boxing Day (December 26).

In accordance with Council approval, employees are permitted to leave work at 12:00 p.m. (noon) on December 24th each year. Employees will receive regular pay for the remainder of their scheduled shift on that day. The administration office may close annually on December 27 to December 31. Employees who do not work on designated closure days are required to use vacation leave or banked time to account for their absence.

In recognition of their service, full-time and part-time employees, as well as volunteers, receive a holiday honorarium—\$200.00 for full time employees and \$75.00 for part time employees—distributed in December.

Additionally, municipal operations may be paused for up to two hours during a lunch period in December to accommodate a staff Christmas luncheon.

Eligibility

To qualify for statutory holiday pay, an employee must follow the “last and first rule,” meaning they must work their last regularly scheduled day before the statutory holiday and their first regularly scheduled day after the holiday, unless they have reasonable cause to miss the scheduled time. An employee is generally considered to have reasonable cause when something beyond their control prevents them from working. It is the employee’s responsibility to show that they had reasonable cause for staying away from work.

Statutory holiday pay is calculated by taking the total amount of regular wages earned, including paid vacation pay, in the four workweeks preceding the workweek of the statutory holiday, divided by 20.

Statutory Holiday

In weeks containing a statutory holiday, the employee's schedule will be adjusted in hours to reflect their flexible work arrangement. If an employee is scheduled to work on a statutory holiday, they will receive:

- Time and a half for the holiday hours worked (unless by written agreement by management), and
- One paid day off in lieu, to be used within the pay period.

Work Performed on a statutory holiday

At times, The Village of Burk's Falls may require employees to work on a statutory holiday. All agreements to work on a statutory holiday will be made in writing, either printed form or electronically, and agreed to by the employee. In this case, the employee will be paid at a premium rate of 1.5 times their regular rate for each hour worked on the holiday plus regular holiday pay or be paid at their regular rate for the hours worked and provided a substitute day off.

If an employee agrees to work on a statutory holiday but does not perform the work agreed to on the holiday and cannot provide reasonable cause, they may only be entitled to pay at their regular rate for the holiday and will not receive premium pay or a substitute day off. These situations will be dealt with as needed and determined based on the legislative requirements.

Protected Leaves Policy

Intent

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

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

For full-time employees eligible for extended benefits, please refer to the benefits plan documentation for details regarding leave provisions and any applicable limitations e.g. short term and long-term disability benefits.

Guidelines

Protected Leaves

- Pregnancy leave;
- Parental leave;
- Family medical leave;
- Organ donor leave;
- Family caregiver leave;
- Critical illness leave;
- Child death leave;
- Crime-related child disappearance leave;
- Domestic or sexual violence leave;
- Long-term illness leave;
- Sick leave;
- Family responsibility leave;
- Bereavement leave;
- Emergency leave;;
- Reservist leave;
- Jury duty leave;
- Time off for employees serving in an election; and
- Time off for voting (Ontario and federal).

Whenever an employee concludes a leave of absence under this policy, they will be reinstated to the position they most recently held; if that position does not exist, they will be reinstated to a comparable position. Upon reinstatement, the employee will be paid either the rate the employee most recently earned or the rate the employee would be earning had they worked throughout the leave, whichever is greater. Every entitlement to a leave listed in this policy applies separately from and in addition to every other entitlement under applicable legislation and provided by The Village of Burk's Falls unless stated otherwise.

Where applicable, performance objectives and goals for the employee will be adjusted so that they will not be penalized for being absent during peak hours or seasons. Employees are legally protected from dismissal, termination, selection for redundancy, or any other detriment or reprisal for making appropriate and authorized use of this policy.

Any questions about employee benefits, seniority, or other issues during a job-protected leave must be addressed to management/a supervisor.

Pregnancy and Parental Leave

Pregnancy Leave

Employees of The Village of Burk's Falls are entitled to pregnancy leave if they are pregnant and have worked for The Village for at least 13 weeks before the date the baby is expected to be born (the "due date").

Pregnant employees have the right to take up to 17 consecutive weeks (or longer in certain circumstances) of job-protected unpaid time off work. Usually, the earliest a pregnancy leave can begin is 17 weeks before the employee's due date. The latest a pregnancy leave can begin is on the baby's due date, or on the date of the birth if the baby comes before the due date.

To ensure that The Village of Burk's Falls can make the necessary arrangements to accommodate an employee taking pregnancy leave, employees must provide at least two weeks' notice in writing before beginning their leave, and a medical certificate stating the due date if requested. If a change is required to the start date of the pregnancy leave, the employee must provide new written notice at least two weeks before the new start date.

Employees returning from pregnancy leave must give at least four weeks' written notice specifying their expected date of return or if they are choosing not to return to The Village of Burk's Falls.

Miscarriages and Stillbirths

An employee who has a miscarriage or stillbirth more than 17 weeks before their due date is not entitled to a pregnancy leave. However, if an employee has a miscarriage or stillbirth within the 17-week period preceding their due date and has worked for the Village for at least 13 weeks before their due date, they are eligible for pregnancy leave. The latest date for commencing the leave in that case is the date of the miscarriage or stillbirth.

The pregnancy leave of an employee who has a miscarriage or stillbirth ends 17 weeks after the leave began or 12 weeks after the stillbirth or miscarriage, whichever is later. This means that the pregnancy leave of an employee who has a stillbirth or miscarriage will be at least 17 weeks long. In some cases, it may be longer.

Parental Leave

Employees of The Village of Burk's Falls are entitled to parental leave if they have worked for the Village for at least 13 weeks before starting the parental leave and are a parent to a newborn or newly adopted child who has come into their custody, care, and control.

The right to parental leave is independent of the right to pregnancy leave, and employees are eligible to take both leaves. Employees who took pregnancy leave are entitled to up to 61 weeks' leave and must begin parental leave immediately after their pregnancy leave ends, unless the child has not yet come into their custody, care, and control for the first time.

Employees who do not take pregnancy leave are entitled to up to 63 weeks of parental leave. Parental leave must begin no later than 78 weeks after the date their baby is born; or the date their child first came into their care, custody, or control.

Employees must provide at least two weeks' notice in writing before beginning their leave. If a change is required to the start date of the parental leave, the employee must provide new written notice at least two weeks before the new start date. If the child comes into the employee's care, custody, and control earlier

than expected, the employee's leave can begin immediately, and they must provide written notice within two weeks after stopping work.

Any employee who chooses not to use the maximum amount of leave available will not have the option of taking any unused leave time later. Once the employee has started pregnancy or parental leave, the employee must take it all at one time and cannot split it up.

Employees must provide at least four weeks' notice regarding their expected date of return to work or their letter of resignation if they choose not to return to work. If a change is required to the end date of the parental leave, the employee must provide new written notice at least four weeks before the new start date if earlier, or four weeks before the original return date.

Employees may be eligible to extend their leave by requesting family medical leave or family caregiver leave, as necessary, as described in this policy. Management or a supervisor must be contacted if an employee is considering another leave concurrent with parental leave.

Family Medical Leave

Family medical leave is unpaid, job-protected time off work for up to 28 weeks within a specified 52-week period. This leave is meant to enable employees to care for a family member, as described in legislation, who has a serious risk of dying. A certificate issued by a qualified health practitioner must be issued confirming the family member has a serious medical condition and risk of death within a period of 26 weeks.

The 28 weeks of family medical leave do not have to be taken consecutively but must be taken in full-week increments within a 52-week period. Employees must inform management or a supervisor in writing of their intention to take a family medical leave, as soon as possible. If two or more employees qualify to take the leave in order to provide care for the same person, the leave is divided among those taking the leave.

If the amount of leave taken in the initial leave period is less than 28 weeks, it is not necessary for a qualified health practitioner to issue an additional certificate in order for more leave (starting after the end of the initial leave period) to be taken.

If an employee takes family medical leave and the individual does not die within the 52-week period beginning when the medical certificate is issued, the employee may take another leave, in accordance with the *Employment Standards Act, 2000* (ESA) and if another medical certificate is provided.

Organ Donor Leave

Employees continuously employed by The Village of Burk's Falls for 13 weeks are entitled to take unpaid job-protected leave from work of up to 13 weeks to undergo surgery for organ donation. Employees taking organ donor leave must provide The Village of Burk's Falls with a minimum of two weeks' notice of their intention to take the leave, if possible.

Employees must provide a medical certificate confirming the reasons for and the expected duration of the leave. The organ donor leave must begin on the date of the surgery unless a medical practitioner specifies an earlier date in a written certificate. In cases where the medical practitioner declares in writing that the employee cannot resume their work after the 13 weeks of organ donor leave have been taken, additional time will be granted. The extension cannot exceed an additional 13 weeks. If an employee on leave wishes to end the leave early, they must provide the Village with written notice at least two weeks before their intended return date.

Family Caregiver Leave

All employees, regardless of their length of service with The Village of Burk's Falls, are entitled to eight weeks of unpaid job-protected leave per calendar year, taken in entire weeks, for each family member requiring care.

The employee can take a family caregiver leave to care for or support a family member described in the ESA if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition, which may include a condition that is chronic or episodic. Employees must give notice in writing of their intention to take the leave to management or a supervisor along with the medical certificate as soon as possible, and ideally before the start of the leave.

Critical Illness Leave

All employees employed with The Village of Burk's Falls for at least six consecutive months are entitled to up to 37 weeks of unpaid job-protected leave to provide care or support to a critically ill minor child. A critically ill minor child means a child under the age of 18 whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

All employees employed with The Village for at least six consecutive months are also entitled to up to 17 weeks of unpaid job-protected leave to provide care or support to a critically ill adult. The leave is restricted to instances where the critically ill minor child or adult is a family member of the employee as defined by the ESA.

Employees must give notice in writing to management or a supervisor before the start of a critical illness leave, or as soon as possible. The employee must also provide a written plan that indicates the weeks in which they will take the leave. Employees also must provide a medical certificate from a qualified health practitioner (which can include a physician, registered nurse, or psychologist) in order to begin a critical illness leave. The medical certificate must state that the family member is critically ill and requires the care or support of the employee; it must also set out the period during which the person requires the care or support of the employee.

The leave must end on the last day in the period specified in the medical certificate or if the qualified health practitioner sets out a period of 52 weeks or longer, the leave must end no later than the last day of the 52-week period. If a critically ill minor child or adult dies while an employee is on leave, the employee's entitlement to be on leave ends on the last day of the week in which the minor child or adult dies.

If a minor child or adult remains critically ill while the employee is on leave or after the employee returns to work, but before the 52-week period expires, the employee is entitled to take an extension of the leave or a new leave if they meet the requirements. If the minor child or adult remains ill after the 52-week period expires, the employee is entitled to take another leave if the leave requirements are once again met.

Child Death Leave

For the purpose of this leave, a child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and is under 18 years of age.

All employees employed with The Village of Burk's Falls for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child dies. Employees may take their leave only in one continuous period within 105 weeks from the week the child dies.

Please note that an employee is not entitled to this leave of absence if the employee is charged with a crime in relation to the death or if it is probable that the child was a party to a crime in relation to their death.

Employees must give written notice to management or a supervisor of their intention to start the leave and must include a written plan that indicates the weeks when they will take the leave. This notice should be provided by the employee as soon as possible. The Village may require the employee to provide evidence reasonable in the circumstances.

The employee may change the time of the leave indicated in the plan with written permission from the Village or with at least four weeks' written notice, and if the employee meets all other leave requirements.

Crime-Related Child Disappearance Leave

All employees employed with The Village of Burk's Falls for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child disappears and it is likely the result of a crime. Employees may take their leave only in one continuous period within 105 weeks from the week the child disappears.

Employees must give written notice to management or a supervisor of their intention to start the leave and must include a written plan that indicates the weeks when they will take the leave. This notice should be provided as soon as possible. The employee may change the time of the leave indicated in the plan with written permission from the Village or with at least four weeks' written notice, and if the employee meets all other leave requirements. The Village may require the employee to provide evidence reasonable to the circumstances.

If the employee's child is found alive while the employee is on leave, the employee is entitled to stay on leave for an additional 14 days. If an employee's child is found deceased, the employee's entitlement to be on leave ends at the end of the week in which the child is found.

If it becomes probable that the disappearance of the child is not the result of a crime, the leave must end on the day on which it no longer seems probable.

Please note that an employee is not entitled to this leave of absence if the employee is charged with the crime or if it is probable that the child was party to the crime.

Domestic or Sexual Violence Leave

All employees employed with The Village of Burk's Falls for at least 13 consecutive weeks are entitled to up to 10 days and up to 15 weeks of protected leave to seek medical attention or related professional services, to relocate, or to seek legal or law enforcement assistance if the employee or their child experiences domestic or sexual violence, or the threat of domestic or sexual violence.

For the purpose of this leave, a child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and is under 18 years of age.

If an employee intends on taking more than 10 days of leave, they should give notice in writing to management or a supervisor as soon as possible stating their intention to start a domestic or sexual violence leave. If they intend to take 10 or less days of leave, the notice is not required to be in writing. The Village may require the employee to provide reasonable evidence.

If an employee takes any part of a day as leave, the Village may consider one full day of leave to have been taken. If an employee is taking up to 15 weeks of protected leave and has taken part of a week as leave, the Village may consider the employee to have taken one full week of leave. Under this leave, employees are entitled to be paid for the first five days of leave in each calendar year, paid at the employee's regular wages. Employees are not entitled to overtime or premium pay for this time off. The balance of the employee's entitlement are unpaid days.

