



Raisin Region Conservation Authority

Board of Directors Meeting Agenda

March 5, 2026 – immediately following the SPA Meeting

RRCA Administration Building, County Rd. 2, Cornwall, ON

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1. Call to Order	
2. Land Acknowledgement	
3. Approval of Agenda	
4. Declaration of Conflict of Interest	
5. Delegations / Presentations	
a) RRCA Project Update – PowerPoint Presentation (Staff)	
6. Approval of Minutes	
a) Minutes of February 5, 2026	1-7
7. New Business	
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e) Annual Report on Permit Statistics, Timelines and Compliance	71 - 74
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g) Joint Health and Safety Committee Terms of Reference	84 - 89
8. Closed Session	
a) Personnel Matters	
9. Future Meetings	
RRCA Board of Directors starting at 9:00 am - Apr 2, May 7, Jun 4	
10. Adjournment	

Alison McDonald
General Manager / Secretary-Treasurer

RAISIN REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS
FEBRUARY 5, 2026 MEETING
MINUTES
SOUTH GLENGARRY STATION 1 (GLEN WALTER) FIRE HALL, SOUTH GLENGARRY, ON

PRESENT: Jacques Massie, North Glengarry, Chair
Andrew Guindon, South Stormont, Vice-Chair
Bryan McGillis, South Stormont
Jacques Massie, North Glengarry
Claude McIntosh, City of Cornwall
Carilyne Hebert, City of Cornwall
Martin Lang, South Glengarry
Lachlan McDonald, South Glengarry
Adrian Bugelli, North Stormont

STAFF: Alison McDonald, General Manager / Secretary-Treasurer
Josianne Sabourin, Executive Assistant
Sandy Crites, Finance Officer
Phil Barnes, Team Lead, Watershed Management
Scott Braithwaite, Stewardship & Planning Coordinator
Lissa Deslandes, Regulations Officer
Brendan Jacobs, Stewardship Specialist
Matthew Levac, Planning & Regulations Officer
Laura Grant, Project Manager
Vince Pilon, Communications Specialist
Pete Sabourin, Team Lead, Field Operations
Jason Symington, Project Manager
Mike Tessier, Skilled Labourer
Lisa Van De Ligt, Team Lead, Communications & Stewardship

CALL TO ORDER

Bryan McGillis, Chair, called the meeting to order at 9:00 am

APPROVAL OF THE AGENDA

A minor change was made to the title of item j) to read as follows: Award of Flood Mapping Project Contracts.

RESOLUTION #01/26:

Moved by: Adrian Bugelli

Seconded by: Lachlan McDonald

THAT the agenda be approved as amended.

CARRIED

DECLARATION OF CONFLICT OF INTEREST

None

DELEGATIONS / PRESENTATIONS

Staff presented Project Updates through a PowerPoint presentation.

ELECTION OF CHAIR AND VICE-CHAIR

The Chair was turned over to the General Manager for the purpose of the election of the 2026 Chair and Vice-Chair.

RESOLUTION #02/26:

Moved by: Andrew Guindon

Seconded by: Martin Lang

THAT the positions of Chair and Vice-Chair be declared vacant.

CARRIED

ELECTION OF CHAIR

Nominations from the floor were called for the position of Chair for the current calendar year.

Jacques Massie was nominated by Andrew Guindon.

RESOLUTION #03/2026:

Moved by: Adrian Bugelli

Seconded by: Bryan McGillis

THAT the nominations for the position of Chair be closed.

CARRIED

Jacques Massie accepted the nomination and was declared Chair by acclamation.

ELECTION OF VICE-CHAIR

Nominations from the floor were called for the position of Vice-Chair for the current calendar year.

Carilyne Hebert was nominated by Claude McIntosh.

Carilyne Hebert declined the nomination.

Andrew Guindon was nominated by Bryan McGillis.

RESOLUTION #04/26:

Moved by: Martin Lang

Seconded by: Jacques Massie

THAT the nominations for the position of Vice-Chair be closed.

CARRIED

Andrew Guindon accepted the nomination and was declared Vice-Chair by acclamation.

Following the election of the new Chair, and with the consent of the newly elected Chair, the former Chair Bryan McGillis continued to preside for the remainder of the meeting.

APPROVAL OF MINUTES

RESOLUTION #05/26:

Moved by: Adrian Bugelli

Seconded by: Lachlan McDonald

THAT the minutes of December 4, 2025, meeting of the Raisin Region Conservation Authority be approved.

CARRIED

NEW BUSINESS

END-OF-YEAR VARIANCE REPORT

RESOLUTION #06/26:

Moved by: Lachlan McDonald

Seconded by: Adrian Bugelli

THAT the Board of Directors receive the End-of-Year Variance reports as of December 31, 2025, as presented.

CARRIED

APPROVAL – 2026 BUDGET AND MUNICIPAL LEVY

The General Manager presented the Board with municipal levy amounts owed (Phase 3) and the final 2026 Budget (Phase 4) for their approval.

RESOLUTION #07/26:

Moved by: Adrian Bugelli

Seconded by: Andrew Guindon

THAT the Board of Directors approve the 2026 Municipal Levy Apportionment Amounts Owed and that municipalities be notified of their 2026 levy;

AND FURTHER THAT the 2026 Budget of the Raisin Region Conservation Authority be adopted and posted on RRCA’s website.

Recorded Votes (PHASE 3)

Carilyne Hebert - City of Cornwall (25.00%)	Yes
Claude McIntosh - City of Cornwall (25.00%)	Yes
Jacques Massie - North Glengarry (10.57%)	Yes
Lachlan McDonald - South Glengarry (11.02%)	Yes
Adrian Bugelli - North Stormont (1.43%)	Yes
Andrew Guindon - South Stormont (7.98%)	Yes
Bryan McGillis - South Stormont (7.98%)	Yes

CARRIED

UPDATE: PROPOSED REGIONAL CONSOLIDATION OF CONSERVATION AUTHORITIES

RESOLUTION #08/26:

Moved by: Lachlan McDonald
Seconded by: Claude McIntosh

THAT the Board of Directors receive the update on proposed regional consolidation including the Environmental Registry submission.

CARRIED

ANNUAL APPROVALS: MILEAGE RATE, SOLICITOR, AUDITOR

RESOLUTION #09/26:

Moved by: Lachlan McDonald
Seconded by: Adrian Bugelli

THAT for banking purposes, the Authority signing officers be one of: Chair or Vice-Chair; and one of General Manager or Finance Officer. Any of the above may sign for all other purposes which fall within their signing limit and/or there is a Board Resolution, or is part of the approved budget;

AND FURTHER THAT the Chartered Accountants MNP LLP be appointed Auditors for the 2026 calendar year at an estimated cost of \$20,000 plus fees (5%), plus HST;

AND FURTHER THAT the firm of Ault & Ault LLP be appointed as the RRCA's Solicitor for general Authority business;

AND FURTHER THAT the RRCA use the Canada Revenue Agency's approved per-kilometer rate, paid per Canada Revenue Agency guidelines.

CARRIED

2026 COMMITTEE APPOINTMENTS

RESOLUTION #10/26:

Moved by: Adrian Bugelli
Seconded by: Lachlan McDonald

THAT representatives be appointed to various Committees and Associations for 2026, as follows:

Source Protection Committee

Jacques Massie

Source Protection Management Committee

Jacques Massie

Andrew Guindon

Claude McIntosh

Alison McDonald

Conservation Ontario Council

Jacques Massie – Voting Delegate
Andrew Guindon – First Alternate
Alison McDonald – Second Alternate

St. Lawrence River Restoration Council

Lisa Van De Ligt
Brendan Jacobs (Alternate)

City of Cornwall Environment & Climate Change Committee

Lisa Van De Ligt

SDG Community Forestry Working Group

Lisa Van De Ligt

South Glengarry Environment Committee

Lissa Deslandes

Friends of the Glengarry Trails Association

Matt Levac

CARRIED

APPROVAL – HEALTH AND SAFETY POLICY

RESOLUTION #11/26:

Moved by: Claude McIntosh
Seconded by: Adrian Bugelli

THAT the Board of Directors approve the Health and Safety Policy, as presented.

CARRIED

STRATEGIC ACTION PLAN – 2026/Q1 PROGRESS UPDATE

RESOLUTION #12/26:

Moved by: Martin Lang
Seconded by: Andrew Guindon

THAT the Board of Directors receive the Strategic Action Plan – 2026/Q1 Progress Update.

CARRIED

GRANT SUBMISSIONS

RESOLUTION #13/26:

Moved by: Carilyne Hebert
Seconded by: Andrew Guindon

THAT the Board of Directors retroactively approve the following requests:

- \$50,000 from Canada Water Agency to support preparing assessment reports for the St. Lawrence River (Cornwall / Akwesasne) Area of Concern;
- \$11,800 from the Invasive Species Centre to monitor and manage invasive species on RRCA conservation lands;
- \$8,000 from TD Friends of the Environment Foundation to enhance wildlife observation opportunities at Cooper Marsh Conservation Area;
- \$3,000 from TC Energy for the 2026 tree giveaways;
- \$17,875 from the Invasive Species Centre to manage invasive Phragmites at RRCA conservation areas;

AND FURTHER THAT the Board of Directors approve entering into an agreement with funders, as required.

CARRIED

CONSERVATION AREA UPDATE

RESOLUTION #14/26:

Moved by: Andrew Guindon

Seconded by: Martin Lang

THAT the Board of Directors receive the Conservation Areas Update.

CARRIED

AWARD OF FLOOD MAPPING PROJECT CONTRACTS

RESOLUTION #15/26:

Moved by: Andrew Guindong

Seconded by: Carilyne Hebert

THAT the Board of Directors approve awarding the contract for the Gray’s Creek Flood Mapping Project to Kontzamanis Graumann Smith MacMillan Inc. (KGS Group), with an upset limit of \$78,263.53 (including taxes);

AND FURTHER THAT the Board of Directors approve awarding the contract for the South Branch of the Raisin River Flood Mapping Project to Kontzamanis Graumann Smith MacMillan Inc. (KGS Group), with an upset limit of \$119,126.05 (including taxes).

CARRIED

STAFF RECOGNITION: YEARS OF SERVICE

RESOLUTION #16/26:

Moved by: Andrew Guindon

Seconded by: Martin Lang

That the Raisin Region Conservation Authority Board of Directors congratulate Lisa Van De Ligt, Vincent Pilon, Mike Tessier, Phil Barnes, and Lissa Deslandes for their years of service at the RRCA.

CARRIED

FUTURE MEETINGS

RRCA Board of Directors starting at 9:00 am – Mar 5, Apr 2, May 7

The newly elected Chair thanked the former Chair Bryan McGillis for his dedicated service, commitment, and contributions to the board over the last couple of years.

The General Manager presented the former Chair with a framed print of the RRCA Watershed as a token of appreciation for his years of service.

ADJOURNMENT

RESOLUTION #17/26:

Moved by: Martin Lang

Seconded by: Andrew Guindon

THAT the Board of Directors meeting of February 5, 2026, be adjourned.

CARRIED

Bryan McGillis,
Former Chair

Alison McDonald,
General Manager / Secretary-Treasurer



Raisin Region Conservation Authority

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Tel: 613-938-3611 www.rrca.on.ca

To: Board of Directors
From: Josianne Sabourin, Executive Assistant
Date: February 24, 2026
Subject: Employee Manual Update

RECOMMENDATION:

THAT the Board of Directors approve the updated Employee Manual, as presented.

BACKGROUND:

The Employee Manual is a reference document that provides employees with important information about the Raisin Region Conservation Authority (RRCA), including the organization's structure, employment practices, policies, and the benefits available to staff.

Its purpose is to ensure employees clearly understand workplace expectations and to support consistent and fair application of policies across the organization.

The manual was last revised in 2021, and is being updated to reflect changes in legislation, employment standards, and RRCA operations.

DISCUSSION:

Regular review and revision of the Employee Manual ensures we comply with evolving legal requirements, employment legislation, and organizational best practices. Since the manual's last revision, there have been multiple changes in provincial and federal employment laws. Additionally, RRCA's internal operations, staffing structure, and workplace procedures have continued to evolve, requiring updates to ensure that the manual accurately reflects current practices.

As part of this revision process, staff completed an initial review of the Employee Manual. Legal support was obtained from the law firm of Eamon Harnden LLP, to ensure proposed updates aligned with current legislative requirements and best practices. Following this review, staff updated language for clarity simplicity.

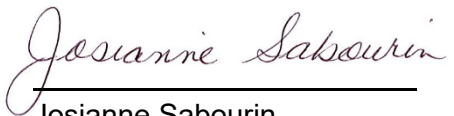
For the Board's reference, the final revised Employee Manual has been attached along with a summary table outlining all changes.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

4.2: Empowering our team and fostering a culture of excellence, inclusion, and professionalism.

e) Review and update the Employee Manual including employee benefits.



Josianne Sabourin,
Executive Assistant

Attachments: RRCA Employee Manual
Table: Summary of Changes



Raisin Region
Conservation Authority

Employee Manual
Revised December 16, 2025

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1. Introduction

1.1 Overview

This Manual provides information about the Raisin Region Conservation Authority (“**RRCA**” or the “**Employer**”). It contains valuable information about our philosophy, structure, employment practices and policies, as well as the benefits provided to you as a valued employee.

Please don’t hesitate to ask questions. Your supervisor is your first point of contact, but we believe in an open-door policy, so please feel free to come and see any one of us in the organization. We believe RRCA is a great place to work and that you will enjoy working at your job and with your fellow employees.

Where the RRCA has provided an employee with an employment agreement, the terms of that contract shall prevail over these policies and procedures in the event of a conflict. In all other cases, and where an employment agreement is silent, the terms and conditions set out in these policies and procedures shall prevail.

This Manual must also be interpreted in accordance with the RRCA’s statutory obligations, including under the Ontario *Employment Standards Act, 2000*, as amended from time to time. Should the terms of this Manual conflict with one or more provisions of applicable legislation, the provision(s) of the applicable legislation shall prevail and the policy in question shall be deemed to be amended accordingly.

This Manual will be reviewed and amended from time to time as needed to comply with changing legal requirements and the goals and priorities of the RRCA.

2. General Information

2.1 Personnel File, Protection of Information

Keeping your personnel file up to date is important as it relates to your pay, necessary deductions, benefits and other important matters. If you have a change in any of the following items, please be sure to notify the Finance Officer as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital or common law status
- Change of beneficiary

All personnel information is considered confidential and subject to release only to personnel directly involved in functions customarily requiring the information, except in accordance with legal or organizational requirements.

All our practices and procedures are intended to comply with applicable privacy and access to information legislation. This includes access to your personal information. Your personnel file belongs to RRCA; however, you may make an appointment to view your personnel file, and you may request and receive copies of your personnel file's contents, provided reasonable advance notice is given to the RRCA. Access to this information is subject to the exceptions as set out in the applicable legislation.

Protection of Information

Consistent with statutory obligations, your personal information such as personal e-mail address, home address and telephone number, spousal/dependent information will not be disclosed without your permission. This information is typically required for benefits, insurance companies, payroll, and government reporting. Information typically found on a business card is not considered personal. This would include name, title, company, business address, business e-mail address, business telephone or fax number.

RRCA is committed to ensuring that personal information is protected from unauthorized access, unintended disclosure or theft. This protection is provided by firewalls in the computer system, passwords to protect databases, locked filing cabinets, and restricted access to offices.

2.2 Hours of Work

Regular hours of work will be outlined in each employee's individual employment agreement. These agreements specify the expected work schedule, including start and end times, and any applicable variations based on role or department. Employees should refer to their employment agreement for details regarding their specific hours.

2.2.1 Hybrid Work Arrangement

Eligible employees may occasionally be permitted to work at home or unusual hours on an exceptional basis where supported by their supervisor and with prior approval from the General Manager.

2.2.2 Overtime

This Overtime Policy applies to all employees of the RRCA who are entitled to overtime in accordance with the Ontario *Employment Standards Act, 2000*, as amended from time to time. Please note that under the Ontario *Employment Standard Act, 2000*, managers and supervisors, and certain professionals are exempt from overtime entitlements.

In some circumstances, employees may be called to work beyond their normal working hours. Overtime work must be based on real and immediate need. A request for overtime must be authorized ahead of time by your supervisor.

Your supervisor will attempt to provide reasonable notice when the need for overtime work arises; however, that advance notice may not always be possible.

When overtime is authorized, it will be compensated as time off in lieu of overtime payment at the following rates:

- Time-and-a-half for all hours worked beyond 44 hours in any given work week.

Employees who earn time off in lieu of overtime are expected to take this time within three (3) months of it being earned or, with the written approval of their supervisor, within twelve (12) months from the time it is earned. The RRCA will make every reasonable effort to grant these requests, but scheduling of lieu time is subject to operational requirements.

If no agreement is possible, banked time will be scheduled or paid out by the RRCA. The General Manager or Team Lead will provide notice of scheduled time off fourteen (14) calendar days in advance of the date when the time off is to be scheduled.

Upon termination of employment, all remaining banked overtime hours will be paid out at the rate at which it was earned.

Employees may be requested to work at special events related to or promoting the RRCA. Employees, eligible for overtime, who have agreed to work, and have supervisor approval to do so, are entitled to time off in lieu.

2.2.7 Anniversary Date

Your first day of active employment is considered your official anniversary date. This date is used to determine eligibility for various conditions and benefits outlined in this Manual.

2.3 Employee Relations

The Raisin Region Conservation Authority believes in creating an atmosphere of open communication. Our goal is to ensure that a door is always open if you wish to discuss a problem, opinion, or suggestion. We believe that employees should address questions and seek clarification immediately if concerns or issues arise. One of the key responsibilities of the supervisor is to be available to his or her employees for direction, support, and guidance.

