



REGULAR COUNCIL AGENDA

For the Corporation of the Town of
Espanola

Council Meeting

To Be Held On

Tuesday, December 12, 2017
Council Chambers
Municipal Building

100 Tudhope Street
7:30 pm



Espanola Council AGENDA

*For the Regular Meeting of the Town of Espanola
To Be Held On **Tuesday, December 12, 2017** at 7:30 p.m.
In The Council Chambers, Municipal Building*

7:30 P.M.

REGULAR MEETING OF COUNCIL
Council Chambers, 100 Tudhope Street

Please note this meeting will be live streamed.

Disclosure of Pecuniary Interest and General Nature Thereof

PUBLIC HEARINGS

None

DELEGATIONS

None

QUESTION PERIOD

PART 1 - CONSENT AGENDA

Resolution Prepared Adopting Resolutions for
Items **A1** to **F3** inclusive contained in the Consent Agenda

- CA-020-17 Be It Resolved That: Items A1 to F3 inclusive contained in Part 1, Consent Agenda be adopted.

Adoption of Minutes

A1 Regular Meeting of Council of November 28, 2017

- 17-196 Be It Resolved That: The following Minutes are hereby accepted; Regular Meeting of Council of November 28, 2017.

Board and Committee Reports

B1 Committee of the Whole Meeting Minutes of November 28, 2017

B2 Corporate Services Committee Meeting Minutes of December 5, 2017

- 17-197 Be It Resolved That: The following reports are hereby received; Committee of the Whole Meeting Minutes of November 28, 2017; Corporate Services Committee Meeting Minutes of December 5, 2017.

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Corporate Services Committee Meeting of December 5, 2017

D1 Recommendation regarding Accounts Payable Policy

- 17-198 Be It Resolved That: As Recommended by the Corporate Services Committee That: The Accounts Payable Policy version #1 be approved.

D2 Recommendation regarding Respect in the Workplace Policy

- 17-199 Be It Resolved That: As Recommended by the Corporate Services Committee That: The amendment to Policy H04-01645 be adopted as presented.

Joint Health and Safety Meeting of December 7, 2017

D3 Recommendation regarding PTSD Policy

- 17-200 Be It Resolved That: As Recommended by the Joint Health and Safety Committee That: Policy H04-01864, version #1 be adopted.

Bylaws and Resolutions

The following bylaws will be read and passed.

E1 Bylaw No. 2821/17

- 17-201 Being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 28, 2017.

E2 Bylaw No. 2820/17

- 17-202 Being a Bylaw of the Town of Espanola to execute an agreement with The Federation of Canadian Municipalities for Climate Innovation Program (MCIP).

Reports

F1 POA Department Departmental Report for July, August & September 2017

F2 Joint Health and Safety Meeting Minutes of November 2, 2017

F3 Bill 68: Modernizing Ontario's Municipal Legislation Act, 2017 Report

- 17- 203 Be It Resolved That: The following reports are hereby received; POA Department Departmental Report for July, August & September 2017; Joint Health and Safety Meeting Minutes of November 2, 2017; Bill 68: Modernizing Ontario's Municipal Legislation Act, 2017 Report.

PART II - REGULAR AGENDA

Bylaws and Resolutions

None

Correspondence For Information Only

None

Information

This information was previously circulated to Council. If required a copy of the information is available at the Municipal Office.

Cheque Register
Ernie Hardeman MPP correspondence
FONOM Newsletter
MMAH correspondence
FONOM correspondence

Conference and Conventions

OGRA Annual Conference February 25th-28th, 2018 Toronto ON

Mayor and Councillor Reports and Announcements

Verbal

Future Council/Committee Meetings

Corporate Services Committee Meeting of January 2, 2017 @ 3:00 pm
Regular Meeting of Council of January 9, 2018 @ 7:30 pm

Adjournment

Closed Meeting (if required)



**THE PUBLIC MEETING OF COUNCIL
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Office**

**November 28, 2017
7:30pm**

His Worship Mayor Piche presided over the meeting.

Present:

Councillors: R. Dufour, K. Duplessis, R. Duplessis, H. Malott,
B. Foster, R. Yocom

Staff: P. Roque, Clerk; C. Townsend, CAO/Treasurer; T.
Denault-Roque, Recording Secretary

The Mayor stated that this meeting will be live streamed.

Disclosure of pecuniary interest and the general nature thereof.

Public Hearing None

Delegations/Petitions None

Question Period None

CONSENT AGENDA

CA-019-17 R. Duplessis – R. Dufour

Be It Resolved That: Items A1 to F6 contained in Part 1
Consent Agenda be adopted.

Carried

**Items A1-A4
Minutes**

17-189 R. Dufour – R. Duplessis

Be It Resolved That: The following Minutes are hereby accepted;
Special Meeting of Council of November 9, 2017; Special Meeting
of Council of November 14, 2017; Regular Meeting of Council of
November 14, 2017; Special Meeting of Council of November 14,
2017.

Carried

Board and Committee Reports

Items B1-B2

17-190 R. Yocom – R. Dufour

Be It Resolved That: The following reports are hereby
received; Community Committee Meeting Minutes of November
21, 2017; Espanola Public Library Board Meeting Minutes of
September 11, 2017.

Carried

Matters arising from the "In Camera Session"

None

Business Arising from Board and Committees

Community Services Committee Meeting of November 21, 2017

Item D1

Community Safety

17-191 R. Duplessis – R. Dufour

Be It Resolved That: As Recommended by the Community Services Committee That: Schedule "A" of Bylaw 2817/17 be adopted, being a bylaw to regulate traffic and parking in Espanola.

Carried

Bylaws and Resolutions

Item E1

Confirmatory Bylaw

17-192 K. Duplessis – H. Malott

Be It Resolved That: Bylaw No 2819/17 be adopted, being a Bylaw of the Town of Espanola to confirm the proceedings of Council at its Meeting of November 14, 2017.

Carried

Reports

Items F1-F6

17-193 H. Malott – K. Duplessis

Be It Resolved That: The following reports are hereby received; Public Works Department Departmental Report for October 2017; Leisure Services Department Departmental Report for October 2017; Building Services Department Departmental Report for October 2017; Fire Department Departmental Report for October 2017; Espanola Police Services Board Meeting Minutes of October 19, 2017; Election Procedures – Voting and Vote Count Equipment.

Carried

PART II

REGULAR AGENDA

Bylaws and Resolutions

Item G1

Deeming Bylaw

17-194 B. Foster – K. Duplessis

Be It Resolved That: Bylaw 2818/17, being a deeming bylaw for lot consolidation of PIN 73406-0109/61 Giroux Dr & PIN 73406-0108/49 Giroux Dr be adopted.

Carried

Item G2
Notice of Motion

17-195 R. Duplessis – B. Foster

Notice of Motion

Be It Resolved That: The Town of Espanola invites the two individuals that went into the lake and the one that went into the burning home to come to the Dev 12-17 Council mtg to be publicly recognized for their efforts.

Carried

17-195A R. Yocom – R. Dufour

Be It Resolved That: The Town of Espanola invites the two individuals that went into the lake and the one that went into the burning home to come to the December 12, 17 Council mtg to be publicly recognized for their efforts.

Carried

Councillor R. Duplessis provided a brief history on this item, stating that it was previously sent to the Community Services to review. Councillor Yocom clarified that this item was sent to that Committee to determine if a policy was needed.

Item G3
2016 Census Data

For Information Only – Staff advised that the CAO had contacted Statistics Canada regarding the Census Data and following a review it was determined that some data from the 2011 and 2016 Census was incorrect so our population figures would be adjusted to reflect this.

Correspondence For Information Only

H1 DSB 2017 3rd Quarter Reports

Information

This information was previously circulated to Council. If required a copy of the information is available at the Municipal Office.

Ministry of Finance correspondence re: OMPF allocation
Accessibility Directorate of Ontario correspondence re: Accessibility Laws
FONOM correspondence re: Forestry Coalition
Ministry of Municipal Affairs correspondence re: Bill 148
Resolution from the Town of Tillsonburg

Conference and Conventions

None

Mayor and Councillors Reports and Announcements

OMPF Allocation Councillor Foster advised that the reductions to the OMPF will result in a \$24/yr increase to each household.

Santa Claus Parade Several Councillors attended the Santa Claus Parade and stated that it was a success and well attended event and thanked all the organizers and volunteers for their efforts.

Future Council Meetings

Corporate Services Committee Meeting of December 5, 2017 @ 3:00 pm
Regular Meeting of Council Meeting of December 12, 2017 @ 7:30 pm

Adjournment

B. Foster – K. Duplessis

Be It Resolved That: The Regular Meeting of Council is hereby adjourned. Time: 7:40 pm

Carried

Ron Piche
Mayor

Paula Roque
Clerk

**COMMITTEE OF THE WHOLE
OF THE TOWN OF ESPANOLA**

**Council Chambers
Municipal Building**

**November 28, 2017
6:30 p.m.**

Mayor Piche presided over the meeting.

Present:

Councillor R. Dufour; B. Foster; K. Duplessis; R. Duplessis; H. Malott; B. Yocom

Staff: C. Townsend, Clerk Treasurer/Administrator; M. Pichor, Fire Chief; T. Denault-Roque, Recording Secretary

C. Gillis, Espanola Firefighters Association President

**Fire Department
Equipment Needs**

Mayor Piche called the meeting to order and invited Mr. Gillis to speak to Council.

Mr. Gillis provided Council with a breakdown of the Association and what type of work they do. He provided examples of the dedication and commitment of the volunteer firefighters, explaining that they are the most important asset to the Department.

Mr. Gillis advised Council that in order for the firefighters to remain safe, successful and effective in providing services to the community, training is imperative and spoke of the lack of training and storage space at the current firehall. He stated that due to the fact Council is looking into the Department's infrastructure needs this is the opportunity address this issue as well. Mr. Gillis reiterated that recruiting and retaining firefighters requires training and without the proper facilities and equipment the job is harder to get done.

Mayor Piche thanked Mr. Gillis for his presentation.

A discussion ensued.

It was the consensus of Council that the new equipment would be addressed and the focus now needs to be on the facility. Further discussion took place regarding space requirements and the legislative requirements under the AODA and the Building Code. Ms. Townsend advised that the engineering report will determine if the facility needs to be considered a post disaster building. She also advised that perhaps the engineer could prioritize that item and provide Council with the required information.

Staff was directed to provide a report on the PWD building, limitations and requirements for the next Committee of the Whole meeting.

Adjournment

R. Dufour – H. Malott

Be It Resolved That: The Committee of the Whole is hereby adjourned. Time: 7:23 pm

Ron Piche
Mayor

Paula Roque
Clerk

Unapproved

CORPORATE SERVICES COMMITTEE MEETING**Tuesday, December 5, 2017****3:00 pm****Council Chambers****Municipal Building****Chair K. Duplessis presided over the meeting.****Disclosure of pecuniary interest and general nature thereof.**

Present: Mayor Piche, Councillor B. Foster; Councillor R. Duplessis
Municipal Officials, P. Roque, Clerk/Manager of Planning Services;
C. Townsend, CAO/Treasurer; C. Tessier, Manager of Financial
Services; T. Denault-Roque, Recording Secretary

**POA Department
Departmental Report** The Committee received the POA Departmental Report for July,
August and September 2017.

PTSD Prevention Plan Item was withdrawn from the agenda until a later date.

Accounts Payable Policy **2. B. Foster – R. Piche**
Be It Resolved That: As Recommended by the Corporate Services
Committee That: The Accounts Payable Policy version #1 be
approved.

Carried

**Bill 68 Modernization
Ontario's Municipal
Legislation Act** A discussion ensued regarding Council's authority to allow
electronic participation in open Council meetings, changes to the
tax arrears certificate process timelines and changes to the
Integrity Commissioner's role for municipalities as well as who can
utilize their services.

**Respect in the
Workplace** **3. R. Piche – B. Foster**
Be It Resolved That: As Recommended by the Corporate Services
Committee That: The amendment to Policy H04-01615 be adopted
as presented.

Carried

Draft Garbage Bylaw The Committee directed staff to include in the draft bylaw a diaper
program, medical waste as well as a clause permitting additional
bags during specifically identified holidays as well as a provision to
allow Council to add additional dates as required.
Staff advised that Council could tour the Recycling Plant in Blind
River this week and next, Council just needed to commit to a day
and Staff would advise the Plant. Staff advised an email would be
sent to Council following this meeting.

DRAFT

Adjournment

B. Foster – R Duplessis

Be It Resolved That: The Corporate Services Committee Meeting is hereby adjourned.