The Village of Burk's Falls will ensure mechanisms are in place to protect confidentiality of records given to or produced by the Village that relate to an employee taking domestic or sexual violence leave and will only disclose information in situations where it is required by law.

Please note that an employee is not entitled to this leave of absence if the domestic or sexual violence is committed by the employee.

Long-Term Illness Leave

All employees employed with The Village of Burk's Falls for at least 13 consecutive weeks are entitled to up to 27 weeks of unpaid job-protected leave if they cannot perform their job duties because of a serious medical condition, which can be chronic or episodic. Even if the employee has more than one serious condition, the total amount of leave is 27 weeks. Long-term illness leave must be taken in complete weeks, and any leave taken in partial weeks is considered as a complete week.

Employees must provide a certificate from a qualified health practitioner, as well as a written letter stating that they wish to take long-term illness leave, to management or a supervisor before the start of the leave, or as soon as possible. The certificate must state that the employee has a serious medical condition and set out the period for which the employee will not be performing their duties because of that serious medical condition.

If the certificate from the health practitioner specifies a shorter duration than 27 weeks, the leave only lasts for the period stated in the certificate, ending no later than the last day specified. If the certificate specifies a period of 52 weeks or more, the leave ends no later than 52 weeks after either the week the certificate was issued or the week the employee stopped working because of the serious medical condition, whichever is earlier.

Employees may extend their leave or take a subsequent leave within the same 52-week period if they continue to have a serious medical condition and obtain an additional certificate, provided that the total amount of long-term illness leave does not exceed 27 weeks within that 52-week period. If the employee's serious medical condition continues beyond that time, they may qualify for a new long-term illness leave in accordance with the requirements above.

Sick Leave

Sick leave is job-protected time off work for up to **ten paid days per calendar year**. Employees must have been employed with The Village of Burk's Falls for at least six months to qualify for this leave. This leave may be taken for personal illness, injury, medical emergency, or any appointment that may be covered by a benefit bank in the employee's health plan. The ten days do not have to be taken all at once.

For sick leave, the employee must inform management or a supervisor that they require a leave before it begins or as soon as possible after beginning the leave. Sick leave taken under any The Village sick leave policy counts towards their use of sick leave under the ESA if the reason for the leave aligns. Situations that do not meet the required provisions are determined on a case-by-case basis. Employees may need to provide evidence reasonable in the circumstances to confirm entitlement to the leave.

Accumulated sick leave to end in 2025.

Family Responsibility Leave

Family responsibility leave is job-protected time off work for up to three unpaid days per calendar year. Employees may take family responsibility leave due to the illness, injury, medical emergency, or an urgent matter relating to a dependant or family member as defined by the ESA. Employees must have been employed with The Village of Burk's Falls for at least two consecutive weeks to qualify for this leave. The three days do not have to be taken all at once; however, any part of a day taken off is considered a full day of family responsibility leave.

For family responsibility leave, the employee must inform management or a supervisor that they require a leave before it begins or as soon as possible after beginning the leave. Situations that do not meet the required provisions will be determined on a case-by-case basis. Leave taken under any The Village provided leave for a reason that aligns with family responsibility leave under the ESA counts towards their use of this leave. Employees may need to provide reasonable evidence of entitlement to the leave.

Bereavement Leave

Bereavement leave is job-protected time off work for up to five paid days. Employees may take bereavement leave due to the death of a family member as defined by the ESA. Employees must have been employed with The Village of Burk's Falls for at least two consecutive weeks to qualify for this leave. The five days do not have to be taken all at once; however, any part of a day taken off is considered a full day of bereavement leave.

Employees are entitled to up to five (5) paid days of bereavement leave for the death of an immediate family member, as defined by ESA. This leave applies only to regularly scheduled workdays.

Requests for additional bereavement leave beyond the initial five (5) days must be submitted in advance and will be considered at the discretion of Council.

In the event of the death of an extended family member (example as aunt, uncle, niece, or nephew), employees are eligible for three (3) paid day of leave to attend the funeral, provided the day falls on a scheduled workday.

For bereavement leave, the employee must inform management or a supervisor that they require a leave before it begins or as soon as possible after beginning the leave. Bereavement leave taken under any The Village bereavement leave policy will count towards the employee's use of bereavement leave under the ESA if the reason for the leave aligns. Situations that do not meet the required provisions will be determined on a case-by-case basis. Employees may need to provide reasonable evidence of entitlement to the leave.

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies

Declared Emergencies

Declared emergency leave is a leave of absence without pay for employees who cannot perform their job duties because of an emergency declared under the *Emergency Management and Civil Protection Act* and because:

- Of an order that applies to them made under the *Emergency Management and Civil Protection Act* or the *Health Protection and Promotion Act*; or

- The employee must provide care or assistance to a specified individual outlined in the ESA.

An employee is entitled to take declared emergency leave for as long as they are not performing the duties of their position as determined by the provisions above. Entitlement ends on the day the emergency is terminated or disallowed.

Infectious Disease Emergencies Leave Without Pay

Infectious disease emergency leave (IDEL) is a job-protected leave for employees who cannot perform their job duties for any of the following reasons:

- The employee is under individual medical investigation, supervision, or treatment (including receiving a vaccination or recovering from any side effects) for the designated infectious disease;
- The employee is acting in accordance with an order under the *Health Protection and Promotion Act*;
- The employee is in quarantine, isolation, or subject to a control measure, such as self-isolation, as a result of information or directions issued to all or some of the public or one or more individuals, by an authority designated by the legislation;
- The Village directed the employee not to work in response to a concern that the employee may expose other individuals in the workplace to the designated infectious disease;
- The employee is providing care or support to a specified individual because of a matter related to the designated infectious disease that concerns that individual, such as school or daycare closures;
- The employee is directly affected by travel restrictions and, under the circumstances, cannot reasonably be expected to travel back to Ontario;
- The employee's hours of work are temporarily reduced or eliminated by the employer for reasons related to the designated infectious disease; or
- An order made under the Emergency Management and Civil Protection Act that is continued under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, concerning the designated infectious disease.

An employee is entitled to take infectious disease emergency leave starting on the applicable date specified in the ESA. Leave continues while the infectious disease is designated by the regulations and so long as they are not performing the duties of their position as determined by the provisions above.

Conditions

An absence due to a declared emergency may be extended beyond the initial period of leave if an order made under the *Emergency Management and Civil Protection Act* is extended.

Employees who take emergency leave must advise The Village of Burk's Falls that they plan to do so as soon as possible. If an employee must begin the leave before advising The Village, they must communicate it as soon as possible.

The Village of Burk's Falls may require an employee taking emergency leave to provide reasonable proof that the employee is entitled to the leave. However, an employee who takes infectious disease emergency leave is not required to provide a certificate from a qualified health practitioner as evidence.

Reservist Leave

Employees who are reservists and who are deployed to an international Canadian Forces operation, or to a Canadian Forces operation within Canada that provides or will provide assistance in dealing with an emergency or its aftermath (including search and rescue operations) are entitled to unpaid leave for the

time necessary to engage in that operation. This time includes any pre-deployment or post-deployment activities that are required. This leave can also be taken when attending Canadian Armed Forces skills training or when the employee is in treatment, recovery, or rehabilitation for a physical or mental health illness, injury, or medical emergency resulting from associated activities. To be eligible for reservist leave, the employee must have worked for The Village of Burk's Falls for at least two consecutive months unless otherwise prescribed.

The Village may require the employee provide evidence for their entitlement to the leave in line with the ESA requirements. The Village may postpone any reinstatement to work after a reservist leave in line with requirements under the ESA. Seniority and length of service credits continue to accumulate during the leave. The Village of Burk's Falls does not continue any benefits plans during the employee's leave; however, employees can provide payment in advance of the leave to cover the cost of the benefits so that they may continue while on the leave.

For reservist leave, the employee must provide reasonable notice in writing of their intention to take the leave or provide notice as soon as possible after beginning the leave. This same process is required when returning from a reservist leave.

Jury Duty Leave

The Village of Burk's Falls recognizes and respects the need for employees to complete jury duty and will make accommodations for employees who have been selected to participate on a jury. Employees must provide as much advance notice as possible of the start of their jury duty and are asked to include a copy of their summons. Employees will be permitted an absence from work with full compensation less court reimbursement. Supporting documentation shall be required.

This leave does not apply to an employee who must appear in a court of law as a plaintiff, defendant, or witness. In these instances, the employee may use vacation time or request an unpaid leave of absence.

Time Off for Employees Serving in an Election

The Village of Burk's Falls appreciates the importance of volunteering during an election. Any employee who is a returning officer or has been appointed by a returning officer to be a poll official is provided with sufficient time off to perform all required duties under the *Elections Act*. Employees must provide The Village with at least seven days' notice of their intention to take this leave.

Time for Voting (Ontario and Federal Elections)

All employees who are qualified voters are provided three consecutive hours for voting in Ontario and federal elections if their schedule does not already allow them three consecutive hours during polling hours to vote. The Village ensures these employees do not lose pay from leaving early or coming in late if the time was necessary for voting. If this time is provided to an employee, it is provided at the discretion of The Village, in line with scheduling and operational requirements.

Attendance Management and Absenteeism Policy

Intent

The Village of Burk's Falls has a reasonable expectation that employees regularly perform the functions of their job in line with their employment contract. Whether onsite or remote, employees must be present and ready to work at the agreed location and time. Failure to meet these expectations could disrupt the organization, violate the terms of the employment contract, and be grounds for disciplinary action up to and including termination.

In this policy, The Village seeks to ensure absenteeism is managed consistently and fairly by defining absenteeism and outlining the process for correcting unacceptable attendance.

Definitions

Approved absence: Any workplace absence where the employee is entitled to a leave based on applicable legislation or The Village policy, and where the employee has manager approval for the leave: for example, vacation, jury duty, bereavement, or parental leave. Approved absences are not addressed in this policy. Refer to The Village's Protected Leaves Policy.

Culpable or blameworthy absenteeism: Any workplace absence arising from factors within the employee's control: for example, an employee not providing notice of their absence, falsifying an illness, abusing leave provisions, or arriving late or leaving early without notification or excuse.

Non-culpable or innocent absenteeism: Any workplace absence arising from factors an employee has little or no control over: for example, disability, illness, injury, or attending to an emergency.

Unapproved absence: Culpable or blameworthy and non-culpable or innocent absence are the two types of unapproved absences.

Guidelines

Absenteeism

The Village of Burk's Falls has determined the acceptable number of absences an employee can have each month, or within a calendar year. Employees who exceed the acceptable number of absences may be subject to an attendance management review.

Employees are entitled to be absent for the following reasons, in accordance with legislation and relevant The Village policies:

- Protected leaves under the Employment Standards Act including but not limited to:
- Sick leave;
- Family responsibility leave;
- Bereavement;
- Vacation;
- Other approved paid or unpaid leaves

Attendance Management Procedure

All managers have a responsibility to ensure this policy is applied consistently. Managers communicate the requirements for attendance, maintain attendance records, and provide appropriate support to employees participating in The Village's early and safe return-to-work program.

Managers set an attendance review meeting with an employee to inquire about every unapproved absence to understand whether the absence is culpable or non-culpable. Managers collect and file appropriate documentation for each attendance review meeting.

Attendance Review Meeting

At each attendance review meeting, the manager:

- States that the meeting is non-disciplinary in nature;
- Identifies the recent absence;
- Explains the effect absences have on work operations;
- Reviews this policy;
- Gives the employee an opportunity to explain their absence;
- Shares their conclusion regarding the nature of the absence (either culpable or non-culpable);
- Confirms that a record of the session will be made; and
- Identifies resources and proposed next steps if necessary.

If the employee is unable or unwilling to participate in this meeting, they receive an informal letter outlining the concerns of The Village regarding their absenteeism. No mention of discipline is included in this letter.

If The Village determines that the absence is culpable, The Village follows the steps outlined below to establish an attendance improvement plan. If a pattern of culpable absenteeism arises, the situation may be treated as a disciplinary matter subject to the Progressive Discipline Policy.

If The Village of Burk's Falls determines an employee's absence is non-culpable, The Village inquires whether there is any need for support or accommodation. If a need for accommodation is identified, The Village follows the Human Rights Policy and the applicable human rights legislation.

The Village makes reasonable efforts to work with employees to address non-culpable absenteeism; however, where The Village determines the absenteeism rate is excessive and creates a situation where an employee cannot perform the job duties they were hired to do, The Village of Burk's Falls may terminate the employment relationship due to frustration of contract.

Attendance Improvement Plans

If the employee exceeds the acceptable number of absences, The Village of Burk's Falls holds a formal meeting with the employee to discuss the issue and set out an attendance improvement plan.

The plan:

- Identifies the cause of the absences;
- Outlines the steps the employee must take to reduce the absences;
- Outlines any support the The Village is providing to enable the employee to improve their attendance;

- Sets the expectations for improvement and measurable goals the employee must meet to demonstrate improvement;
- Sets a timeline for how long the employee must maintain satisfactory attendance before the plan ends;
- Identifies checkpoints throughout the plan; and
- Outline the next steps if improvement does not occur.

Once the attendance improvement plan is in place, all subsequent absences will be tracked, and a review meeting will be set with the employee to classify them. The employee will be provided updates at the checkpoints identified within the plan. Each checkpoint includes information on next steps if the goals of the plan are not met.