2.4 Information Management

Information Management

Employees shall ensure that all *corporate information* is safeguarded and stored in a *secure manner* and not susceptible to unauthorized access.

- **Corporate information** refers to any confidential data, details, or records related to the organization's operations. This includes, but is not limited to, financial records, budgets, contracts, human resource matters, information technology systems, contractor and client details, employee information, and public inquiries.
- **Secure manner** refers to the appropriate handling, storage, and protection of information to prevent unauthorized access, loss, or compromise. **Digital or Electronic Information** must be stored on approved corporate devices with password protection and encryption where applicable. **Portable Storage Devices** (e.g., external hard drives, USB sticks, memory cards) must be physically secured in an approved location and not left unattended outside of the workplace. **Hard-Copy Documents** must be stored in a secured location with restricted access and disposed of properly, such as through shredding or other approved methods, to prevent unauthorized access.

Employees shall not duplicate, store, or transmit any *corporate information*, work-related documents, data, or files on personal devices, non-approved devices, or cloud storage services, nor will I email them outside the organization.

Employees shall not store illegal, inappropriate, or personal data on corporate devices.

All files, documents, photographs, measurements, text messages, emails and other electronic communications made or stored on corporate devices or systems are the property of the organization and may be reviewed by my supervisor or general manager at any time and may be the subject of a public freedom of information request.

Employees shall promptly return all documents, data, electronic files, devices and equipment belonging to the organization upon leaving my position, or upon request by my supervisor or the General Manager.

Employees shall inform their supervisor immediately if I believe *corporate information* has been

accessed or made available to any unauthorized person or if they believe they have been the target or victim of a cyber-attack.

Employees shall not share any passwords, access codes, logins or license keys with anyone inside or outside of the organization without authorization

2.5 Electronic Communications

Electronic Communications

For the purposes of clarity, in this section, **Electronic Communications** includes **email**, as well as **texts, chats**, and streamed **video content** (e.g. Microsoft Teams, Zoom) sent or received on corporate devices or under corporate accounts.

All electronic communications may be subject to legal disclosure, including Freedom of Information requests.

All communications are the property of the organization and may be monitored or reviewed by supervisors or IT security.

Official Use Only – Employees must use corporate electronic communications accounts (e.g. Email, Teams), strictly for official business; personal use is prohibited.

Confidentiality & Data Protection – Employees must not send sensitive, classified, or personally identifiable client information unless adequately encrypted and authorized.

Phishing & Suspicious Emails – Cybersecurity awareness is essential in preventing breaches. Employees must not open, respond to, or click on links in unsolicited or suspicious emails.

External Communications – Electronic communications to external parties must be professional, aligned with organizational policies, and free of unauthorized disclosures. If in doubt, consult a supervisor before sending.

Prohibited Content – Employees shall not send or forward electronic communications containing offensive, discriminatory, or inappropriate content, including spam and non-work-related materials.

3. Code of Conduct

3.1 Policy

The Raisin Region Conservation Authority embraces mutual respect, support, trust, openness, and equality. Our reputation depends upon the integrity and sense of responsibility of our employees, in whom we place great trust. The shared commitment to these values determines our success and the reputation we enjoy in the community.

In some situations, your personal or business activities and interests may be perceived to conflict with those of RRCA. It is your responsibility to identify and report any possible or actual conflict of interest to your supervisor for evaluation, regardless of whether you derive financial benefit from outside activity or interest.

If you are uncertain whether some intended activity falls within these guidelines, you should discuss the situation with your supervisor. Types of behaviour and conduct that RRCA considers inappropriate include, but are not limited to, the following:

- Acts of insubordination or repeated refusal to complete work assigned.
- Violation or intentional disregard of RRCA policies, rules and procedures.
- Dishonest, illegal or improper business activities, including theft or fraudulent activities.
- Disorderly or indecent conduct.
- Causing physical harm, threatening, discriminating against, harassing another person, or breaching the RRCA Workplace Harassment, Violence and Discrimination policies.
- Treating subordinates/supervisors/colleagues in a disrespectful manner.

In addition, you are encouraged to conduct personal business during your lunch hour. Personal calls should be restricted to local calls. Do not use RRCA as a personal mailing address and do not use company office supplies for personal purposes.

Canvassing and selling of goods on RRCA property is permitted only with management's approval. Canvassing and soliciting for political or personal support or any such form of activity will not be permitted without the written consent of the General Manager.

3.1.1 Conflicts of Interest

Employees shall be responsible to recognize and to avoid circumstances that may give rise to or give the appearance of a conflict of interest, and, whether or not they receive compensation, they will not,

during the term of their employment, engage in any occupation, business or outside activity, without limitation:

- that interferes with or appears to interfere with the discharge of their duties and responsibilities to the RRCA.
- that could compromise or conflict with the values, integrity, reputation, or interests of the RRCA.
- in which they have an advantage derived from their employment with the RRCA; and,
- in which their work would otherwise constitute employment for another person or entity, or, in a professional capacity that will, or is likely to, influence or affect the carrying out of their duties and responsibilities to the RRCA.

The above-noted examples are not an exhaustive list of potential sources of conflict of interest.

3.1.2 Gifts and Gratuities

Employees shall not accept any gifts, payments, services, privileges or favours from any person or business organization that has dealings with the RRCA except in instances where the value and acceptance of such items is nominal, received infrequently, the item has no resale value and acceptance of such items does not impair the ability (in fact or appearance) to perform one's duties in an objective and impartial manner. Such gifts must always be of a form and substance such that an impartial observer could not construe them as an improper incentive. Employees shall return gifts that do not conform to the above policy. An Employee will disclose the receipt of any gift, favour, etc. to their supervisor.

3.1.3 Compliance

Employees who fail to comply with these guidelines during their employment will be subject to such appropriate measures as may be determined by the RRCA and may be subject to discipline in accordance with RRCA policies and procedures.

Employees are expected to report any breach, or suspected breach, of this Code of Conduct immediately to their immediate supervisor. In the case of managerial Employees, any breach shall be reported to the General Manager.

No retaliation or reprisals shall occur against (1) any person that brings forth, in good faith, a concern or (2) an individual who participates in an investigation into an alleged breach of this Code of Conduct.

Note: This Code of Conduct does not prevent an individual from reporting and/or providing information directly to a law enforcement officer or agency when necessary.

3.1.4 Work-Related Events

It is understood that in the course of their duties, employees may attend an Employer-sponsored or work-related event at which alcoholic beverages are served.

During such events, employees may consume alcoholic beverages in moderation and within legal limits. However, consumption of recreational drugs, including recreational cannabis, is strictly prohibited. Further, employees must act in a reasonable, responsible, and professional manner at all times. Employees who are returning to duties after such events/activities are not permitted to consume alcoholic beverages and are not exempt from their obligations to remain Fit for Duty.

It is never acceptable to drive under the influence of Alcohol and/or Drugs. Employees who plan on consuming alcoholic beverages at Employer-sponsored or work-related events where alcohol is served must be responsible for ensuring that they take public transit, taxi, or other safe transportation to their destination. Employees are encouraged to make such plans in advance of attending any such events.

4. Compensation

The Raisin Region Conservation Authority's compensation strategy is based upon the following philosophy and guiding principles.

Philosophy: The Raisin Region Conservation Authority will pursue a competitive but affordable strategy that will enable us to attract, retain, develop, and motivate staff who share our collective values and contribute to our success.

Key Principles: Our compensation program must:

- Support the attraction, engagement, and retention of skilled and motivated employees
- Align employee efforts with the achievement of organizational strategy (through organization planning/goal setting and performance management)
- Reflect organizational values
- Motivate and reward performance in terms of both competencies and results achieved, as appropriate
- Ensure we are paying competitively relative to our respective markets while being affordable to the organization as a whole
- Be flexible and be simple to administer, manage and understand
- Be designed to encourage employees to develop and undertake higher levels of accountability
- Comply with statutory regulations

4.1 Annual Adjustments

Merit pay is tied to level of performance and relative pay level within the salary range. As an employee develops from entry level to seasoned performer, s/he should move towards the top of the salary range through a series of annual performance-related salary increases subject to satisfactory performance and merit. The adjustment will be effective on the employee's anniversary date each year.

To eliminate any adverse effect on employees by fluctuations in cost of living, the salary grid will be adjusted annually by the Consumer Price Index (CPI) for Ontario. The adjustment will be effective on January 1st each year and be based on the annual average CPI for Ontario as of December 31 of the previous year as published by Statistics Canada. In the event of a negative CPI for any year, the salary grid will remain unchanged for that year.

Adjustments to salary ranges will not always result in an increase in an employee's salary. Performance must be considered at least satisfactory at the time of increase.

4.2 Benefits

The Raisin Region Conservation Authority offers an extensive and generous benefits package to its full-time/permanent employees. Details of the following benefits are available from Finance Officer:

- Extended Health Care – 80% paid by RRCA
- Dental Care – 80% paid by RRCA
- Life Insurance – 100% paid by RRCA
- Optional Life Insurance for Employees – 100% paid by Employee
- Long-Term Disability Insurance – 100% paid by RRCA
- Pension Plan, Ontario Municipal Employees Retirement System – Compulsory for permanent employees. Contributions commence on the first day of employment. Contract employees may be eligible to participate if conditions are met. RRCA matches Employee contribution.
- Retiree Benefits – Available to full time permanent employees who retire at age 55 or older and who have 10 years of service. (Employer pays premiums until earliest of 5 years or age 65. Employees may elect to pay premiums for additional 5 years or to age 65 whichever comes first.)

All decisions with respect to entitlement to benefits shall be solely determined by the insurer in accordance with the terms and conditions of the insurer's policy(ies), and any disputes with respect to entitlement to benefits will be between the employee and the insurer. The RRCA's only obligation shall be to pay its portion of the premium cost associated with the provision of the group benefits coverage.

4.3 Professional Fees and Memberships

Membership fees for professional associations related to an employee's duties may be reimbursed when deemed necessary. Reimbursement is subject to approval by the employee's Supervisor and General Manager and must fall within the approved annual budget."

5. Health and Safety

The Raisin Region Conservation Authority (RRCA) and its Board of Directors recognize its ultimate responsibility for governance and oversight of health and safety matters. We are committed to providing leadership, approving policies, allocating resources, and monitoring safety performance to ensure a safe environment for employees, volunteers, and visitors. We will work collaboratively with management to ensure compliance with all applicable health and safety legislation and foster a culture of safety throughout the organization.

RRCA and its Board of Directors is committed to the prevention of occupational illnesses and injuries and will maintain a healthy and safe workplace for all by maintaining and continuously improving our Health & Safety processes.

The psychological safety of our employees is also an important part of a healthy and safe workplace. We are committed to fostering a workplace where workers are protected from harassment, discrimination, and violence, which requires ensuring everyone is treated with respect and dignity.

The General Manager/Secretary-Treasurer, on behalf of the Board of Directors, will be responsible for worker health and safety, monitoring safety performance to ensure a safe environment for employees, complying with their duties under the Act, and fostering a safety-first culture where all workers understand and share responsibility for their safety.

Team Leads will be held accountable for the health and safety of workers under their supervision. Team Leads are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe, and that workers work in compliance with established safe work practices and procedures.

Every worker must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the General Manager/Secretary-Treasurer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity as it is fundamental to our success. A safe workplace not only protects our employees but also enhances productivity, morale, and the overall well-being of our organization. Commitment from all levels of management to the workers is essential to preventing injuries and creating a culture of care and responsibility.

5.1 Inclement Weather/Office Closure

The health and safety of its employees is the Raisin Region Conservation Authority's primary concern. RRCA does not expect its employees to travel in adverse weather conditions where their health and safety would be at significant risk.

The most senior manager or supervisor at the office site has the authority to close the office site, shorten the work hours, or to alter planned work activities due to severe weather or a declared state of emergency. Employees will receive payment for lost hours resulting from an office closure unless they were not scheduled to work or were not in attendance on the day of the closure. Severe weather is defined as intense, adverse weather conditions such as heavy snow, ice, rain, or fog; excessive heat, humidity or wind; or other similar weather conditions that create a significant risk to employee health and safety. Severe weather is normally accompanied by travel advisories issued by police or government agencies.

All employees must make reasonable efforts to attend at their offices or work locations. If unable to attend, employees must call their supervisor or designate prior to 8:30 a.m. to inform them of the situation. An employee will not be disciplined for failing to attend work due to inclement weather as long as the proper procedures have been followed. In the event an employee chooses not to attend work either for a whole or partial workday due to inclement weather, the supervisor and the employee will select one of the following options:

- Take unpaid leave of absence for 1 day or a portion of a day not worked.
- Use vacation (if eligible).
- Use time in lieu (overtime accumulated).
- Work from home, if feasible, subject to the General Manager's approval.

Sick leave is **not** to be used for making up time lost due to inclement weather.

5.2 Personal Security

While Raisin Region Conservation Authority takes every reasonable precaution to ensure employees are protected from incidents of theft or robbery while in the workplace; RRCA does not assume any responsibility for loss or damage to personal property. Employees are responsible for protecting themselves and their co-workers as well. Certain common-sense rules should be followed to ensure workplace safety and security:

- Protect your valuables. Do not leave valuables unattended.
- Do not carry large amounts of money.
- Valuable papers, equipment and/or other materials should be locked away.
- Do not leave desk and file drawers open or items of value in plain view in vehicles.

6. Vacation and Holidays

6.1 Vacation

Vacation entitlements are calculated by calendar year and are pro-rated in the first and last years of employment with the Raisin Region Conservation Authority. Unless their employment contract provides for greater vacation entitlements, all permanent full-time active employees are eligible for the following vacation days:

1 year to less than 5 years	3 weeks vacation
5 years to less than 15 years	4 weeks vacation
15 years to less than 20 years	5 weeks vacation
20 years and more	6 weeks vacation

The adjustment for the additional vacation days will be made on January 1st of the above noted anniversary year.

All short-term and long-term contract employees will be entitled to the vacation entitlements as outlined in their individual contracts. Where the employee is not entitled to vacation time, the employee will be paid the appropriate percentage of their vacation pay with each paycheque in line with the years of service outlined above.

If a public holiday falls or is observed during your vacation period, you will be given a substitute day off in accordance with the *Ontario Employment Standard Act, 2000*

RRCA believes that vacation is an important component of its employees' health and wellness program and that vacation should be taken in a timely manner. All employees must take their minimum *Ontario Employment Standards Act, 2000*, entitlement to vacation each year. Employees may only carry forward any additional vacation to the next vacation year, to a maximum of 5 days, with written approval by the RRCA.

Any additional vacation accumulated above an employee's *Ontario Employment Standards Act, 2000*, minimum entitlements but not taken or carried forward in accordance with this paragraph and RRCA Policy will be forfeit or may be paid out. Under special circumstances, the General Manager may allow additional days to be transferred if requested.

To ensure smooth departmental operations, requests for vacation must be approved by your supervisor and the General Manager in advance. If any conflict arises in requests for vacation time, the matter will be resolved at the discretion of the supervisor or the General Manager and would normally be decided by seniority and/or operational needs.

6.2 Public Holidays

Public holiday pay shall be calculated in accordance with and subject to the qualifying terms and conditions contained in the Ontario *Employment Standards Act, 2000*. All employees will qualify for public holiday pay in accordance with the *Ontario Employment Standards Act, 2000*.

Where a statutory holiday falls within your regular vacation time, you will be given a substitute day off in accordance with the Ontario *Employment Standards Act, 2000*.

Holidays must be reported on attendance and work records.

If you are requested to work on a holiday, you will receive your regular salary for the day worked and you are entitled to take a substitute day off with regular pay.

Other holidays may be granted at the sole discretion of the RRCA, but do not constitute a basis for repetition every year.

If any of the holidays described fall on a Saturday or Sunday, the Monday following will be designated as the day in lieu. RRCA recognizes the following public holiday days:

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Labour Day
7. Thanksgiving Day
8. Christmas Day
9. Boxing Day

RRCA also offers the three (3) following additional holiday days:

1. Easter Monday
2. Civic Holiday
3. Remembrance Day

The RRCA office and field operations shall remain closed from December 25 to January 1 inclusive. Employees will receive paid compensation for this closure period.

7. Attendance and Leaves

7.1 Attendance Policy

Regular attendance at work is a fundamental aspect of a successful and harmonious work environment. It contributes to the well-being of employees, fosters a positive workplace culture, and ultimately enhances the overall efficiency and effectiveness of the RRCA. Since we work in a team environment, unscheduled absences from work inhibit progress and our ability to successfully meet day-to-day obligations.

The purpose of this policy is to establish, for each employee, the requirement that they work all scheduled hours as deemed necessary by their position to promote the efficient operation of the RRCA and minimize unscheduled absences.

As an employee, you are responsible for:

- Maintaining an acceptable level of attendance.
- Notifying your supervisor as far in advance as possible of any absence from work and provide, as required, the appropriate documentation to support the absence and/or fitness to return to work.
- To the extent possible, attending to personal affairs and obligations outside of working hours.
- Providing RRCA with sufficient information to enable reasonable forms of accommodation.

As an employer, we will keep attendance records. Should an employee's non-disability related record of absenteeism or lateness reflect excessive usage or patterns of absenteeism, interviews may be held with the affected employee. The purpose of the interview is to:

- Inform the employee that their absence or lateness record is not acceptable.
- Inform the employee of the effect these absences or lateness have on the organization.
- Inquire whether we can provide assistance (i.e. counseling or other accommodation).
- Remind the employee of the expectations regarding attendance.
- Inform the employee that they are required to take measures to improve their attendance, that their attendance will continue to be monitored and that a review will be conducted at a future specified date.
- Inform the employee that in the absence of improvement the employee's employment may be terminated.
- Provide the employee with a letter confirming the interview and points discussed as set out above.

