



**MUNICIPALITY OF NORTH MIDDLESEX
POLICY TASK FORCE COMMITTEE
MEETING MINUTES
Thursday, November 15, 2018 at 2:00 p.m.**

The Meeting for the Policy Task Force Committee was held on Thursday, November 15, 2018 in the Shared Services Boardroom.

Brian Ropp, Co-Chair called the meeting to order.

ROLL CALL

Present: Council - Deputy Mayor Ropp, Co-Chair
Councillor Andy Hemming
Councillor Joan Nichol (Absent)

Staff – Jackie Tiedeman, Clerk
Jonathon Graham, Director of Infrastructure and Operations
Nandini Syed, CAO, Director of Finance/Treasurer
Donna VanHooydonk, Executive Assistant/HR Coordinator
Brad Davies, Public Works Manager
Will Davidson, Director of Emergency Services, Fire Chief
Jonathon Lampman, Infrastructure Supervisor
Larry Baker, Municipal Law Enforcement Officer

MINUTES OF PREVIOUS MEETINGS

TIEDEMAN/HEMMING That the July 19, 2018 Policy Task Force Committee Meeting Minutes be accepted as presented. CARRIED

POLICY REVIEW

1. By-law Enforcement – Personal Protective Equipment:

Jackie Tiedeman presented the Draft Protective Personal Equipment Policy and turned this over to Larry Baker, Municipal Law Enforcement Officer. Larry explained that the intent is to obtain the proper personal protective equipment for the general duties of the Municipal Law Enforcement Officer will doing their daily duties of the job. It has been his experience that you do not know who and when you may be dealing

with something. The person in this position works alone a lot. Many of the site visits are in rural areas, there are long driveways, the position requires the MLEO to work with the same people as the OPP deal with. Firstly, Larry demonstrated the protective Ballistic/slash proof/stab proof vest. Larry explained that this protects from impact of objects, jumping dogs, sharp objects etc. Next, the bite stick was presented. The purpose of the stick is to allow the officer reach while backing away from a potential dog attack, and the ability to disengage from an unknown area where an aggressive animal appears. Larry stressed that this stick is having this strictly for animals, this in not for people. May calls involve investigation and response to calls of dangerous or aggressive dogs. It was stressed that this would only be used in the event of a dog attack or aggressive dog situation. Lastly, Larry highlighted the on protective clothing such as protective gloves and reflective vest or jacket when working road side.

Jackie Tiedeman highlighted that Larry completes very extensive notes, and high level reporting. Jackie further stated that it should be noted the costing for this PPE. A vest for example lasts 4-6 years and comes at a cost of \$900 - \$1200; a bite stick is between \$150 – \$200 and the dog spray is \$50 - \$80. Larry mentioned that he currently has his own custom made vest, which is good for another 9 months.

Andy Hemming stated that he has a concern with the position not having radio Equipment. It was discussed that a cell phone it not as user friendly/readily available. The challenge however, is whom would be responsible for answering the radio call in's. Brian Ropp questioned the costing of a two way radio. Chief Davidson advised that the radios used by the fire department run approximately \$1200.

Following a discussion of the proposed draft policy the committee concurred that the Draft Policy be taken to Council.

TIEDEMAN/DAVIES That the Policy Committee recommend that the Draft Policy No. BLP.01 be presented to Council. CARRIED

2. Health and Safety

Lockout/Tagout Policy:

The Lockout/Tagout Policy was presented. This policy is proposed to ensure that proper lockout procedures are followed in compliance with the applicable legislative requirements, when servicing, repairing, adjusting or maintaining any machine, equipment or device. The goal is to ensure that employees avoid contact with an uncontrolled energy source; not just electrical but also air and water. There is a training component to the policy, and the directors would coordinate this training. Jackie Tiedeman questioned if this policy incorporated contractors. It was confirmed that this would indeed be the responsibility to educate the contractor. Nandini Syed, CAO questioned the protocol for non-compliance. Chief Davidson stated that non compliance would be referred to Human Resources for progressive discipline if procedure is not be followed properly.