Unacceptable Attendance Behaviours

If attendance fails to improve or the goals of the attendance improvement plan are not met within the required timeframe, The Village proceeds with progressive discipline in accordance with the Progressive Discipline Policy.

If the employee continues to exceed the acceptable level of absenteeism after the implementation of an attendance improvement plan and progressive discipline, The Village may determine that termination is the necessary next step.

The Village of Burk's Falls ensures the following conditions are met before any dismissal of an employee for non-culpable absences:

- A culminating absence, where a recent absence requires a review of the employee's attendance record and employment with the The Village ;
- The The Village determines that the employee has a history of absenteeism that exceeds acceptable levels;
- The The Village determines that the employee is unlikely to or cannot improve their attendance; and
- The The Village has previously notified the employee with documentation stating that further absences could result in their termination.

Improved Attendance

If an employee displays improved attendance and the improvement continues for 12 months, the review process is considered closed, and the employee is informed of their success in meeting The Village expectations. If the employee again displays attendance issues following the successful completion of the review period, the process begins again from the first step.

Reporting Absences

The Village of Burk's Falls tracks and records all employee absences. Employees must provide notice of any type of absence as soon as possible.

Absence reports must include the time and date of the absence, reasons (if any), and where appropriate and legally permitted, any supporting information, such as a doctor's note. Full-day and partial-day absences are tracked, including arriving late or leaving early without permission.

All approved absences must meet the reporting requirements set out in the corresponding policy, such as the Protected Leaves Policy for protected leaves or Vacation Policy for vacation time. Not meeting the reporting requirements can result in the absence being filed as an unapproved absence.

When a supervisor or manager discovers an instance of an unapproved absence, this must be reported to management/a supervisor to be tracked accordingly and to ensure any follow-up is handled appropriately.

Compensation and Payroll

Payroll Administration Policy

Intent

The intent of this policy is to communicate The Village of Burk's Falls payroll processes and procedures.

Guidelines

The Village uses comprehensive payroll processes and procedures to ensure employees are paid accurately and on time.

Employees will be paid on a bi-weekly basis. If a payday falls on a weekend or a statutory holiday, employees will be paid on the date immediately prior to the weekend, or holiday.

Employee pay is accompanied by a wage statement setting out the details of the employee's wages as required by the *Employment Standards Act, 2000*.

Workplace Responsibilities

Employees

When hired, employees must comply with all departmental procedures for the collection of necessary payroll information. This includes submitting federal and provincial income tax forms and other payroll paperwork to calculate statutory deductions such as Canada Pension Plan, Employment Insurance, and income tax credits.

Payroll is done via direct deposit. Employees must submit their personal banking information to payroll upon beginning their employment.

Employees are responsible for reviewing their pay and wage statement. Employees must immediately inform the Treasurer if they identify any pay discrepancies.

The collection of all new hire payroll information is the responsibility of the Treasurer. This information remains confidential under The Village's Collection, Use, and Destruction of Personal Information Policy, and is only disclosed to authorized personnel.

Along with maintaining records of all sick, vacation, and personal days for all employees, The Village verifies payroll information is submitted in a timely manner to ensure employees are paid on time. They also provide assistance to employees regarding any questions or concerns they may have around remuneration.

The Village complies with all legislated payroll requirements, duties, and responsibilities pertaining to all reporting and tax withholding requirements. The Village of Burk's Falls creates, maintains, and updates consistent payroll processes and procedures and ensures all payroll and compensation information obtained is stored and maintained in a secure area, only to be shared for payroll, administrative, and legal purposes.

Time Clock Procedures

All employees are required to use the designated time management system at their workplace to record their work hours. A time sheet will be maintained by the employee and approved by the manager and administered at the Village Office. Records from the time clock are considered the official and final record of employee attendance.

Employees must punch in at the start and punch out at the end of their shifts without exception. There is no grace period for clocking in or out. For example:

- A punch-in at 7:50 AM will be recorded as an 8:00 AM start.
- A punch-out at 5:09 PM will be recorded as a 5:00 PM end.
- Late punch-ins will be rounded to the nearest 15-minute interval (e.g., a punch at 9:40 AM will be recorded as 9:45 AM).

If an employee fails to punch in or out at the required time, they must do so as soon as possible and notify their manager with a valid reason. The Manager will then sign the backup sheet and inform the Treasurer of the missed punch and its approval status. Forgetting to punch in or out is not considered a valid reason. Repeated failures to comply may result in disciplinary action, up to and including termination.

If the time clock malfunctions, the department head must notify the office immediately for repairs. Access to the time clock is restricted to authorized personnel as directed by the CAO-Clerk.

Employees are strictly prohibited from clocking in or out for another employee, tampering with the time clock, falsifying information, damaging the device, accessing other employees' data, or attempting to download or record time clock information without authorization. Violations of these rules will result in disciplinary measures, which may include termination.

Pay Equity Policy

Intent

The Village of Burk's Falls is committed to achieving pay equity to ensure employees receive equal pay for work of equal value. This policy sets out the standards and procedures regarding pay equity in the workplace in accordance with the *Pay Equity Act* and its associated regulations.

Guidelines

The Village of Burk's Falls establishes and maintains pay equity in accordance with the *Pay Equity Act*. Each position is evaluated at least every three years, when significant changes occur, as positions are introduced or eliminated, or whenever there is a change in compensation, job value, or duties and responsibilities of a role. Each job is evaluated using a gender-neutral factor comparison system using four factors: skills, effort, responsibility, and working conditions.

This process involves:

- Grouping positions into job classes;
- Identifying female, male, and neutral job classes;
- Assigning a value to each job class using the gender-neutral job evaluation system;
- Grouping job classes of similar point value into common bands;

- Comparing predominantly female job classes to predominantly male job classes in the same point band; and
- Using either the job-to-job comparison method or the proportional method to determine whether the female job class requires an adjustment to achieve pay equity.

Pay equity is achieved when every female job class at The Village has been compared to another class or classes using an approved method, and adjustments have been made to ensure the job rates for female job classes are at least equal to the job classes they are being compared to, where the work performed by the two job classes is of equal or comparable value. All required steps and formulas outlined in the *Pay Equity Act* and its associated regulations are followed when developing a pay equity plan.

Where it is necessary to increase the rate of compensation for a job class to achieve pay equity, The Village increases the compensation of all employees in the corresponding job class by the same amount. No employee's compensation is reduced to achieve pay equity.

Differences in pay may exist due to seniority, merit, piecework, and other differences not due to gender as identified by the *Pay Equity Act*. If The Village determines that there is a difference in pay due to these accepted exceptions, then there will be no need for pay equity adjustments to be applied.

The Village retains all records, reports, data, and other documentation related to pay equity.

Employee Conduct & Workplace Expectations

Progressive Discipline Policy

Intent

The Village of Burk's Falls uses progressive discipline to address intentional misbehaviour by employees, including management, consistently and fairly. The Village has adopted this policy to outline its progressive disciplinary process.

Guidelines

This policy applies equally to all employees of The Village, including supervisors and management. The policy is consistently applied to all The Village of Burk's Falls employees.

The goal of progressive discipline under this policy is to work with employees to help correct behaviours, attitudes, or actions.

Issues for Progressive Discipline

Employees are expected to act in line with The Village policies and procedures. The Village of Burk's Falls uses progressive discipline to address issues related to employee conduct and performance where the issue is caused by a deliberate action or choice of the employee.

Progressive discipline is used for issues related but not limited to:

- Misconduct that affects performance, including not meeting standards, missing deadlines, or not participating in group projects;
- Attendance, such as arriving late, leaving early, or missing days without following proper reporting procedures;
- Conduct, such as rude jokes or unprofessional attire or comments;
- Health and safety concerns, such as noncompliance with policies, unsafe practices, or not using appropriate personal safety equipment; and
- Other violation of The Village policies, practices, or procedures.

Progressive Discipline Process

The Village employs one informal step and four formal steps in its progressive discipline process. The informal step is coaching. The formal steps are:

1. Verbal warning;
2. Written warning;
3. Final written warning or possible suspension; and
4. Termination of employment.

Most instances of misconduct are addressed with coaching, followed by the formal steps in order if sufficient improvement is not achieved. However, depending on the nature of the offence, the frequency of offences, the employee's overall work history, and the effect of the offence on the organization, The Village may address a specific instance of misconduct beginning with a later stage of the process, or may accelerate the application of subsequent steps.

Severe cases of misconduct, including theft, wilful damage to The Village property, or possession of weapons or explosives, will result in immediate application of a later step in the progressive discipline process.

The Village addresses unrelated issues requiring progressive discipline separately and distinctly through the progressive discipline process. Issues are only stacked, or addressed together, where one set of expectations applies to both employee behaviours. For example, an employee who is both arriving late and leaving early will see both attendance issues addressed together; an employee who is arriving late and failing to meet deadlines will see each issue addressed independently through the progressive discipline process. However, otherwise unrelated issues may be considered by management for any links that could improve employee performance: for example, an employee may improve their ability to meet deadlines when they consistently complete a full workday.

A progressive discipline action against an employee at any stage of the process expires 12 months after it was applied. When a progressive discipline action expires, it will no longer be considered in future disciplinary actions against the employee. Instead, the disciplinary process will restart for any future offences.

Coaching

The Village of Burk's Falls managers routinely coach employees under their direction. In the coaching stage, a manager or supervisor provides the employee with guidance to correct the unacceptable behaviour. The employee may be coached on expected conduct or how to prevent repeated offences. Employees should leave coaching conversations with a clear understanding of why their behaviour is unacceptable and a plan for how to improve.

Managers may provide multiple instances of coaching before proceeding to the formal steps of the progressive discipline process.

Step 1: Verbal Warning

In this first formal step in the progressive discipline process, the employee's supervisor or manager will meet with the employee privately for a confidential discussion about the ongoing concern and ways to correct the employee's unacceptable behaviour.

The manager will clearly state that the conversation is a formal verbal warning and inform the employee of all consequences if the behaviour continues after the verbal warning, up to and including termination.

The manager specifies a period during which the behaviour must improve. If the employee demonstrates improvement within this period, management may end the progressive discipline process. If the employee continues the unacceptable behaviour, the progressive discipline process continues.

The Village may provide multiple verbal warnings to the employee before moving to the next stage of the progressive discipline process.

Step 2: Written Warning

If the employee's conduct does not improve, or if the misconduct warrants immediate progression to this step, a written warning is issued. The employee's supervisor or manager will meet with the employee privately to explain the situation and why the employee's behaviour did not meet expectations.

The manager will clearly state that the conversation is a formal written warning and advise the employee of all consequences if the behaviour continues. The manager will emphasize the seriousness of the situation.

The manager specifies a period during which the employee is expected to improve before moving to the next level of progressive discipline. If the employee demonstrates improvement within this period, management may end the progressive discipline process. If the employee continues the unacceptable behaviour, the progressive discipline process continues.

The Village may provide multiple written warnings to the employee before moving to the next stage of the progressive discipline process.

Step 3: Final Written Warning and Possible Suspension

If the employee's conduct has not improved after a written warning, or if an employee's misconduct warrants immediate progression to this stage, The Village may choose to issue a final written warning. The final written warning will be conveyed in a meeting between the employee, their manager or supervisor, and the CAO Clerk. The employee will be advised that a failure to correct their behaviour will result in termination.

At this time, the employee may be suspended. Suspensions are without pay and are intended to provide the employee time to reflect on their actions. The Village may suspend an employee for a serious offence or for the reoccurrence of an offence identified in a previous step of the progressive discipline process. Suspensions may be imposed for up to five days.

The Village may at its discretion impose a review period of up to 90 days. During the suspension and review period, employees may not be eligible for wage increases nor be considered eligible to apply for internal promotions.

The manager specifies a period during which the employee is expected to improve before moving to the next level of progressive discipline. If the employee demonstrates improvement within this period, management may decide to end the progressive discipline process. If the employee continues the unacceptable behaviour, the progressive discipline process continues.

The Village provides only one final warning, whether or not accompanied by a suspension, before moving to the next stage of the progressive discipline process.

Step 4: Termination of Employment

If the employee continues to demonstrate unacceptable conduct after receiving a final written warning, and fails to improve and meet the expectations of the workplace, or if an employee's misconduct warrants immediate progression to this stage, the employee may be terminated from their employment with The Village.

Before rendering this decision, The Village reviews all documentation related to the progressive discipline. If The Village determines it should terminate the employment relationship, two The Village representatives will meet with the employee to discuss the employee's failure to address the concerning conduct and performance and to provide a notice of termination.

Termination is subject to the termination provisions found in the applicable employment contract, meeting the Ontario ESA, or any other applicable agreement.

Documentation

Every step in the progressive discipline process, including coaching, is documented in the employee file.

Documentation maintained for coaching conversations includes the date and content of the conversation.

At the formal steps of the progressive discipline process, the manager is responsible for documenting in detail the date, persons present at the meeting, information conveyed to the employee, timeline for improvement, whether the employee is informed of the next steps in the process, and any other relevant information from the meeting. The employee must sign an acknowledgement confirming that the meeting was held and documented correctly. If the employee refuses to sign the acknowledgement, management must document the refusal to sign and include a witness signature to the refusal. The employee may be provided an additional opportunity to sign documentation in a follow-up meeting.