Absences without an excuse will not be tolerated and are subject to progressive discipline, in accordance with RRCA policies and procedures*. Any employee who remains absent for more than five (5) consecutive business days, without excuse or authorization, may be terminated or may be considered as having abandoned and resigned from their position.

**Progressive discipline will not be applicable to an occurrence, and no corrective action step will be

taken until after a careful review of the employee's individual circumstances by the RRCA. The employee will be asked to confirm that their occurrences are not disability-related, family status-related, or otherwise related to a ground protected by the *Human Rights Code*. The RRCA will apply its discretion to discuss accommodation and support measures, instead of corrective action, as appropriate.

7.2 Sick Leave / Long Term Disability

The Raisin Region Conservation Authority self-insures short term sick leave. To qualify for short-term sick leave, you must be a full-time permanent employee of RRCA who is actively working.

Contract employees may be eligible for paid sick leave, as outlined in their individual contracts. As per the *Employment Standards Act, 2000*, all employees are entitled to 3 days of unpaid sick leave per year after working for 2 consecutive weeks.

Employees are eligible for a maximum of 12 working days of sick leave at 100% pay per calendar year. These credits shall not be cumulative. Employees terminating their services in any year shall not be credited for any unused portion of sick leave credits.

When sick leave credits have expired, the employee may be eligible to apply for our Short-Term Disability Insurance. Short-Term Disability Insurance is intended for serious medical conditions that prevent you from working for an extended period, such as surgery recovery, major illness, injury, etc.) and would require medical confirmation from a doctor. Short-Term Disability is not designed for occasional minor illnesses like colds or flu.

The RRCA's Short-Term Disability provides 75% of pay for a maximum of 93 days per calendar year. In addition, unused vacation credits may be used at the rate of one-quarter (1/4) day for each day used under the Short-Term Disability program to supplement salary to 100%. After a total of one hundred and five (105) calendar days on sick leave, the employee is eligible for long-term disability, as described in our Long-Term Disability Insurance Policy. Health and dental benefits will be provided, while on long-term disability, for a minimum of two years and up to a maximum equivalent to the years of service as a permanent employee.

You should also be aware that salary continuation benefits may be available under Employment Insurance in the event you may experience a loss of pay while on sick leave.

If you are absent from work due to illness, it is your responsibility to notify both your supervisor and the front reception staff as soon as possible, and prior to your normal start time.

The General Manager may approve the use of sick leave to attend medical appointments. You must seek prior approval from the General Manager if you wish to access this option.

If you are absent because of illness for three (3) or more consecutive days, the General Manager may request written documentation from a health care practitioner. If you are absent five (5) or more days

because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Sick leave benefits will cease if you refuse to present an acceptable medical certificate or refuse to engage in, continue or return to work when it is considered appropriate by the RRCA.

Short term sick leave ends when long term disability starts.

7.3 Bereavement Leave

7.3.1 Immediate Family

In the event of the death of an employee's immediate family member, the employee may be granted up to three consecutive days of bereavement leave with pay. At the request of the employee, one of the days may be taken at a later date to administer financial arrangements of the deceased, as required. Immediate family is defined as:

- spouse (married or common-law)
- child (including stepchild)
- sister and brother
- mother and father (including stepparent)
- mother-in-law and father-in-law
- brother-in-law and sister-in-law
- son-in-law and daughter-in-law
- grandparent (step-grandparent)

Upon request, additional days may be granted at the discretion of the General Manager for travel time to the funeral of an immediate family member listed above if the travel distance is greater than 150 kilometers.

If an employee is on vacation leave at the time of the death, the employee should ensure his/her leave and attendance record is amended to reflect the bereavement leave and that vacation credits are not deducted.

Requests for bereavement leave should be made to your supervisor.

7.3.2 Additional Compassionate Leave

Under special circumstances that are not covered in this section, additional compassionate leave may be granted at the discretion of the General Manager.

7.4 Jury and Witness Duty Leave

If you are summoned for jury duty or receive a summons or subpoena to appear as a witness in a court proceeding not resulting from your private affairs you will be granted the time off. To help avoid financial loss, the Raisin Region Conservation Authority will pay your regular salary to a maximum of ten (10) days and any amounts received from the court will be deducted from your pay. Please advise your supervisor in writing as far in advance as possible of any expected jury or witness duty leave request.

On any day or half-day, you are not required to serve, you will be expected to return to work. To receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

7.5 Unpaid Personal Leave of Absence

In special circumstances, the Raisin Region Conservation Authority may grant leave without pay for personal reasons at the discretion of the Board of Directors. Such discretion will be exercised reasonably by the RRCA on a case-by-case basis in accordance with its established guidelines and procedures for personal leaves of absences.

You should submit request for an unpaid personal leave of absence in writing, if possible, to the General Manager. The written request will indicate the date upon which you wish to begin your leave and the date when you will return to work.

Vacation and other benefits will not accrue while you are on leave, except as may be required by the Ontario *Employment Standards Act, 2000*. Consult your group insurance booklets to determine your insurance coverage during such a leave of absence.

7.6 Elections

In accordance with applicable legislation, employees who qualify to vote are entitled to three (3) consecutive hours to do so during polling hours.

Time off for voting shall be granted at the time of day that best suits the efficient operation of the RRCA.

7.7 Other Leaves

Employees are entitled to all other leaves protected by the Ontario *Employment Standards Act, 2000*, as amended, in accordance with the qualifying terms and conditions of the Ontario *Employment Standards Act, 2000*, as amended.

8. Performance Reviews and Discipline

8.1 Performance Reviews

Employees shall have a performance review at least annually or under any of the following conditions:

- their supervisor wishes to carry out a review,
- the employee wishes a review and so requests,
- any change in salary is recommended,
- immediately prior to their salary review date each year, whether a salary change is recommended.

8.2 Disciplinary Procedure

The Raisin Region Conservation Authority strives to create a long-term relationship with its employees. Our primary goal is to provide a positive environment through training, development and strong management that will allow both you and RRCA to achieve excellence. Occasionally, an employee does not conform to this purpose. To that end, we have developed fair and constructive disciplinary procedures that we feel encourage improved performance in the workplace.

Discipline is intended to be constructive in correcting an employee's unacceptable conduct or habits. The supervisor will identify promptly that a deficiency exists in the employee's conduct. They will then investigate and obtain all pertinent facts concerning the deficiency before disciplinary action is taken. Depending on the severity of the problem and its history, one of several actions might be taken:

- Verbal reprimand
- Written reprimand
- Dismissal

RRCA hopes to provide an opportunity for improvement for any employee whose conduct has created a problem, although we recognize that it may not always be possible to do so.

9. Professional Development

9.1 Training

The Raisin Region Conservation Authority believes in personal sustainability and encourages you to take courses or programs related to your position or career goals to improve your current performance or help prepare for future opportunities. These will benefit both you and RRCA. Courses may be at an accredited university, college, continuing education program, or other approved institution.

9.1.1 Tuition Reimbursement

Subject to available funding and at the sole discretion of the RRCA, full-time permanent employees may qualify for a refund of education costs under the following circumstances. The General Manager must approve the course before enrolment. To the extent possible, courses should be taken outside business hours. No overtime will be paid for courses taken outside of regular business hours. Depending on funding available, you will be reimbursed for up to 100% of tuition and fees when you pass the course and submit proof of successful completion. Books, supplies, travel, and parking are not included in the refund program. If books and supplies are included in course fee, they become the property of the RRCA.

To qualify for tuition reimbursement, you must:

1. Get your supervisor's support. Your supervisor will then liaise with the General Manager.
2. Submit a request to the General Manager which highlights how RRCA will benefit from the training, name of course, institution offering the course, duration, times and dates of training, cost (breakdown tuition and fees).
3. Pass the course to obtain full reimbursement. If you fail, you will be responsible for the cost of the course.
4. Continue employment with RRCA for the length of time equivalent to the duration of the educational program. In the event your employment terminates prior to working a length of time equivalent to the duration of the educational program, RRCA reserves the right to be reimbursed.

9.1.2 Workshops and Seminars

From time to time, the RRCA may arrange training programs to enable you to progress in your professional and technical knowledge of our operations. You may also be asked to attend workshops or seminars out of town. You will receive a normal pay cheque while attending these programs or workshops. Expenses for off-premises training will be paid by RRCA depending on the nature of the course. Overtime will generally not be paid for workshops or seminars that extend beyond the normal business hours. If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees), please bring it to the attention of your supervisor.

10. Other Policies

10.1 Personal Protective Equipment, Uniforms and Personal Appearance

All personal protective equipment will be supplied by the Raisin Region Conservation Authority at no cost to you. For example, this may include safety helmets, goggles, and hearing protection. Please refer to the Health and Safety Manual for more information.

The RRCA will reimburse up to \$200 annually for one pair of approved safety boots for permanent filed staff, when required. All other employees who require safety boots for their work are eligible for reimbursement of up to \$200 once every three years.

10.1.1 Uniforms

Specific program areas may require employees to wear uniforms. Uniform requirements, including style and associated guidelines, will be set by program supervisors and approved by the General Manager. The RRCA will cover 100% of the cost of all required uniforms.

Employees will receive an annual allowance of up to \$150.00 to purchase RRCA-approved corporate apparel. Staff are encouraged to wear this apparel when attending functions, meetings, or events where they are representing the RRCA.

10.1.2 Personal Appearance

Employees should dress in a manner consistent with the nature of work performed. If there are questions as to what constitutes proper attire, you should consult with your supervisor.

10.2 Travel

When you are authorized by the General Manager to travel for business purposes the Raisin Region Conservation Authority reimburses your expenses as outlined in this policy. Business travel may be approved to attend conferences, meetings, or educational courses.

It is your responsibility to ensure all expenditures are consistent with the intent of this section. It is the responsibility of management to ensure that all employees are aware of and follow this policy.

RRCA is a non-profit organization. You are encouraged to research and use the most convenient and economical mode of travel.

RRCA owned vehicles should be used for business purposes. Privately owned vehicles should only be used with prior approval from your supervisor, the General Manager, or during an emergency.

Expenses which may be reimbursed include:

1. Mileage rate for the use of privately owned vehicles according to the annual Canada Revenue Agency rate. Mileage is calculated from the base of operations to location and return including any local travel at the location. The base of operations is designated by the General Manager.
2. Reasonable out-of-pocket expenses for overnight accommodation, meals and gratuities.
3. Taxi fares.
4. Telephone expenses when the telephone is used for RRCA business.
5. Parking fees.
6. Bridge and highway tolls.
7. Fuel when using an authorized vehicle.
8. Reasonable incidental expenses not covered above.

If you attend evening work-related meetings, they are paid at the regular mileage rate to and from your residence.

10.2.1 Expense Reports

Expense reports must be completed in full and submitted with original receipts. The expense report must include dates, amounts and details of expenses incurred.

10.3 Vehicle Usage

The Raisin Region Conservation Authority is committed to safe, accident-free driving. Every employee who drives a vehicle as part of their employment is responsible for its safe operation and condition; an employee is considered to be at work while driving their personal vehicle if they are carrying out a task authorized by RRCA. Drivers must practice defensive driving and take every reasonable precaution to avoid accidents.

Please refer to the Health and Safety Manual for detailed information on the operation of motor vehicles.

10.3.1 Driver Responsibility

1. All drivers are responsible for ensuring that they are in possession of a valid driver's license for the vehicle they are operating. Driver's license numbers are obtained from all drivers for insurance purposes on an annual basis and for submission to the Insurance Company and to check for validity with MTO.
2. Drivers operating their own vehicles authorized for organizational use are responsible for ensuring that they are in possession of insurance appropriate to their vehicle. Upon request, proof of insurance must be provided to RRCA. Full liability for personal vehicles used on organization business rests with the owner of the vehicle. Follow up with your supervisor regarding the amount and type of insurance requested.
3. Drivers who operate vehicles on organization business are representing RRCA and are personally responsible for driving in a safe and legal manner. All local, provincial, and

federal regulations and RRCA procedures must be followed. Consideration must be shown for the rights of pedestrians, cyclists and other drivers.

4. For personal vehicles authorized for business use by the General Manager, the driver is responsible for maintaining their vehicle.
5. No driver may operate a vehicle while impaired by the influence of alcohol, drugs or medicine, excessive fatigue, or extreme stress.
6. No driver may operate a handheld device such as a cell phone, PDA, GPS or other device while driving a vehicle on Authority business. The use of hands-free devices is allowed provided it can be accomplished safely and legally.
7. In case of inclement weather or unsafe conditions, drivers will check road conditions prior to driving. If conditions are unsafe, the trip should be postponed.
8. When an accident occurs with a personal vehicle authorized for organization use, the driver will notify *their personal* insurance organization.
9. The driver is responsible for all fines related to breaches of traffic or by-law regulations.
10. All drivers must immediately report and document accidents, damage, problems or concerns to their supervisor and the General Manager.
11. All drivers must perform a routine circle check and complete a vehicle log to ensure that the vehicle is in safe operating condition before assuming responsibility for it. Any problems noted prior to or during operation are to be reported to the immediate supervisor.
12. No unauthorized persons are to operate an RRCA vehicle.
13. Personal use of RRCA vehicles is not permitted.

10.4 Equipment Usage and Care

It is your responsibility to understand the equipment you need to use to perform your duties. Good care of any item that you use during your employment, as well as the conservative use of supplies, will benefit you and the Raisin Region Conservation Authority. Employees are expected to treat equipment with care as if it were their own.

If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

All employees are required to record equipment usage on the appropriate forms to ensure proper charge back to various programs.

EMPLOYEE MANUAL - SUMMARY OF CHANGES

(red=removed wording, green=added wording)

Section	Type of Change (addition/update/removal)	Previous Version	Revised Version	Reason for Change
1.1 Overview	Updated	<p>This Manual has been prepared to inform you about the Raisin Region Conservation Authority (RRCA). It contains valuable information about our philosophy, structure, employment practices and policies, as well as the benefits provided to you as a valued employee.</p> <p>No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange. It is in our personal conversations that we can better know each other, express our views, and work together in a harmonious relationship.</p> <p>We hope this Manual will help you feel comfortable with us. We depend on you. Your success is our success! Please don't hesitate to ask questions. Your supervisor is your first point of contact, but we believe in an open-door policy, so please feel free to come and see any one of us in the organization. We believe Raisin Region Conservation Authority is a great place to work and that you will enjoy working at your job and with your fellow employees.</p> <p>RRCA's policies, benefits and rules, as explained in this Manual, may be changed from time to time as business, employment legislation and economic conditions dictate. In the event employment related legislation changes, and these changes have not yet been reflected in our Manual, current legislation will prevail. If and when provisions are changed, you will be informed of these changes, either through an e-mail or by receiving a copy of the revised page of the Manual.</p>	<p>This Manual provides information about the Raisin Region Conservation Authority ("RRCA" or the "Employer"). It contains valuable information about our philosophy, structure, employment practices and policies, as well as the benefits provided to you as a valued employee.</p> <p>Please don't hesitate to ask questions. Your supervisor is your first point of contact, but we believe in an open-door policy, so please feel free to come and see any one of us in the organization. We believe RRCA is a great place to work and that you will enjoy working at your job and with your fellow employees.</p> <p>Where the RRCA has provided an employee with an employment agreement, the terms of that contract shall prevail over these policies and procedures in the event of a conflict. In all other cases, and where an employment agreement is silent, the terms and conditions set out in these policies and procedures shall prevail.</p> <p>This Manual must also be interpreted in accordance with the RRCA's statutory obligations, including under the Ontario <i>Employment Standards Act, 2000</i>, as amended from time to time. Should the terms of this Manual conflict with one or more provisions of applicable legislation, the provision(s) of the applicable legislation shall prevail and the policy in question shall be deemed to be amended accordingly.</p> <p>This Manual will be reviewed and amended from time to time as needed to comply with changing legal requirements and the goals and priorities of the RRCA.</p>	Modernized language for clarity and current standards.
2.1 Personnel File, Protection of information	Updated	<p>Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Secretary-Treasurer as soon as possible:</p> <ul style="list-style-type: none"> • Legal name • Home address • Home telephone number • Person to call in case of emergency • Number of dependents • Marital status • Change of beneficiary <p>Coverage or benefits that you and your family may receive under the Raisin Region Conservation Authority's benefits package could be negatively affected if the information in your personnel file is incorrect.</p> <p>All personnel information is considered confidential and subject to release only to personnel directly involved in functions customarily requiring the</p>	<p>Keeping your personnel file up to date is important as it relates to your pay, necessary deductions, benefits and other important matters. If you have a change in any of the following items, please be sure to notify the Finance Officer as soon as possible:</p> <ul style="list-style-type: none"> • Legal name • Home address • Home telephone number • Person to call in case of emergency • Number of dependents • Marital or common law status • Change of beneficiary <p>All personnel information is considered confidential and subject to release only to personnel directly involved in functions customarily requiring the information, except in accordance with legal or organizational requirements.</p> <p>All our practices and procedures are intended to comply with applicable privacy and access to information legislation. This includes access to your personal</p>	Modernized language for clarity and current standards.