Time: 3:20pm

K. Duplessis
Chair

P. Roque
Clerk

CORPORATE SERVICES COMMITTEE

Moved By: Bill Foster

Date: December 5, 2017

Seconded By: [Signature]

Motion No.:

Be It Resolved That: As Recommended by the Corporate Services Committee That:
The Accounts Payable Policy version #1 be approved.

CARRIED ☒ DEFEATED ☐

[Signature]
Chair

**RECORDED VOTE
INTEREST**

For Against

Mayor R. Piche	_____	_____
B. Foster	_____	_____
K. Duplessis	_____	_____
R. Duplessis	_____	_____

DECLARATION OF PECUNIARY

Mayor R. Piche	_____
B. Foster	_____
K. Duplessis	_____
R. Duplessis	_____

AGENDA

Department:	General Administration	Form Number:	A99-01370
Subject:	Staff Report	Effective Date:	06/05/17
Policy No:		Revision Date:	13/05/29
Bylaw No:		Version #:	2

STAFF REPORT

DEPARTMENT: Administration

DATE: December 12, 2017

ITEM: Accounts Payable Policy Version #1

RECOMMENDATION: Be It Resolved That: The Accounts Payable Policy Version #1 be approved.

BACKGROUND: There is no existing Accounts Payable Policy.

ANALYSIS: The Accounts Payable Policy establishes clear guidelines with respect to responsibilities, internal controls, and procedures for the accurate and timely payment of invoices and other payment requests for the Town of Espanola.

EXISTING POLICY: N/A

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: N/A

BUDGETED:	Yes	No	N/A
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IMPLEMENTATION:

Prepared By: Cathy Tessier, Manager of Financial Services

Department Manager:

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments:

Department: Finance and Accounting	Policy Number: A09-01865
Subject: Accounts Payable	Effective Date: 17/12/12
Bylaw No: N/A	Revision Date:
	Version #: 1

1.0 Policy

To establish clear guidelines with respect to processing accounts payable invoices and other payment requests for the Town of Espanola.

2.0 Purpose

The purpose of this policy is to establish the responsibilities, internal controls, and procedures for the accurate and timely payment of invoices and cheque requisitions processed by Accounts Payable.

3.0 Definitions

The following definitions pertain throughout this policy:

- "EFT" means Electronic Funds Transfer;
- "PO" means Purchase Order;
- "PAP" means Pre-authorized Payment;

4.0 Responsibilities

All employees/departments submitting invoices or cheque requisitions for processing must ensure that they are submitted to the Accounts Payable Clerk in a timely manner to meet internal processing deadlines. All appropriate back up such as PO's and packing slips must be attached to the invoice.

The Accounts Payable Clerk is responsible to:

- a) Distribute invoices to appropriate departments for payment approval;
- b) Ensure appropriate approval limits have been met and all appropriate back up is provided;
- c) Process payments in a timely manner to avoid late payment charges;
- d) Review monthly statements to ensure that invoices have been paid or are awaiting payment;
- e) Reconcile the outstanding invoice listing with the Trades Payable general ledger account monthly.

5.0 Segregation of Duties

Segregation of duties separates roles and responsibilities to ensure that an individual cannot process a transaction from initiation through to payment without the involvement of others and thereby segregation of duties reduces the risk of fraud or error to an acceptable level.

For example, no one individual should be able to set up a new vendor, create a PO for that vendor, post and approve the invoice from that vendor, create, approve and record the payment to that vendor.

Segregation is achieved as the Accounts Payable Clerk does not set up new vendors, create PO's or approve invoices. A Cash Requirement report is also

DRAFT

signed by the CAO/Treasurer and the Mayor prior to releasing cheques and/or PAP/EFT payments.

6.0 Procedures

Invoices received by mail, email, or fax are date stamped and forwarded to the appropriate department to be coded and approved. Approved invoices should be sent back to the Accounts Payable Clerk in a timely manner for processing. Invoices are entered in the system using the invoice date on the invoice.

The Accounts Payable Clerk processes cheques and PAP/EFT payments bi-weekly on Thursdays. All invoices to be included in the cheque run must be provided to the Accounts Payable Clerk by 12:00 pm on the Wednesday before cheque run. If invoices or cheque requisitions are submitted after the cut off time they will be paid during the next scheduled payment run.

The Accounts Payable Clerk prints the cheque/EFT/PAP registers and supporting documentation. The Total Cash Requirement report will be reviewed and signed by the CAO/Treasurer before all payments can be released. The Mayor will also review and sign the Total Cash Requirement report. Any payment exceeding \$100,000 will require back up documentation.

All cheques are printed with electronic signatures with the exception of cheques exceeding \$100,000 which require an original signature by the CAO/Treasurer and the Mayor before being released.

7.0 Approvals Required

The Department Manager shall approve the invoice in accordance with the authority limits in the Procurement of Goods Policy F17-01325. The Department Manager is ultimately responsible to ensure that invoices are appropriate, accurate and coded to the correct General Ledger code.

Payment should not be made from any invoice or statement not containing an original approval signature to prevent duplicate payments. If for any reason a copy must be submitted, the top of the invoice should be marked "Copy" and the original should be attached when submitted.

8.0 Forms of Payment

Payment will be made through one of the following forms of payment:

Petty Cash

Petty cash funds are intended to be used for small, incidental purchases. Petty cash is not to be used to pay for personal expenses or normal operating expenses. Petty cash will be replenished in the form of a cheque. Receipts must be provided to the Accounts Payable Clerk and the request to replenish the petty cash must be verified and approved.

Credit Card

At the Town's discretion, corporate credit cards may be issued to managerial employees in accordance with the Corporate Credit Card Policy F27-01287.

The receipt and invoice shall be coded, approved by the Department Manager and forwarded to the Accounts Payable Clerk. It shall be clearly marked "VISA" along with the department name. The receipts and invoices will be matched to the monthly credit card statement by the Accounts Payable Clerk for processing. Travel and training expenses incurred by the Department Manager would require approval by the CAO/Treasurer.

Where a receipt or invoice is not available, the Department Manager is responsible to provide documentation itemizing all the details of the expense along with the appropriate general ledger code and approval signature.

Electronic Funds Transfer

The use of EFT as a form of payment shall be the preferred method of payment. There are many advantages to the use of EFT which include reduced fraud risk, lowered processing costs, less paper use and prompt receipt of payment. EFT Payment Application Forms will be attached to recurring cheques to encourage vendors to switch to this method of payment.

PAP

Pre-authorized payments are used for vendors who provide services on a monthly basis such as utilities; these payments are automatically withdrawn from the Town's account. The invoices will be processed and posted by the Accounts Payable Clerk in the same month.

Cheques

The use of cheques shall be a payment form of last resort. The cost of processing cheques, when compared to EFT makes this form of payment less desirable.

Travel/Training Reimbursements

The Town will reimburse employees and members of Council for authorized expenses incurred while fulfilling their responsibilities in accordance with the Travel and Training Policy F09-01285. Travel reimbursements shall be requested using the Travel Training Expense Form F99-01294.

All travel expense claims submitted by employees/managers must be approved by their immediate Supervisor. Claims by the CAO/Treasurer shall be approved by the Mayor.

9.0 Monitoring

On a monthly basis, the Accounts Payable Clerk reviews vendor statements to ensure that the invoices have either been paid or are awaiting payment. Suppliers are requested to provide copies of missing invoices for processing. Once all the invoices on the statement are accounted for and paid, the statement can be destroyed, with the exception of year end, where they may be maintained for audit purposes.

At the end of each month, an outstanding invoice listing will be generated and balanced to the Trades Payable General Ledger account. Any discrepancies between the two amounts shall be reconciled.



CORPORATE SERVICES COMMITTEE

Moved By: *Ron Bick*

Date: December 5, 2017

Seconded By: *Bill Foster*

Motion No.:

Be It Resolved That: As Recommended by the Corporate Services Committee That:

The amendment to Policy H04-01615 be adopted as presented.

CARRIED ✓ DEFEATED

K. Duplessis
Chair

**RECORDED VOTE
INTEREST**

For Against

Mayor R. Piche	_____	_____
B. Foster	_____	_____
K. Duplessis	_____	_____
R. Duplessis	_____	_____

DECLARATION OF PECUNIARY

Mayor R. Piche	_____
B. Foster	_____
K. Duplessis	_____
R. Duplessis	_____

Department:	General Administration	Form Number:	A99-01370
Subject:	Staff Report	Effective Date:	06/05/17
Policy No:		Revision Date:	13/05/29
Bylaw No:		Version #:	2

STAFF REPORT

DEPARTMENT: Administration

DATE: November 21, 2017

ITEM: Respect in the Workplace

RECOMMENDATION: Be It Resolved That: As Recommended by the Corporate Services Committee That: The amendment to Policy H04-01615 be adopted as presented.

BACKGROUND: Following attending an AMCTO workshop dealing with legislative changes and amendments and having an opportunity to have a solicitor review and make recommendations for changes to the Town's Policy H04-01615 Respect in the Workplace

ANALYSIS: This Policy has been a living document with the most recent amendments being adopted in April of 2017 to reflect the Bill 132 – *Amendment to the Occupational Health & Safety Act*. For the most part, our Policy is thorough and enforceable however some small recommendations were sited.

1. The Informal Procedure for Complaints be removed as under the Occupational Health & Safety Act employers have a responsibility to investigate all complaints and the responsibility does not lie with an employee being harassed to address the situation other than to report the harassment.
2. All other changes were minor and considered to be more language clarification.

"As much written information as possible", a complaint is a complaint, verbal, or written.

"It is our policy not to investigate anonymous complaints unless there are extenuation circumstances", not necessary to include a complaint is a complaint however investigation is limited without substantiated information.

"Termination with or without cause", removed the without because if someone is being terminated under this Policy there is cause.

"corrective measures will not be taken" was removed as recommendations will be provided following an investigation regardless of the outcome. A statement to this effect was included.

"an investigation will commence as quickly as possible", there is a statement a couple paragraphs down that states "It is our goal where possible; to complete any investigation and communicate the results to the complainant and respondent within 30 days after a complaint is received." This statement gives a timeframe, no need for first statement.

EXISTING POLICY: Council Resolution

Department: General Administration	Form Number: A99-01370
Subject: Staff Report	Effective Date: 06/05/17
Policy No:	Revision Date: 13/05/29
Bylaw No:	Version #: 2

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: Cost vary for each Investigation

BUDGETED: NA Yes ☐ No ☐

IMPLEMENTATION: Clerk's Office

Prepared By: Paula Roque

Department Manager:

CAO / Treasurer: Cynthia Townsend

Approval of Recommendation: Yes ☒ No ☐

Comments:

Department:	Human Resources	Policy Number:	H04-01615
Subject:	Respect in the Workplace	Effective Date:	2014/09/10
Bylaw No:		Revision Date:	2017/12/12/
		Version #:	3

Deleted: 14

Deleted: 11

Deleted: 04/17

Respect in the Workplace

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Deleted: 8

Deleted: 9

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Deleted: 15

Purpose

The Town of Espanola is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Corporation's goal to provide a healthy and safe work environment that is free of any form of harassment or violence.

Policy

This policy applies to all employees, contractors, consultants and members of Council. It applies in any location in which you are engaged in work-related activities. This includes but is not limited to:

- The workplace;
- During work-related travel;
- At restaurants, hotels or meeting facilities that are being used for business purposes;
- In company-owned or leased facilities;
- During telephone, e-mail or other communications;
- At any work-related social event, whether or not it is company sponsored.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers, although the available remedies may be constrained by the situation.

Definitions

Discrimination

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

- Race, color, ancestry, citizenship, ethnic origin or place of origin;
- Creed, religion;
- Age;
- Sex (including pregnancy and gender identity);
- Sexual orientation;
- Family, marital (including same-sex partnership) status;
- Disability or perceived disability;
- A record of offences for which a pardon has been granted under the federal Criminal Records Act and has not been revoked, or an offence in respect of any provincial enactment.

Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment include:

- Sexual advances or demands that the recipient does not welcome or want;
- Threats, punishment or denial of a benefit for refusing a sexual advance;
- Offering a benefit in exchange for a sexual favour;
- Leering (persistent sexual staring);
- Displaying sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic Web sites or other electronic material;
- Distributing sexually explicit e-mail messages or attachments, such as pictures or video files;
- Sexually suggestive or obscene comments or gestures;
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex;
- Persistent, unwanted attention after a consensual relationship ends;
- Physical contact of a sexual nature, such as touching or caressing;
- Sexual assault.