All records related to the progressive discipline process are stored in the employee file permanently.

Confidentiality

The Village recognizes the sensitive nature of progressive discipline and protects the confidentiality of the employee. The Village only collects and shares information regarding progressive discipline and the offences that result in progressive discipline on a need-to-know basis, with the involved manager or supervisor, a manager attending disciplinary meetings on behalf of The Village, and human resources. Documentation is stored securely, in accordance with The Village 's Confidentiality Policy.

Management handles inquiries and correspondence related to progressive discipline, such as reference checks, in a manner that respects the privacy of those involved. Information about progressive discipline is not shared externally except to the extent required by law.

Accommodation and the Duty to Inquire

If an employee implies or identifies a barrier to their ability to meet expectations that is related to a protected characteristic under the Human Rights Code or The Village 's Human Rights Policy, The Village will follow the procedures outlined in the Human Rights Policy including providing accommodation up to the point of undue hardship.

Throughout the progressive discipline process, The Village of Burk's Falls considers its duty to inquire and whether grounds exist that trigger its duty to accommodate. If circumstances are discovered during the progressive discipline process that raise the duty to inquire, The Village of Burk's Falls will make the necessary inquiries of the employee under the Human Rights Policy.

Confidentiality Policy

Intent

The Village of Burk's Falls has established this policy to set out expectations and standards for employees regarding the management and use of confidential information.

Guidelines

The Village of Burk's Falls requires employees keep all business information and relevant knowledge regarding The Village operations confidential. Confidential information must not be used by employees for any purpose other than what is reasonable to complete their job duties and responsibilities during employment. Employees are expected to maintain confidentiality during their employment and after the end of the employment relationship.

If confidential information is not effectively protected, the operations and reputation of The Village may be threatened and may suffer irreparable harm. These practices have been adopted because they have been deemed essential for the protection of The Village and its business interests.

Confidential Information

Confidential information means all information created by, furnished by, received by, or accessible through The Village of Burk's Falls, as well as information that is compiled, contributed, or developed by the employee that is related to actual or anticipated business, research, development, and manufacturing of The Village, and that is not generally known to competitors or the public, nor intended for general dissemination. Confidential information includes information reduced to written, electronic, or recorded form, and information that meets the definition above whether marked as confidential or not.

Furthermore, confidential information includes but is not limited to:

- Employee, client, and business partner data;
- Business, strategic, and human resources planning and strategies;
- Compensation planning, policies, and strategies;
- Financial information regarding The Village;
- Any information or content marked as confidential; and
- Personal information of clients, customers, vendors, contractors, and suppliers

Confidential information does not include information that is available to the public or industry competitors.

Disclosing Confidential Information

Confidential information should only be shared with other employees within the organization as necessary for the completion of their job duties and responsibilities. It should not be presumed that other employees are aware of or have access to confidential information, therefore it should not be discussed openly.

Employees must not divulge, disclose, provide, or disseminate confidential information to any third-party organization or anyone not employed by The Village of Burk's Falls, whether directly or indirectly, unless given express written authorization from the Clerk's office.

Employees who are neither official spokespersons nor permanently or temporarily designated spokespersons cannot, under any circumstances (including on a “no-names” or “off the record” basis), respond to external inquiries unless specifically asked to do so by the Clerk's office. All inquiries from external parties are to be referred to the Clerk's office.

Protecting Confidential Information

All reasonable efforts will be made to limit access to confidential information to only those who need to know the information, and those persons should presume that the information is to be kept confidential until it has been publicly disclosed by a The Village of Burk's Falls spokesperson.

Employees will be granted varying levels of access to confidential information based on their role in The Village. Employees are expected to only access confidential information to the extent necessary to complete their job duties and responsibilities.

Employees are prohibited from engaging in surreptitious recordings in-person or remotely. Surreptitious recordings involve leaving unattended cameras or recording devices and recording conversations without the knowledge or consent of individuals, or deliberately continuing a recording when participants think it has ended. An employee must request approval in writing from anyone who may be involved in video or audio recording and written authorization from The Village. Once the employee receives approval and authorization, recording is permitted.

The Village may engage in audio or video recording in accordance with its surveillance policy as may be amended from time to time.

All confidential information in physical and electronic format must be handled with the utmost care. Physical documents must be stored in locked files and cabinets when not in use and should not be removed from The Village 's premises without the express written authorization from the Clerk's office. Electronic devices and databases containing confidential information must be password-protected and locked when not in use. All passwords must be kept in a secure location and should not be shared with anyone without express written authorization from the Clerk's office. Confidential information must never be replicated and transferred to personal or unapproved devices or platforms.

Intellectual Property

Any content or work created by employees during their employment with The Village of Burk's Falls is considered the property of The Village. This includes but is not limited to content created by the employees for example: documentation, software coding, and communications. As they are property of The Village, they cannot be reproduced by the employee for purposes other than their job duties with The Village or published by another source without express written authorization from the Clerk's office.

Termination of Employment

Following the end of the employment relationship, all confidential information in the employee's possession, whether in written or electronic format, must be returned to The Village. Any confidential information requiring destruction must be done in accordance with instructions received from The Village, and must be confirmed with proof of destruction. The Village of Burk's Falls reserves the right to request the return or destruction of confidential information in the employee's possession at any time.

Violations

Any report of a violation of this agreement will be investigated by The Village of Burk's Falls. If it is found that this agreement has been violated, the employee will be subject to disciplinary measures up to and including termination of employment. Depending on the circumstances, the employee may also be subject to legal action. The Village may seek legal remedies for the violation, including urgent injunctive relief or an associated claim for damages and legal costs.

The Village Technology, E-mail, and Internet Use Policy

Intent

The Village of Burk's Falls is dedicated to ensuring that employees have the necessary technology to effectively perform their job duties. The Village issues internal technology, software, and other resources (including devices, e-mail, Internet access, and network systems) for employees to use to meet business goals. The Village has adopted this policy to outline expectations for using The Village technology, e-mail, and Internet when conducting The Village business.

Guidelines

Employees may only use The Village technology, e-mail, and Internet for authorized The Village business. All The Village information and correspondence (including e-mail) transmitted or received using The Village technology is the property of The Village and is to be managed accordingly for appropriate business-related matters.

Password Protection

Employees may access the Internet through individual user accounts that have confidential passwords. For security purposes, employees must follow these best practices:

- Employees should set up strong passwords for all accounts.
- Employees must change their password frequently.
- Employees must never share any passwords with unauthorized employees, users, or third parties, or write their password down and leave it in a visible or easily accessible area.
- If an employee loses or forgets their password or believes their password has become compromised, the employee must inform the appropriate person(s) immediately.
- All passwords, once changed, must be promptly submitted to the Treasurer for inclusion in the secure database.

Security

Device Security

To support device security, employees must take all reasonable precautions to safeguard desktop and laptop computers against unauthorized access or theft, restrict physical access to laptops only to authorized personnel, and strictly prohibit use by family, friends, or the public.

Employees should enable a password-protected screensaver with a short timeout period to ensure that laptops left unsecured are protected and implement multi-factor authentication (MFA) where available.

Employees must never leave a laptop unattended in a vehicle, hotel room, or public place. If a laptop must be left in a hotel room, it must be left in the safe, inside locked luggage, or secured with a cable. Employees must inform their manager and the IT department immediately if a laptop is lost or stolen.

Internet Security

The third party I.T. is primarily responsible for Internet security at The Village of Burk's Falls. Under their guidance, employees must follow all security procedures, mandates, and instructions to ensure no security breaches occur. In general, all employees are responsible for maintaining the security of The Village -held information. The third party I.T. may assign specific Internet security control responsibilities

to any employee to ensure The Village information is protected and the integrity of The Village is maintained. These assignments are formally passed out in memorandum format. Copies of these assignment documents are retained in the employee's file for transparency and accountability purposes.

In order to support Internet security, employees must:

- Familiarize themselves with procedures for securely downloading and protecting information;
- Learn to identify and avoid any online material deemed sensitive, private, copyrighted, offensive, obscene, or illegal;
- Always conduct themselves professionally;
- Complete all cybersecurity training, and follow up with their supervisor if they have any questions; and
- Use a virtual private network (VPN) to set up a secure connection when travelling or working remotely.

Employees must never:

- Store personal files or data downloaded from the Internet on The Village hard drives or network file servers;
- Download video or sound files from the Internet unless the third party I.T. has authorized their use for conducting The Village business;
- Conduct any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers; or
- Disclose The Village information or intellectual property to unauthorized third parties.

Additionally, specific procedures, mandates, or instructions related to Internet security may apply to a given situation or department or when a real or potential security breach has occurred.

Internet

Assigned employees may access the Internet for legitimate business purposes only under the purview of The Village goals. Permissible, acceptable, and appropriate Internet-related work activities include:

- Researching, accumulating, and disseminating any information related to the accomplishment of the employee's assigned responsibilities, during working hours or overtime;
- Collaborating and communicating with other employees, business partners, and customers, according to the employee's assigned job duties and responsibilities, and only with the approved videoconferencing software, instant messaging platform, e-mail program, or other software; and
- Conducting professional development activities (including discussion groups, online training, web seminars, and so on) as they relate to meeting the employee's job requirements and independent goals.

Inappropriate and unacceptable Internet use includes, but is not limited to:

- Illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, plagiarism, and copyright infringement;
- Any use that conflicts with existing The Village policies, such as bandwidth limitations or network storage;
- Any use that conflicts with The Village's mission, goals, and reputation;
- Copying, destroying, or altering any data, documentation, or other information that belongs to The Village or any other business entity without authorization;

- Downloading unreasonably large files or conducting any other activities that may hinder network performance and others' use of The Village resources;
- Accessing, downloading, or printing any content that violates any of The Village 's existing policies (including illegal, offensive, and obscene material);
- Engaging in any other activity that would in any way bring discredit, disrepute, or litigation upon The Village ;
- Engaging in personal online commercial activities, including offering services or products for sale, soliciting services or products from online providers, online shopping, and more;
- Engaging in any activity that could compromise the security of The Village 's host servers or computers;
- Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless authorized to do so;
- Any use that violates any of the policies of the accessed information's source network; and
- Allowing unauthorized or third parties to access The Village 's network and resources.

Social Media and Blogs

The use of social media and personal blogs on The Village devices or Internet is deemed unacceptable. Excessive personal use of social media or the Internet that affects an employee's job performance is subject to progressive discipline.

The Village prohibits employees from sharing any confidential information or using any copyrighted materials, corporate logos, or other branding on any social media accounts or personal blogs.

Employees must never act as a representative of The Village online in any fashion or speak on behalf of The Village without prior written authorization to act as a designated The Village representative. Employees must never write, post, or otherwise share any negative beliefs or discriminatory statements about The Village or its employees, customers, or vendors on social media or personal blogs. If an employee wishes to express individual opinions on topics that may in any way reflect on The Village, the employee must include a disclaimer asserting that such personal opinions are not necessarily those of The Village.

E-mail

Employees should use The Village e-mail consistently with The Village 's standards of conduct and create messages with professionalism and attention to detail. For consistency, employees should:

- Only send business-related messages from a The Village address;
- Send messages only to intended recipients and avoid including parties not directly affected by the contents of the message;
- Include a relevant subject line that clearly states the message's purpose;
- Review messages for spelling and grammar before sending;
- Keep messages brief, clear, and relevant;
- Exclude any offensive, obscene, or illegal content, attachments, or language;
- Avoid all caps unless necessary for clarity or grammar;
- Assign a read receipt only where necessary; and
- Include a The Village e-mail signature on all outgoing messages.

For security, employees should:

- Avoid sending confidential information by e-mail;
- Properly encrypt all messages;

- Mark messages as confidential or urgent as appropriate;
- Forward messages only after ensuring the contents are secure and work-appropriate;
- Never open attachments from unknown senders; and
- Follow all e-mail security best practices and immediately alert the IT department of any e-mail security breaches, phishing, or spam attempts.

Removable Media Devices

Employees may only use The Village removable media devices to store information and transmit it to other The Village -owned property for business purposes. Removable media devices include but are not limited to USB flash drives, hard drives, CDs, DVDs, or any other portable storage device.

Employees wishing to use a removable media device must obtain approval before use. Employees needing to download sensitive data require prior express written approval from the Clerk's office. When finished with the device, employees must remove all data from the device.

Removable Media Device Security

When handling and using a removable media device, employees must ensure all data is encrypted, password protected, and properly transferred and then deleted. Employees must never take removable media devices away from The Village premises without prior authorization, and they must never leave devices unattended.

If employees find any removable media device on The Village property, even one they believe is The Village -owned, they must immediately report it. Failure to follow proper security protocols may lead to disciplinary action up to and including termination.

Lost or Stolen Devices

Any lost removable media device must be immediately reported.

Client, Visitor, and Employee Privacy

To protect the ongoing privacy of our clients, visitors, and staff, employees must never:

- Post sensitive, libellous, incendiary, or personal information regarding clients, visitors, or employees from The Village Internet, on social media, on personal blogs, or anywhere else;
- Take photographs of clients, visitors, or employees on The Village premises or from The Village devices for any reason without express prior written authorization;
- Post photographs or videos of other employees, clients, or visitors on the Internet or social media without express prior written authorization; or
- Disclose client, visitor, or employee personal information on social media, personal blogs, or anywhere else without express prior written authorization.