		<p>information, except in accordance with legal requirements. We refer to your personnel file to make decisions in connection with promotions, transfers, layoffs and recalls. Therefore, it is to your benefit to ensure your file includes information about completion of education or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position.</p> <p>All our practices and procedures are intended to comply with protection of information legislation. This includes access to your personal information. Your personnel file belongs to RRCA; however, you may make an appointment to view your personnel file, and you may request and receive copies of your personnel file's contents. Access to this information is subject to the exceptions as set in protection of information legislation.</p>	<p>information. Your personnel file belongs to RRCA; however, you may make an appointment to view your personnel file, and you may request and receive copies of your personnel file's contents, provided reasonable advance notice is given to the RRCA. Access to this information is subject to the exceptions as set out in the applicable legislation.</p>	
2.2 Hours of Work	Updated	<p>The standard work week for regular full-time employees consists of 35 hours. The normal working hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday, with a one hour unpaid lunch break each day. Employees may be required to work irregular hours, perform standby duties, and/or work during emergency situations.</p> <p>Staff working in the field when supervising or working with hired consultants or contractors shall assume the same hours of work as the consultants or contractors. Time beyond regular hours of work shall be compensated on an hour for hour basis.</p> <p>Employees in Operations shall work an 8 hour work day, five days per week with a half hour unpaid lunch break. The framework of the work day shall be established by the Supervisor and/or General Manager.</p>	<p>Regular hours of work will be outlined in each employee's individual employment agreement. These agreements specify the expected work schedule, including start and end times, and any applicable variations based on role or department. Employees should refer to their employment agreement for details regarding their specific hours.</p>	<p>The previous version was not compliant with ESA'. Version was removed from employee manual and the updated version will be included in HR SOP's.</p> <p>A new general statement was added to indicate hours or work will be specified in employment contracts.</p>
2.2.1 Hybrid Work Arrangement	Updated	<p>Since the Raisin Region Conservation Authority is a small organization, the absence of staff from the workplace has a greater impact than that which would occur in a workplace with hundreds of employees. However, employees may be occasionally permitted to work at home or unusual hours on an exception basis only with prior approval from the General Manager.</p>	<p>Eligible employees may occasionally be permitted to work at home or unusual hours on an exceptional basis where supported by their supervisor and with prior approval from the General Manager.</p>	<p>Modernized language for clarity and current standards.</p>
2.2.2 Overtime	Updated	<p>As a responsible employer, RRCA does not encourage its staff to regularly work in excess of the normal work week.</p> <p>Overtime work must be based on a real and immediate need. A request for overtime form must be filled out and be authorized ahead of time by your supervisor. Failure to do so may result in not being compensated for this overtime.</p> <p>Your supervisor will attempt to provide reasonable notice when the need for overtime work arises. Please remember; however, that advance notice may not always be possible. In such circumstance, a request for overtime must be submitted to your supervisor as soon as possible after the overtime has</p>	<p>This Overtime Policy applies to all employees of the RRCA who are entitled to overtime in accordance with the Ontario <i>Employment Standards Act, 2000</i>, as amended from time to time. Please note that under the Ontario <i>Employment Standard Act, 2000</i>, managers and supervisors, and certain professionals are exempt from overtime entitlements.</p> <p>In some circumstances, employees may be called to work beyond their normal working hours. Overtime work must be based on real and immediate need. A request for overtime must be authorized ahead of time by your supervisor.</p> <p>Your supervisor will attempt to provide reasonable notice when the need for overtime work arises; however, that advance notice may not always be possible.</p>	<p>Modernized language for clarity and current standards.</p>

		<p>occurred. To the extent feasible, overtime will be distributed fairly. When overtime is authorized, it will be taken as time off in lieu at the following rates:</p> <ul style="list-style-type: none"> • Straight time for all hours worked beyond the weekly standard 35 hours in any given work week to a maximum of 44 hours per week; and • Time-and-a-half for all hours worked beyond 44 hours in any given work week. <p>Employees shall not accumulate more than 5 work days of overtime at any given time. Overtime shall be taken as soon as possible at a time that is mutually acceptable to the employee and the General Manager prior to the 31st of December in the year in which it is earned. No overtime credits will be carried over to the new fiscal year.</p> <p>Unless it is an emergency, you must obtain permission from your supervisor in scheduling the time off in lieu. Normally banked overtime should be taken within the same pay period in which it is earned. However, the General Manager may approve banking overtime to be taken in less busy seasons. Employees terminating employment will be entitled to pay for overtime credits.</p> <p>Employees eligible for overtime may be directed by the General Manager to attend meetings of the Board of Directors as part of their regular duties and will be granted time off in lieu.</p> <p>Occasionally staff is requested to work at special events related to or promoting the Conservation Authority. Staff, eligible for overtime, who have agreed to work, and have supervisor approval to do so, are entitled to time off in lieu. Staff are encouraged to volunteer their time for Conservation Authority special events. As a volunteer, you are not entitled to time off in lieu.</p> <p>Participation at courses, workshops and conferences is not normally considered overtime. In the event a conference is scheduled on the weekend, overtime may be considered for eligible staff, with the prior approval of the General Manager. Travel to and from workshops and conferences should be done during regular business hours where practical.</p>	<p>When overtime is authorized, it will be compensated as time off in lieu of overtime payment at the following rates:</p> <ul style="list-style-type: none"> * Time-and-a-half for all hours worked beyond 44 hours in any given work week. <p>Employees who earn time off in lieu of overtime are expected to take this time within three (3) months of it being earned or, with the written approval of their supervisor, within twelve (12) months from the time it is earned. The RRCA will make every reasonable effort to grant these requests, but scheduling of lieu time is subject to operational requirements.</p> <p>If no agreement is possible, banked time will be scheduled or paid out by the RRCA. The General Manager or Team Lead will provide notice of scheduled time off fourteen (14) calendar days in advance of the date when the time off is to be scheduled.</p> <p>Upon termination of employment, all remaining banked overtime hours will be paid out at the rate at which it was earned.</p> <p>Employees may be requested to work at special events related to or promoting the RRCA. Employees, eligible for overtime, who have agreed to work, and have supervisor approval to do so, are entitled to time off in lieu.</p>	
2.3 Employee Definitions	Removed	<p>2.3.1 Employment Classification</p> <p>At the time you are hired, you will be classified as a full-time/permanent, long-term contract or short-term contract employee. Unless otherwise specified, the benefits described in this Manual apply only to full-time/permanent employees. All other policies described in this Manual and communicated by the Raisin Region Conservation Authority apply to all employees. Specific details for long and short-term contract employees will be specified in individual contracts to be signed by the employee, the supervisor and the General Manager.</p>		Not required in an employee manual. Will be added to HR SOP's for inclusion in employee contracts.

		<p>2.3.2 Full-Time/Permanent Employees An employee who has successfully completed the probationary period (see the definition further in this section) of employment and who works at least 35 hours per week is considered a regular full-time/permanent employee.</p> <p>2.3.3 Long Term Contract Employee An employee who usually works at least 35 hours per week for a specific period of one year and greater than one year is considered a long-term contract employee. Long term contract employees will sign a specific contract outlining the details of employment which will be signed by the employee, the supervisor, and the General Manager.</p> <p>Under certain conditions long term contract employees may be eligible for some benefits described in this manual. For example, long term contracts funded through external sources that cover both wages and benefits, where funding is often renewed annually.</p> <p>2.3.4 Short Term Contract Employee The Raisin Region Conservation Authority may hire employees for short periods of time or for the completion of a specific project not expected to exceed one year. An employee hired under these conditions will be considered a short-term contract employee. The job assignment, work schedule and duration of the position will be determined on an individual basis and may be part-time or full-time. Short term contract employees will sign a specific contract outlining the details of employment which will be signed by the employee, the supervisor, and the General Manager. Special employment program workers are considered Short Term Contract Employees. These individuals will be subject to the guidelines of the program. Where no such guidelines exist, the personnel policies and procedures of RRCA will apply.</p> <p>If you are a short-term contract employee, you are paid based on the actual hours worked. Short term contract employees are not eligible for benefits described in this Manual, except as required by applicable legislation.</p> <p>2.3.5 Contractor Contractors are not considered employees of RRCA and are not paid on RRCA's payroll. They are paid based on invoices received by RRCA. Contractors are responsible to ensure that their relationship and business is run consistent with current legislative requirements.</p>		
2.3.6 Probationary Period	Removed	All staff are placed on probation for a period of six months. Your probationary period provides a mutual period of evaluation. It gives you a chance to get to know your co-workers, your supervisor and the tasks involved in your job, as well as become familiar with RRCA's services. Your supervisor will work closely with you to help you understand the needs and processes of your job.		Not legally enforceable in a policy. Will be added to HR SOP's for inclusion in

		<p>The probationary period also allows us time to decide whether your skills, work habits, attitude and attendance meet our requirements.</p> <p>During orientation and training, we will convey to you the standards of performance that we expect our employees to maintain. At any time during the probationary period, you are free to resign without any detriment to your record. Conversely, you may be released by us on the same basis if we feel you are not meeting our required standards to perform the job. If you take approved time off in excess of five workdays during the probationary period, the probationary period may be extended by that length of time.</p> <p>Someone will always be available for guidance and, if you have any questions regarding RRCA in general or your job specifically, please feel free to consult with your supervisor or the General Manager.</p>		employee contracts.
2.4.1 Employee Recognition	Removed	<p>RRCA values the contribution of its employees. In support of this belief employees are eligible to receive tokens of recognition for the following events:</p> <ul style="list-style-type: none"> • Long Service at increments of 5 years beginning with 5 continuous years of employment. • Contribution to RRCA or the community beyond job expectations. <p>Other special events such as birthdays or Christmas may also be recognized.</p>		Removed required in employee manual. Will be added to HR SOP's
2.5.1 Email Usage 2.5.2 Internet Access & Usage	Updated	<p>2.5.1 Email Usage: While the Raisin Region Conservation Authority expects all employees to use its e-mail system for official business use and reserves the right to access, use and disclose all messages sent over its e-mail system for any purposes — business or personal. We may inspect the contents of e-mail messages disclosed by such monitoring or any follow up investigation, if it serves an organizational purpose.</p> <p>Employees are subject to discipline, which may include termination, if they:</p> <ul style="list-style-type: none"> • “snoop” in other people’s messages or files; • send harassing, discriminatory or pornographic messages; • leak confidential information; or • otherwise violate this section on e-mail usage. <p>2.5.2 Electronic Communication: Much of the data on the Internet presents risks to the Raisin Region Conservation Authority such as viruses, breaches of copyright, and reliance on outdated or inaccurate information. Therefore, the following guidelines apply to all employees using the Internet:</p> <ol style="list-style-type: none"> 1. Do not open e-mails from Internet contacts you do not know, or open suspicious attachments. 2. Follow all terms and conditions of software licenses and copyright laws when collecting or using information from the Internet. 3. Do not download software from the Internet unless authorized by your 	<p>2.4 Information Management: Information Management Employees shall ensure that all <i>corporate information</i> is safeguarded and stored in a <i>secure manner</i> and not susceptible to unauthorized access.</p> <ul style="list-style-type: none"> • Corporate information refers to any confidential data, details, or records related to the organization's operations. This includes, but is not limited to, financial records, budgets, contracts, human resource matters, information technology systems, contractor and client details, employee information, and public inquiries. • Secure manner refers to the appropriate handling, storage, and protection of information to prevent unauthorized access, loss, or compromise. Digital or Electronic Information must be stored on approved corporate devices with password protection and encryption where applicable. Portable Storage Devices (e.g., external hard drives, USB sticks, memory cards) must be physically secured in an approved location and not left unattended outside of the workplace. Hard-Copy Documents must be stored in a secured location with restricted access and disposed of properly, such as through shredding or other approved methods, to prevent unauthorized access. <p>Employees shall not duplicate, store, or transmit any <i>corporate information</i>, work-related documents, data, or files on personal devices, non-approved devices, or</p>	Modernized language for clarity and current standards.

		<p>supervisor or the General Manager.</p> <ol style="list-style-type: none"> 4. Any contribution to pirate software bulletin boards and similar activities represents a conflict of interest with RRCA's work and is therefore prohibited. 5. You are only permitted to indicate your affiliation with RRCA in Internet newsgroups, bulletin board discussions, chat sessions and other offerings when the message is sent for RRCA business purposes. 6. Use of RRCA's Internet resources for personal purposes, playing games or participating in other activities not related to your job function is not permitted on RRCA's time. 7. As a benefit, you may be provided with access to email and the Internet for personal purposes. This should occur on personal time and should be used appropriately. <p>All messages sent over RRCA's internal networks and computers are RRCA's records. At any time and without prior notice, management reserves the right to examine and analyze e-mail, personal file directories, Internet access logs and other information stored on RRCA computers. You should have no expectation of privacy associated with the information they store in or send through these systems, whether encrypted or not. RRCA maintains the authority to review Internet usage logs, to act upon inappropriate usage of RRCA's computer and network assets, and restrict access to resources at various times.</p> <p>Violations of this section on Internet and E-Mail Usage are considered grounds for disciplinary action up to and including termination.</p>	<p>cloud storage services, nor will I email them outside the organization.</p> <p>Employees shall not store illegal, inappropriate, or personal data on corporate devices.</p> <p>All files, documents, photographs, measurements, text messages, emails and other electronic communications made or stored on corporate devices or systems are the property of the organization and may be reviewed by my supervisor or general manager at any time and may be the subject of a public freedom of information request.</p> <p>Employees shall promptly return all documents, data, electronic files, devices and equipment belonging to the organization upon leaving my position, or upon request by my supervisor or the General Manager.</p> <p>Employees shall inform their supervisor immediately if I believe <i>corporate information</i> has been accessed or made available to any unauthorized person or if they believe they have been the target or victim of a cyber-attack.</p> <p>Employees shall not share any passwords, access codes, logins or license keys with anyone inside or outside of the organization without authorization</p> <p>2.5 Electronic Communications: Electronic Communications For the purposes of clarity, in this section, Electronic Communications includes email, as well as texts, chats, and streamed video content (e.g. Microsoft Teams, Zoom) sent or received on corporate devices or under corporate accounts.</p> <p>All electronic communications may be subject to legal disclosure, including Freedom of Information requests.</p> <p>All communications are the property of the organization and may be monitored or reviewed by supervisors or IT security.</p> <p>Official Use Only – Employees must use corporate electronic communications accounts (e.g. Email, Teams), strictly for official business; personal use is prohibited.</p> <p>Confidentiality & Data Protection – Employees must not send sensitive, classified, or personally identifiable client information unless adequately encrypted and authorized.</p> <p>Phishing & Suspicious Emails – Cybersecurity awareness is essential in preventing breaches. Employees must not open, respond to, or click on links in unsolicited or suspicious emails.</p> <p>External Communications – Electronic communications to external parties must be professional, aligned with organizational policies, and free of unauthorized disclosures. If in doubt, consult a supervisor before sending.</p>	
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3.1 Code of Conduct - Policy	Updated	<p>The Raisin Region Conservation Authority embraces mutual respect, support, trust, openness, and equality. Our reputation depends upon the integrity and sense of responsibility of our directors, officers, and employees, in whom we place great trust. The way in which that trust is discharged determines our success and the position we enjoy in the community.</p> <p>In some situations, your personal or business activities and interests may be perceived to be in conflict with those of RRCA. It is your responsibility to identify and report any possible or actual conflict of interest to your supervisor for evaluation, regardless of whether or not you derive a financial benefit from the outside activity or interest.</p> <p>If you are uncertain whether some intended activity falls within these guidelines, you should discuss the situation with your supervisor. Types of behaviour and conduct that RRCA considers inappropriate include, but are not limited to, the following:</p>	<p>The Raisin Region Conservation Authority embraces mutual respect, support, trust, openness, and equality. Our reputation depends upon the integrity and sense of responsibility of our employees, in whom we place great trust. The shared commitment to these values determines our success and the reputation we enjoy in the community.</p> <p>In some situations, your personal or business activities and interests may be perceived to conflict with those of RRCA. It is your responsibility to identify and report any possible or actual conflict of interest to your supervisor for evaluation, regardless of whether you derive financial benefit from outside activity or interest.</p> <p>If you are uncertain whether some intended activity falls within these guidelines, you should discuss the situation with your supervisor. Types of behaviour and conduct that RRCA considers inappropriate include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Acts of insubordination or repeated refusal to complete work assigned. • Violation or intentional disregard of RRCA policies, rules and procedures. • Dishonest, illegal or improper business activities, including theft or fraudulent activities. • Disorderly or indecent conduct. • Causing physical harm, threatening, discriminating against, harassing another person, or breaching the RRCA Workplace Harassment, Violence and Discrimination policies. • Treating subordinates/supervisors/colleagues in a disrespectful manner. <p>In addition, you are encouraged to conduct personal business during your lunch hour. Personal calls should be restricted to local calls. Do not use RRCA as a personal mailing address and do not use company office supplies for personal purposes.</p> <p>Canvassing and selling of goods on RRCA property is permitted only with management’s approval. Canvassing and soliciting for political or personal support or any such form of activity will not be permitted without the written consent of the General Manager.</p>	Modernized language for clarity and current standards.
3.1.1 Outside Employment	Removed	It is expected that you do not undertake any outside activity or employment that interferes with the performance of your duties or in which your interest conflicts with the best interest of the authority. If you are unsure whether or not there is a conflict, you should consult with your supervisor or the General Manager.		Will be added to HR SOP’s for inclusion in employee contracts

3.1.1 Conflict of Interest	Added		<p>Employees shall be responsible to recognize and to avoid circumstances that may give rise to or give the appearance of a conflict of interest, and, whether or not they receive compensation, they will not, during the term of their employment, engage in any occupation, business or outside activity, without limitation:</p> <ul style="list-style-type: none"> • that interferes with or appears to interfere with the discharge of their duties and responsibilities to the RRCA. • that could compromise or conflict with the values, integrity, reputation, or interests of the RRCA. • in which they have an advantage derived from their employment with the RRCA; and, • in which their work would otherwise constitute employment for another person or entity, or, in a professional capacity that will, or is likely to, influence or affect the carrying out of their duties and responsibilities to the RRCA. <p>The above-noted examples are not an exhaustive list of potential sources of conflict of interest.</p>	Addition recommended by solicitor
3.1.3 Political Activities	Removed	<p>As an employee of the Raisin Region Conservation Authority, if you are nominated as a candidate in a federal, provincial, or municipal election you must take an unpaid leave of absence beginning on the day the nomination is announced. If you are successful in the election, you must resign effective the day the unpaid leave began. If you are unsuccessful, you are entitled to return to work effective the day after the election.</p>		Not necessary in employee manual. Will be added to HR SOP's and addressed in employment contracts.
3.1.3 Compliance	Added		<p>Employees who fail to comply with these guidelines during their employment will be subject to such appropriate measures as may be determined by the RRCA and may be subject to discipline in accordance with RRCA policies and procedures.</p> <p>Employees are expected to report any breach, or suspected breach, of this Code of Conduct immediately to their immediate supervisor. In the case of managerial Employees, any breach shall be reported to the General Manager.</p> <p>No retaliation or reprisals shall occur against (1) any person that brings forth, in good faith, a concern or (2) an individual who participates in an investigation into an alleged breach of this Code of Conduct.</p> <p>Note: This Code of Conduct does not prevent an individual from reporting and/or providing information directly to a law enforcement officer or agency when necessary.</p>	Recommended by solicitor.
3.1.4 Outside Dictatorship	Removed	<p>The Raisin Region Conservation Authority encourages you to become involved in charitable, civic and industry groups. However, before accepting a position or directorship with such an organization, you must advise your supervisor to ensure that there is no conflict of interest and that your outside duties do not conflict with your job.</p>		Removal recommended by solicitor.