Discriminatory Harassment

Discriminatory harassment includes comments or conduct based on the protected grounds in the Ontario Human Rights Code which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment include:

- Offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation;
- Imitating a person's accent, speech or mannerisms;
- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children;
- Inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

- Displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers;
- Distributing offensive e-mail messages or attachments, such as pictures or video files;
- Practical jokes that embarrass or insult someone;
- Jokes or insults offensive, racist or discriminatory in nature.

Workplace Harassment

Workplace harassment is a health and safety issue that is covered under the Ontario Occupational Health and Safety Act.

The following definitions are taken from the Occupational Health and Safety Act:

Workplace Harassment -

1. Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known as unwelcome; or
2. Workplace sexual harassment.

Workplace Sexual Harassment -

3. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
4. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect;
- It is hostile, abusive or inappropriate;
- It affects the person's dignity or psychological integrity;
- It results in a poisoned work environment.

In addition, behaviour that intimidates isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment include:

- Verbally abusive behaviour, such as yelling, insults, ridicule and name calling, including remarks, jokes or innuendoes that demean, ridicule, intimidate or offend;
- Workplace pranks, vandalism, bullying and hazing;
- Gossiping or spreading malicious rumours;
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings;
- Undermining someone else's efforts by setting impossible goals with short deadlines and deliberately withholding information that would enable a person to do his or her job;
- Providing only demeaning or trivial tasks in place of normal job duties;
- Humiliating someone;
- Sabotaging someone else's work;
- Displaying or circulating offensive pictures or materials;
- Offensive or intimidating phone calls or e-mails;
- Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate;

- Making false allegations about someone in memos or other work-related documents.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan;
- Imposing discipline for workplace infractions;
- Requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

It does not matter whether you intended to offend someone. The test of harassment is whether you know or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through his or her conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

Workplace Violence and Domestic Violence

Workplace violence and domestic violence that may occur in the workplace are health and safety issues which are covered under the Ontario Occupational Health and Safety Act.

Workplace Violence

Workplace violence is defined under the Ontario Occupational Health and Safety Act as:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- (c) a statement or behaviour that it 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.

It is defined broadly enough to include acts that may be considered criminal.

Workplace violence includes:

- Physically threatening behaviour, such as shaking a fist at someone, finger pointing, destroying property, throwing objects;
- Verbal or written threats to physically attack a worker;
- Leaving threatening notes or sending threatening e-mails;
- Wielding a weapon at work;
- Stalking someone;

- Physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic Violence

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- Creating a safety plan;
- Contacting the police ;
- Establishing enhanced security measures, such as a panic button, code words, and door and access security measures;
- Screening calls and blocking certain e-mail addresses;
- Setting up priority parking or providing escorts to your vehicle or to public transportation
- Adjusting your working hours and location so that they are not predictable;
- Facilitating our access to counselling through the Employee Assistance Program or other community programs.

We appreciate the sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

Preventing Harassment and Violence

It is our mutual responsibility to ensure that we create and maintain a harassment-free and violence-free workplace, and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners).

The Corporation of the Town of Espanola's Commitment

The Town of Espanola will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what appropriate behaviour is and what is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

Duties of Supervisors

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the CAO / Treasurer if they receive a complaint of workplace harassment or violence, or witness or are aware of violent behaviour. Supervisors must take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- Whether the person's history of violence was associated with the workplace or work;

- Whether the history of violence was directed at a particular employee or employees in general;
- How long ago the incidence of violence occurred.

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of his or her work and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonable necessary to protect the employee from physical injury.

Duties of All Employees

You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect.

You are also required to report to your supervisor the existence of any workplace violence or threat of workplace violence.

Duties of Supervisors

The role of the supervisor is to:

- Act as a resource and answer inquiries with respect to this policy;
- Discuss complaints on a confidential basis, unless the supervisor is required to release information by law, or where there is a risk of harm to you or another individual;
- Assist individuals who may be experiencing domestic violence that may expose them to a risk of physical injury in the workplace;
- Assist in the informal resolution of complaints through counselling;
- Engage in discussions with the respondent to see if the matter can be resolved informally.

To avoid any potential conflicts of interests, the supervisors are not involved in conducting formal investigations.

Supervisors are impartial and may provide assistance in facilitating a solution between two or more affected parties or assisting a complainant, respondent or witness during an investigation.

Supervisors are advocates for a respectful workplace – they are not advocates for a particular individual. Supervisors maintain confidentiality to the extent practicable and appropriate under the circumstances. They are not investigators under the policy, nor are they decision-makers.

In carrying out their duties under this policy, supervisors will be directly responsible to their Department Manager or in the case of a Department Manager to the CAO / Treasurer.

Procedure for Resolving and Investigating All Types of Harassment Complaints

Reporting Procedure

Deleted: Informal Procedure¶

¶ If you believe that you are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like his or her action is often enough to stop the behaviour.¶

¶ Some of the things you can say that might stop the behaviour include:¶

¶ <#>"I don't want you to do that."¶

¶ <#>"Please stop doing or saying..."¶

¶ <#>"It makes me uncomfortable when you..."¶

¶ <#>"I don't find it funny when you..."¶

¶ If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop, e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself.¶

Deleted: It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what your response was.¶

¶ If you believe that someone who is not a member of your organization; e.g., a customer, supplier, etc., has harassed or discriminated against you, please report the harassment to your supervisor.

Although the Town of Espanola has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.¶

Formal

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what your response was.

If you believe that someone who is not a member of your organization; e.g., a customer, supplier, etc., has harassed or discriminated against you, please report the harassment to your supervisor. Although the Town of Espanola has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

Reporting Complaints should be brought to your Supervisor or Department Manager who in turn will forward to the CAO / Treasurer or his/her designate for investigation.

Deleted: If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint

If a Supervisor or Department Manager is the person engaging in the workplace harassment, contact the CAO/Treasurer or his/her designate. If the CAO/Treasurer or his/her designate is the person engaging in the workplace harassment, contact the Mayor and he/she will contact the Town's third party Human Resource Consultant to investigate.

If the complainant is the CAO/Treasurer, complaints should be brought to Council's attention in the form of a closed meeting of council under Section 239 of the Municipal Act. Council will determine whether to proceed with an internal or external investigation.

If you bring forward a complaint, provide as much information as possible, including the name of the person who you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses. A copy of the Workplace Respect Complaint Form is available from your supervisor or on the server at: Common on toe \Departmental Files\Forms and Templates\H99 Human Resources\H99-01614.

Deleted: formal

Deleted: written

It is important that your complaint is received as soon as possible so that the problem does not escalate or happen again. Once a complaint is received, a formal investigation will be initiated if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a complaint, the matter may still require an investigation. Steps may have to be taken to prevent further harassment. For example, an investigation may need to be continued if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Deleted: formal

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Deleted: Please note that it is our policy not to investigate anonymous complaints unless there are extenuating circumstances.

Investigation Procedure

An internal or external investigator may be chosen, depending on the nature of the incident.

Deleted: An investigation will commence as quickly as possible.

The investigation will include:

- Conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and location;
- Reviewing any related documentation; and/or
- Making detailed notes of the investigation and maintaining them in a confidential file.

It is our goal where possible; to complete any investigation and communicate the results to the complainant and respondent within 30 days after a complaint is received.

Deleted: Once the investigation is complete a summary of the finding(s) will also be provided to the complainant and respondent.¶

Corrective Action

The CAO / Treasurer or his designate will determine what action should be taken as a result of the investigation. The current Employee Discipline Policy H05-01374 will be applied to determine proper disciplinary measures. The complainant and respondent (if s/he is a worker of the employer) will be informed of the results of the investigation and of any corrective action that has been, or will be taken.

If a finding of harassment is made, the Corporation will take appropriate corrective measures, regardless of the respondent's seniority or position within the organization.

- Discipline, such as a verbal warning, written warning or suspension without pay;
 - Termination with cause;
 - Referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
 - A demotion or denial of a promotion;
 - Reassignment or transfer; and/or
 - Financial penalties, such as the denial of a bonus or performance related salary increase
- Any other disciplinary action deemed appropriate under the circumstances.

Deleted: or without

If a finding of harassment is made against a member of Council, the member shall be suspended without pay for a minimum period of three months or any other more severe action that Council may choose to impose by resolution.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Town of Espanola will, however, discipline or terminate anyone who brings a malicious complaint forward.

Deleted: If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.¶

Deleted: false and

Recommendations will be provided with each investigation.

Procedure for Resolving and Investigating Workplace Violence

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor, at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal workstation and will need to be available for the purposes of investigating the incident. In some circumstances, subject to the provisions of the collective agreement you may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police, or other emergency responders as appropriate, to assist, intervene or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- Equipment to summon assistance, such as fixed or personal alarms, locator or tracking systems, phones, cell phones, etc.;
- Emergency telephone number and/or e-mail addresses; and/or
- Emergency procedures

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

Investigation Procedure

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor. In a situation where a supervisor is involved, the report should be made to the Department Manager or directly to the CAO / Treasurer. If the CAO/Treasurer or his/her designate is the person engaging in the workplace harassment, contact the Mayor and he/she will contact the Town's third party Human Resource Consultant to investigate. An investigation will commence as quickly as possible. We may choose to use either an internal or an external investigator, depending on the nature of the incident.

The investigation will include:

- Conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and location;
- Reviewing any related documentation; and/or
- Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the finding. A copy of the report will be provided to the Joint Health and Safety Committee.

Corrective Action

The CAO / Treasurer will determine what action should be taken as a result of the investigation. In the case where the CAO / Treasurer is involved a recommendation to Council by the Town's Human Resource Consultant will be made.

If a finding of workplace violence is made, The Town of Espanola will take appropriate corrective measures, regardless of the respondent's seniority or position in the organization.

Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning or suspension without pay;
- Termination with or without cause;
- Referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties, such as the denial of a bonus or performance related salary increase; and/or
- Any other disciplinary action deemed appropriate under the circumstances.

If a finding of workplace violence is made against a member of Council, the member shall be suspended without pay for a minimum period of three months or any other more severe action that Council may choose to impose by resolution.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Town of Espanola will, however, discipline or terminate anyone who brings a false and malicious complaint.

Procedure for Addressing Domestic Violence

If you are experiencing domestic violence that would expose you to physical injury in the workplace, or if you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting your Supervisor. Your Supervisor will assist in preventing and responding to the situation.

Confidentiality of Complaints and Investigations

We recognize the sensitive nature of harassment and violence complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

Protection from Retaliation

The Town of Espanola will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person, who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.



WORKPLACE VIOLENCE HAZARD ASSESSMENT FORM

This form is designed to help managers and employees conduct an assessment of the potential risk of violence associated with the activities carried out in their departments or areas, and to respond to any identified risks.

Part 1: Work Department/Area

Please describe your department/area and the types of activities/functions performed by employees in the department.

Part 2: History

1. Have there been incidents when employees in your department have experienced or been threatened with physical violence? ☐ NO, ☐ YES, please describe incidents.

2. Have there been incidents when employees in your department have experienced verbal abuse i.e. shouted at, obscene language, threats, or obscene phone calls? ☐ NO, ☐ YES, please describe incidents.

Part 3: Activities Which Might Expose Employees to Risk of Violence

3. Do employees in your department work with money or other valuables?
☐ NO, ☐ YES

4. Do employees in your department deliver or collect items of value? ☐ NO, ☐ YES, please describe

5. Do employees in your department deal with people who may be under the influence of drugs or alcohol? ☐ NO, ☐ YES

6. Do employees in your department deal with people who are deeply troubled or distressed?
☐ NO, ☐ YES

7. Do employees in your department monitor or regulate the activity of others or carry out procedures or make decisions which adversely affect others? ☐ NO, ☐ YES, please describe

8. Are employees in your department involved with activities that may elicit a negative or confrontational response? ☐ NO, ☐ YES, please describe

9. Are there other aspects of the work in your department that might spark a violent response? ☐ NO, ☐ YES, please describe

Part 4: Factors Which Increase the Risk of Violence

Definition: A person works alone when they work in a situation where they are out of sight and out of hearing of other employees.

10. Do any of your employees work alone during normal working hours? ☐ NO, ☐ YES,
please describe

11. Do any of your employees work alone after normal working hours? ☐ NO, ☐ YES,
please describe

12. Please describe any precautions already taken to safeguard employees of your
department who work alone.

13. Please describe other factors which you feel might increase the risk of violence.

Part 5: Reducing the Risk of Violence

14. Please describe policies or procedures already in place to reduce the risk of
violence in your department.

DRAFT

Schedule 'B'



RESPECT IN THE WORKPLACE COMPLAINT FORM

Employee
Name: _____

Position: _____

Department: _____

Supervisor: _____

Who initiated the incident:

Where and when did the incident take place *(provide specific details)*:

Description of incident *(provide specific details)*:

Did anyone witness the incident *(provide names/details)*:

Date: _____

Employee's
Signature: _____

Date: _____

Supervisor's
Signature: _____

CAO / Treasurer

Form # H99-01614

Joint Health & Safety Meeting

Moved By: Terrance Smith

Date: Dec. 7/17

Seconded By: Bruce Stewart

Motion: 2

Be It Resolved That: As recommended by the
Joint Health and Safety Committee that:
Policy H04-01864 be adopted.