Employee Monitoring and Recordkeeping

To ensure the appropriate use of technology and to protect The Village 's legal and business interests, The Village of Burk's Falls reserves the right to monitor employee use of The Village technology. All employees should bear in mind that Internet sessions are likely not private, and websites accessed by employees may be monitored.

The Village accesses and monitors these systems and activities for reasonable business-related purposes. All information collected through electronic monitoring is securely stored and protected. If any

personal information is collected, its use and disclosure are limited to achieve the stated purpose of its collection. The Village adheres to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

Employees can refer to the electronic monitoring policy for more information related to electronic monitoring of employees.

Audits and Investigations

The Village may audit any Internet, e-mail, or other monitored records. These records are subject to provincial and federal laws, and they may be used as evidence in a legal proceeding. While individual use is not routinely monitored, unusual or high-volume activities may warrant more detailed examination.

Only authorized employees may access and examine these records and employee usage for business-related issues when they have been given written authorization by the Clerk's office and when it regards a business-related investigation to determine misconduct. In such cases, The Village does its best to accommodate employee privacy while being diligent and thorough.

Filtering

The Village uses filtering software to restrict access to websites considered unsuitable for business use. Where The Village discovers activities that conflict with the law or this policy, Internet use records may be retrieved and used for disciplinary or legal purposes.

Employee-Owned Property

Due to increased security risks, employees must never use personal equipment or property (such as removeable media devices, cell phones, laptops, notebooks, memory cards, computer peripherals, and so on) to create, store, or transmit The Village business information. If an employee creates, stores, or transmits business information on personal equipment or property, the business information remains the express property of the The Village of Burk's Falls.

Employees must never download, access, or use The Village accounts or software on personal equipment or property. Employees must only use The Village -provided equipment (including peripherals) to conduct their job duties.

The Village reserves the right to inspect or audit the property of its employees on The Village premises where it is either known or reasonably suspected that personal equipment or property was used for conducting The Village business or that such equipment or property contains business information. The Village may conduct these investigations at any time, with or without notice, solely for the protection of The Village's business interests and not as a punitive measure.

Disclaimer

The Village does not accept responsibility for any loss of or damage to an employee's personal property, or loss or damage to the employee of any kind, arising from personal use of The Village Internet or software. The employee is responsible for costs incurred because of loss or damage to The Village Internet, property, and other resources if an employee uses these for their personal use.

The Village is not responsible for the accuracy of information found on the Internet. Users are responsible for assessing the appropriateness of any material that they access, download, or share through the Internet.

Disciplinary Action

The Village addresses any misconduct or violation of this policy according to its progressive discipline policy and may result in one or more of the following:

- Temporary or permanent revocation of access to The Village Internet resources, equipment and devices, or other IT resources;
- Requirement to pay any charges, fees, or other costs incurred to The Village equipment, devices, or other resources arising from the direct result of the employee's actions; and
- Disciplinary action according to applicable The Village policies, up to and including suspension or termination of employment.

Upon Retirement, Layoff, or Termination

Upon retirement, layoff, or termination of employment with The Village, employees must promptly return (without duplicating or summarizing) all material pertaining to The Village business, The Village equipment, and other The Village resources that are in their possession to The Village of Burk's Falls.

At the conclusion of the employment relationship, whatever the reason, the IT department removes the employee's access to The Village e-mail and Internet resources. If a device containing The Village business information is password-protected, the employee must provide the correct username and password for the device.

Any outstanding amount owing to The Village in relation to damage, loss, theft, or overages of The Village resources and property is the responsibility of the employee and must be paid as soon as possible. The Village may also seek the assistance from law enforcement or pursue legal proceedings in order to recover any unreturned The Village resources or any unpaid expense arising from the employee's failure to fulfil their obligations with respect to this property.

Privacy & Information Security

Employee Files Policy

Intent

The Village of Burk's Falls has adopted this policy to outline the information retained in its employee files, as well as define how this information will be maintained, kept confidential, accessed, and retained appropriately.

Guidelines

Content of Employee Files

The Village of Burk's Falls maintains three employee files for each employee: a personnel file, a payroll file, and a medical file. Some employee records may be found in more than one employee file.

Documents stored in the personnel file may include:

- Employment application, résumé, references, and hiring notes;
- Offer of employment and employment contract;
- Current biographical information, including address, phone number, date of birth, Social Insurance Number, and emergency contacts;
- Signed policy acknowledgements and agreements;
- Attendance records;
- Return to work plans;
- Records of recognition, commendations, and awards;
- Performance evaluations;
- Career planning documentation;
- Performance improvement plans;
- Accident and incident report forms;
- Disciplinary action documentation; and
- Records of benefits accrued and taken: for example, vacation days remaining

Documents stored in the payroll file may include:

- Compensation structure and details;
- Direct deposit or payee information;
- Tax forms;
- Records of taxable benefits;
- Records of contractual bonuses, incentives, or salary increases;
- Records of benefits accrued and taken: for example, vacation days remaining; and
- Non-contractual or gratuitous bonus information.

Documents stored in the medical file may include:

- Medical documentation for any absences, such as doctor's notes;
- Short- and long-term disability information;
- Accident and incident report forms where the employee has been injured;
- Functional abilities forms;
- Reasonable accommodation forms;
- Return-to-work plans, including documentation for any medical updates or accommodation dialogue during this period; and

- Known allergen information and emergency procedures.

Maintenance

Employee files are kept up to date, with all necessary documentation added to the relevant employee file as soon as possible.

Employees are responsible for updating their personal information contained in the employee files as necessary: for example, by providing updated emergency contact information if it has changed. Employees may update their personal information by providing the changed information directly to management. The Village of Burk's Falls should be notified of any changes to an employee's personal information as soon as reasonably possible.

Confidentiality and Data Protection

The collection, use, and disclosure of employee personal information contained in the employee files by The Village of Burk's Falls will be made in accordance with the *Personal Information Protection and Electronic Documents Act*.

Employee files are kept strictly confidential. Files are accessed only by the employee they concern or by human resources staff for a legitimate purpose related to the business of The Village of Burk's Falls. File access must be specific: for example, a legitimate business reason to access an employee's payroll file may not also necessitate access to the medical file. Individuals who access an employee file without a legitimate purpose will be subject to disciplinary action up to and including termination.

The Village of Burk's Falls does not share information retrieved from employee files with parties external to The Village without the express permission of the affected employee, except as required by law.

The Village of Burk's Falls applies the following safeguards to ensure employee files are kept confidential:

- Secured in a lockbox; and
- Password Encryption; and
- Located on the secure P: Drive with Senior Management access only.

Access

Employees are entitled to access their own employee files on reasonable notice to human resources. Requests to access an employee file must be made to the Clerk's office by e-mail, at least 5 days in advance. Employees may also grant permission in writing for another individual to access their employee file.

Employees who access their employee files will be accompanied by the Clerk's office. During review, materials may not be removed from the employee files. An employee who wishes to receive a copy of a document in their employee files may request a copy.

Documentation in the employee file that includes confidential information of other employees may be redacted as necessary before it is accessed. For example, an incident report containing the medical information of two employees may be redacted to include only the accessing employee's information.

If an employee notices an error in their employee files while accessing it, the error must be brought to the attention of the Clerk's office as soon as possible.

Retention

Employee files are retained for all current The Village of Burk's Falls employees during the course of their employment.

Files for former employees are retained in accordance with the *Employment Standards Act*, for a period of at least three years. On the expiry of the legislated retention period, employee files are securely destroyed.

Privacy Policy (MFIPPA) – Ontario

Intent

Village of Burks Falls is committed to protecting personal information in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). This policy outlines standards for the collection, use, and disclosure of personal information by The Village.

Definitions

Commissioner: The information and privacy commissioner appointed under the *Freedom of Information and Protection of Privacy Act* (FIPPA).

Personal information: Recorded information about an identifiable individual, including:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation, or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal, or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol, or other particular assigned to the individual;
- The address, telephone number, fingerprints, or blood type of the individual;
- The personal opinions or views of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Personal information does not include information about an individual who has been dead for more than 30 years or the name, title, contact information, or designation of an individual that identifies them in a business, professional, or official capacity.

Personal information bank: A collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual.

Guidelines

Village of Burks Falls collects, uses, and discloses personal information in accordance with MFIPPA.

The Clerk's Office has been designated to act as the head of Village of Burks Falls for the purpose of MFIPPA and is responsible for The Village's privacy practices.

Collection

Authorized employees may collect personal information on behalf of Village of Burks Falls in accordance with MFIPPA. Personal information is collected directly from the individual to whom the information relates, except as allowed by MFIPPA. Where personal information is collected, the individual is informed of the legal authority for the collection, the purpose of the collection and how it will be used, and the contact information of a The Village representative who can answer their questions about the collection.

Exceptions

The Village may collect personal information without providing notice in certain circumstances as applicable by law. These situations include:

- providing notice would frustrate the purpose of the collection;
- providing notice might result in an unjustifiable invasion of another individual's privacy; or
- the collection is for the purpose of determining suitability or eligibility for an award or honour.

Use and Disclosure

Personal information collected by The Village is used for the purpose for which it was collected, for a consistent purpose, or for specific purposes as consented to by the individual it relates to. If personal information is disclosed to The Village in accordance with MFIPPA, it may be used for the purpose for which it was disclosed. The Village discloses personal information in its custody or control in certain circumstances to other parties in accordance with MFIPPA.

The Village takes all reasonable measures to ensure that personal information is not used or disclosed unless it is accurate and up to date.

Protecting Personal Information

Personal information may be stored in physical or electronic files. The Village safeguards personal information from unauthorized access, disclosure, use, or modification and against theft or loss regardless of the format in which it is stored. Appropriate safeguards are put in place based on the sensitivity of the information.

Personal information is protected through physical, organizational, and technical measures. Access to personal information is restricted to employees and other agents of The Village who require the information to perform their job duties, and to those otherwise authorized by law. The Village's computer network systems and databases are secured by complex passwords. Physical files are kept in locked filing cabinets within locked rooms. The Village ensures that employees who handle client personal information are aware of and understand the importance of maintaining the confidentiality of such information.

Retention

Personal information is retained in accordance with the *General Regulation* under MFIPPA to ensure the individual it relates to has a reasonable opportunity to access their personal information. Personal information is retained for one year after use or the period required by Village of Burks Falls policy, whichever is shorter. This retention period differs if the individual to whom the personal information relates agrees to earlier disposal or if it is credit or debit card payment data. Once personal information is no longer required, it is destroyed promptly, safely, and securely.

Access to and Amending Personal Information

Individuals have the right to access their personal information held by The Village. Requests for access must be submitted in writing to the Clerk's Office at clerk@burksfalls.ca and specify the request is being made under MFIPPA. The request must specify the personal information bank or other location of the personal information and include the required fee as set out in the *General Regulation*. The Village may require individuals pay this fee before providing access to the record.

Village of Burks Falls responds to requests for access to personal information in writing within 30 days of receipt to inform the individual whether their request has been approved, in whole or in part, or denied,

and provide the individual with access to the record as applicable. This period may be extended in certain circumstances in accordance with MFIPPA, and the individual will be informed in writing of the length and reason for the extension. Individuals have the right to request the commissioner review extensions. Requests for access may be refused in accordance with MFIPPA. Where a request is denied, a notice of refusal is provided explaining why it was refused.

If a request does not contain sufficient detail to obtain the personal information sought, The Village will reach out to the individual to gather additional information. Where a request for access cannot be granted in full, The Village provides as much information as possible while complying with MFIPPA.

If The Village is not in possession of the personal information requested, the request may be forwarded within 15 days to another institution to determine whether it has the information in its custody or control. Within 15 days of forwarding the request, The Village provides written notice to the individual who submitted the request that it has been forwarded.

If an individual requests access to a record containing information that may affect the interests of other people or when the personal information requested may constitute an unjustified invasion of personal privacy, the affected individual is given notice that The Village plans to disclose this record. The affected individual has 20 days to oppose this disclosure in whole or in part.

Where a request for access is fulfilled, the personal information is provided in a comprehensible form and in a manner that indicates the general conditions the personal information is stored in and how it is used. An individual is given a copy of the record unless it is not reasonably practicable to reproduce it, in which case they may be granted access to the original. If granted access to an original record, the individual may be required to view the record at The Village's premises and be required to show proof of identity before being given access. The Village provides reasonable accommodation for individuals who attend at The Village's premises to view records where necessary, and provides alternative formats of records where possible.

Corrections

If an individual finds an error or omission in their personal information, they may request a correction. If The Village does not agree to the correction, the individual may require The Village attach a statement of disagreement noting a correction was requested but not made. Where an individual requests a correction, The Village notifies any party who has received the information within the previous year of the correction or statement of disagreement.

Appeals

Where a request for access or request for correction is denied by The Village, an individual may appeal the decision to the commissioner by submitting a written request within 30 days after the denial of the request. This timeline may be reasonably extended to accommodate accessibility needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. Individuals must pay the required fee set out in the *General Regulation* when making an appeal. The Village complies with any order issued by the commissioner in relation to appeals.

Human Rights, Accessibility & Equity

Human Rights Policy (Accommodation)

Intent

The Village of Burk's Falls is committed to providing equal rights and opportunities to all employees. The Village takes all reasonable measures to ensure employees and job candidates are treated with dignity and respect, are free from discrimination in the workplace, and receive reasonable accommodation where appropriate.