3.1.4 Work-related events	Added		<p>It is understood that in the course of their duties, employees may attend an Employer-sponsored or work-related event at which alcoholic beverages are served.</p> <p>During such events, employees may consume alcoholic beverages in moderation and within legal limits. However, consumption of recreational drugs, including recreational cannabis, is strictly prohibited. Further, employees must act in a reasonable, responsible, and professional manner at all times. Employees who are returning to duties after such events/activities are not permitted to consume alcoholic beverages and are not exempt from their obligations to remain Fit for Duty.</p> <p>It is never acceptable to drive under the influence of Alcohol and/or Drugs. Employees who plan on consuming alcoholic beverages at Employer-sponsored or work-related events where alcohol is served must be responsible for ensuring that they take public transit, taxi, or other safe transportation to their destination. Employees are encouraged to make such plans in advance of attending any such events.</p>	Recommended for clarity. Will also be included in a separate Alcohol & Drug Policy.
3.1.5 Personal Appearance and Hygiene	Updated/moved	<p>The success of our business is determined in part by establishing and maintaining a proper business atmosphere, which is affected by the image employees' project as well as business conduct. You are, therefore, expected to dress in a manner consistent with the nature of work performed. If there are questions as to what constitutes proper attire, you should consult with your supervisor. If you are inappropriately dressed in the opinion of management, you may be sent home and required to return to work in acceptable attire. This time away will be considered personal time off.</p> <p>Examples of clothing that are appropriate:</p> <ul style="list-style-type: none"> • Raisin Region Conservation clothing • Collared casual shirt • Neat and pressed slacks • Blue jeans if they are clean and in excellent condition <p>Examples of clothing that are not appropriate:</p> <ul style="list-style-type: none"> • Spandex attire • T-shirts with slogans • Beach sandals such as flip flops • Short tops • Track suits or sweatpants • Ripped, torn or weathered clothing <p>In addition, employees are expected to always observe good habits of grooming and personal hygiene, and to avoid any personal practices or preferences that may prove offensive to others.</p>	<p>Employees should dress in a manner consistent with the nature of work performed. If there are questions as to what constitutes proper attire, you should consult with your supervisor.</p>	Update wording and moved to a different section.
4.1 Salary Administration	Removed	<p>All employees will be paid bi-weekly by direct deposit subject to a one week holdback. No employee may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor. All employees are required to submit biweekly time sheets to their supervisor.</p>		Not required in employee manual. Will add updated wording to HR SOP.

		<p>Your salary is influenced by:</p> <p>The nature and scope of the job; What other employers pay for comparable jobs; Individual performance; and Individual competency.</p> <p>After completing one year of service and subject to satisfactory performance and merit, the salary shall be adjusted on an annual basis to the next increment within the applicable salary and wage schedule until the maximum salary within the schedule is reached.</p> <p>Each position at the Raisin Region Conservation Authority has been studied and assigned a salary or wage level. Each level has been assigned a corresponding salary or wage range, independent of any employee or his/her performance. Periodically, RRCA may revise its job descriptions or evaluate individual jobs to ensure the maintenance of pay equity and ongoing comparability with the marketplace. A salary survey is completed one year after the new Council is in place or as deemed necessary to establish appropriate salary and wage scales. The reclassification of positions will be recommended by the General Manager and approved by the Board of Directors.</p> <p>Permanent employees have the right to appeal matters of employment policy or salary through the General Manager to the Board of Directors.</p> <p>The regulations applicable under the Employment Standards Act will apply to all matters dealing with salary and wage administration.</p>		
4.1 Salary Administration	Removed	<p>All employees will be paid bi-weekly by direct deposit subject to a one week holdback. No employee may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor. All employees are required to submit biweekly time sheets to their supervisor.</p> <p>Your salary is influenced by:</p> <p>The nature and scope of the job; What other employers pay for comparable jobs; Individual performance; and Individual competency.</p> <p>After completing one year of service and subject to satisfactory performance and merit, the salary shall be adjusted on an annual basis to the next increment within the applicable salary and wage schedule until the maximum salary within the schedule is reached.</p> <p>Each position at the Raisin Region Conservation Authority has been studied and assigned a salary or wage level. Each level has been assigned a</p>		Removed from employee manual as it is more procedural in nature. Will be added to HR SOP

		<p>corresponding salary or wage range, independent of any employee or his/her performance. Periodically, RRCA may revise its job descriptions or evaluate individual jobs to ensure the maintenance of pay equity and ongoing comparability with the marketplace. A salary survey is completed one year after the new Council is in place or as deemed necessary to establish appropriate salary and wage scales. The reclassification of positions will be recommended by the General Manager and approved by the Board of Directors.</p> <p>Permanent employees have the right to appeal matters of employment policy or salary through the General Manager to the Board of Directors.</p> <p>The regulations applicable under the Employment Standards Act will apply to all matters dealing with salary and wage administration.</p> <p>4.1.1 Individual Pay</p> <p>Initial placement within a salary range will be at management's discretion and will take into consideration the competencies an employee brings to the job, as well as current market conditions. Your manager will work with you to develop your competencies. Assuming satisfactory performance, you will receive an increment annually until your salary reaches the maximum salary within the salary range for your classification. Employees are expected to respect confidentiality and should not discuss their salary with other employees.</p> <p>4.1.2 Temporary Assignments and Secondments</p> <p>RRCA encourages employees to become multi-skilled and to develop greater product and service knowledge. When people are familiar with the procedures in different departments, we can improve our effectiveness and foster a greater team spirit.</p> <p>In the event the employee is essentially performing another job, the employee will be paid a salary within the appropriate salary range.</p> <p>You may be interested in working temporarily for another organization. Such an appointment is called a secondment. RRCA is a small employer and will attempt to grant requests for secondment; however, there are no guarantees. In addition, reasonable efforts will be made to return you to your former position, or one that is comparable.</p> <p>4.1.3 Attendance Records</p> <p>All employees shall complete individual attendance and work reports/timesheets in two week periods. These shall show the employee's name, time worked, nature of work, accumulated balance of sick leave, vacation leave, holidays, overtime hours with reasons, and periods of absence with reasons. Each timesheet shall be signed by the employee, initialed by the supervisor, and submitted to the General Manager for approval.</p>		
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4.2 Annual Adjustments	Updated	The adjustment will be effective on January 1 st each year and be based on the annual CPI for Ontario as of December 31 of the previous year	The adjustment will be effective on January 1 st each year and be based on the annual average CPI for Ontario as of December 31 of the previous year	Wording updated to clarify annual average CPI
4.3 Benefits	Updated	<p>The Raisin Region Conservation Authority offers an extensive and generous benefits package to its full-time/permanent employees. Details of the following benefits are available from Secretary-Treasurer:</p> <ul style="list-style-type: none"> • Extended Health Care – 100% paid by RRCA • Dental Care – 100% paid by RRCA • Life Insurance – 100% paid by RRCA • Optional Life Insurance for Employees – 100% paid by Employee • Long-Term Disability Insurance – 100% paid by RRCA • Pension Plan, Ontario Municipal Employees Retirement System – Compulsory for permanent employees. Contributions commence on the first day of employment. Contract employees may be eligible to participate if conditions met. RRCA matches Employee contribution. • Retiree Benefits – Available to full time permanent employees who retire at age 55 or older and who have 20 years of service. Employer pays premiums until earlier of 5 years or age 65. Employee may elect to pay premiums for additional 5 years or to age 65 whichever comes first 	<p>The Raisin Region Conservation Authority offers an extensive and generous benefits package to its full-time/permanent employees. Details of the following benefits are available from Finance Officer:</p> <ul style="list-style-type: none"> • Extended Health Care – 80% paid by RRCA • Dental Care – 80% paid by RRCA • Life Insurance – 100% paid by RRCA • Optional Life Insurance for Employees – 100% paid by Employee • Long-Term Disability Insurance – 100% paid by RRCA • Pension Plan, Ontario Municipal Employees Retirement System – Compulsory for permanent employees. Contributions commence on the first day of employment. Contract employees may be eligible to participate if conditions are met. RRCA matches Employee contribution. • Retiree Benefits – Available to full time permanent employees who retire at age 55 or older and who have 10 years of service. (Employer pays premiums until earliest of 5 years or age 65. Employees may elect to pay premiums for additional 5 years or to age 65 whichever comes first.) <p>All decisions with respect to entitlement to benefits shall be solely determined by the insurer in accordance with the terms and conditions of the insurer's policy(ies), and any disputes with respect to entitlement to benefits will be between the employee and the insurer. The RRCA's only obligation shall be to pay</p>	Updated to reflect current benefits package and insurance standards.

			its portion of the premium cost associated with the provision of the group benefits coverage	
5. Workplace Harassment & Violence	Removed	<p>The management of the Raisin Region Conservation Authority is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.</p> <p>The Raisin Region Conservation Authority believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.</p> <p>We are committed to:</p> <ul style="list-style-type: none"> ○ investigating reported incidents of violence and harassment in an objective and timely manner; ○ taking necessary action; and ○ providing appropriate support for victims. <p>No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.</p> <p>No employee or any other individual affiliated with this organization shall subject any other person to violence or harassment.</p> <p>Please refer to the Appendix for more details regarding our Violence and Harassment Policies, Reporting, Investigation and Response Procedures. Also included in the Appendix is a Violence and Harassment Report Form.</p>		Removed from employee manual. Separate policy will be created and included with Health & Safety Program.
6. Health & Safety – statement	Updated	<p>The Raisin Region Conservation Authority recognizes the importance of respecting all its resources and assets, both human and material. Our foremost concern is the safety and well-being of our employees.</p> <p>In fulfilling this commitment, RRCA will provide and maintain a safe and healthy work environment for all employees in compliance with the requirements of the Occupational Health and Safety Act, Regulations and standards.</p> <p>Employees and management share equally in the responsibility for reducing accidents and time lost by performing jobs in a safe and healthy manner.</p> <p>Injuries and costly property damage losses can be controlled through good management systems and practices, combined with your active involvement and co-operation.</p> <p>Please refer to the Health and Safety Manual for more information on the</p>	<p>The Raisin Region Conservation Authority (RRCA) and its Board of Directors recognize its ultimate responsibility for governance and oversight of health and safety matters. We are committed to providing leadership, approving policies, allocating resources, and monitoring safety performance to ensure a safe environment for employees, volunteers, and visitors. We will work collaboratively with management to ensure compliance with all applicable health and safety legislation and foster a culture of safety throughout the organization.</p> <p>RRCA and its Board of Directors is committed to the prevention of occupational illnesses and injuries and will maintain a healthy and safe workplace for all by maintaining and continuously improving our Health & Safety processes.</p> <p>The psychological safety of our employees is also an important part of a healthy and safe workplace. We are committed to fostering a workplace where workers are protected from harassment, discrimination, and violence, which requires ensuring everyone is treated with respect and dignity.</p>	Updated to current and approved policy

		health and safety program at RRCA.	<p>The General Manager/Secretary-Treasurer, on behalf of the Board of Directors, will be responsible for worker health and safety, monitoring safety performance to ensure a safe environment for employees, complying with their duties under the Act, and fostering a safety-first culture where all workers understand and share responsibility for their safety.</p> <p>Team Leads will be held accountable for the health and safety of workers under their supervision. Team Leads are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe, and that workers work in compliance with established safe work practices and procedures.</p> <p>Every worker must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the General Manager/Secretary-Treasurer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.</p> <p>It is in the best interest of all parties to consider health and safety in every activity as it is fundamental to our success. A safe workplace not only protects our employees but also enhances productivity, morale, and the overall well-being of our organization. Commitment from all levels of management to the workers is essential to preventing injuries and creating a culture of care and responsibility.</p>					
6.3 Health and Wellness Program	Removed	<p>The Raisin Region Conservation Authority recognizes the importance of respecting all of its resources and assets, both human and material. Our foremost concern is for the physical and mental well-being of our employees.</p> <p>6.3.1 Smoking Cessation</p> <p>RRCA is dedicated to providing a healthy, comfortable and productive work environment for our employees. As provided in provincial legislation, smoking is not permitted in the workplace.</p> <p>Smokers are encouraged to investigate programs and services available through their local health providers, hospitals, and the Heart and Stroke Foundation. They may include but are not limited to counseling programs and nicotine replacement therapy.</p> <p>6.3.2 Substance Abuse</p> <p>RRCA recognizes that substance abuse is a danger to the health and safety of its employees and the public. Employees under the influence of drugs or alcohol at work and employees who report to work under the influence of drugs or alcohol will be subject to disciplinary action up to and including dismissal.</p>		Removed from employee manual. A separate Alcohol & Drug Policy will be created.				
7.1 Vacation	Updated	<p>Vacation leave is calculated by calendar year and is pro-rated in the first and last years of employment with the Raisin Region Conservation Authority. All permanent full-time active employees are eligible for the following vacation days:</p> <table border="1" data-bbox="770 1780 1703 1836"> <tr> <td>1 year to less than 3 years</td> <td>2 weeks vacation</td> </tr> </table>	1 year to less than 3 years	2 weeks vacation	<p>Vacation entitlements are calculated by calendar year and are pro-rated in the first and last years of employment with the Raisin Region Conservation Authority. Unless their employment contract provides for greater vacation entitlements, all permanent full-time active employees are eligible for the following vacation days:</p> <table border="1" data-bbox="1734 1780 2728 1836"> <tr> <td>1 year to less than 5 years</td> <td>3 weeks vacation</td> </tr> </table>	1 year to less than 5 years	3 weeks vacation	Minimum vacation entitlement adjusted from 2 weeks to 3 weeks.
1 year to less than 3 years	2 weeks vacation							
1 year to less than 5 years	3 weeks vacation							