Version #1

CARRIED ✓

DEFEATED


Chair

Department: Fire Services	Policy Number: H04-01864
Subject: PTSD Prevention Plan	Effective Date: 2017/12/12
Bylaw No:	Revision Date:
	Version #: 1

POST TRAUMATIC STRESS DISORDER

PREVENTION PLAN

November 2017

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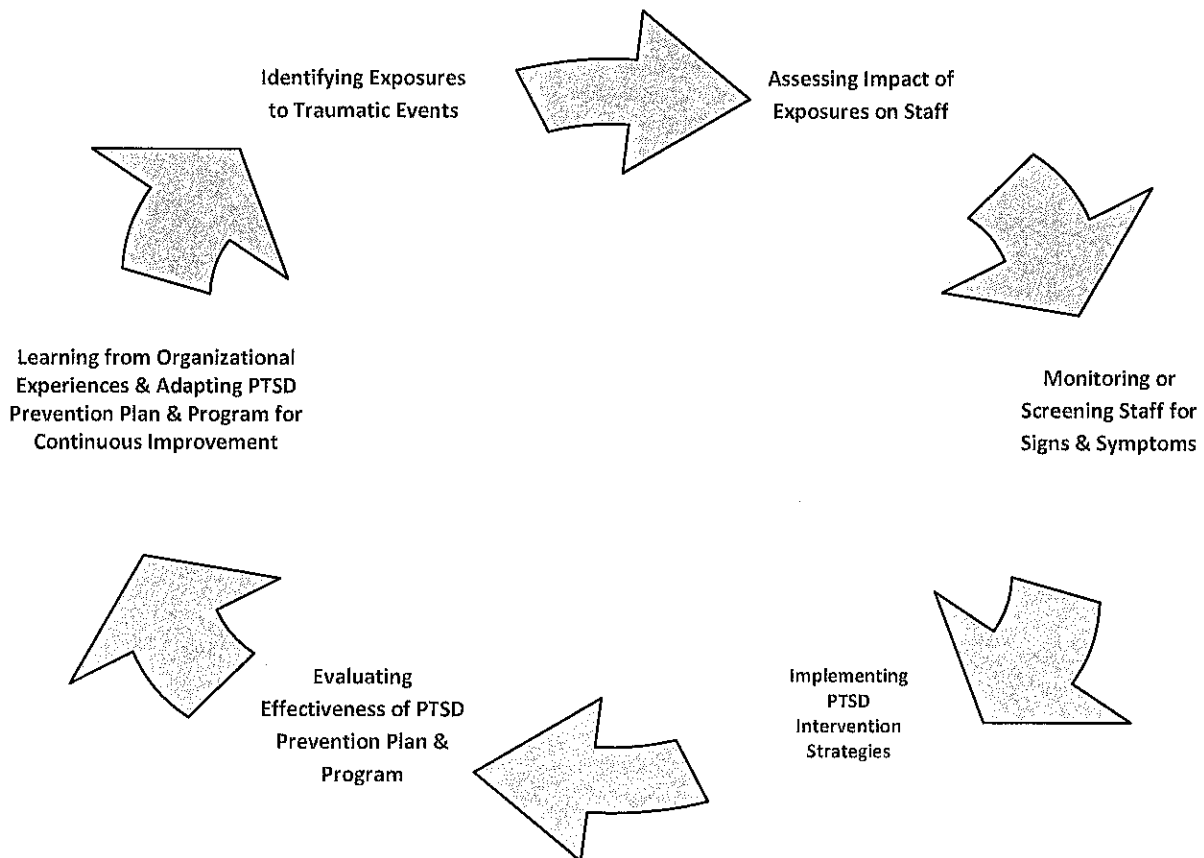
PREAMBLE

THE FOLLOWING PLAN HAS BEEN CREATED TO HELP SAFEGUARD ALL ESPANOLA FIRE DEPARTMENT (EFD) STAFF FROM THE PERILS OF MENTAL ILLNESS, SPECIFICALLY POST TRAUMATIC STRESS DISORDER (PTSD).

THE PLAN IS ALSO IN PLACE TO EDUCATE OUR STAFF ON PTSD AND MENTAL ILLNESS IN THE EMERGENCY SERVICE. WE ARE CALLED UPON TO HELP OUR COMMUNITY IN WAYS THAT ARE OPPOSITE TO THE NORMAL HUMAN RESPONSES, WE RECOGNIZE THE STRAIN THAT THIS CAN PLACE UPON OUR RESPONDERS.

POLICIES, TRAINING, PROCEDURES AND TOOLS TO BE USED IN OUR GOALS ARE AMONG THE FOLLOWING PAGES. STAFF SHOULD UTILIZE THESE WHERE NECESSARY AND RECOGNIZE THAT THIS IS MERELY A PLAN TO IDENTIFY AND GET OUR PEOPLE HELP SHOULD THEY NEED IT. PROFESSIONAL MENTAL HEALTH PERSONNEL SHOULD BE BROUGHT IN IMMEDIATELY SHOULD IT BE SUSPECTED SOMEONE IS IN CRISIS.

THIS PLAN ALSO HOPES TO HELP OTHERS DEAL WITH MEMBERS WHO MAY BE STRUGGLING FROM MENTAL ILLNESS IN THE EMERGENCY SERVICES. THE BROTHER/SISTERHOOD THAT SETS US APART FROM OTHER ORGANIZATIONS MUST CARRY OVER WHEN ONE OF OUR OWN NEEDS HELP FOR THEIR LESS VISIBLE INJURIES.



Policies

THIS PREVENTION PLAN AND ITS CONTENTS ARE MADE TO COINCIDE WITH CURRENT LEGAL DOCUMENTATION, CURRENT DEPARTMENTAL GUIDELINES AND TOWN OF ESPANOLA HEALTH AND SAFETY POLICIES.

PTSD POLICY STATEMENT:

THE ESPANOLA FIRE DEPARTMENT (EFD) RECOGNIZES THAT THE MENTAL HEALTH, WELLBEING AND PSYCHOLOGICAL SAFETY OF ITS EMPLOYEES IS AN IMPORTANT PART OF A PRODUCTIVE, EFFECTIVE AND HEALTHY WORKPLACE. (S.O.G. 204) THE EFD HAS ESTABLISHED A VISION AND PROGRAM FOR A SAFE AND SECURE WORKPLACE THAT ADDRESSES THE STIGMA ASSOCIATED WITH MENTAL ILLNESSES. THIS IS AN ORGANIZATION-WIDE PROGRAM THAT INVOLVES ALL STAFF.

THE OFFICERS OF THE EFD ARE ACTIVELY INVOLVED IN OUR MENTAL HEALTH, WELLBEING AND PSYCHOLOGICAL SAFETY POLICY, PROGRAM AND SERVICES. THEY ARE COMMITTED TO BUILDING PSYCHOLOGICAL HEALTH AND SAFETY INTO ALL ASPECTS OF THE DEPARTMENT'S OPERATIONS, PROCESSES AND PROCEDURES, PARTICULARLY AS THIS RELATES TO INCIDENTS OF TRAUMATIC MENTAL STRESS AND PTSD.

TO ACHIEVE OUR OBJECTIVES WE WILL:

- INCREASE AWARENESS ABOUT MENTAL HEALTH ISSUES AND CREATE AN OPEN DIALOGUE BETWEEN STAFF, OFFICERS AND MANAGEMENT;
- DEVELOP POLICIES AND PROGRAMS AS WELL AS SEEK OUT SERVICES TO HELP ALL MEMBERS OF OUR ORGANIZATION AND BE CONSISTENT WITH THE PRINCIPLES OF MUTUAL RESPECT, CONFIDENTIALITY AND COOPERATION;
- SUPPORT OUR OFFICERS TO HELP THEM ADDRESS THE MENTAL HEALTH, WELLBEING AND PSYCHOLOGICAL SAFETY OF THEIR SUBORDINATES AND PROVIDE THEM WITH THE RESOURCES AND TOOLS TO ADDRESS DEMANDS, CONFLICT, EMOTIONAL DISTRESS OR TRAUMA EXPERIENCED BY OUR WORKERS;
- FOCUS ON THE DEPARTMENT'S IMPACT ON THE HEALTH AND WELLBEING OF ALL STAFF;
- EVALUATE THE SUCCESS OF OUR PROGRAM AT REGULAR INTERVALS.

ALL MEMBERS OF THE DEPARTMENT ARE EXPECTED TO ENSURE OUR OBJECTIVES ARE MET AND THAT THE TEAMWORK THAT SERVES US WELL ON THE FIRE GROUND WILL ALSO ASSIST OUR BROTHERS AND SISTERS IN CRISIS.

ANTI-STIGMA STATEMENT:

THE EFD IS COMMITTED TO FOSTERING A WORKPLACE WHERE OUR EMPLOYEES ARE PROTECTED FROM STIGMA ASSOCIATED WITH MENTAL ILLNESS. THIS ORGANIZATION WILL ENSURE THAT ALL EMPLOYEES ARE TREATED WITH RESPECT AND DIGNITY; THIS INCLUDES THOSE SUFFERING FROM MENTAL ILLNESS AND THOSE WHO SUPPORT OTHERS SUFFERING FROM MENTAL ILLNESS.

HARASSMENT AND ACTS OF DISCRIMINATION WILL NOT BE TOLERATED (MUNICIPAL POLICY H00-01842). ANYONE WHO IS FOUND TO BE STIGMATIZING ANOTHER INDIVIDUAL MAY BE SUBJECT TO DISCIPLINARY ACTION. TYPES OF BEHAVIOUR AND ACTS THAT CONTRIBUTE TO STIGMA MAY INCLUDE BUT ARE NOT LIMITED TO:

- TRIVIALIZING AN INDIVIDUAL'S MENTAL HEALTH ISSUES;
- PROMOTING NEGATIVE STEREOTYPES ABOUT MENTAL HEALTH ISSUES;
- DIRECTLY INSULTING A PERSON SUFFERING FROM MENTAL ILLNESS;
- PATRONIZING PEOPLE WITH MENTAL ILLNESS BY TREATING THEM AS IF THEY WERE NOT AS GOOD AS OTHERS;
- PERPETUATING OR ALLOWING THE ABOVE PRACTICES TO TAKE PLACE WITHOUT REPORT TO AN OFFICER.

THIS POLICY APPLIES TO ALL CURRENT MEMBERS AND ALL BEHAVIOUR THAT IS CONNECTED TO THE ESPANOLA FIRE DEPARTMENT ACTIVITIES WHICH INCLUDES BUT IS NOT LIMITED TO: TRAINING, INCIDENT RESPONSE, PUBLIC EDUCATION EVENTS, OFF-SITE COURSES OR MEETINGS AND DAY-TO-DAY OPERATIONS IN GENERAL.

SENIOR LEADERSHIP OF THE ESPANOLA FIRE DEPARTMENT IS RESPONSIBLE FOR PROVIDING ALL EMPLOYEES A PSYCHOLOGICALLY HEALTHY AND SAFE WORKPLACE THAT IS FREE OF STIGMA, DISCRIMINATION OR HARASSMENT. THE LEADERSHIP OF THE DEPARTMENT WILL ENSURE THAT THIS POLICY IS APPLIED IN A TIMELY, CONSISTENT AND IN A CONFIDENTIAL MANNER AND WILL DETERMINE WHETHER OR NOT ALLEGATIONS ARE SUBSTANTIATED AND WHAT CORRECTIVE ACTION IS APPROPRIATE IF REQUIRED. TO SUPPORT A STIGMA-FREE WORKPLACE OUR DEPARTMENT'S LEADERSHIP WILL:

- PROVIDE PTSD AWARENESS TRAINING AND EDUCATION;
- REGULARLY MONITOR ORGANIZATIONAL PRACTICES AND SYSTEMS FOR BARRIERS TO ACHIEVING A STIGMA-FREE WORKPLACE;
- PROVIDE AN EFFECTIVE AND FAIR COMPLAINTS PROCESS;
- LEAD BY EXAMPLE.