Definitions

Discrimination: Any form of unequal treatment based on a prohibited ground. Discrimination can be direct or indirect, intentional or unintentional, but in all cases has the effect of disadvantaging an individual or group.

Harassment: Engaging in a course of vexatious comment or conduct that is known or ought to be known to be unwelcome. Harassment can also include a single, severe incident.

Reprisal: Actions or threats intended to retaliate against an individual for claiming or enforcing a right under Ontario's *Human Rights Code*.

Sexual harassment: Harassment that is based on sex, sexual orientation, gender expression, or gender identity. Sexual harassment includes where an employee in a position of power makes a sexual solicitation or advance or threatens reprisal if a sexual solicitation or advance is rejected.

Guidelines

The Village of Burk's Falls is responsible for ensuring a healthy and inclusive work environment. This policy outlines the The Village's commitment to a discrimination-free environment, including how requests for accommodation and complaints of discrimination are investigated and addressed.

Prohibited Grounds

In accordance with Ontario's *Human Rights Code*, The Village of Burk's Falls prohibits discrimination and harassment based on any of the following grounds, or a combination of these grounds:

- Age;
- Ancestry;
- Citizenship;
- Colour;
- Creed;
- Disability (mental or physical);
- Ethnic origin;
- Family status;
- Gender expression;
- Gender identity;
- Marital status;
- Place of origin;
- Race;
- Record of offences;
- Sex; and
- Sexual orientation.

The Village of Burk's Falls further prohibits sexual harassment. We are committed to ensuring a workplace free from unwelcome sexual advances, including from those in a position of power or authority in The Village, in line with our Workplace Violence and Harassment Policy.

Reprisal against any employee who makes a good faith complaint about discrimination or harassment on any of these prohibited grounds, including sexual harassment, is prohibited, whether or not the complaint is found to be valid.

Accommodation

The Village of Burk's Falls acknowledges that, in some cases, employees must be treated differently in order to receive equal benefit and opportunity as their colleagues. The Village is committed to providing accessibility across all stages of the employment cycle.

A need for accommodation may arise from any of the prohibited grounds listed above, and may relate to hiring, job duties or other The Village policies and procedures. Accommodation will be provided when it is necessary and reasonable, to the point of undue hardship, and may not reflect an employee's preferred accommodation measure. Accommodation may be temporary or permanent, partial, or full, depending on the circumstances.

Procedures for Requesting Accommodation

The Village will consider any request for accommodation arising from a prohibited ground that is made by an employee or job candidate. Requests for accommodation must be made to management in writing as soon as possible. Requests for accommodation will be disclosed to individuals on a need-to-know basis and only as necessary to investigate or implement the request.

As soon as possible upon receipt of an accommodation request, The Village of Burk's Falls will open a dialogue with the employee and other individuals as necessary, such as healthcare professionals, third parties, or (if applicable) union representatives. This is a consultative process, intended to ensure that accommodation measures are effective, mutually agreeable, and do not result in discrimination against other protected employees.

The employee has a responsibility to participate in the accommodation dialogue. If an employee fails to participate in the accommodation dialogue, The Village will use the information provided and determine the accommodation measures to be applied, if any.

The Village of Burk's Falls may require medical or other supporting documentation as permitted by law in order to consider an accommodation request. Employees must comply with requests for information from The Village.

Providing Accommodation

Following the accommodation dialogue, The Village of Burk's Falls may determine that accommodation is necessary. If so, a written accommodation plan will be provided, which will:

- Identify the need for accommodation and list any supporting documentation received;
- Determine objectives for performance in the employee's role, and potential barriers;
- Examine the options for accommodation and select the most appropriate accommodation, along with the reasoning behind this choice;
- Identify whether accommodation will be temporary or permanent, partial or full;
- Outline any alternative measurements for the employee's objectives for performance, as a result of the chosen accommodation;
- Identify the timeline for implementing the accommodation, as well as any training that will be provided; and
- Provide a timeline for review and revision of the plan based on employee and The Village feedback.

If the accommodation being provided will also require an investment in materials, such as purchase of additional equipment or an increased budget for a position, the accommodation plan will be developed in consultation with management.

The employee and The Village may agree that the employee is to be placed into another available position as an accommodation if reasonable accommodation cannot be made in an employee's current position. An employee will not be reassigned to another position as an accommodation measure unless they have the requisite qualifications for the position, are capable of performing the tasks associated with the position and agree that the position is acceptable.

Denying Accommodation

Accommodation will not be provided where a request does not relate to a prohibited ground, or where it is determined that accommodation is not necessary.

In all other circumstances, The Village of Burk's Falls will make all reasonable efforts to accommodate employees, up to the point of undue hardship. Undue hardship is reached, and accommodation will not be made if:

- No appropriate or reasonable form of accommodation exists;
- Accommodation would create excessive cost to the The Village ; or
- Accommodation would result in an unacceptable breach of health and safety policies, procedures, or standards, including the *Occupational Health and Safety Act* and its regulations.

Where an accommodation request would result in undue hardship to The Village of Burk's Falls we will work to find a fair and equitable solution with the employee to the greatest extent possible.

When an accommodation request is denied, the employee will receive this decision and the reason for the denial in writing.

Human Rights Policy Violations

An employee who believes they have been subject to discrimination contrary to this policy should submit a complaint in writing. The complaint should be made as soon as possible and must include the following information:

- The date and time of each incident you wish to report;
- The name of any person involved in the incident;
- The name of any person who witnessed the incident; and
- A full description of what occurred.

Similarly, any complaints about the accommodation process described in this policy, including the denial of accommodation measures, should be made in writing as soon as possible.

Investigation of Complaints

Upon receipt of a complaint, The Village of Burk's Falls will complete a thorough investigation. Where there is a real or perceived conflict of interest, or in other circumstances at The Village's discretion, The Village of Burk's Falls will retain a third-party investigator to complete the investigation.

The Village of Burk's Falls may determine that appropriate interim measures may be warranted and then applied for the duration of the investigation, such as temporarily placing an employee under the supervision of another department or individual.

After the Investigation

If it is determined upon investigation that violation of this policy has occurred, appropriate disciplinary measures, including termination if appropriate, will be taken immediately.

If it is determined upon investigation that no violation of this policy has occurred, but the complaint was made in good faith, no disciplinary measures will be taken. However, appropriate non-disciplinary measures, such as training, may be provided to assist the employee.

If it is determined upon investigation that an employee knowingly made false statements regarding violation of this policy, including intentionally filing a false complaint, disciplinary action may be taken. Disciplinary action may include termination if appropriate.

All information received or produced in the course of an investigation is considered confidential and will not be disclosed to anyone except as necessary to resolve the complaint and to the extent required by law.

No Reprisal

The Village of Burk's Falls will not retaliate or permit retaliation by other employees against any employee who files a complaint under this policy or participates in good faith in an investigation.

Human Rights Tribunal of Ontario

Nothing in this policy prevents or precludes an employee filing a complaint with the Human Rights Tribunal of Ontario or any other legal body.

Accessible Employment Policy (AODA)

Intent

The Village of Burk's Falls provides accessible employment in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Integrated Accessibility Standards Regulation*. This policy sets out The Village's commitment to standards for accessible employment. It does not apply to volunteers or other individuals who are not paid.

Statement of Commitment

The Village of Burk's Falls is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The Village ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Definitions

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

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

Redeployment: The reassignment of an employee to another department or job in The Village as an alternative to layoff when their job or department has been eliminated by The Village.

Guidelines

The Village of Burk's Falls ensures that new employees are aware of the policies and supports available for employees with disabilities as soon as reasonably possible after beginning employment and all employees are informed of any updates to existing policies. The Village has the following policies to support employees with disabilities:

- Human Rights Policy

These policies and procedures are available for employees to reference. Any changes to existing policies and procedures are communicated to employees promptly.

The Village provides employees with training on the accessibility standards set out in the *Integrated Accessibility Standards Regulation*, the *Human Rights Code*, and The Village's accessibility policies, including any updates to these policies. Training is provided as soon as reasonably practicable, and the contents of the training provided are relevant to the employee's duties and responsibilities.

Upon request, The Village provides or arranges for the provision of accessible formats and communication supports for employees with disabilities regarding information needed to perform their job and other information that is generally available to all employees in the workplace.

Requests for accessible formats or communication supports should be provided to the Clerk's office. When a request is received, The Village consults with the employee to identify an appropriate accessible format or communication support that meets their needs.

Accommodation

Where the need for accommodation is requested or otherwise identified, The Village of Burk's Falls develops and implements an individual accommodation plan for an employee who has a disability in accordance with The Village's Human Rights Policy. An employee with a disability who requires an individual accommodation plan should inform management.

Accommodations are available from the beginning of the recruitment process. Information regarding the availability of accommodations is included in all job postings. Applicants selected to participate in an assessment, or the selection process are informed that accommodations are available upon request. Where an accommodation is requested, The Village consults with the applicant and provides or arranges for suitable accommodation that meets their individual needs. Successful applicants are informed of The Village's accommodation policies when an offer of employment is made.

Where an employee is absent from work due to a disability and requires accommodations to return to work, The Village will develop and document individual return-to-work processes.

Workplace Emergency Response Information

Individualized workplace emergency response information is provided to an employee with a disability where necessary. If an employee requires the assistance of another person in an emergency, information about their individual emergency response may be shared with a designated assistance person with the employee's consent.

The Village reviews this information when the employee moves to a different physical workspace in the organization, when the employee's accommodation needs or plan are reviewed, or when The Village reviews general emergency response policies.

Performance Management and Career Development

The accessibility needs of employees with disabilities are considered in all aspects of the employment relationship, including during performance management processes, career development or advancement opportunities, and in the event of redeployment. Individual accommodation plans are consulted, where they exist, as part of this process.

Accessible Customer Service Policy (AODA)

Intent

The Village of Burk's Falls is committed to providing accessible customer service in accordance with the *Integrated Accessibility Standards Regulation* under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy sets out the standards for the provision of goods, services, and facilities to the public.

Statement of Commitment

The Village of Burk's Falls is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The Village ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Definitions

Guide dog: A dog trained as a guide for a blind person that has completed a training program at a designated training facility set out in the *Guide Dogs* regulation.

Service animal: An animal is a service animal for a person with a disability if:

- 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
- The person provides documentation from a designated regulated health professional as permitted by the IASR, confirming that the person requires the animal for reasons relating to the disability.

Support person: In relation to a person with a disability, another person who accompanies them in order to help with communication, mobility, personal care, medical needs, or access to goods, services, and facilities.

Guidelines

The Village of Burk's Falls makes every reasonable effort to ensure that its policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by:

- Allowing customers with disabilities to do things in their own ways and at their own pace when accessing goods, services, and facilities, as long as this does not present a health and safety risk;
- Using alternative methods of access when necessary to ensure that customers with disabilities have access to the same goods, services, and facilities in a similar manner;
- Taking into account individual accommodation needs when providing goods and services; and
- Communicating in a manner that takes into account the customer's disability.

Upon request, The Village provides a person with a disability with a copy of this policy, or the information contained within it, in a format that meets their accessibility needs. Requests should be directed to management.

Persons with disabilities may use their own assistive devices and The Village -provided assistive devices as required when accessing goods or services or facilities. If the assistive device presents a health or safety concern or where accessibility might be an issue, employees should inform management so that other reasonable measures can be put in place to ensure the access of goods and services.

Guide Dogs and Service Animals

A customer with a disability who is accompanied by a guide dog or other service animal is welcome to access to premises that are open to the public and keep the animal with them unless the animal is otherwise excluded by law. "No pet" policies do not apply to guide dogs or service animals. If a customer's guide dog or service animal is excluded by law, The Village of Burk's Falls offers alternative methods to enable the person with a disability to access goods, services, and facilities.

If it is not readily apparent that the animal is a guide dog or service animal, employees may respectfully ask whether an animal is a guide dog or service animal but must not ask the nature of the person's disability or purpose of the animal. If they reveal the animal is not a guide dog or service animal, they should be asked to remove the animal from the premises promptly.

The customer who is accompanied by a guide dog or service animal is responsible for maintaining control of the animal at all times. If a service animal becomes out of control, causing a clear disruption or a threat to the health and safety of others, and the animal's behaviour is not corrected by the owner, this should be reported to management who may ask them to remove their service animal from the premises.

Support Persons

If a customer with a disability is accompanied by a support person, The Village of Burk's Falls will ensure that both persons may enter the premises together and that the customer is not prevented from having access to the support person. In situations where confidential information might be discussed, consent must be obtained from the customer before any potentially confidential information is mentioned in the presence of the support person.

The Village may require a person with a disability to be accompanied by a support person while on the premises if the support person is required to protect the health or safety of the person with the disability or others in the workplace and there are no other reasonable measures that can be taken to ensure this. The Village consults the person with the disability and assesses available evidence before making such a decision. Employees are informed of any such arrangements.

Notice of Temporary Disruptions

The Village of Burk's Falls makes all reasonable efforts to provide notice of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use goods or services. In some circumstances, notice may not be possible.

When disruptions occur without notice, The Village informs customers by:

- Posting to social media;
- Posting written notices in conspicuous places, including at the point of disruption and all entrances;
- Contacting customers with appointments; and
- By any other method that may be reasonable under the circumstances.

The following information is provided regarding the disruption, unless it is not readily available or known:

- Goods or services that are disrupted or unavailable;
- Reason for the disruption;
- Expected duration; and
- A description of alternative services or options that are available.