		<table border="1"> <tr> <td>3 years to less than 10 years</td> <td>3 weeks vacation</td> </tr> <tr> <td>10 years to less than 15 years</td> <td>4 weeks vacation</td> </tr> <tr> <td>15 years to less than 20 years</td> <td>5 weeks vacation</td> </tr> <tr> <td>20 years and more</td> <td>6 weeks vacation</td> </tr> </table>	3 years to less than 10 years	3 weeks vacation	10 years to less than 15 years	4 weeks vacation	15 years to less than 20 years	5 weeks vacation	20 years and more	6 weeks vacation		<table border="1"> <tr> <td>5 years to less than 15 years</td> <td>4 weeks vacation</td> </tr> <tr> <td>15 years to less than 20 years</td> <td>5 weeks vacation</td> </tr> <tr> <td>20 years and more</td> <td>6 weeks vacation</td> </tr> </table>	5 years to less than 15 years	4 weeks vacation	15 years to less than 20 years	5 weeks vacation	20 years and more	6 weeks vacation		<p>Clarified anniversary pro-rating.</p>
3 years to less than 10 years	3 weeks vacation																			
10 years to less than 15 years	4 weeks vacation																			
15 years to less than 20 years	5 weeks vacation																			
20 years and more	6 weeks vacation																			
5 years to less than 15 years	4 weeks vacation																			
15 years to less than 20 years	5 weeks vacation																			
20 years and more	6 weeks vacation																			
7.2 Public Holidays	Updated	<p>The adjustment for the additional vacation days will be made on January 1st of the above noted anniversary year and will be pro-rated for that year.</p> <p>All short-term and long-term contract employees are entitled to vacation pay or time as outlined in their individual contracts. If there is no language to guide the award of vacation time, the employee will be paid the appropriate percentage of their pay with each paycheque in line with the years of service outlined above.</p> <p>At time of hire, if a new employee brings considerable experience, they may negotiate vacation allotment. In this case, the General Manager will approve vacation allotment.</p> <p>If a paid holiday falls or is observed during your vacation period, you will be allowed an additional vacation day with pay at a time mutually agreed upon between you and your supervisor.</p> <p>If a brief illness occurs during the vacation period, it is not considered sick leave.</p> <p>RRCA believes that vacation is an important component of its employees' health and wellness program and that vacation should be taken in a timely manner. Employees are permitted to carry unused vacation credits to the following calendar year to a maximum of 5 days. Under special circumstances, the General Manager may allow additional days to be transferred if requested.</p> <p>Every effort will be made to grant your vacation at the time you desire. To ensure smooth departmental operations, requests for vacation must be approved by your supervisor and the General Manager in advance. If any conflict arises in requests for vacation time, the matter will be resolved at the discretion of the supervisor or the General Manager and would normally be decided by seniority.</p>	<p>The adjustment for the additional vacation days will be made on January 1st of the above noted anniversary year.</p> <p>All short-term and long-term contract employees will be entitled to the vacation entitlements as outlined in their individual contracts. Where the employee is not entitled to vacation time, the employee will be paid the appropriate percentage of their vacation pay with each paycheque in line with the years of service outlined above.</p> <p>If a public holiday falls or is observed during your vacation period, you will be given a substitute day off in accordance with the Ontario Employment Standard Act, 2000</p> <p>RRCA believes that vacation is an important component of its employees' health and wellness program and that vacation should be taken in a timely manner. All employees must take their minimum Ontario Employment Standards Act, 2000, entitlement to vacation each year. Employees may only carry forward any additional vacation to the next vacation year, to a maximum of 5 days, with written approval by the RRCA.</p> <p>Any additional vacation accumulated above an employee's Ontario Employment Standards Act, 2000, minimum entitlements but not taken or carried forward in accordance with this paragraph and RRCA Policy will be forfeit or may be paid out. Under special circumstances, the General Manager may allow additional days to be transferred if requested.</p> <p>To ensure smooth departmental operations, requests for vacation must be approved by your supervisor and the General Manager in advance. If any conflict arises in requests for vacation time, the matter will be resolved at the discretion of the supervisor or the General Manager and would normally be decided by seniority and/or operational needs.</p>	<p>Public holiday pay shall be calculated in accordance with and subject to the qualifying terms and conditions contained in the Ontario Employment Standards Act, 2000. All employees will qualify for public holiday pay in accordance with the Ontario Employment Standards Act, 2000.</p> <p>Where a statutory holiday falls within your regular vacation time, you will be given a substitute day off in accordance with the Ontario Employment Standards Act, 2000.</p>	<p>Modernized wording for clarity and current standards</p>															

		<p>Where a statutory holiday falls within your regular vacation time, you will be permitted to take an extra day of vacation.</p> <p>Holidays must be reported on attendance and work records.</p> <p>If you are requested to work on a holiday, you will receive your regular salary for the day worked and you are entitled to take a substitute day off with regular pay.</p> <p>Vacation days or leave without pay may be taken to observe religious holidays with ten (10) days prior notice.</p> <p>If any of the holidays described fall on a Saturday or Sunday, the Monday following will be designated as the day in lieu.</p> <p style="text-align: center;"><u>Designated Holidays</u></p> <ol style="list-style-type: none"> 1. New Year's Day 2. Family Day 3. Good Friday 4. Easter Monday 5. Victoria Day 6. Canada Day 7. Civic Holiday (August) 8. Labour Day 9. Remembrance Day 10. Thanksgiving Day 11. Christmas Day 12. Boxing Day <p>The RRCA office and field operations shall remain closed from December 25 to January 1 inclusive. Employees will receive paid compensation for this closure period.</p>	<p>Holidays must be reported on attendance and work records.</p> <p>If you are requested to work on a holiday, you will receive your regular salary for the day worked and you are entitled to take a substitute day off with regular pay. Other holidays may be granted at the sole discretion of the RRCA, but do not constitute a basis for repetition every year.</p> <p>If any of the holidays described fall on a Saturday or Sunday, the Monday following will be designated as the day in lieu. RRCA recognizes the following public holiday days:</p> <ol style="list-style-type: none"> 1. New Year's Day 2. Family Day 3. Good Friday 4. Victoria Day 5. Canada Day 6. Labour Day 7. Thanksgiving Day 8. Christmas Day 9. Boxing Day <p>RRCA also offers the three (3) following additional holiday days:</p> <ol style="list-style-type: none"> 1. Easter Monday 2. Civic Holiday 3. Remembrance Day <p>The RRCA office and field operations shall remain closed from December 25 to January 1 inclusive. Employees will receive paid compensation for this closure period.</p>	
8.1 Attendance Policy	Updated	<p>The effective operation of the Raisin Region Conservation Authority depends to a large extent on a sustained safe and productive effort from all employees. The commitment of each and every employee to this effort is demonstrated in large part by their attendance. Since we work in a team environment, unscheduled absences from work inhibit progress and our ability to successfully meet day-to-day obligations.</p> <p>To maintain high levels of performance, RRCA is committed to promote and maintain high standards of attendance. The following basic responsibilities are fundamental to ensuring day-to-day effectiveness.</p> <p>As an employee, you are responsible to:</p> <ul style="list-style-type: none"> • Be at work on time unless for reasonable and unavoidable causes. • Make every effort to live and work safely by following the proper safety rules and procedures and by practicing accident prevention. • Notify your supervisor as far in advance as possible of any absence from 	<p>Regular attendance at work is a fundamental aspect of a successful and harmonious work environment. It contributes to the well-being of employees, fosters a positive workplace culture, and ultimately enhances the overall efficiency and effectiveness of the RRCA. Since we work in a team environment, unscheduled absences from work inhibit progress and our ability to successfully meet day-to-day obligations.</p> <p>The purpose of this policy is to establish, for each employee, the requirement that they work all scheduled hours as deemed necessary by their position to promote the efficient operation of the RRCA and minimize unscheduled absences.</p> <p>As an employee, you are responsible for:</p> <ul style="list-style-type: none"> • Maintaining an acceptable level of attendance. • Notifying your supervisor as far in advance as possible of any absence from work and provide, as required, the appropriate documentation to support the absence and/or fitness to return to work. 	Modernized language for clarity and current standards.

		<p>work and to provide, as required, the appropriate documentation to support the absence and/or fitness to return to work.</p> <ul style="list-style-type: none"> Attend to personal affairs and obligations outside of working hours. Avoid allowing minor ailments and inconveniences to prevent attendance at work. Provide RRCA with sufficient information to enable reasonable forms of accommodation. <p>As an employer, we will keep attendance records. Should an employee's record of absenteeism or lateness reflect excessive usage or patterns of absenteeism, interviews will be held with the affected employee. The purpose of the interview is to:</p> <ul style="list-style-type: none"> Inform the employee that their absence or lateness record is not acceptable. Inform the employee of the effect these absences or lateness have on the organization. Inquire whether we can provide assistance (i.e. counseling or other accommodation). Remind the employee of the expectations regarding attendance. Inform the employee that they are required to take measures to improve their attendance, that their attendance will continue to be monitored and that a review will be conducted at a future specified date. Inform the employee that in the absence of improvement the employee's employment may be terminated. Provide employee with a letter confirming the interview and points discussed as set out above. <p>RRCA is aware that emergencies, family member illness or pressing personal business that cannot be taken care of outside your work hours may arise. RRCA will allow the conversion of up to 2 days of paid sick leave as personal leave to accommodate items such as emergencies, family member illness or pressing personal business with prior approval of the General Manager. Any additional time required to deal with personal issues should be taken as time in lieu, flex time, or vacation.</p> <p>Absence from work for five (5) consecutive days without notifying your supervisor or the General Manager will be considered a voluntary resignation.</p>	<ul style="list-style-type: none"> To the extent possible, attending to personal affairs and obligations outside of working hours. Providing RRCA with sufficient information to enable reasonable forms of accommodation. <p>As an employer, we will keep attendance records. Should an employee's non-disability related record of absenteeism or lateness reflect excessive usage or patterns of absenteeism, interviews may be held with the affected employee. The purpose of the interview is to:</p> <ul style="list-style-type: none"> Inform the employee that their absence or lateness record is not acceptable. Inform the employee of the effect these absences or lateness have on the organization. Inquire whether we can provide assistance (i.e. counseling or other accommodation). Remind the employee of the expectations regarding attendance. Inform the employee that they are required to take measures to improve their attendance, that their attendance will continue to be monitored and that a review will be conducted at a future specified date. Inform the employee that in the absence of improvement the employee's employment may be terminated. Provide the employee with a letter confirming the interview and points discussed as set out above. <p>Absences without an excuse will not be tolerated and are subject to progressive discipline, in accordance with RRCA policies and procedures*. Any employee who remains absent for more than five (5) consecutive business days, without excuse or authorization, may be terminated or may be considered as having abandoned and resigned from their position.</p> <p>**Progressive discipline will not be applicable to an occurrence, and no corrective action step will be taken until after a careful review of the employee's individual circumstances by the RRCA. The employee will be asked to confirm that their occurrences are not disability-related, family status-related, or otherwise related to a ground protected by the <i>Human Rights Code</i>. The RRCA will apply its discretion to discuss accommodation and support measures, instead of corrective action, as appropriate.</p>	
8.2 Sick Leave/Long Term Disability	Updated	<p>The Raisin Region Conservation Authority self-insures short term sick leave. To qualify for short-term sick leave you must be a full-time permanent employee of RRCA who is actively working.</p> <p>Contract employees may be eligible for sick leave, as outlined in their individual contracts.</p> <p>Employees are eligible for a maximum of 12 working days of sick leave at 100% pay per calendar year. These credits shall not be cumulative. Employees terminating their services in any year shall not be credited for any unused portion of sick leave credits.</p>	<p>The Raisin Region Conservation Authority self-insures short term sick leave. To qualify for short-term sick leave, you must be a full-time permanent employee of RRCA who is actively working.</p> <p>Contract employees may be eligible for paid sick leave, as outlined in their individual contracts. As per the <i>Employment Standards Act, 2000</i>, all employees are entitled to 3 days of unpaid sick leave per year after working for 2 consecutive weeks.</p> <p>Employees are eligible for a maximum of 12 working days of sick leave at 100% pay per calendar year. These credits shall not be cumulative. Employees terminating</p>	Modernized wording for clarity and current standards.

		<p>When sick leave credits have expired, our Short-Term Disability Insurance provides 75% of pay for a maximum of 93 days per calendar year. In addition, unused vacation credits may be used at the rate of one-quarter (1/4) day for each day used under the Short-Term Disability program to supplement salary to 100%. After a total of one hundred and five (105) days on sick leave, the employee is eligible for long term disability, as described in our Long-Term Disability Insurance Policy. Health and dental benefits will be provided, while on long term disability, for a minimum of two years and up to a maximum equivalent to the years of service as a permanent employee.</p> <p>You should also be aware that salary continuation benefits may be available under Employment Insurance in the event you may experience a loss of pay while on sick leave.</p> <p>If you are absent from work due to illness, it is your responsibility to notify both your supervisor and the receptionist as soon as possible, and prior to your normal start time. If necessary, you should also change your voicemail to indicate you are not in the office.</p> <p>The General Manager may approve the use of sick leave to attend medical appointments. You must seek prior approval from the General Manager if you wish to access this option.</p> <p>If you are absent because of illness for three (3) or more consecutive days, the General Manager may request written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation. Medical documentation may be requested by RRCA or by its insurance carriers, or the Employment Insurance Commission. RRCA reserves the right to require independent medical certification of an employee's inability to work based on a medical exam by a physician chosen by and paid for by RRCA.</p> <p>Sick leave benefits will cease if you refuse to present an acceptable medical certificate or refuse to engage in, continue or return to work when it is considered appropriate by the RRCA's medical advisor.</p> <p>Short term sick leave ends when long term disability starts.</p> <p>The short-term sick leave policy may not apply if short term sick leave is required as a result of self-inflicted injury; elective cosmetic surgery; illness or injury incurred while in the act of committing a felony; or injuries or illnesses commencing during a leave of absence or layoff. RRCA will consider what options are available and will deal with each situation on a case by case basis.</p>	<p>their services in any year shall not be credited for any unused portion of sick leave credits.</p> <p>When sick leave credits have expired, the employee may be eligible to apply for our Short-Term Disability Insurance. Short-Term Disability Insurance is intended for serious medical conditions that prevent you from working for an extended period, such as surgery recovery, major illness, injury, etc.) and would require medical confirmation from a doctor. Short-Term Disability is not designed for occasional minor illnesses like colds or flu.</p> <p>The RRCA's Short-Term Disability provides 75% of pay for a maximum of 93 days per calendar year. In addition, unused vacation credits may be used at the rate of one-quarter (1/4) day for each day used under the Short-Term Disability program to supplement salary to 100%. After a total of one hundred and five (105) calendar days on sick leave, the employee is eligible for long-term disability, as described in our Long-Term Disability Insurance Policy. Health and dental benefits will be provided, while on long-term disability, for a minimum of two years and up to a maximum equivalent to the years of service as a permanent employee.</p> <p>You should also be aware that salary continuation benefits may be available under Employment Insurance in the event you may experience a loss of pay while on sick leave.</p> <p>If you are absent from work due to illness, it is your responsibility to notify both your supervisor and the front reception staff as soon as possible, and prior to your normal start time.</p> <p>The General Manager may approve the use of sick leave to attend medical appointments. You must seek prior approval from the General Manager if you wish to access this option.</p> <p>If you are absent because of illness for three (3) or more consecutive days, the General Manager may request written documentation from a health care practitioner. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.</p> <p>Sick leave benefits will cease if you refuse to present an acceptable medical certificate or refuse to engage in, continue or return to work when it is considered appropriate by the RRCA.</p> <p>Short term sick leave ends when long term disability starts.</p>	
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8.3 Medical Leave	Removed	<p>In accordance with statutory requirements, employees are eligible to take unpaid family medical leave to tend to family members who are at a high risk of death within the next 26 weeks. This medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.</p> <p>Based on current legislation, the maximum total duration of leave is 8 weeks. An employee would return to the same position or a comparable one after the leave. In addition, you would continue to participate in employer-sponsored benefits during the leave, subject to continuation of employee contributions.</p> <p>Family Medical Leave is available to you whether you apply for federal Employment Insurance compassionate care benefits or not. Normally, employees would take a leave without pay and apply for Employment Insurance.</p> <p>All employees, whether full-time or part-time, permanent, or temporary, who are covered by the Employment Standards Act are entitled to Family Medical Leave.</p> <p>The specified family members for whom a Family Medical Leave may be taken are:</p> <ul style="list-style-type: none"> • The employee’s spouse (including same-sex spouse) • A parent, step-parent or foster parent of the employee • A child, step-child or foster child of the employee or the employee’s spouse. 		Removed as it falls under the added item of “Other Leaves” which addresses ESA leaves.
8.4 Worker’s Compensation	Removed	<p>In the event of a job-related injury or occupational illness that results in medical care or loss of work time, an employee must file a report with the Workers’ Safety Insurance Board within three days of learning of the illness or injury. Prior to being sent to the Workers’ Safety Insurance Board, the report will be provided to the Secretary-Treasurer.</p> <p>A regular employee, off duty as a result of an accident or occupational illness incurred in the performance of his/her duties, shall be entitled to all benefits to the extent required by the Workers’ Compensation Act.</p> <p>The employee will also continue to accumulate sick leave and vacation credits during the period of time that he/she is off duty due to a work-related injury or occupational illness.</p> <p>A casual, contract or special employment program employee, off duty as a result of an accident or occupational illness incurred in the performance of his/her duties, shall be entitled to all benefits provided by the Workers’ Compensation Act.</p>		Removed. Would fall under Health and Safety.
8.5 Pregnancy/Parental Leave	Removed	<p>In accordance with current legislation, all employees who are hired thirteen weeks before the expected date of birth of their baby are entitled to an unpaid leave of absence. The maximum duration of leave is seventeen weeks of pregnancy leave and thirty-seven weeks of parental leave. A maximum of</p>		Removed as it falls under the added item of “Other Leaves”

		<p>thirty-five weeks of parental leave is available if you have already taken seventeen weeks of pregnancy leave.</p> <p>Parental leave is available to any employee who is a parent and has been employed by Raisin Region Conservation for at least 13 weeks before the birth of the child or thirteen weeks before the child came into the parent’s custody, care and control for the first time.</p> <p>You must give two weeks’ written notice to your supervisor indicating the starting date for your pregnancy leave, together with a valid medical certificate from your treating physician stating the estimated date of delivery.</p> <p>When you return from pregnancy or parental leave, you are entitled to return to your previous position or to a position comparable to the one you left if your previous position no longer exists. If your previous position is declared redundant due to business reasons unrelated to your pregnancy or parental leave, Raisin Region Conservation’s termination and severance policies will apply, and they will be discussed with you on the date of your return to work.</p> <p>Employees on parental leave will continue to accumulate service credits, vacation credits and short-term disability credits (if applicable).</p> <p>Any wage or benefit increase that you would have received if not on leave will be made effective the first day you return from the leave.</p> <p>Four weeks prior to the end of the leave, you must notify your supervisor in writing of your return date.</p> <p>You may be entitled to the Employment Insurance (EI) pregnancy and parental benefits according to EI rules and regulations. For detailed information regarding employment insurance please check the federal government’s website.</p>		<p>which addresses ESA leaves</p>
<p>8.6.1 Immediate Family (Bereavement Leave)</p>	<p>Updated</p>	<p>When a member of the employee’s immediate family dies, the employee will be provided up to three days’ bereavement leave with pay. At the request of the employee, one of the days may be taken at a later date in order to administer financial arrangements of the deceased, as required. Immediate family is defined as:</p> <ul style="list-style-type: none"> • spouse (married or common-law) • child (including step-child) • sister and brother • mother and father (including step-parent) • mother-in-law and father-in-law • brother-in-law and sister-in-law • son-in-law and daughter-in-law • grandparent 	<p>In the event of the death of an employee’s immediate family member, the employee may be granted up to three consecutive days of bereavement leave with pay. At the request of the employee, one of the days may be taken at a later date to administer financial arrangements of the deceased, as required. Immediate family is defined as:</p> <ul style="list-style-type: none"> • spouse (married or common-law) • child (including stepchild) • sister and brother • mother and father (including stepparent) • mother-in-law and father-in-law • brother-in-law and sister-in-law • son-in-law and daughter-in-law • grandparent (step-grandparent) 	<p>Modernized wording for clarity and current standards.</p>