Following a discussion of the proposed Draft Lockout/Tagout Policy the committee concurred that the Draft Policy be presented to Council.

HEMMING/TIEDEMAN – That the Policy Committee recommend that the Draft Lockout/Tagout Policy be presented to Council. CARRIED

Fit for Duty – Substance Abuse Policy

Chief Davidson presented the Fit for Duty/Substance Abuse Policy. The purpose of the policy is to ensure that all North Middlesex employees are Fit for Duty at all times. The corporation and its employees have a responsibility to maintain a safe workplace, free from the negative effects of Alcohol and other drugs. Chief Davidson highlighted that he can foresee these policies changing, and at a minimum, his suggestion would be to seek a legal consult.

Following a discussion of the proposed Draft Fit for Duty/Substance Abuse Policy the committee concurred that the policy be sent out for legal consult. CARRIED

3. Infrastructure and Operations

Water Regulation Supply Policy

Jonathon Graham presented the Water Regulation Supply Policy. The policy includes Part 1 - Application for Water Service, Water Rates and Charges, Security Deposits, Operation of Water System, Water Service Pipes, Water Meters, Cross Connections and Backflow Prevention, Use of Water Externally, Prohibitions, Enforcement, Previous By-law Repealed, Effective Date and Definitions. Part 2 – Application for Water Service, including a section for “Existing Water Services Fronting Property – Not in use or Decommissioned” – Jonathon stated that in order to move forward, that it’s imperative to put a time frame on existing water services fronting on property. Part 3 – Water Rates and Charges, Part 4 Security Deposits, Part 4 Operation of Waterworks, Part 6 Water Service Pipes, Part 7 Water Meters, including Meter location – allowing the water meter pits and location of water meter placement to be at the sole discretion of North Middlesex Staff. Section 8 – Cross Connections and Backflow Prevention, Section 9 – Use of Water Externally, Section 10 Prohibitions under the by-law, Section 11 Enforcement and finally repealing of By-law #29 of 2013.

Nandini Syed stated that in 2019 an RFP for a Rate Study will be required to support making some of these changes.

Encroachment Policy

Jonathon Graham, Director of Infrastructure and Operations presented the Draft Encroachment Policy. The purpose of the policy is to regulate and control the use of public highways and lands owned by the Municipality of North Middlesex and to permit

the seizure and impounding of things encroaching upon these public highways and lands and to recover costs incurred by the municipality. The committee concurred that the proposed fees for the application (\$250.00) should be broken out between \$100 - \$150.00.

Following a discussion of the proposed Encroachment Policy, the committee concurred that the policy be presented to Council (reflecting the changes of the fees).

CARRIED

Compilation of Mandatory Policies from all Departments:
Municipal Act

- Sale and other disposition of land (By-law 56 of 2017)
- Hiring of Employees (As part of comprehensive HR Policy Manual –approved by Council (October 2017)
- Council Staff Relation Policy (required prior to March 1, 2019)
- Procurement of goods and services (By-law 74 of 2013 to be updated)
- Notice to Public (By-law 40 of 2008) Due for Review
- Accountability and Transparency –Council July 18
- Delegation of Power and Duties (By-law 25 of 2018)
- Tree Canopy and Natural Vegetation (required prior to March 1,2019)
- Pregnancy leaves and parental leaves of members of council (required prior to March 1, 2019)
- Terms of Reference (draft not ready yet)

Nandini Syed, CAO requested that the Asset Management Policy be added to the list of Mandatory Policies. This policy is required by July 1, 2019. The policy should therefore be brought forward to Council in April/May

The next meeting date is to be determined.

TIEDEMAN/HEMMING: That the meeting adjourn at 3:30 p.m.

Chair _____

Secretary _____