Employees are informed of this information as soon as reasonably possible in the event of a disruption so that they can inform customers and respond to questions.

Training

Training is provided to employees, volunteers, those who participate in the development of The Village policies, and any other person who provides goods, services, or facilities on behalf of The Village. Training is provided on the accessibility standards found in the IASR and on the Human Rights Code that is appropriate for the duties they complete while at work.

Training specific to the customer service standards covers the following:

- A review of the purpose of the AODA;
- A review of the requirements of the customer service standards;
- Instructions on how to interact and communicate with people with various types of disabilities;
- Instructions on how to interact with people with disabilities who use assistive devices or require the assistance of a guide dog or other service animal or a support person;
- Instructions on how to use equipment or devices that are available at The Village 's premises or that The Village provides that may help people with disabilities;
- Instructions on what to do if a person with a disability is having difficulty accessing The Village 's services; and
- Policies, procedures, and practices of The Village pertaining to providing accessible customer service to customers with disabilities.

Training is provided to new employees, volunteers, agents, and contractors as soon as practicable. Revised training is provided in the event of changes to legislation, procedures, policies, or practices.

The Village keeps a record of training that includes the dates training was provided and the number of employees who attended the training. Where required, retraining is provided to ensure compliance with The Village 's policies and procedures.

Customer Feedback

The Village of Burk's Falls has established a feedback process to provide the public with the opportunity to provide feedback on how goods, services, and facilities are provided to customers with disabilities. Feedback may be shared verbally (in person or by telephone) or in writing (handwritten, delivered, website, or e-mail).

The Village addresses feedback received on a case-by-case basis and takes any actions necessary to remedy any issues. Customers who wish to submit feedback should be directed to the Clerk's office.

Accessible Design of Public Spaces

Intent

The Village of Burk's Falls is committed to ensuring that public spaces are accessible to everyone. The Village complies with all applicable requirements under the *Integrated Accessibility Standards* regulation (IASR) when constructing new or redeveloping public spaces.

Definitions

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

Guidelines

All employees must participate in training on accessibility standards found in the IASR and the *Human Rights Code* that are appropriate for the duties they complete while at work.

Accessible Parking

The Village of Burk's Falls ensures that any newly constructed or redeveloped off-street parking facilities provide standard parking spaces and wider parking spaces with signage identifying them as accessible to vans. Access aisles are provided for all accessible parking spaces to ensure individuals can enter and exit their vehicles.

Accessible parking spaces are to be designated for the use of people with disabilities and are marked with an accessible permit parking sign. The number of and location of accessible parking spaces are determined in accordance with the IASR.

Obtaining Services

To ensure services are accessible to individuals who use mobility aids or mobility assistive devices, The Village of Burk's Falls complies with the requirements set out in the IASR when:

- Constructing new service counters (including replacing them) and fixed queuing guides; and
- Constructing new or redeveloping existing waiting areas.

Accessible Information and Communications Policy (AODA)

Intent

The Village of Burk's Falls provides accessible information and communications for persons with disabilities, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its associated regulations. This policy sets out the standards for providing accessible information and communications.

Statement of Commitment

The Village of Burk's Falls is committed to providing an accessible environment for all clients, employees, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the AODA, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. The Village ensures that persons with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

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.

Guidelines

The Village of Burk's Falls strives to provide information and communications to all in a format or manner that meets their needs. The Village provides or arranges for the provision of accessible formats and communication supports for persons with disabilities upon request. This includes but is not limited to our feedback process and all publicly available safety and emergency information, such as evacuation procedures and floor plans. The Village also ensures that its website and web content meet the standards required by the *Integrated Accessibility Standards Regulation* to enable accessible information and communications online.

The public will be informed of the availability of accessible formats and communication supports by:

- Including a note on our website;
- Creating a sign or posting a notice on a bulletin board; and
- Working with the person to meet their accessibility needs.

Requests for accessible formats or communication supports should be submitted to the Clerk's office. The Village consults the person making the request to ensure a suitable format or communication support is provided. Accessible formats and communication supports are provided in a timely manner and at a cost no more than the original format.

Exceptions

These standards do not apply to:

- Products and product labels;
- Unconvertible information or communications; or
- Information that The Village does not control through a contractual relationship.

Unconvertible Information or Communications

Information or communications are classified as unconvertible where it is not technically practicable to convert them, or the technology required to make the conversion is not readily available. If The Village of Burk's Falls determines that information or communications are unconvertible, The Village explains why to the person who made the request and summarizes the information or communications for them.

Training

Training is provided to employees, volunteers, those who participate in the development of The Village policies, and any other person who provides goods, services, or facilities on behalf of The Village. Training is provided on the accessibility standards found in the IASR and on the Human Rights Code that is appropriate for the duties they complete while at work.

Training is provided as soon as practicable. Revised training is provided in the event of changes to legislation, procedures, policies, or practices. The Village keeps a record of training that includes the dates training was provided and the number of employees who attended the training. Where required, retraining is provided to ensure compliance with The Village's policies and procedures.

Workplace Health & Safety

Health and Safety Policy

Intent

The Village of Burk's Falls acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease due to accidents or incidents is a continuing objective. We make every effort to provide a safe and healthy work environment for all staff, whether they work onsite or remotely in a private residence for The Village. We believe all accidents are preventable and that active participation at all levels helps ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the wellbeing and productivity of our employees, and we strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties to maintain a safe and healthy work environment. The Village of Burk's Falls complies with all applicable workplace health and safety legislation.

For detailed Health and Safety policies, please refer to The Village of Burk's Falls comprehensive manual.

Guidelines

Communication

The Village of Burk's Falls encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern are not subject to reprisal or retaliation.
- Health and safety comments are reviewed by the joint health and safety committee. The joint health and safety committee initiates an investigation into each reported or potential hazard.
- Employees should inform management of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous if so desired.

Responsibilities

Employers must:

-
- Provide appropriate personal protective equipment (PPE) and clothing and ensure its use;
- Maintain the equipment in good condition, ensuring it fits properly and is appropriate to the circumstances, taking all relevant factors into account;
- Provide information and instruction related to all real and potential workplace hazards to workers, advise workers of results of occupational health and safety reports, provide competent supervision, and take every reasonable precaution to protect the health and safety of all workers;

- Review all health and safety related policies annually, make revisions where necessary, and develop and maintain a program to implement the policies;
- Communicate and cooperate with the joint health and safety committee, directors, and any other legislatively required party on matters related to workplace health and safety;
- Post a copy of this policy, a copy of the OHSA along with any explanatory materials prepared by the Ministry, a copy of an annual summary from the Workplace Safety and Insurance Board (WSIB), and the names and work locations of health and safety committee members in the workplace or in a readily accessible electronic format in accordance with the OHSA;
- Adhere to any legislative requirements related to biological, chemical, and physical agents in the workplace, such as maintaining records, monitoring levels and exposure, and providing instruction and training; and
- Provide appropriate training programs related to occupational health and safety.

Supervisors must:

- Always promote a safe and healthy workplace and take every precaution to protect the health and safety of workers they supervise;
- Use or wear PPE appropriately and when required, and ensure workers use and wear PPE that fits properly and is appropriate to the circumstances, having regard to all relevant factors; and
- Advise workers of any real or potential hazards or dangers to their health and safety the supervisor is aware of, and when required provide written instruction on procedures to maintain a healthy and safe workplace.

Employees must:

- Work in compliance with all occupational health and safety policies and procedures;
- Report all missing or defective PPE, any contravention of the OHSA the worker becomes aware of, and the existence of any real or potential hazards they discover in the workplace to their supervisor or the The Village ;
- Inform their supervisor or the The Village if they feel there is a risk of worker opioid overdose;
- Use appropriate PPE as required;
- Never remove or alter any PPE without providing an adequate replacement or alternative;
- Report when provided PPE does not fit properly or is not appropriate to the circumstances; and
- Never operate any equipment or work in a way that could endanger themselves or another worker, and never engage in pranks or unnecessary boisterous conduct while in the workplace.

Workplace Violence and Harassment Policy

Intent

The Village of Burk's Falls is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. The Village takes all reasonable measures to ensure job candidates, employees, managers, and clients are not subject to any form of violence or harassment. This commitment applies to all areas of business, including training, performance assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions, including remote work.

Acts of violence or harassment against or by any employee are neither condoned nor tolerated by The Village. This policy outlines The Village's commitment to preventing violence and harassment, including how incidents of violence and harassment are handled and investigated.

Definitions

Complainant: A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

Respondent: A person whom another individual has accused of committing an act of violence or harassment.

Workplace harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

Workplace sexual harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace violence: The exercise of, or attempt to exercise, physical force by a person 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 the worker, in a workplace, that could cause physical injury to the worker.

Guidelines

This policy has been developed in consultation with the joint health and safety committee. It is reviewed annually, or more frequently if necessary to ensure that it accurately represents the The Village of Burk's Falls prevention program.

The Village provides all employees with appropriate training and information regarding the violence and harassment prevention practices and procedures. Employees are responsible for adhering to this policy and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

For the purposes of this policy, workplace harassment or violence can occur:

- At the workplace;
- At work-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone or through other information and communications technology if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Reasonable day-to-day actions by a manager that help manage, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a manager do not constitute harassment.

Responsibilities

The Village of Burk's Falls has a duty to:

- Provide information, instruction, and supervision to workers to protect their health and safety as it relates to workplace violence and harassment;
- Take every reasonable precaution to protect workers from workplace violence and harassment;
- Review and update this policy at least annually, and develop and maintain a workplace violence and harassment program to eliminate identified hazards from the workplace;
- Post a copy of this policy in a conspicuous location in the workplace;
- Ensure supervisors are competent in dealing with workplace violence and harassment matters;
- Investigate all incidents and complaints for workplace violence and harassment; and
- Assist the joint health and safety committee in carrying out functions related to workplace violence and harassment, and provide them with copies of any reports, investigations, or documents related to workplace violence and harassment.

Supervisors have a duty to:

- Advise workers of all potential or real hazards and dangers they are aware of involving workplace violence and harassment;
- Provide workers with written instruction when necessary to prevent workplace violence and harassment; and
- Take every reasonable precaution to protect workers from workplace violence and harassment.

All employees are expected to:

- Work in compliance with all applicable legislation and all policies and procedures related to workplace violence and harassment prevention;
- Report all instances of workplace violence and harassment they become aware of to their supervisor or management; and
- Never commit acts of workplace violence or harassment.

Risk Assessment and Prevention

The Village of Burk's Falls conducts a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees and institutes measures to eliminate or control any identified risks to employee health and safety.

The following factors are considered during the assessment:

- Past incidents of violence;
- Violence that is known to occur in similar workplaces;
- The circumstances in which work takes place, including the type of work and conditions of work;
- The interactions that occur in the course of performing work; and
- The physical location and layout of the workplace.

The risk assessment may include reviews of records, security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Areas that are considered and may contribute to the risk of violence or harassment include but are not limited to contact with the public, exchange of money, receiving doors, and working alone or at night.

The Village provides the joint health and safety committee with a written copy of the assessment and advises them of the results.

The Village reassesses risks as often as necessary to ensure the related program and policy protect employees from workplace violence and harassment. A written copy of the re-assessment is also provided to the joint health and safety committee.

The Village discloses information to workers who are likely to encounter a person with a known history of violence in the performance of their job duties, or if there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. However, The Village only discloses personal information that is deemed reasonably necessary to protect the worker from physical harm.

Control Measures and Procedures

The Village commits to assessing the workplace for risks of violence and harassment annually. Control measures and procedures will be implemented and updated based on the results of those risk assessments and communicated to employees.

Reporting Incidents of Workplace Violence and Harassment

An employee who believes they have been subject to violence or harassment should submit a complaint to the management/a supervisor. The complaint should be made as soon as possible after the incident and must include the following information:

- The date and time of the incident;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A thorough description of what occurred.

An employee who believes they have been subject to harassment may also choose to confront the person they believe is responsible without filing a complaint. They can confront the other person directly or through writing, detailing the unwelcome behaviour and requesting it to stop.

If the alleged harasser is the employee's manager, or in a position of power, the complainant is welcome to file a complaint with the CAO Clerk.

Immediate Assistance Procedures

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur and immediate assistance is required:

- Place an immediate call to emergency services by dialing 911.

The Village provides appropriate assistance to any employee who is a victim of violence or harassment. The Village of Burk's Falls recommends that a worker who has been harmed as a result of an incident of violence at the workplace consult their healthcare provider for treatment or referral for post-incident counselling, if appropriate.

Investigation Procedures

Once a complaint has been received, The Village of Burk's Falls completes a thorough investigation as soon as possible. If necessary, The Village may employ outside assistance or request the use of legal counsel during the investigation. The investigation includes:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident;
- Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.

All of the above information is documented and used to determine whether an incident of violence or harassment occurred. The joint health and safety committee is not involved in investigations of harassment and is not provided with any identifying information of the parties involved.

A copy of the complaint, detailing the complainant's allegations is provided to the respondent, who is invited to reply in writing to the complainant's allegations. The reply is made known to the complainant before the case proceeds.

The Village takes all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is required for the investigation, for taking corrective action, or by law.