		<p>The General Manager may approve an additional 2 days for travel time to the funeral of an immediate family member listed above if the travel distance is greater than 150 kilometres.</p> <p>If an employee is on vacation leave at the time of the death, the employee should ensure his/her leave and attendance record is amended to reflect the bereavement leave and that vacation credits are not deducted.</p> <p>When a death occurs in any other relationship, such as a close friend, a vacation day, or a day without pay should be taken.</p> <p>Requests for bereavement leave should be made to your supervisor.</p>	<p>Upon request, additional days may be granted at the discretion of the General Manager for travel time to the funeral of an immediate family member listed above if the travel distance is greater than 150 kilometers.</p> <p>If an employee is on vacation leave at the time of the death, the employee should ensure his/her leave and attendance record is amended to reflect the bereavement leave and that vacation credits are not deducted.</p> <p>Requests for bereavement leave should be made to your supervisor.</p>	
8.8 Unpaid Personal Leave of Absence	Updated	<p>In very special circumstances, the Raisin Region Conservation Authority may grant leave without pay for personal reasons, for example, education. You should request an unpaid personal leave of absence from your supervisor. Your supervisor will submit your request to the General Manager who will discuss it with the Board of Directors.</p> <p>Vacation and other benefits will not accrue while you are on leave. Consult your group insurance booklets to determine your insurance coverage during such a leave of absence. Failure to return to work from a leave of absence at the agreed time will result in termination of employment.</p>	<p>In special circumstances, the Raisin Region Conservation Authority may grant leave without pay for personal reasons at the discretion of the Board of Directors. Such discretion will be exercised reasonably by the RRCA on a case-by-case basis in accordance with its established guidelines and procedures for personal leaves of absences.</p> <p>You should submit request for an unpaid personal leave of absence in writing, if possible, to the General Manager. The written request will indicate the date upon which you wish to begin your leave and the date when you will return to work.</p> <p>Vacation and other benefits will not accrue while you are on leave, except as may be required by the Ontario <i>Employment Standards Act, 2000</i>. Consult your group insurance booklets to determine your insurance coverage during such a leave of absence.</p>	Modernized wording for clarity and current standards.
8.9 Insurance Coverage and Leave of Absence	Removed	<p>With the exception of Long-Term Disability Leave, and Pregnancy/Parental Leave, while you are on unpaid leave of absence from the Raisin Region Conservation Authority, you may not be eligible for benefits. Each request will be dealt with individually by the insurance carrier. To the extent that insurance carriers will continue coverage, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.</p>		Not relevant for employee manual
8.10 Elections	Updated	<p>We encourage you to exercise your voting privilege in local, provincial and federal elections. Since the polls are open for long periods, you are encouraged to vote before or after regular working hours.</p> <p>By law, employees who qualify to vote must be given three (3) consecutive hours to do so during polling hours. If an employee's hours of work do not allow for three consecutive hours, then he or she will be given enough time to equal that amount. For example, if your work day ends at 5:00 p.m. and the polling station closes at 8:00 p.m., this is sufficient time to vote.</p>	<p>In accordance with applicable legislation, employees who qualify to vote are entitled to three (3) consecutive hours to do so during polling hours. Time off for voting shall be granted at the time of day that best suits the efficient operation of the RRCA.</p>	Updated to current standards

7.7 Other Leaves	Added		Employees are entitled to all other leaves protected by the Ontario <i>Employment Standards Act, 2000</i> , as amended, in accordance with the qualifying terms and conditions of the Ontario <i>Employment Standards Act, 2000</i> , as amended.	Added section for clarity and current standards.
9.2 Employee Behaviour	Removed	<p>The Raisin Region Conservation Authority expects all employees to maintain a level of personal conduct that will not reflect negatively on themselves or on the reputation of RRCA. Employees whose conduct compromises the integrity of RRCA may face disciplinary measures and the possibility of dismissal.</p> <p>RRCA expects all of its employees to be courteous at all times and to convey a friendly, approachable image to suppliers, customers and fellow employees. Whether it is a telephone call or personal meeting, you are a RRCA representative to the person with whom you are conducting business.</p> <p>RRCA does not have an exhaustive list of workplace rules. We have already outlined guidelines for appropriate conduct and attitudes, and expect you to check with your supervisor if you are uncertain about engaging in any activity. In addition, we have considered it helpful to set out defined rules for personal telephone usage, mail, and canvassing at the workplace, as follows:</p> <ul style="list-style-type: none"> • You are encouraged to conduct personal business during your lunch hour. Personal calls should be restricted to local calls, unless you charge long distance calls to your personal number. • Do not use RRCA as a personal mailing address and do not use company letterhead, envelopes, office supplies or postage for personal purposes. • Canvassing and selling of goods on RRCA property is permitted only with management’s approval. Canvassing and soliciting for political or personal support or any such form of activity will not be permitted without the written consent of General Manager. 		Removed as this would be covered under Code of Conduct
9.3 Disciplinary Procedure	Updated	<p>The Raisin Region Conservation Authority strives to create a long-term relationship with its employees. Our primary goal is to provide a positive environment through training, development and strong management that will allow both you and RRCA to achieve excellence. Occasionally, an employee does not conform to this purpose. To that end, we have developed fair and constructive disciplinary procedures that we feel encourage improved performance in the workplace.</p> <p>The authority to discipline is entrusted to immediate supervisors and the General Manager. Discipline is intended to be constructive in correcting an employee’s unacceptable conduct or habits. The supervisor will identify promptly and positively that a deficiency exists in performance or conduct. He or she will then investigate and obtain all pertinent facts concerning the deficiency before disciplinary action is taken. The individual will be informed of the problem and given a chance to discuss it with his or her supervisor.</p>	<p>The Raisin Region Conservation Authority strives to create a long-term relationship with its employees. Our primary goal is to provide a positive environment through training, development and strong management that will allow both you and RRCA to achieve excellence. Occasionally, an employee does not conform to this purpose. To that end, we have developed fair and constructive disciplinary procedures that we feel encourage improved performance in the workplace.</p> <p>Discipline is intended to be constructive in correcting an employee’s unacceptable conduct or habits. The supervisor will identify promptly that a deficiency exists in the employee’s conduct. They will then investigate and obtain all pertinent facts concerning the deficiency before disciplinary action is taken. Depending on the severity of the problem and its history, one of several actions might be taken:</p> <ul style="list-style-type: none"> * Verbal reprimand * Written reprimand * Dismissal 	Modernized wording for clarity and current standards

		<p>Depending on the severity of the problem and its history, one of several actions might be taken:</p> <ul style="list-style-type: none"> * Verbal reprimand * Written reprimand * Suspension (with or without pay) * Dismissal <p>Acute offences are those that are clearly identifiable and call for immediate reaction. Examples are misappropriation of funds or insubordination. For these, the penalty may be applied without delay, up to and including dismissal. Chronic offences involve a continuing pattern of less serious infractions, such as persistent lateness or substandard work. These offences may be more appropriately handled by working up through the various levels of discipline.</p> <p>Supervisors are authorized to issue verbal and written reprimands. The General Manager is authorized to issue reprimands and suspensions. The decision to dismiss a permanent employee for disciplinary action is made by the Executive Committee.</p> <p>RRCA hopes to provide an opportunity for improvement to any employee whose performance or conduct has created a problem, although we recognize that it may not always be possible to do so.</p> <p>Before dismissing a permanent employee for cause, the General Manager shall hold a hearing with the Executive Committee, at which the permanent employee is entitled to be present and make representation.</p> <p>The employee shall receive no less than 24 hours written notification of date and time of hearing with reasons stated.</p>	<p>RRCA hopes to provide an opportunity for improvement for any employee whose conduct has created a problem, although we recognize that it may not always be possible to do so.</p>	
10.2 Job Posting	Removed	<p>Whenever a position becomes available, the Raisin Region Conservation Authority will first consider whether or not there are suitable internal candidates. Jobs will be awarded based on individual ability and past job performance. By utilizing all opportunities for education and demonstrating superior job performance, you may qualify for a position of greater skill and responsibility. You should be aware that Raisin Region Conservation continuously considers prospective candidates both inside and outside the organization.</p> <p>Although there are no legal requirements to do so, it is our policy to advise all employees about opportunities for advancement. Please submit your application for a specific position directly to the General Manager. You should discuss your interest in the job with your supervisor, although you are not required to do so in order to apply.</p> <p>Applicants for employment with the Raisin Region Conservation Authority who are relatives or close friends of any Employee or Board Member of the</p>		Removed from employee manual as it is more procedural in nature. Will be added to HR SOP

		Authority will receive neither greater than, nor less than, an equal opportunity for employment to that of any other applicant. Employees shall advise the General Manager of any situation that would place the Employee in a supervisory position over a member of the Employee's immediate family (parent, sibling, child, spouse, including common-law spouse).		
11. Termination	Removed	<p>Your employment with the Raisin Region Conservation Authority may terminate at any time at the request of either yourself or RRCA. We will do our utmost to treat employees with dignity. Termination may take place in one of several different ways:</p> <p>11.1 Resignation</p> <p>In the event that you wish to terminate your employment, you are required to give your supervisor written notice. A minimum of two weeks' notice of resignation is required, although greater notice would be appreciated. Senior Managers and the General Manager shall give four weeks' notice to the Executive Committee. You will receive all accumulated vacation and overtime pay with your last pay cheque.</p> <p>An employee who is absent from work for five (5) consecutive working days without notice may, in writing, be declared to have abandoned their position and cease to be an employee of the Raisin Region Conservation Authority.</p> <p>11.2 Termination for Cause</p> <p>If your supervisor feels that your performance is seriously lacking in some area, he or she will make the problem clearly known to you and discuss how your performance could be improved. If, after clear warnings and a reasonable period of time, you have not been able to improve, your supervisor may decide to terminate your employment. Upon termination you are entitled to all salary and vacation pay owing. Depending upon the situation, you may be given pay in lieu of notice at the Raisin Region Conservation Authority's discretion and/or severance pay as required by legislation.</p> <p>In certain cases of serious misconduct including theft, insubordination or neglect of duty, no warnings are needed before termination, and you will not be given any pay in lieu of notice or severance pay. Termination for cause may also occur for non-compliance with the rules of conduct set out in this Manual.</p> <p>11.3 Termination Without Cause</p> <p>It may become necessary to terminate your employment if your position with the Raisin Region Conservation Authority is eliminated through funding cuts, restructuring, workforce reduction or permanent market changes. Whenever possible, RRCA will attempt to find alternative employment for you within the organization. You will be given notice of termination as required by law and may be given the option of working through the notice period. Depending upon the situation, you may be given pay in lieu of notice at RRCA's discretion and/or severance pay as required by legislation. Upon termination you are entitled to all salary and vacation pay owing.</p>		Removed from employee manual. Will be added to HR SOP for inclusion in employee contracts.

		<p>11.4 Temporary Lay-off</p> <p>Where the complement of staff must be reduced temporarily for economic or business reasons, this will be accomplished, wherever possible, through attrition. Where attrition is not a viable method for reducing the workforce, selected employees may be laid off temporarily. Operational requirements and the length of employment service will be important considerations in this decision.</p> <p>In accordance with current legislation, as soon as business conditions permit, you will be recalled. You will be recalled for a position if you are qualified to perform the duties of the position, and it does not constitute a promotion. You are required to keep the Raisin Region Conservation Authority informed of your current address. You will be given notice of your recall by mail and you will be expected to return to work within ten business days of your recall. If you do not, you will be deemed to have terminated your employment.</p> <p>While on temporary lay-off all benefits and service credits are suspended.</p> <p>11.5 Permanent Lay-off</p> <p>Where the complement of staff must be reduced permanently for economic or business reasons, this will be accomplished, wherever possible, through attrition. Where attrition is not a viable method for reducing the workforce, selected employees may be laid off permanently. Affected staff will be given as much notice as possible and may be eligible for pay in lieu of notice as required by legislation.</p>		
12.1 Personal Protective Equipment	Updated	<p>All personal protective equipment will be supplied by the Raisin Region Conservation Authority at no cost to you. For example, the following are considered personal protective equipment, safety helmets, goggles, and hearing protection. Please refer to the Health and Safety Manual for more information.</p> <p>Uniforms may be required in specific program areas. Uniform policies including the type of uniform and the cost sharing arrangements will be determined by program supervisors and approved by the General Manager</p> <p>Subject to approval by the General Manager, the RRCA shall pay a maximum of \$200.00 for the cost of one pair of approved safety boots annually, if needed, for permanent field staff and every three years, if needed, for other staff requiring them for their work.</p>	<p>All personal protective equipment will be supplied by the Raisin Region Conservation Authority at no cost to you. For example, this may include safety helmets, goggles, and hearing protection. Please refer to the Health and Safety Manual for more information.</p> <p>The RRCA will reimburse up to \$200 annually for one pair of approved safety boots for permanent field staff, when required. All other employees who require safety boots for their work are eligible for reimbursement of up to \$200 once every three years.</p> <p>10.1.1 Uniforms</p> <p>Specific program areas may require employees to wear uniforms. Uniform requirements, including style and associated guidelines, will be set by program supervisors and approved by the General Manager. The RRCA will cover 100% of the cost of all required uniforms.</p> <p>Employees will receive an annual allowance of up to \$150.00 to purchase RRCA-approved corporate apparel. Staff are encouraged to wear this apparel when attending functions, meetings, or events where they are representing the RRCA.</p>	Modernized language for clarity and current allowance.

12.2 Travel	Updated	Expenses which will be reimbursed include: 1. Mileage rate for the use of privately owned vehicles equal to the rate approved by management. Mileage is calculated from the base of operations to the location and return including any local travel at the location. The base of operations is designated by the General Manager.	Expenses which may be reimbursed include: 1. Mileage rate for the use of privately owned vehicles equal to the rate approved annually by the Canada Revenue Agency. Mileage is calculated from the base of operations to the location and return including any local travel at the location. The base of operations is designated by the General Manager.	Updated for clarity and consistency
12.3.1 Driver Responsibility (Vehicle Usage)	Updated	13. Personal use of Authority vehicles must be approved by the General Manager prior to use	13. Personal use of RRCA vehicles is not permitted.	
12.5 Theft	Removed	<p>The Raisin Region Conservation Authority has zero tolerance for theft!</p> <p>Although taking small items off RRCA property may seem inconsequential, the cumulative effect can be very large. Losses from theft impact our ability to increase salaries and can jeopardize the viability of the organization.</p> <p>Property theft may result in grounds for immediate termination. We consider property theft to be the unauthorized use of company services or facilities or the taking of any company property for personal use. The following list of examples is not all-inclusive, but provides illustration of several activities that are unacceptable:</p> <ul style="list-style-type: none"> • Use of company copy machines for personal use. If you wish to regularly use a company copier for personal use, ensure that you are invoiced for the number of personal copies. Failure to do so is a form of property theft. • Use of computers. RRCA’s personal computers (office computers or laptops) are to be used exclusively for business purposes unless you receive permission from your supervisor. Permission may be given for the use of personal computers during non-business hours for word processing, and so on. Personal software must not be installed on company computers. • Taking company property. No item purchased or supplied by RRCA should ever be removed from company premises without express authorization of your immediate supervisor. <p>12.5.1 Illegal Duplication of Computer Software</p> <p>RRCA does not condone the illegal duplication of software. The copyright law is clear. “It is illegal to make or distribute copies of copyrighted material without authorization.” The only exception is the user’s right to make a backup copy for archival purposes.</p> <ul style="list-style-type: none"> • The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. 		Removed as it is covered under Code of Conduct



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 www.rrca.on.ca

To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 25, 2026
Subject: Strategic Action Plan Item 1.3 a) Update – Lakeview Marsh

RECOMMENDATION:

THAT the Board of Directors approve the designation of the properties commonly known as Lakeview Marsh (roll numbers 040600100722022, 040600100722040, and 040600100722050) as a Conservation Area under active restoration;

AND FURTHER THAT a long-term master plan for the Lakeview Marsh Conservation Area be developed following completion of site restoration activities and public consultation;

AND FURTHER THAT the Board of Directors direct staff to engage with partners regarding property restoration plans and to collaborate on the official naming of the Conservation Area.

BACKGROUND:

The 2025–2028 Raisin Region Conservation Authority (RRCA) Strategic Action Plan identifies the need to connect people with nature through positive outdoor experiences. In support of this objective, Action Item 1.3(a) directs staff to “complete a business case with location options, timelines, and costing for the creation of a new Conservation Area.”

At the October Board meeting, staff and the Board reviewed the RRCA’s land holdings using the criteria outlined in the RRCA Conservation Areas Strategy (2024) to determine suitability for Conservation Area designation. These criteria include natural heritage value, social and recreational value, geographic location, economic feasibility, and community support.

After assessing available locations, the Board directed staff to prepare a business case for establishing a new Conservation Area at the RRCA-owned property known as Lakeview Marsh.

