



**MUNICIPALITY OF NORTH MIDDLESEX
MUNICIPAL GOVERNANCE AND POLICY COMMITTEE
MEETING MINUTES
Thursday, January 17, 2019 at 2:00 p.m.**

The Meeting for the Policy Committee was held on Thursday, January 17, 2019 in the Shared Services Boardroom.

CALL TO ORDER

Clerk Jackie Tiedeman welcomed everyone to the meeting and advised that as this was a new term of council the committee members need to select a new Chair and Vice Chair.

Cr. Nichol expressed interest for the Chair and Cr. Hemming expressed interest in the Vice-Chair position. The Committee members all concurred with these appointments.

ROLL CALL

Present: Council - Councillor Joan Nichol (Chair)
 Councillor Andrew Hemming (Vice-Chair)
 Mayor Brian Ropp

 Staff – Jackie Tiedeman, Clerk
 Donna VanHooydonk, Executive Assistant/HR
 Coordinator(Absent)
 Brad Davies, Public Works Manager
 Will Davidson, Director of Emergency Services/Fire
 Chief(portion of meeting)
 Larry Baker, Municipal Law Enforcement Officer (portion of
 meeting)

MINUTES OF PREVIOUS MEETINGS

ROPP/HEMMING That the November 15, 2018 Policy Task Force Committee Meeting Minutes be accepted as presented.

CARRIED

PROVISION FOR PECUNIARY INTEREST

None

POLICY REVIEW

1. Health and Safety

Health and Safety Policy Statement

Will Davidson have provided an updated draft Health & Safety Policy Statement. He noted the amendment is a result of increased psychological health and safety interest and concern that has increased as of recent. He indicated that the Municipal recognizes and understands that good mental health is important to having healthy and productive workplaces. Further, in May 2017, the Workplace Safety and Insurance Act, 1997 (WSIA) was amended to provide for both chronic and traumatic mental stress entitlement. These amendments came into force on January 1, 2018. This all means that we must take measures to protect the mental wellbeing of our workforce.

TIEDEMAN/HEMMING: That the draft policy be accepted and recommended for presentation to Council.

CARRIED

Fit for Duty Policy

Chief Davidson presented a second version of the Draft Fit for Duty Policy which incorporated the required appropriate legal input. The changes included: amending the name of the policy; wording to the effect that the policy will change from time to time to ensure compliance with legislation; reference to contractors and subcontractors; removal of requirement for testing as part of pre-employment; addition of wording to the effect that is the duty of the employee, who operates motorized vehicles as part of their duties, to report suspension or loss of driving privileges to their supervisor.

ROPP/DAVIES: That the draft policy be accepted and recommended for presentation to Council.

CARRIED

2. By-law Enforcement

Jackie Tiedeman presented a second version of the Draft PPE policy for the position of M.L.E.O. for the Committee's review. The recommendation for a second version policy came following the last meeting while preparing the staff report that accompanies the

draft policy for council. It was felt that the first draft version of the policy did not contain explicit enough information as to specific type of bite stick and dog spray that is legally allowed to be purchased and carried. As well, it was felt the original policy lacked specifying the training requirements for carrying the requested PPE; storage and maintenance of the bite stick and spray as well as consequences should an employee fail to fully adhere to the policy. The Committee agreed that the additional information on the second version is warranted and was an oversight on the first review.

Larry Baker did a visual presentation of activating a dog bite stick. His recommendation on the policy includes a slightly longer stick than the one he used for demonstration.

The Committee asked several questions concerning the policy as a whole and were responded to by Mr. Baker. It was noted that Mr. Baker has the recommended training for using all the PPE as well as holds an instructor certificate.

ROPP/TIEDEMAN: That the version 2 PPE Policy, as amended by Committee, be recommended for presentation to Council.

CARRIED

The Committee further suggested that the Job Description for this position be reviewed and that if deemed necessary, reference to issuance of PPE for the M.L.E.O. would only be upon successful completion of the required training.

It was recognized at the last meeting that due to the administrative process entailed to draft policies, that this Committee will meet on a bi-monthly basis. Therefore the next meeting will be March 21st.

HEMMING/DAVIES: That the meeting adjourn at 3:35 p.m.

Chair _____

Secretary _____