OFFICERS ARE RESPONSIBLE FOR FOSTERING A STIGMA-FREE WORKPLACE AND SETTING AN EXAMPLE OF APPROPRIATE BEHAVIOUR. THIS INCLUDES COMMUNICATING THE POLICY AND PROCEDURES FOR BRINGING FORWARD A COMPLAINT, ADDRESSING SITUATIONS THAT THEY BECOME AWARE IN A TIMELY FASHION AND TAKING APPROPRIATE ACTION IN A SENSITIVE AND CONFIDENTIAL MANNER FOR ALL EMPLOYEES.

EMPLOYEES ARE RESPONSIBLE FOR TREATING CO-WORKERS WITH RESPECT IN THE WORKPLACE, BRINGING FORWARD COMPLAINTS AND COOPERATING WITH INVESTIGATIONS INTO COMPLAINTS.

EMPLOYEES ARE ALSO RESPONSIBLE FOR TREATING ALL PARTIES AND SITUATIONS IN A SENSITIVE AND CONFIDENTIAL MANNER.

MITIGATING THE IMPACT OF STRESS

WE CAN EMPLOY COUNTERMEASURES TO COUNTERACT HOW STRESS AFFECTS US. THERE ARE PERSONAL STEPS WE CAN TAKE AS WELL AS THOSE WE CAN RECOMMEND TO HELP OTHERS TOWARDS THEIR NEW NORMAL OF MENTAL WELLNESS. HOWEVER, WE MUST REMEMBER WE ARE NOT MENTAL HEALTH PROFESSIONALS, THE GOAL SHOULD ALWAYS BE TO SPEAK TO A PROFESSIONAL OURSELVES AND ENSURE OTHERS DO THE SAME.

▷ **SELF-HELP FOR MENTAL WELLNESS** ◁

THE FOLLOWING STEPS FOR PERSONALLY MANAGING THE IMPACT OF STRESS ON OUR BODIES AND MINDS ARE TAUGHT IN THE R2MR COURSE AS THE **BIG FOUR**.

1. **GOAL SETTING** ⇒ GOALS PROVIDE DIRECTION, FEEDBACK, AND MOTIVATION. A GOAL MAY BE OUT OF REACH BUT NEVER OUT OF SIGHT. DIVIDE GOALS INTO SMALLER WORKABLE PIECES, TAKE ACTION AND EVALUATE YOUR PROGRESS.
2. **VISUALIZATION** ⇒ THIS INVOLVES MENTALLY PREPARING YOURSELF FOR WHAT COULD HAPPEN. IT IS NOT ABOUT FOCUSING ON POSSIBLE NEGATIVE EVENTS, RATHER IT IS PREDICTING THOSE POSSIBLE PROBLEMS SO THAT SOLUTIONS CAN BE WORKED OUT IN ADVANCE.
3. **SELF-TALK** ⇒ IT IS NOT A PARTICULAR EVENT THAT LEADS TO OUR EMOTIONS AND BEHAVIOURS BUT RATHER OUR THOUGHTS ABOUT THE EVENT. THE GOAL IS TO MAKE THE THOUGHTS OR SELF-TALK POSITIVE RATHER THAN NEGATIVE.
 - **BECOME AWARE** OF SELF-TALK
 - **STOP THE NEGATIVE – REPLACE WITH POSITIVE**
 - **USE KEY WORDS:** READ, FOCUS, PERSIST, OVERCOME, CONFIDENT
4. **TACTICAL BREATHING**

THE RULE OF 4's:

- INHALE AND COUNT TO 4
- HOLD BREATH AND COUNT TO 4
- EXHALE AND COUNT TO 4, REPEAT 4 TIMES A MINUTE FOR 4 MINUTES

AD HOC INCIDENT REVIEW (AIR)

THE AIR IS A SIMPLE TOOL FIREFIGHTERS CAN USE TO STRUCTURE YOUR SUPPORTIVE INTERVENTION WITH THE DEPARTMENT AND REDUCE DISTRESS. THE PROCESS CAN BE UTILIZED FORMALLY OR INFORMALLY, AS A SMALL GROUP, OR WITHIN THE MORE INFORMAL PEER SUPPORT SYSTEM. THIS IS GENERALLY A THREE STEP PROCESS, EACH STEP INTEGRAL TO A SUCCESSFUL AIR.

STEP 1: ACKNOWLEDGEMENT & LISTEN

ACKNOWLEDGE:

LEADERSHIP HAS A RESPONSIBILITY TO ACKNOWLEDGE THE EVENT: "SOMETHING BAD JUST HAPPENED." "THAT WAS A TOUGH ONE." IT IS OKAY TO MAKE A WIDE RANGING STATEMENT ABOUT HOW THE GROUP IS FEELING. DO NOT IGNORE THE EVENT OR CARRY ON WITHOUT ACKNOWLEDGING THE EVENT. HOWEVER, BE CAREFUL NOT TO OVER-EMPHASIZE THE EVENT EITHER. TALK ABOUT FACTS ONLY. PERHAPS YOU WOULD APPROACH IT THE SAME WAY YOU WOULD SEND A MESSAGE OVER THE RADIO: CALM, STRAIGHT FORWARD AND CLEAR.

LISTEN:

YOUR JOB IS NOT TO FIX IT, YOU CAN'T. HOWEVER, YOU CAN HELP BY PROVIDING AN OPPORTUNITY FOR DISCUSSION. EXPECT THAT SOME INDIVIDUALS WILL NOT WANT TO DISCUSS THE EVENT OR OTHERS MAY ONLY WISH TO DISCUSS IT WITH THEIR PEERS AND NOT WITH YOU IF YOU ARE THEIR SUPERVISOR. THIS IS OKAY. EACH PERSON WILL DEAL WITH AN EVENT IN THEIR OWN WAY, AND WE DO NOT WANT TO INTERFERE WITH INDIVIDUAL'S NATURAL COPING STRATEGIES. WHAT YOU SHOULDN'T DO IS FORCE SOMEONE TO TALK TO YOU, THIS CAN BE DETRIMENTAL, ALL DISCUSSIONS SHOULD OCCUR VOLUNTARILY AND NATURALLY.

YOU MAY ALSO REFER THE INDIVIDUAL TO THE MENTAL HEALTH CLINIC OR THEIR FAMILY DOCTOR. ALL DISCUSSIONS ARE CONFIDENTIAL AND MAY BE ABLE TO PROVIDE A RELEASE FOR SOMEONE WHO NEEDS TO DISCUSS A CONCERN.

ANOTHER OPTION IS TO CALL OUR MEMBER AND FAMILY ASSISTANCE PROGRAM (MFAP) PROVIDER. THEY CAN ALSO PROVIDE COUNSELLING TO HELP DEAL WITH ITEMS SUCH AS, ANXIETY, STRESS, DEPRESSION AND GRIEF AND OTHER CONCERNS AS WELL.

STEP 2: INFORM – CHECK IN & APPLY MENTAL HEALTH CONTINUUM MODEL (MHCM) (SEE PAGE 14.)

MOST INDIVIDUALS, ABOUT 80 PERCENT, WILL HAVE SOME SHORT-TERM REACTION TO STRESS OR DIFFICULT EVENTS. THE BEST INTERVENTIONS ARE THE SIMPLEST, NON-MEDICAL ONES THAT CAN BE IMPLEMENTED BY SUPERVISORS.

AFTER ACKNOWLEDGING THE EVENT AND PROVIDING THE OPPORTUNITY TO TALK, EVERYONE SHOULD BE REMINDED THAT IT IS IMPORTANT FOR THEM TO TAKE CARE OF THEMSELVES. REFER TO THE AFOREMENTIONED BIG FOUR STEPS FOR SELF-HELP. SOME MAY NOT BE BOTHERED AT ALL BUT FOR OTHERS SOME SYMPTOMS OF DISTRESS MAY CONTINUE OVER THE NEXT FEW DAYS OR EVEN WEEKS. REINFORCE THAT THERE ARE RESOURCES AVAILABLE IF NEEDED AND THEY CAN HAVE ASSISTANCE ACCESSING THEM.

IT IS OFTEN DIFFICULT TO END THIS TYPE OF CONVERSATION; HERE ARE SOME OPTIONS THAT CAN BE CONSIDERED IN THIS REGARD:

- REFOCUS ON ANY TASKS THAT NEED TO BE DONE. THIS CAN INCLUDE AT WORK AND AT HOME;
- MAKE A COMMITMENT TO GIVE EVERYONE AN OPPORTUNITY TO REGROUP WHEN THERE IS TIME;
- MAKE A COMMITMENT TO TOUCH BASE WITH THEM OVER THE COMING WEEKS TO SEE HOW THEY ARE DOING.

STEP 3: RESPOND -- OBSERVE, FOLLOW-UP MODEL

OBSERVE AND FOLLOW-UP WITH INDIVIDUALS LATER ON TO SEE HOW THEY ARE DOING AND MODEL HEALTHY COPING. A NOTE ON MODELING: PEOPLE WANT TO HEAR THAT YOU ARE SUFFERING TOO, OR THAT YOU HAVE HAD NEGATIVE THOUGHTS, DO NOT PRETEND THAT EVERYTHING IS OKAY WITH YOU FOLLOWING A NEGATIVE EVENT.

ADVERSE EVENTS NOT ONLY PROVIDE LEADERS WITH A CHALLENGE, BUT ALSO PROVIDE THEM WITH AN OPPORTUNITY. EFFECTIVE LEADERS ACTIVELY DEMONSTRATE CONCERN FOR INDIVIDUALS, ACKNOWLEDGE LOSS, COMMUNICATE DIRECTLY WITH PERSONNEL AND THEIR FAMILIES AND SEND A MESSAGE THAT **EVERYONE** IS EXPECTED TO RECOVER. THROUGH GOOD LEADERSHIP THEY CAN STRENGTHEN COHESION, RESILIENCE AND READINESS.

COMMUNITY SUPPORTS

A LIST OF COMMUNITY SUPPORTS RELATED TO MENTAL HEALTH SERVICES IS POSTED ON PAGE 15.

IF THE MEMBER IS NOT ABLE TO WORK AND HAS TO TAKE TIME OFF, UPON THEIR RETURN THE MEMBER WILL BE PROVIDED WITH AN INDIVIDUAL RETURN TO WORK PLAN THAT FOCUSES ON THEIR INITIAL AND ONGOING NEEDS.

ACCOMMODATION

THE ESPANOLA FIRE DEPARTMENT WILL CONTINUE TO WORK IN A COLLABORATIVE MANNER TO PROVIDE ALTERNATIVE SUITABLE WORK THAT CAN BE PERFORMED WITHIN AN EMPLOYEE'S CAPABILITIES.

CONCLUSION

MOVING FORWARD IT IS UNDERSTOOD THAT THIS DOCUMENT WILL CHANGE. IT WILL GROW AND EVOLVE AS OUR PERSONNEL GROW AND EVOLVE. IT WILL ADAPT WITH CHANGES IN MENTAL HEALTH INITIATIVES. HOWEVER, ITS FOCUS WILL NOT CHANGE FROM ENSURING WE DO THE BEST WE CAN FOR OUR FIREFIGHTERS AND THEIR FAMILIES, IN THE ASSURANCE OF THEIR MENTAL HEALTH.

THIS DOCUMENT, IS TO SERVE AS A GUIDELINE FOR ASSISTING OUR PEOPLE, IT WILL **NEVER** REPLACE A TRAINED MENTAL HEALTH PROFESSIONAL. ITS CREATION WAS NEVER INTENDED TO DO THIS. ITS CREATION WAS TO REDUCE STIGMA SURROUNDING MENTAL HEALTH, AND PROVIDE US WITH SOME TOOLS TO HELP EACH OTHER COPE AND REDUCE THE IMPACT OF WHAT WE DO ON OUR HEALTH. IT IS A GUIDELINE TO REMIND US THAT WHILE WE ARE EXCELLENT AT ASSISTING OUR COMMUNITY, WE HAVE A RESPONSIBILITY TO ASSIST EACH OTHER.

PTSD CAUSES, RISK FACTORS, SIGNS & SYMPTOMS

PTSD CAN DEVELOP WHEN SOMEONE EXPERIENCES, SEES OR LEARNS ABOUT AN EVENT INVOLVING ACTUAL OR THREATENED DEATH, SERIOUS INJURY OR SEXUAL VIOLENCE.

CAUSES

IT IS BELIEVED THAT PTSD IS CAUSED BY A COMPLEX MIX OF:

- LIFE EXPERIENCES, INCLUDING THE AMOUNT AND SEVERITY OF TRAUMA YOU HAVE EXPERIENCED SINCE EARLY CHILDHOOD.
- THE WAY YOUR BRAIN REGULATES THE CHEMICALS AND HORMONES YOUR BODY RELEASES IN RESPONSE TO STRESS.
- INHERITED MENTAL HEALTH RISKS SUCH AS AN INCREASED RISK OF ANXIETY OR DEPRESSION AND INHERITED ASPECTS OF YOUR PERSONALITY OR TEMPERAMENT.