Results of Investigation

Upon completion of an investigation, The Village of Burk's Falls provides both the complainant and respondent a written summary of the results of the investigation and any corrective action that has been or will be taken. This written notification is provided within 30 days of the investigation being completed and does not include the investigation report unless required by law.

Where The Village of Burk's Falls determines that violence or harassment has occurred, control measures are implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures are determined on a case-by-case basis. Any control measure enacted are communicated to the complainant and respondent, as well as any other employees the measure affects.

Disciplinary Measures

If The Village determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including termination. Any disciplinary action is determined by The Village and will be proportionate to the seriousness of the behaviour or action involved in the incident.

Recordkeeping

The Village of Burk's Falls ensures that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report (if applicable);
- A summary of the investigation results, including what was provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.

Domestic Violence

If The Village of Burk's Falls becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, The Village will take every precaution reasonable in the circumstances for the protection of the worker.

Fraudulent or Malicious Complaints

It is a violation of this policy for anyone to knowingly make a false complaint or provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and The Village significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action up to and including termination of employment.

Confidentiality

The Village of Burk's Falls does not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or where required by law. The Village only discloses the minimum amount of personal information or details necessary for these purposes.

All records of harassment, and subsequent investigations, are considered confidential and are not disclosed to anyone except to the extent required by law. The Village does everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

Training

The Village of Burk's Falls ensures all workers are trained and educated on violence and harassment and that they are clear about their roles and responsibilities as well as this policy and its procedures. In addition, a copy of this policy is made available to all workers.

The Village of Burk's Falls provides workers with training and education, which include:

- How to recognize a potentially violent situation;
- Procedures, work practices, administrative arrangements, and engineering controls that have been developed to mitigate the associated risks;
- Appropriate responses to incidents of violence and harassment, including how to get help when required; and
- How to report incidents of workplace violence and harassment.

Review

The Village of Burk's Falls reviews and, where necessary, revises this policy annually, or sooner if there is a change in circumstances that could affect employee health and safety. Any changes are communicated to employees and a copy of the updated policy will be made available.

Workplace Hazardous Materials Information System (WHMIS) 2015 Compliance Policy

Intent

The Village of Burk's Falls values the safety and wellbeing of our workers and works to provide every reasonable safety measure possible. In pursuit of high safety standards and in compliance with applicable regulations, The Village adheres to Workplace Hazardous Materials Information System (WHMIS) 2015 requirements under the *Occupational Health and Safety Act*. This policy outlines the responsibilities associated with complying with WHMIS 2015.

Guidelines

WHMIS 2015 incorporates elements of the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals and establishes the requirements for labels and safety data sheets (SDSs). Hazardous materials are not to be used, handled, or stored in the workplace unless they are properly identified and labelled, SDSs are available, and employees have received training or instruction on their safe use, handling, and storage.

Employer Responsibilities

The Village of Burk's Falls will remain up to date on all WHMIS 2015 changes and ensure all related legislative standards are met. All necessary employees and managers receive information and training on hazardous materials and the safe use of hazardous materials in the workplace. The Village also ensures control measures related to safe handling and use of hazardous materials are in place to protect the health and safety of workers.

Wherever a hazardous material is regularly used, stored, handled, or disposed of, The Village posts clearly visible signs indicating such things occur in that area of the workplace. All containers holding hazardous materials are expected to have appropriate labels, whether that be a manufacturer's label or a workplace label, and The Village works to ensure this is always the case. Hazardous materials should never be transferred from a labelled container to a new container unless the new container already has appropriate labelling attached.

SDSs are readily available and remain up to date. They contain additional hazard and precautionary information beyond what is included on any label. Suppliers are expected to provide the appropriate supplier labels and SDSs for all incoming hazardous materials. If they are not supplied, The Village will immediately contact the supplier to ensure information is up to date.

Employee Responsibilities

All The Village of Burk's Falls employees must participate in WHMIS 2015 training and education. This ensures everyone in the workplace is prepared in the event of an incident involving hazardous materials. All employees should report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or a safety representative. To ensure all other employees remain safe, employees should also inform their immediate supervisor, manager, or a safety representative if they cannot access the proper information on a hazardous product, such as in situations where the SDS is missing, damaged, or illegible, or when a label has been damaged.

Training and Education Program

The Village of Burk's Falls provides WHMIS 2015 with GHS training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their

regular job duties. This training and education program includes instruction in two forms: classroom and on-the-job.

The classroom instruction includes information on the following:

- Supplier labels and workplace labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements and precautionary statements; and
- Signal words.

In addition to the classroom instruction, employees are provided on-the-job training specific to their role in The Village and the hazardous products they might use. This training includes the procedures for the safe use, storage, handling, and disposal of hazardous materials in the workplace; handling leaks and spills; an emergency event involving hazardous products; and worksite-specific training on measures for working safely with hazardous products.

The Village of Burk's Falls reviews its training and education program and content annually, and makes revisions, as necessary. In the event of any changes to the program, and when new hazardous products are brought into the workplace, workers will be retrained and educated.

The Village employees are compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

Smoke-Free Workplace Policy

Intent

The Village of Burk's Falls is committed to providing a healthy and safe workplace. The Village has adopted this policy in accordance with the *Smoke-Free Ontario Act, 2017*.

Definitions

Electronic cigarette: A vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

Enclosed workplace: The inside of any place, building, structure, or vehicle or conveyance or a part of any of them that is covered by a roof, that employees work in or frequent during their employment whether they are acting in the course of their employment at the time, and that is not primarily a private dwelling or a prescribed place.

Use of electronic cigarette: Inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette.

Vapour products: An electronic cigarette, an e-substance, or any component of an electronic cigarette, including the package in which the electronic cigarette, e-substance, or component is sold.

Guidelines

Smoking is prohibited in all enclosed workplaces, as well as in The Village vehicles, hotel rooms, or rental cars booked for The Village business purposes. Individuals must not smoke or hold lit tobacco or cannabis products or use an electronic cigarette in these locations. This prohibition applies to all employees, guests, contractors, and customers of The Village of Burk's Falls.

Signs are posted throughout the workplace in accordance with the *General Regulation* under the *Act* indicating that smoking and the use of electronic cigarettes are prohibited. Ashtrays or similar items are not permitted in the workplace. Ashtrays may be present in The Village vehicles when they were installed by the manufacturer but are not to be used for their intended purpose.

Employees are expected to arrive to work fit for duty and remain fit for duty throughout their shift. If an employee wishes to smoke tobacco products or use an electronic cigarette, they may do so on their scheduled breaks, outside the enclosed workplace in the designated smoking area.

Violations

Any violation of this policy must be reported to management/ a supervisor. Employees who act in accordance with or seek the enforcement of this policy and the *Act* are never subject to reprisal. If any person is found smoking in the enclosed workplace, they will be immediately asked to stop. Refusals to comply with this request will result in the individual being asked to leave the workplace.

Employees who violate this policy will be subject to discipline up to and including termination under The Village's Progressive Discipline Policy.

REPORT

Date: November 6, 2025
To: RFSC
From: Beth Morton, RFSC Secretary / Clerk-Administrator Perry
Re: Memorandum of Understanding (MOU) for Live Fire Training Unit

Overview

Staff of the Township of Perry submitted details for the Live Fire Training Unit to the Township's Insurance Provider, Brokerlink on behalf of IPE in order to obtain insurance on the new Live Fire Training Unit for liability and structure. As part of their review, IPE required the Agreement that was in place. The Fire Chief provided Perry staff with a copy of a MOU entered into between the Fire Chiefs of the 7 member municipalities.

IPE's Risk Management Team reviewed the MOU and provided the following commentary:

Risk Management - Review of MOU

It is our understanding that the Township of Perry has entered into a memorandum of understanding with the Township of Ryerson, the Town of Kearney, the Municipality of Magnetawan, and the Township of McMurrich Monteith for the purposes of working collaboratively in the construction and use of a Live Fire Training Unit.

The MOU is already executed.

*The MOU states that any costs incurred due to damages inflicted by the negligence of any one partner shall be borne by the partner responsible, in their entirety. This is preferred, however, they could include a reciprocal indemnification clause with more detailed wording, noting each party is responsible for trained staff and equipment. Sample wording is provided below for reference purposes only. **This should be drafted and reviewed by their solicitor.***

They could also include a statement that each party confirms they maintain general liability insurance.

We don't see major concerns. We hope this helps.

Sample Wording

Mutual/Reciprocal Indemnification

The Indemnifying Party agrees to defend, indemnify and save the Indemnified Party harmless, along with their respective councillors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of the Indemnifying Party's obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, directly attributable to, arising from, or caused by the negligence or breach of contractual obligation hereunder by the Indemnified Party.

The Indemnifying Party agrees to defend, indemnify and save harmless the Indemnified Party from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Indemnifying Party's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the parties in accordance with this Contract, and shall survive this Contract.

***** This is a sample only, does not constitute legal advice, and is for information purposes. An Indemnification/Hold Harmless should be drafted by your legal counsel *****

General Liability Insurance

General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of _____ with a limit of not less than \$_____. The policy shall be endorsed to include each party to the agreement as an additional insured with respect to the Mutual Use as per the agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.

Moving Forward:

The MOU was entered into by the Fire Chiefs of the 7 member municipalities that are part of the RFSC. It was an excellent starting point to ensure an agreement was in place for liability and protection for the Live Fire Unit, however moving forward the Township of Perry's insurance has made recommendations.

It is my recommendation that the MOU, along with this report be provided to each member municipality for their initial review with the recommendation that it be circulated to Russell Christie's Office for their review. Once completed and a final draft is provided by Russell Christie, it should be circulated and adopted by each member municipality's Council.

Resolution:

Be it resolved that the RFSC hereby recommends that the Councils of the 7 member municipalities hereby support that the Township of Perry forward the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;

And that the costs associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference;

And that the Final Agreement be circulated to each municipality to be adopted by By-law.

Submitted to the RFSC for discussion and consideration.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ('MOU') is made and entered into on this 25th day of March, 2025 ('Effective Date') by and between the Township of Ryerson, the Town of Kearney, the Municipality of Magnetawan, the Township of McMurrich Monteith, and the Township of Perry (collectively, the 'Partners').

I. Description of the Project

The Burk's Falls and District Fire Department, Town of Kearney Fire Department, Municipality of Magnetawan Fire Department, Township of McMurrich/Monteith Fire Department, and Township of Perry Fire Department are working collaboratively in the construction of a Live Fire Training Unit ('Training Unit'). The Training Unit is to be located at the Township of Perry Fire Hall, 64 Old Government Road, Emsdale Ontario.

II. Purpose and Scope

The Purpose of this MOU is to provide the framework for the usage, maintenance, and financial implications of the Training Unit Project.

III. Obligations

The Partners desire and wish that this document will create an agreement between the Partners to work together in such a manner that would promote an atmosphere of collaboration in support of an effective and efficient partnership with regards to all matters related to the Project.

IV. Roles and Responsibilities

It is agreed that each Fire Department will have equal annual use of the Training Unit, based on a schedule to be created and approved by November 30th of the preceding calendar year.

In using the Training Unit, all Operating Guidelines and Procedures must be followed at all times. A Safety Plan must also be implemented and followed at all times.

An affirmative vote by a majority of Partners is required before any maintenance costs are incurred, or any building alterations completed. All maintenance costs shall be split equally between the Partners.

Notwithstanding the above, any costs incurred due to damages inflicted by the negligence of any one Partner shall be borne by the Partner responsible, in their entirety.

V. Withdrawal from Partnership

Any Partner wishing to withdraw from its inclusion in the Project must submit 90 days notice, in writing, to each of the other Partners.

Compensation for any partner withdrawing will be based on the chart in Appendix A, and will be paid out by the other remaining Partners. The Chiefs will assess the value and make necessary changes to Appendix A based on renovations and repairs throughout the Training Unit's life span.

Depending on the time a partner withdraws, compensation may not be paid out until the next years budget.

Once the Training Unit has reached the end of its useful life, the costs associated with the removal and/or remediation of the Project site shall be shared equally amongst the Partners.

VI. Duration

This MOU will come into force on the day it is signed by all Partners, and remain in force until another memorandum is signed. The terms of this MOU may be amended by unanimous agreement of the Partners, in writing.


VII. Signature

This MOU is signed by an authorized signatory of each Partner.

Joe Reardon

May 22 2025
Date

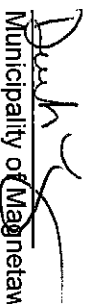
Dave Schuster


Township of Eversen

Date

May 22/2025

Derek Young


Municipality of Magnetawan

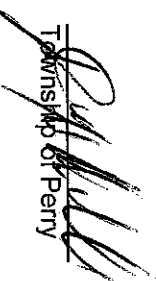
May 22/25
Date

Joe Reardon


Township of McMurrich/Monteith

May 22/2025
Date

Dan Marshall


Township of Perry

May 22, 2025
Date

Appendix A

Age of training unit	Percentage of value of the Training Unit
Year 1	100%
Year 2	100%
Year 3	100%
Year 4	100%
Year 5	100%
Year 6	95%
Year 7	90%
Year 8	85%
Year 9	80%
Year 10	75%
Year 11	70%
Year 12	65%
Year 13	60%
Year 14	55%
Year 15	50%
Year 16	45%
Year 17	40%
Year 18	35%
Year 19	30%
Year 20	25%
Year 21	20%
Year 22	15%
Year 23	10%
Year 24	5%
Year 25	0%