RISK FACTORS

- HAVING A JOB THAT INCREASES YOUR RISK OF BEING EXPOSED TO TRAUMATIC EVENTS, SUCH AS FIRST RESPONDERS, CORRECTIONS AND MILITARY PERSONNEL.
- EXPERIENCING INTENSE OR LONG-LASTING TRAUMA.
- FEELING HORROR, HELPLESSNESS OR EXTREME FEAR.
- SEEING PEOPLE GET KILLED OR HURT.

- HAVING EXPERIENCED OTHER TRAUMA EARLIER IN LIFE, INCLUDING CHILDHOOD ABUSE AND OR NEGLECT.
- HAVING OTHER MENTAL HEALTH PROBLEMS SUCH AS ANXIETY OR DEPRESSION.
- LACKING A GOOD SUPPORT SYSTEM OF FAMILY AND FRIENDS.
- DEALING WITH EXTRA STRESS AFTER THE EVENT, SUCH AS LOSS OF A LOVED ONE, PAIN AND INJURY, OR LOSS OF A JOB OR HOME.
- HAVING BIOLOGICAL (BLOOD) RELATIVES WITH MENTAL HEALTH PROBLEMS SUCH AS DEPRESSION.

PTSD CAN INCREASE THE RISK OF OTHER MENTAL HEALTH PROBLEMS SUCH AS:

- DEPRESSION AND ANXIETY;
- ISSUES WITH ALCOHOL AND DRUG USE;
- SUICIDAL THOUGHTS AND BEHAVIOURS.

SIGNS AND SYMPTOMS

SYMPTOMS OFTEN START WITHIN 1 MONTH OF AN EVENT OR REPEATED EVENTS. IN SOME CASES, SYMPTOMS MAY NOT APPEAR UNTIL MONTHS OR YEARS LATER. THE SYMPTOMS CAN MAKE IT HARD FOR THE PERSON TO LIVE THEIR EVERYDAY LIFE AND CAN BE ACCOMPANIED BY DEPRESSION, SUBSTANCE ABUSE, OR OTHER ANXIETY DISORDERS. BELOW ARE 3 TYPES OF SYMPTOMS ASSOCIATED WITH PTSD:

INTRUSIVE MEMORIES

ALSO CALLED RE-EXPERIENCING SYMPTOMS, THESE MEMORIES CAN START FROM THE PERSON'S OWN THOUGHTS, OR CAN BE TRIGGERED BY WORDS, OBJECTS OR SITUATIONS THAT ARE REMINDERS OF THE TRAUMATIC EVENT. INTRUSIVE MEMORIES INCLUDE:

- RECURRING, UNWANTED DISTRESSING MEMORIES OF THE TRAUMATIC EVENT;
- RELIVING THE EVENT AS IF IT WERE HAPPENING AGAIN;
- UPSETTING DREAMS ABOUT THE EVENT, AND
- SEVERE EMOTIONAL DISTRESS OR PHYSICAL REACTIONS (HEART RACING, HANDS SWEATING) TO SOMETHING THAT REMINDS YOU OF THE EVENT.

AVOIDANCE

AVOIDANCE SYMPTOMS MAY CAUSE A PERSON TO CHANGE THEIR ROUTINE, INCLUDING AVOIDING THINGS THAT REMIND THEM OF THE EVENT AS WELL AS NEGATIVE CHANGES IN THINKING AND MOODS. THIS INCLUDES:

- TRYING TO AVOID THINKING ABOUT THE EVENT;
- AVOIDING PLACES, OBJECTS, ACTIVITIES OR PEOPLE THAT REMIND YOU OF THE EVENT;
- INCREASED NEGATIVE FEELINGS ABOUT SELF OR OTHERS;
- FEELING EMOTIONALLY NUMB OR INABILITY TO EXPERIENCE POSITIVE OR NEGATIVE EMOTIONS;
- FEELING HOPELESS ABOUT THE FUTURE;
- LOSING INTEREST IN ACTIVITIES THAT WERE ENJOYABLE IN THE PAST;
- FEELING STRONG GUILT, DEPRESSION OR WORRY;
- MEMORY PROBLEMS INCLUDING NOT REMEMBERING IMPORTANT ASPECT OF THE TRAUMATIC EVENT;
- DIFFICULTY MAINTAINING CLOSE RELATIONSHIPS.

HYPER-AROUSAL SYMPTOMS

THESE SYMPTOMS ARE CHANGES IN EMOTIONAL REACTIONS USUALLY CONSTANT AND CAN MAKE A PERSON FEEL STRESSED, ANGRY, OVERWHELMED AND "ON-GUARD." THE SYMPTOMS INCLUDE:

- IRRITABILITY, FEELING TENSE OR "ON-GUARD;"
- DIFFICULTY SLEEPING;
- ANGRY OUTBURSTS OR AGGRESSIVE BEHAVIOURS;
- BEING ON CONSTANT GUARD FOR DANGER;
- FEELINGS OF OVERWHELMING GUILT OR SHAME;
- SELF-DESTRUCTIVE BEHAVIOURS;
- TROUBLE CONCENTRATING OR SLEEPING, AND
- BEING EASILY STARTLED OR FRIGHTENED.

WHAT PTSD MIGHT LOOK LIKE AT WORK

EACH INDIVIDUAL WILL HAVE THEIR OWN REACTION AND COPING SKILLS IN REACTION TO TRAUMATIC EVENTS, BUT THERE ARE SOME IDENTIFIED EXAMPLES OF HOW PTSD MAY MANIFEST AT WORK, INCLUDING:

TROUBLE REMEMBERING OR CONCENTRATING	TROUBLE STAYING AWAKE
DIFFICULTY RETAINING INFORMATION	PANIC ATTACKS
DIFFICULTY MANAGING TIME OR COMPLETING TASKS	ABSENTEEISM
FEELINGS OF FEAR AND ANXIETY	HEADACHES
DIFFICULTY SLEEPING AND FATIGUE	SOCIAL WITHDRAWAL
INTERPERSONAL AND/OR FAMILY CONFLICT	INCREASED ALCOHOL USE
UNREASONABLE REACTIONS TO SITUATIONS OR STRESS EVENTS	PERFORMANCE DETERIORATION

WHEN TO SEE A PSYCHOLOGIST OR PHYSICIAN

A PERSON SHOULD SEE A PSYCHOLOGIST OR PHYSICIAN IF THE SYMPTOMS LAST FOR MORE THAN ONE MONTH AND INCLUDE EXPERIENCING AT LEAST:

- ONE INTRUSIVE MEMORY SYMPTOM
- THREE AVOIDANCE SYMPTOMS AND
- TWO HYPER-AROUSAL SYMPTOMS

ROLES & RESPONSIBILITIES

CHIEF OFFICERS ROLES:

- UNDERSTAND THE IMPACT THAT PTSD, AND OTHER OCCUPATIONAL STRESS INJURIES HAVE ON THE ORGANIZATION;
- IDENTIFY WHAT HEALTH AND SAFETY PROGRAM ALREADY EXIST AND HOW A PTSD PREVENTION PLAN CAN BE INTEGRATED INTO EXISTING SYSTEMS. THIS SHOULD BE CONSIDERED:
 - ▷ MANAGEMENT TRAINING
 - ▷ EMPLOYEE ENGAGEMENT
 - ▷ ANTI-STIGMA AWARENESS
 - ▷ COMMUNICATION STRATEGIES
 - ▷ CIVILITY AND RESPECT
 - ▷ CRITICAL INCIDENT RESPONSE AND MANAGEMENT AND/OR PEER SUPPORT, AND
 - ▷ EMPLOYEE ASSISTANCE PROGRAMS (EAP) OR OTHER BENEFITS THAT SUPPORT A MENTAL HEALTH AND WELLNESS PROGRAM.
- TRAIN INDIVIDUALS IN STRATEGIES FOR RESILIENCY AND HEALTHY BEHAVIOUR;
- IDENTIFY GAPS THAT NEED TO BE ADDRESSED USING AN ASSESSMENT;
- DETERMINE HOW THE ORGANIZATION SHOULD MONITOR TRAUMA EXPOSURES;
- ESTABLISH POLICIES, PROCEDURES, INITIATIVES AND SERVICES TO SUPPORT THE PROGRAM AND MONITOR IMPLEMENTATION;
- SET THE TONE AND LEAD BY EXAMPLE REDUCING STIGMA AND ENCOURAGING CONVERSATIONS AND TAKE EVERY REASONABLE PRECAUTION TO PROTECT WORKERS;
- ENFORCE THE POLICIES, PROCEDURES AND PROGRAMS;
- ENGAGE STAFF AND THE JOINT HEALTH AND SAFETY COMMITTEE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES;
- MAINTAIN THE PLAN AND PROGRAM AND EVALUATE IT AND LOOK FOR OPPORTUNITIES TO IMPROVE IT;
- REDUCE STIGMA BY PARTICIPATING IN POSITIVE CONVERSATIONS SURROUNDING PTSD AND MENTAL HEALTH;
- GET TO KNOW YOUR PERSONNEL;
- IDENTIFY SIGNIFICANT BEHAVIOUR/PERFORMANCE CHANGES.

OFFICERS ROLES:

- BE INVOLVED IN THE WORKPLACE ASSESSMENT AND PARTICIPATE IN IDENTIFYING CONTROLS;
- PARTICIPATE IN TRAINING TO BE AWARE AND READY TO ADDRESS THE DAY-TO- DAY ASPECTS OF PTSD PREVENTION AND MANAGEMENT;
- RECEIVE TRAINING ON HOW TO RECOGNIZE SIGNS AND SYMPTOMS OF PTSD AND UNDERSTAND THE CAUSES AND RISK FACTORS AS WELL AS UNDERSTAND HOW TO SUPPORT WORKERS SUFFERING FROM PTSD;
- PARTICIPATE AND CONTRIBUTE TO ESTABLISHING POLICIES, PROCEDURES, INITIATIVES AND SERVICES TO SUPPORT THE PROGRAM;
- PROVIDE ADVICE ON HOW TO MONITOR/SCREEN TRAUMA EXPOSURES IN THE WORKPLACE;
- IDENTIFY INDIVIDUALS AT RISK OF PTSD.
- BE PREPARED THROUGH TRAINING, COACHING OR OTHER MEANS TO ENGAGE STAFF IN DISCUSSIONS ABOUT PSYCHOLOGICAL HEALTH AND SAFETY;
- ENCOURAGE ACTIVE DISCUSSION WITH STAFF ABOUT MENTAL HEALTH AND PSYCHOLOGICAL SAFETY;
- UNDERSTAND AND UTILIZE PROCESSES TO REPORT CONCERNS AND PROVIDE SUPPORT TO STAFF IN NEED;
- IDENTIFY CONTROL METHODS THAT SUPPORT PTSD PREVENTION;

- ENFORCE THE POLICIES, PROCEDURES AND PROGRAM;
- REDUCE STIGMA BY PARTICIPATING IN POSITIVE CONVERSATIONS SURROUNDING PTSD AND MENTAL HEALTH;
- GET TO KNOW YOUR PERSONNEL;
- IDENTIFY SIGNIFICANT BEHAVIOUR/PERFORMANCES CHANGES.

JOINT HEALTH & SAFETY COMMITTEE ROLES:

- ENSURE THEY HAVE A GENERAL UNDERSTANDING THE FACTORS OF THE JOB THAT IMPACT PSYCHOLOGICAL HEALTH AND SAFETY, IN PARTICULAR PTSD. THEY SHOULD DEVELOP AN AWARENESS OF WHAT IT IS AS WELL AS THE SYMPTOMS, CAUSES AND RISK FACTORS;
- MAY ASSIST BEING INVOLVED IN THE WORKPLACE ASSESSMENT;
- ASSIST THE DEPARTMENT IN DEVELOPING A PROCESS FOR IDENTIFYING WORKPLACE MENTAL HEALTH AND WELLBEING ISSUES, AND IN PARTICULAR PTSD;
- MAY HELP IDENTIFY CONTROLS THAT CAN BE PUT INTO PLACE TO ADDRESS PSYCHOLOGICAL HEALTH AND SAFETY, IN PARTICULAR PTSD;
- HELP REDUCE STIGMA RELATED TO MENTAL ILLNESS BY PARTICIPATING IN IDENTIFYING NEEDS FOR EDUCATION, TRAINING, AND RESOURCES TO ADDRESS PTSD;
- PARTICIPATE IN TRAINING TO ENABLE SUPPORT OF THE WORKFORCE AS REQUIRED;
- MAY ASSIST IN THE DEVELOPMENT OF A COMMUNICATION PLAN AND STRATEGY RELATED TO ADDRESSING PTSD AND PSYCHOLOGICAL HEALTH AND SAFETY;
- REDUCE STIGMA BY PARTICIPATING IN POSITIVE CONVERSATIONS SURROUNDING PTSD AND MENTAL HEALTH.

FIREFIGHTER ROLES:

- COMPLY WITH POLICIES, PROCEDURES AND THE PLAN;
- PARTICIPATE IN TRAINING AND EDUCATION ABOUT PTSD AND RESILIENCY;
- REPORT CONCERNS/INCIDENTS SO THAT THEY MAY BE INVESTIGATED AND ADDRESSED;
- LISTEN TO CO-WORKERS AND ENCOURAGE ENGAGEMENT IN THE PLAN IF NEEDED;
- REDUCE STIGMA BY PARTICIPATING IN POSITIVE CONVERSATIONS SURROUNDING PTSD AND MENTAL HEALTH;
- MONITOR THEIR OWN MENTAL HEALTH AND SEEK HELP WHEN NEEDED.

TRAINING

OUR DEPARTMENT HAS OPTED TO HAVE STAFF PARTAKE IN THE ONTARIO ASSOCIATION OF FIRE CHIEF'S (O AFC) ROAD TO MENTAL READINESS (R2MR) PROGRAM FOR TRAINING. THIS PROGRAM IS RECOGNIZED PROVINCIALLY AS A GOOD FOUNDATION FOR FIREFIGHTERS AND EMERGENCY PERSONNEL TO BUILD FROM WHEN LEARNING ABOUT PTSD AND MENTAL ILLNESS.

THE PROGRAM IS DIVIDED INTO TWO PARTS; THERE IS A FOUR-HOUR PRIMARY COURSE FOR FIREFIGHTERS AS WELL AS AN EIGHT-HOUR LEADERSHIP PROGRAM FOR OFFICERS. THIS MAY BE SUBJECT TO CHANGE IF COSTS BECOME PROHIBITIVE. A MINIMUM OF ONE OFFICER SHOULD MAINTAIN QUALIFICATIONS AS PER COMMON PRACTICE WITH OTHER DEPARTMENTS.

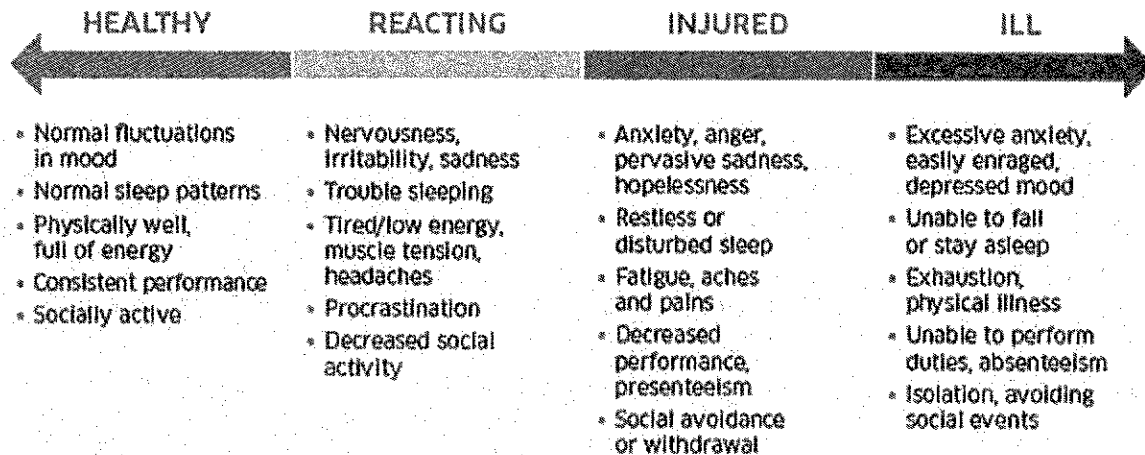
THE O AFC DESCRIBES THE 4 HOUR PRIMARY PROGRAM:

"THE FOUR-HOUR R2MR PRIMARY COURSE PROVIDES LEARNERS WITH APPLICATIONS THEY CAN PUT INTO PRACTICE TO DEVELOP AND MAINTAIN THEIR WELLBEING. IT STRIVES TO BALANCE EDUCATION WITH A HEALTH FOCUS WHILE DEVELOPING EDUCATION THAT ASSISTS WITH UNDERSTANDING MENTAL ILLNESS. THE GOAL OF THIS TRAINING IS TO IMPROVE SHORT TERM PERFORMANCE AND LONG TERM MENTAL HEALTH OUTCOMES AND ALSO TO REDUCE BARRIERS TO CARE AND ENCOURAGE EARLY ACCESS TO CARE."

THE 8 HOUR LEADERSHIP PROGRAM:

"THE EIGHT-HOUR R2MR COURSE LEADERSHIP COURSE PROVIDES THE TOOLS AND RESOURCES REQUIRED TO MANAGE AND SUPPORT EMPLOYEES WHO MAY BE EXPERIENCING A MENTAL ILLNESS. THIS LEADERSHIP TRAINING TAKES A STRONG FOUNDATION OF PROMOTING AND MAINTAINING RESILIENCE IN ONESELF AND NOW APPLIES THIS INFORMATION TO THE LEADERSHIP ROLE. CORE CONCEPTS ARE TAUGHT MORE IN-DEPTH IN A WAY THAT REFLECTS THE LEADERSHIP RESPONSIBILITY. ADDITIONAL BUILDING BLOCKS ARE ADDED, NAMELY LEADER ACTIONS, ALONG THE MENTAL HEALTH CONTINUUM MODEL."

MENTAL HEALTH CONTINUUM MODEL



Actions to Take at Each Phase of the Continuum

- | | | | |
|---|--|--|---|
| <ul style="list-style-type: none">• Focus on task at hand• Break problems into manageable chunks• Identify and nurture support systems• Maintain healthy lifestyle | <ul style="list-style-type: none">• Recognize limits• Get adequate rest, food, and exercise• Engage in healthy coping strategies• Identify and minimize stressors | <ul style="list-style-type: none">• Identify and understand own signs of distress• Talk with someone• Seek help• Seek social support instead of withdrawing | <ul style="list-style-type: none">• Seek consultation as needed• Follow health care provider recommendations• Regain physical and mental health |
|---|--|--|---|

ASSISTANCE RESOURCES

- ❖ **MENTAL HEALTH HOTLINE (ONTARIO)**
1-866-531-2600
- ❖ **MEMBER & FAMILY ASSISTANCE PROGRAM HOMEWOOD**
1-800-462-8047
- ❖ **DEPUTY CHIEF HENRY GIRARD**
(CELL) 705-862-0129
(HOME) 705-869-3805
- ❖ **CAPTAIN TERRANCE SMITH**
(CELL) 705-822-3425
(HOME) 705-869-3886
- ❖ **CHIEF MIKE PICHOR**
(CELL) 705-862-0645
(HOME) 705-862-7553
- ❖ **CENTRE PLACE CENTRE**
ESPANOLA MENTAL HEALTH OFFICE
705-869-1564 EXT. 4221
- ❖ **DISTRESS AND CRISIS ONTARIO**
1-855-554-4325(HEAL)
- ❖ **PSYCHOLOGY NORTH**
DR. ALBERT GOUGE
705-207-5467
- ❖ WWW.FIRSTRESPONDERFIRST.CA



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW NO. 2821/17

**Being a bylaw of the Town of Espanola to Adopt
the Minutes of Council for the Term Commencing
December 1st, 2014, and Authorizing
Taking of any Action Authorized Therein and Thereby**

WHEREAS Section 101 of the Municipal Act, R.S.O. 1990, C. M45, as amended, requires a municipal council to exercise its powers by bylaw, except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual bylaw;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ESPANOLA ENACTS AS FOLLOWS:

1. That the Minutes of the meetings of the Council of the Town of Espanola for the term commencing December 1st, 2014, held on: November 28, 2017 and the same are hereby adopted.
2. That the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes be and the same are hereby ratified, authorized and confirmed.
3. That where no individual bylaw has been or is passed with respect to the taking of any action authorized in or by the Minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above mentioned Minutes, then this bylaw shall be deemed for all purposes to be the bylaw required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. That the Mayor and proper officers of the Corporation of the Town of Espanola are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above mentioned Minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Espanola and to affix the seal of the Corporation thereto.

Read a First, Second and Third Time and Passed this 12th day of December 2017.

Ron Piche
Mayor

Paula Roque
Clerk



The Corporation of the Town of Espanola

Bylaw No. 2820/17

**Being a Bylaw to Execute An Agreement
Between the Town of Espanola and
The Federation of Canadian Municipalities**

THAT the Council of the Corporation of the Town of Espanola enacts as follows;

1. That the Mayor and Clerk Treasurer/Administrator are hereby authorized to execute an agreement between the Corporation of the Town of Espanola and the Federation of Canadian Municipalities for Climate Innovation Program(MCIP)
2. That the agreement shall be attached to and become part of the bylaw.

**Read a first, second and third time in open Council on this 12th day of
December , 2017.**

Ron Piche
Mayor

Paula Roque
Clerk

NOV 28 2017

Department: General Administration	Form Number: A99-01371
Subject: Departmental Report	Effective Date: 06/05/17
Policy No:	Revision Date: 08/04/27
Bylaw No:	Version #: 2

DEPARTMENTAL REPORT

DEPARTMENT: POA	MONTH: July, August & September 2017
Project Status: <p>313 new charges were received in Espanola in July. 360 new charges were received in Elliot Lake in July.</p> <p>284 new charges were received in Espanola in August. 381 new charges were received in Elliot Lake in August.</p> <p>233 new charges were received in Espanola in September. 230 new charges were received in Elliot Lake in September.</p> <p><u>(Please see attached charts for comparison to previous years)</u></p> <ul style="list-style-type: none"> • For the month of July, there was 1 POA court in Espanola and 1 court in Blind River. • For the month of August, there was 2 POA courts in Espanola, 1 in Elliot Lake and 2 in Blind River. • For the month of September, there was 1 POA court in Espanola, 1 in Elliot Lake and 1 in Blind River. <p>A meeting was held in Sault Ste. Marie for the Northeast Regional Manager's on September 27th. The new Regional Senior Justice of the Peace Scully was introduced and she updated us with pre-trials and their corresponding reports to the courts. There was discussion amongst the Manager's regarding POA Modernization Efforts, the 2018 MCMA conference which will be hosted by the NE Region, difficulties encountered with Service Ontario payments and POA User Committee updates.</p>	
Complaints / Compliments:	
Employee Status:	
Visitors:	

Department Manager:

C. Regardins

Submitted on:

Nov. 24/17

Types of charges received 2017 - Española																														
	242	342	508	513	516	519	530	544	551	552	554	565	570	580	581	600	725	753	763	766	789	815	894	BLO	BLP	HTA	LLA	TOTAL		
January			14				2	2			3													1	7	196	2	227		
February			6			1					2				3									1	3	185	4	205		
March			12				1								2										2	189	4	210		
April			12				7			1				4	1									1		196	2	224		
May	1		18				4			3	2		1		2								1	2	323	6	363			
June	1		11				6								1				1							235	11	266		
July	1		22				9			2					1											265	13	313		
August			15	2			2			1					1							6				246	11	284		
September	1		7				13			1					2									1		201	7	253		
October																													0	
November																													0	
December																													0	

242 Small Vessels Regulation	600 Forest Fires Prevention Act
342 Competency/Pleasure Craft Regulations	725 Forest Fires Prevention Regulation
508 Compulsory Automobile Insurance Act	753 Fire Protection/Prevention Act
513 Dangerous Goods Transportation Act	763 Fish & Wildlife Conservation Act
516 Dog Owner's Liability Act	766 Fish & Wildlife Conservation Regulation
519 Environment Protection Act	789 Ontario Society for the Prevention of Cruelty to Animals
530 Highway Traffic Regulation	815 Provincial Parks and Conservation Reserves Act
544 Motorized Snow Vehicle Act	894 Smoke Free Ontario Act
551 Occupational Health and Safety Act	BLO By-laws (other)
552 Off Road Motor Vehicle Act	BLP By-laws (parking)
554 Ontario Fishery Regulation	HTA Highway Traffic Act
565 Provincial Offences Act	LLA Liquor Licence Act
570 Public Lands Act	
580 Tobacco Tax Act	
581 Trespass to Property Act	

POA Charges Received for Espanola

	January	February	March	April	May	June	July	August	September	October	November	December	Year End Totals	Average Per Month
2007	308	267	277	248	260	316	345	340	209	186	97	103	2956	246
2008	110	129	235	174	146	174	204	263	245	272	152	85	2189	182
2009	131	157	243	205	130	140	184	191	175	126	229	122	2033	169
2010	112	140	226	205	159	145	269	186	152	111	164	73	1942	162
2011	102	147	218	111	110	181	239	162	169	141	114	160	1854	155
2012	140	254	171	162	192	274	176	249	166	292	115	193	2384	199
2013	209	119	223	236	229	288	207	331	156	249	170	101	2518	210
2014	122	151	310	426	174	328	359	352	220	325	107	147	3021	252
2015	198	149	281	209	192	250	216	268	269	168	163	180	2543	212
2016	164	146	284	299	322	323	249	394	280	200	191	107	2959	247
2017	227	205	210	224	363	266	313	284	233				2325	258

POA Charges Received for Elliot Lake

	January	February	March	April	May	June	July	August	September	October	November	December	Year End Totals	Average Per Month
2012	182	233	336	294	198	277	235	308	473	319	134	183	3172	264
2013	256	177	356	324	276	393	413	407	326	411	318	266	3923	327
2014	323	250	413	341	480	426	368	392	254	331	139	334	4051	338
2015	195	208	301	343	225	367	349	320	286	281	167	178	3220	268
2016	172	221	326	251	290	308	328	335	216	293	242	92	3074	256
2017	261	216	222	283	335	312	360	381	230				2600	289

JOINT HEALTH & SAFETY MEETING MINUTES

Thursday, November 2nd, 2017

9:00 a.m.

Upstairs – Fire Hall

Present:

D. Parker	Manager Rep.
D. Massicotte	Manager Rep.
B. Stewart	Worker Rep.
D. Sokoloski	Worker Rep.
A. Kelly	Worker Rep.

Recording Secretary: A. Duguay

Co-Chair D. Parker presided over the meeting. The meeting was called to order at 8:58 A.M.

Acceptance of Minutes:

1. S. Stewart – A. Kelly

THAT: The Joint Health & Safety Committee hereby approves the minutes of the October 5th, 2017 meeting. Motion carried.

Inspections:

October inspections were completed by the Non-union/Fire Dept.

Department	Date Inspected	# of Hazards	Date Repaired
Fire	Not Inspected	N/A	N/A
Admin.	6-Oct-17	4	6 & 10-Oct-17
Recreation	Not Inspected	N/A	N/A
Library	Not Inspected	N/A	N/A
PWD	6-Oct-17	8	Repaired Oct. 13, 16 & 27, 2017. MSDS updates continuing.

November inspections are to be completed by Public Works Dept.

- Other Reports:** PTSD Prevention Plan – Some comments have been received by members. Co-Chair Dave Parker and Fire Chief to meet and review changes and suggestions prior to the Committee making a recommendation to Council.
- Outstanding Issues:** Drug & Alcohol Use Policy – Administration responsibility. To be removed from agenda.
- Any Other Business:** Bruce Stewart was appointed as the serious incident investigator and will participate in workplace testing.

Debbie Sokoloski was appointed as the Co-Chair.

Reviewed workplace inspection process & paperwork.

Recognition Sub-Committee:

New Business: Reminder that winter is approaching and to take precautions for slips and falls.

Discussed emergency plans, procedures, protocols, and panic buttons.

Zamboni – Slippery outdoor area. Recommended additional ice scraping by snow removal equipment.

Next Meeting: **Thursday December 7th, 2017 @ 9:00 A.M. – Fire Hall**

Adjournment: **2. B. Stewart**

THAT: The Joint Health & Safety Committee is hereby adjourned. Time: 9:43 A.M. Motion carried.



D. Parker, Co-Chair

D. Sokoloski, Co-Chair

Department:	General Administration	Form Number:	A99-01370
Subject:	Staff Report	Effective Date:	06/05/17
Policy No:		Revision Date:	13/05/29
Bylaw No:		Version #:	2

STAFF REPORT

DEPARTMENT: Clerk's Office

DATE: November 2017

ITEM: Bill 68: Modernizing Ontario's Municipal Legislation Act, 2017 Report

RECOMMENDATION: For Information Only

BACKGROUND:

Bill 68: the Modernizing Ontario's Municipal Legislation Act, 2017 received Royal Assent on May 30, 2017. This Act affects a number of Acts (see attachment). This report focuses mainly on amendments to the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* and the *Municipal Election Act* and identifies some of the by-laws, documents and processes where changes need to be implemented.

The full version of the Act is available at this link:

<https://www.ontario.ca/laws/statute/S17010>

There is potential for amendments to the Procedural By-Law, Notice By-Law, and various policies.

ANALYSIS:

The Clerk has attended various training sessions on Bill 68. The following is a brief overview of the key Amendments to the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* and the *Municipal Election Act* with proclamation dates and is based on information and discussion at the sessions.

Municipal Act

Definition of "meeting": Section 238 (1) of the Municipal Act will change to include a new definition that a meeting is where a quorum of members is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the council, local board or committee.

This definition would include emails threads, serial phone calls, travelling together, conference calls, social settings ie. coffee shop etc... where a quorum is present and discussion is taking place that materially advances or sets the groundwork for the business of council. Consider whether or not Members of council (or a committee) have come together for the purpose of exercising the power or authority of the council (or committee), or for the purpose of doing the groundwork necessary to exercise that power or authority.

The procedural by-law is to be updated to include the new definition of a meeting. Consider guidelines or protocol for closed meetings.

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Electronic Participation: Section 238 (3.1) has been added to the Municipal Act to allow the option of electronic participation in open meetings (participating electronically is not allowable in closed meetings) if set out within the procedural by-law. Electronic participation is not a requirement; it is an option for municipalities. Members participating electronically are not counted towards quorum. **Comes into force January 1, 2018**

New Closed Meetings Exceptions: Section 239 (2) of the Municipal Act has been changed to include four new exceptions for meetings that may be closed to the public:

- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

As a reminder the exceptions for closed meeting are permissive and so are the four new exceptions. Councils are to be open and transparent and are cautioned on using the exceptions, especially the new exception; subsection (k). AMCTO's submission on Bill 68 recommended the removal of subsection (k) as "It is too broad, too prone to abuse, and too likely to reduce the level of transparency that currently exists in municipalities." **Comes into force January 1, 2018**

Reports after an investigation: Under section 239.1, a person can request an investigation of whether a municipality or board has complied with section 239 or a procedure by-law. Where such an investigation takes place and the municipality receives a report from the investigator, a new subsection 12 requires the municipality or board to pass a resolution stating how it intends to address the report. **Comes into force January 1, 2018**

New policies required: Section 270(1) Municipality **shall** adopt and maintain policies with respect to: The relationship between members of council and the officers and employees of the municipality, the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality and pregnancy leaves and parental leaves of members of council. **Comes into force March 1, 2019**

Extension Agreements: Coming into force on a day to be named by proclamation of the Lieutenant Governor, previous section 378(1) regarding extension agreements is

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repealed. New section removes the requirement of a by-law to be passed and allows the municipality to enter into an extension agreement with "any person the treasurer is satisfied has an interest in land"

Tax arrears certificate: Before: tax arrears certificate could be registered if there were arrears owing on January 1 of the third years following that in which taxes became owing. **Now:** tax arrears certificate can be registered if there were tax arrears owing on January 1 of the **second** year following that in which taxes became owing. **Came into force May 30, 2017**

Code of Conduct and Integrity Commissioner Comes into force March 1, 2019

Code of Conduct: Section 223.2 of the Municipal Act is amended by stating that a municipality **shall** establish a code of conduct. The government has posted a proposed regulation that would prescribe what municipalities and local boards must include in their codes of conduct. The following items are prescribed subject matters to be included:

1. Gifts, benefits and hospitality.
2. Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be.
3. Confidential information.
4. Use of property of the municipality or of the local board, as the case may be.

The Council Code of Conduct currently in place addresses these items.

Integrity Commissioner: Municipalities will be required to appoint an Integrity Commissioner or make arrangements with another municipality to use the services of their Integrity Commissioner. Integrity Commissioners have been given an expanded role/function within municipalities.

Municipal Conflict of Interest Act Comes into force March 1, 2019

New: Section 1.1 sets out principles, endorsed by the Province of Ontario, in relation to the duties of members of councils and local boards. The principles highlight the importance of: Integrity, independence and accountability in local government decision-making; Certainty in reconciling public duties and pecuniary interests of member; Members performing their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny; and, the benefit to municipalities and local boards when members have broad range of knowledge and continue to be active in their communities.

Record of Disclosure: The Municipal Conflict of Interest Act is amended by adding:

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Written statement re disclosure: Section 5.1 At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be.

While members always had to disclose an interest, this amendment requires the member to file a written statement in addition to stating it at the meeting; this includes stating the general nature thereof. Attached to report: **Draft Written statement re: disclosure.**

The procedural by-law will have to be amended to include this. A draft template has been prepared for members of Council so that the required information will be easily inserted and provided to the Clerk at meetings. The draft is attached and moving forward, Council will be provided with blank copies to have available and ready to complete and submit when required.

Registry: The Municipal Conflict of Interest Act is amended by requiring municipalities to keep a registry and the written statements submitted in Section 5.1 (above) be kept on file and that the registry be available for public inspection.

An electronic Registry will be posted on the municipal website and updated as disclosures are made.

Influence on Officer or Employee: The Municipal Conflict of Interest Act is amended by adding:

5.2 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or local board, or by a person or body to which the municipality or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

The Act previously spoke about members not influencing another member of council when the member has a pecuniary interest, direct or indirect, when the matters are being considered by council, however this new section goes further to state that a member with an interest cannot influence staff when they are making a decision or a recommendation on the matter that the member has an interest.

Meetings to suspend remuneration: Currently Section 5.1 states that where a member has a pecuniary interest in a matter and is present at the meeting, the member shall not take part in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way to influence the voting on any such question. **NEW exception** provided in new section 5 (2.1). Where the matter being considered is whether to suspend the remuneration paid to a member, the member may take part in the discussion of the matter and may attempt to influence voting,

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Member may also attend the meeting if it is not open to the public. The Member, however, is still not allowed to vote on the matter

Action where contravention alleged: Current section 8 repealed and replaced. It allows for an application to a judge for a determination of the question of whether a member; or a former member while he/she was a member has contravened section 5, 5.1 or 5.2. **New** section 9 sets out a judge's powers where a contravention has been found. **New** section 12 regarding what happens to matters where the member failed to comply with sections 5, 5.1 or 5.2. For more detail on these sections refer to the link provided above.

Municipal Elections Act

Terms of Office: Subsection 6 (1) was amended to change the beginning of terms of all offices from December 1 to November 15 in the year of a regular election.

Exception under 6(1.1) with respect to 2018 regular election; during 2018 regulation election the term will begin on December 1, 2018 and end on November 14, 2022.

Filing nomination: New Sections 33 (1.1-1.5) Previous, a person would be nominated by filing a nomination, the Act has been amended to require that a nomination for an office on a council must be endorsed by at least 25 persons. **Comes into force April 1, 2018**

Maximum contributions: Section 88.9 is amended to increase the maximum contribution to a candidate; previous maximum was \$750, now a contributor shall not make contributions that exceed total of \$1,200 to any one candidate in an election. **In force**

MAH Municipal Election Resources <http://www.mah.gov.on.ca/Page219.aspx>

STRATEGIC GOAL: Excellence in Government

FINANCIAL COMMITMENT: Financial Implications unknown at this time

BUDGETED: NA

Yes

No

IMPLEMENTATION: Clerk's Office

Prepared By:

Paula Roque

CAO / Treasurer:

Cynthia Townsend

Approval of Recommendation:

Yes

No

Comments:



**TOWN OF ESPANOLA
DISCLOSURE OF PECUNIARY INTEREST**

A. Disclosure of Pecuniary Interest

1. Instructions

A member shall:

- a) prior to the consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way whether before, during or after the meeting, to influence the voting on any such question.

Where the meeting referred to in section 5(1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of a member has not been disclosed as required by section 5(1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1), 1990, c.M.50, s.5(3).

2. Declaration of member _____
(Name of member and committee if applicable)

I disclose a pecuniary interest in the following matter considered by the above body at its meeting on _____
(date)

Provide the Agenda Item ie. G1:

The general nature of the pecuniary interest is as follows:

I certify that the above information is true, complete and accurate.

Signature of member

Date

Date received by Clerk/Initial