DISCUSSION:

The Township of South Stormont recently donated approximately 100 acres of wetland and forest to the RRCA with the intention that the property become the municipality’s first Conservation Area. Located just north of Guindon Park, the site commonly known as Lakeview Marsh contains a main path (the former spur line) as well as several unmaintained trails. The surrounding landscape includes a mix of industrial, residential, and railway uses, and the property is frequented by a variety of recreational user groups.

Over the past decade, staff and community members have observed a decline in local biodiversity. This decline appears to be linked to the spread of invasive species such as European buckthorn and invasive phragmites, as well as alterations to site hydrology. As a result, significant ecological restoration is required as part of the property's early development.

Given the required restoration, staff determined that developing a traditional business case at this time would not produce meaningful design or cost information. Many of the future opportunities, constraints, and potential amenities will depend on the outcomes of ecological restoration, hydrological assessment, and partner engagement. For this reason, staff recommend a modified two-phase process that begins with site restoration, followed by a comprehensive master planning exercise once baseline ecological conditions have been improved.

- **Phase 1 – Conservation Area Under Active Restoration (Short Term)**

Focus: Restoration, engagement, and initial communications

- Partner engagement
- Naming of Conservation Area
- Communications, including temporary signage and updates to the RRCA website
- Restoration priorities: invasive species management, wetland hydrology assessment, and general site clean-up

- **Phase 2 – Conservation Area Master Planning (Long Term)**

Focus: Design, public input, and future amenities

- Development of a comprehensive Conservation Area Master Plan, including proposed trail systems and potential amenities, supported by economic analysis
- Public consultation and interest-holder engagement to inform the long-term vision

This adapted approach remains consistent with the intent of the Strategic Action Plan to advance the creation of a new Conservation Area while recognizing the unique environmental needs of the Lakeview Marsh property.

Funding for the establishment of this new Conservation Area is included in the approved 2026 Budget. This investment confirms the RRCA's commitment to advancing the project and positions the organization to pursue additional funding opportunities to support restoration and long-term development.

In 2026, staff will focus on Phase 1 of the Conservation Area development:

- March-May: Partner engagement
- May: Initiate restoration priorities (funding secured for invasive species management; staff will actively pursue additional funding opportunities)
- June: Seek Board approval on official naming of the Conservation Area
- July-August: Installation of signage and RRCA website updates

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation and Healthy Living

1.3 Connecting people with nature through positive outdoor experiences.

- a) Complete a business case – with location options, timelines, and costing – for the creation of a new Conservation Area.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



Raisin Region Conservation Authority

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Tel: 613-938-3611 www.rrca.on.ca

To: Board of Directors
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: February 26, 2026
Subject: Grant Submissions

RECOMMENDATION:

THAT the Board of Directors retroactively approve requesting \$6,100 from various local businesses to support the 2026 Raisin River Canoe Race;

AND FURTHER THAT the Board of Directors retroactively approve requesting \$2,875 from Nature Canada to support bird stewardship initiatives on City of Cornwall and school properties in partnership with Bird Friendly Cornwall;

AND FURTHER THAT the Board of Directors approve requesting \$3,000 from Nature Canada to support Cooper Marsh Visitors Centre enhancements;

AND FURTHER THAT the Board of Directors approve requesting \$15,000 from the Ontario Ministry of Natural Resources for a flood assessment of the Fly Creek Flood Control catchment area and entering into a funding agreement with the Ministry if the application is approved;

AND FURTHER THAT the Board of Directors approve entering into a Planting Delivery Agent agreement with Forests Canada for the 2025/2026 tree planting season.

BACKGROUND:

To support and enhance the RRCA's programs and services, staff investigate funding and partnership opportunities and submit grant applications. Funding opportunities may be annual grants typically secured by the RRCA or new funding opportunities. When a funder offers a different funding amount than the RRCA's original request, staff will adjust the workplan accordingly prior to accepting the funding.

Below is a summary of the 2026 grant application requests:

- Requested: \$40,675
- Approved: \$0
- Pending: \$40,675
- Not approved: \$0

DISCUSSION:

The following funding opportunities were identified by staff as a potential source of revenue for RRCA programs and projects:

1. Project Title: Raisin River Canoe Race Sponsorships

- **Funder:** Various Local Businesses
- **Request:** \$6,100
- **Summary:** To help maintain low registration fees for participants, the RRCA secures annual sponsorships, including in-kind contributions from community partners. Sponsors are formally recognized through event signage, social media, the RRCA website, the awards banquet, and other promotional opportunities.
- **Submission Deadline:** n/a

2. Project Title: Enhancing Cavity-Nesting Bird Habitat on City of Cornwall and School Properties

- **Funder:** Nature Canada (Bird Friendly City and Town Small Grant – Stream 1)
- **Request:** \$2,875
- **Summary:** On behalf of Bird Friendly Cornwall, the RRCA submitted a funding request to support bird stewardship initiatives on City of Cornwall and Holy Trinity Catholic Secondary School properties. Holy Trinity students will construct and install the bird nest boxes.
- **Submission Deadline:** February 26, 2026

3. Project Title: Cooper Marsh Visitors Centre Enhancements

- **Funder:** Nature Canada (Bird Friendly City and Town Small Grant – Stream 2)
- **Request:** \$3,000
- **Summary:** The funding will support Cooper Marsh Visitors Centre enhancements by treating select windows with a certified decal to reduce bird-glass strikes.
- **Submission Deadline:** March 31, 2026

4. Project Title: Flood Hazard Assessment Update – Fly Creek

- **Funder:** Ontario Ministry of Natural Resources (Federal Flood Hazard Identification and Mapping Program)
- **Request:** \$15,000 (1:1 matching funds required; \$7,500 was included in the 2026 RRCA Budget; matching funds will be requested from the City of Cornwall)
- **Summary:** The funding will support updated flood assessment of Fly Creek Flood Control catchment area. Approximately 25% of the City of Cornwall drains towards the Fly Creek facility – the updated assessment will identify if additional capacity exists within the facility and/or if operational enhancements could accommodate additional inflows.
- **Submission Deadline:** n/a

5. Project Title: Tree Planting Subsidies for Landowners

- **Funder:** Forests Canada
- **Request:** \$62,456 (based on current 2026 tree planting projections)
- **Summary:** The RRCA enters into annual agreements with Forests Canada as a Planting Delivery Agent to offer tree planting subsidies of up to \$2.50/tree to local landowners.
- **Submission Deadline:** n/a

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation & Healthy Living

1. Embracing a science-based approach to watershed management and environmental stewardship.
 - c) Expand involvement in supporting private property ecosystem enhancements.

Goal 1: Environmental Conservation & Healthy Living

- 1.2: Protect from flooding and erosion hazards.

Goal 3: Financial Stability

- 3.2: Diversifying our revenue sources.



Lisa Van De Ligt,
Team Lead, Communications and Stewardship



Raisin Region Conservation Authority

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Tel: 613-938-3611 www.rrca.on.ca

To: Board of Directors
From: Alison McDonald, General Manager
Date: February 25, 2026
Subject: Transition Working Group

RECOMMENDATION:

THAT the Board of Directors approve the Terms of Reference for the Transition Working Group;
AND FURTHER THAT the Board appoint a third Board Member to sit on the Transition Working Group.

BACKGROUND:

Staff have been working on engagement and advocacy around the provincial proposal to consolidate local Conservation Authorities (CAs). This proposed regional consolidation is expected to be enacted through legislation this spring.

The Corporate Services Working Group was formed to advance actions from the 2025 Strategic Action Plan. The working group completed all tasks except for the five-year operating/capital financial plan which was put on hold when the consolidation proposal was released.

To address the current priorities around consolidation, we are proposing a Transition Working Group to help ensure a smooth, legally compliant, efficient, and strategically aligned consolidation process for the Raisin Region Conservation Authority (RRCA).

This group would map out governance structures, develop change management communication, review levies and cost-sharing arrangements, identify opportunities for beneficial regional services, and work with the province as transition plans are provided. The Working Group priorities will be shaped by the details and legislation as they are released. A basic Terms of Reference is attached for approval as required by the Administrative Bylaw.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

4.1: Continuously improving day-to-day operations to become more effective, efficient, and customer focused.

A handwritten signature in black ink that reads "Alison McDonald".

Alison McDonald
General Manager

Terms of Reference for the Transition Working Group

Purpose

The Authority shall temporarily form a Transition Working Group (TWG) to guide and coordinate the planning required to prepare for proposed regional conservation authority consolidation.

The TWG will make recommendations to the Board on the following items:

- Governance and Board Integration Plan – governance structure review, by-law harmonization, and transition governance
- Organizational and Staffing Transition – high-level organizational structure review, change management considerations, and HR policy alignment requirements
- Financial Integration Review – mapping of financial policies, reserves, budgeting approaches, assets and liabilities, and recommended harmonized financial practices
- Program & Service Harmonization Assessment – inventory of levels of service, identification of alignment opportunities, proposed transition priorities, and early recommendations on standardization
- Stakeholder Engagement & Communications – coordinated approach for municipal partners, Indigenous communities, provincial ministries, staff, and the public

The Transition Working Group will be dissolved once these tasks are completed, unless the Board chooses to extend its mandate, add new tasks, or convert it into a permanent committee for the duration of consolidation implementation.

2. Membership

The Transition Working Group shall consist of three Board Members including the Chair and Vice Chair and three staff including the General Manager, Finance Officer, and the Team Lead, Communications and Stewardship.

The General Manager will chair the meetings. The Team Lead, Communications and Stewardship will take minutes of the meetings.

Appointment of the third Board Member will be made by Board resolution.

3. Meeting Procedures

Resolutions and policies governing the operation of the Authority shall be observed in all TWG meetings.

The TWG shall report to the Board, presenting recommendations through approval of the minutes.

4. Frequency of Meetings

Meetings shall be scheduled by the General Manager based on availability and project milestones.

The Transition Working Group shall aim to meet monthly during the primary planning period and less frequently thereafter, depending on Board direction and progress toward consolidation readiness.

Meetings will be held in person, with an option to attend virtually.

5. Enabling Section of the Administrative By-law (September 2024):

13. Advisory Boards and Other Committees

The Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The Board of Directors shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the Board of Directors, presenting any recommendations made by the advisory board or committee.



Raisin Region Conservation Authority

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Tel: 613-938-3611 www.rrca.on.ca

To: Board of Directors
From: Lissa Deslandes, Regulations Officer
Date: February 19, 2026
Subject: Annual Report on Permit Statistics, Timelines and Compliance

RECOMMENDATION:

That the Board of Directors receives the Annual Report on Permit Statistics, Timelines and Compliance and that the Board of Directors direct staff to post the report on the RRCA website.

BACKGROUND:

Ontario Regulation 42/24 requires Conservation Authorities (CAs) to publish an annual report on permit statistics, review timelines and compliance.

The authority shall prepare and publish an annual report that outlines statistics on permits, including reporting on its level of compliance with the requirements of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), made under the Act, respecting the application for and issuance of permits, including any associated timelines. (O. Reg. 42/24, s. 1.)

CAs have been provided a standard template for the purpose of reporting. This ensures consistency across the province. The report must be received by the CA Board of Directors and published to the CA website. Conservation Ontario compiles an overall report amalgamating individual CA reports.

DISCUSSION:

Annual reports include statistics based on the calendar year (January 1 to December 31).

The RRCA's Annual Permit Reporting is attached to this board report.

ANALYSIS:

- The RRCA was compliant with the new regulatory requirements.
- The average permit processing time was 5 calendar days. For the purposes of Annual Reporting this includes weekends and statutory holidays.
- The total number of permits issued in 2025 was similar to the previous year.
- A comparison of 2024 data and 2025 data is presented below.

Table 1: Comparison of permitting data 2024 and 2025

	Jan 1 to Dec 31 2024	Jan 1 to Dec 31 2025
Total Permits Issued (Overall)	81	85
Total Major Permits Issued	12	16
Total Minor Permits Issued	69	69
Permit timelines (major) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	12 (100%)	16 (100%)
Permit timelines (major) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0	0
Permit timelines (minor) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	66 (96%)	69 (100%)
Permit timelines (minor) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	3	0
Overall Average Permit Review Timeline:	8 days	5 days
Average Major Permit Review Timeline:	11 days	9 days
Average Minor Permit Review Timeline:	8 days	5 days

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation and Healthy Living

1.2 Protecting from flooding and erosion hazards

b) Improve permitting process to ensure people and property are safe from water-related hazards. (Winter 2026)



Lissa Deslandes
Regulations Officer

Attachment: RRCA Annual Permit Reporting, 2025.

RRCA Annual Permit Reporting, 2025

Conservation Authority: Raisin Region	
Annual Reporting – Permit Statistics	
Total Permits Issued (Overall) (January 1 – December 31):	85
Total Major Permits Issued (January 1 – December 31):	16
Total Minor Permits Issued (January 1 – December 31):	69
Total Applications Subject to Minister’s Order (Minister’s Review):	0
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW	85
Total complete application reviews completed in 21 days:	
PERMIT TIMELINES (MAJOR)	16
Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	
PERMIT TIMELINES (MAJOR)	0
Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	
PERMIT TIMELINES (MINOR)	69
Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	
PERMIT TIMELINES (MINOR)	0
Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	
VARIANCE FROM TIMELINES	N/A
Reason for Variance from Timelines (Optional):	
PERMIT TIMELINES (AVERAGE – ALL)	5
Overall Average Permit Review Timeline:	
PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS)	9
Average Major Permit Review Timeline:	
PERMIT TIMELINES (AVERAGE – MINOR – 30 DAYS)	5
Average Minor Permit Review Timeline:	

Annual Reporting – Compliance with O. Reg. 41/24

MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes
MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	Yes
ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:	0
ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:	0



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

To: Board of Directors
From: Jason Symington, Resource Specialist
Date: February 20, 2026
Subject: 2026 Flood Contingency Plan

RECOMMENDATION:

THAT the Board of Directors receives the RRCA's 2026 Flood Contingency Plan.

BACKGROUND:

Under the Conservation Authorities Act and Ontario Regulation 686/21, conservation authorities are mandated to deliver flood forecasting and warning programs and services as part of their core responsibilities.

Additional direction is provided through the Provincial Flood Forecasting and Warning Program – Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources and Forestry (2023), which specify that each conservation authority should develop and maintain comprehensive flood contingency plans to support effective preparedness and response.

DISCUSSION:

The RRCA's Flood Contingency Plan outlines the steps to take during a flood-related emergency. The plan provides a framework for managing current and escalating flood situations, with key components typically including:

- Definition of the various types of flood messages.
- Definition of the roles and responsibilities of various governmental parties during a flooding event, notably the CA, provincial agencies, and municipalities.
- Contact information for all those involved in the relevant FFW program; and
- Contact information for the persons or agencies that can provide additional information on the flood event, who can help secure provincial and/or CA resources, and who can request the declaration of a provincial flood emergency.

This plan will be shared with the RRCA's municipal and provincial partners involved in flood hazard management.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 1: Environmental Conservation and Healthy Living

1.2: Protect from flooding and erosion hazards.

Goal 2: Strong Partnerships & Engaged Residents

2.1: Strengthening our relationships with community partners.

Goal 4: Organizational Excellence

4.1: Continuously improving day-to-day operations to become more effective, efficient, and customer focused.

b) Refresh and document Standard Operating Procedures, including Health & Safety and the purchasing process.



Jason Symington
Project Manager

Attachment: RRCA's 2026 Flood Contingency Plan

Raisin Region Conservation Authority Flood Contingency Plan

2026



18045 County Road 2
PO Box 429
Cornwall, ON K6H 5T2

February 20, 2026

Final Plan

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Suggested Citation

Raisin Region Conservation Authority Flood Contingency Plan, 2026.

For Internal Use

Primary Author(s): Halya Petzold, Jason Symington

1 Purpose

The purpose of this document is to summarize Raisin Region Conservation Authority's (RRCA) flood warning and flood contingency procedures for external partners. This document is reviewed annually and re-issued to the RRCA's flood warning contacts prior to spring melt.

2 Background

In Ontario, flood forecasting and warning is a responsibility of the Ministry of Natural Resources (MNR). Conservation authorities (CAs), where they exist, are delegated the MNR's flood forecasting and warning responsibilities and are required to provide flood forecasting and warning programs and services as set out in subsection 2(2) of O. Reg. 686/21 under the Conservation Authorities Act.

The goal of Ontario's flood forecasting and warning program is to reduce the risk of property damage, injury, and loss of life due to flooding. Program guidelines are set out in the *Provincial Flood Forecasting and Warning Program - Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources and Forestry* (2023). The RRCA's flood forecasting and warning program are based on these guidelines.

3 Flood roles and responsibilities

3.1 Raisin Region Conservation Authority

The RRCA provides flood forecasting and warning services for its jurisdictional area. This consists of:

- Forecasting stream flows or water levels
- Preparing flood messages as outlined in section 4 of this document
- Distributing flood messages to flood emergency contacts
- Liaising as needed with emergency response officials
- Maintaining two-way communication with provincial flood forecasting and warning staff
- Where owned or authorized under agreement; monitor, operate and maintain water control structures in accordance with established operating plans.

3.2 Municipalities

Municipalities are mandated to have an emergency management program by the Emergency Management and Civil Protection Act. As such, municipalities are responsible for:

- Ensuring that the RRCA has up-to-date contact information for relevant staff
- Receiving flood messages from the RRCA
- Liaising with the RRCA as needed
- Coordinating flood response, which may include:
 - Closing roads

- Sharing flood messages internally
- Communicating with residents and businesses
- Declaring a municipal emergency or requesting provincial assistance

3.3 Provincial government

In the case of a flood emergency, the province may have many responsibilities and will coordinate directly with municipalities. However, in the scope of flood forecasting and warning specifically, provincial responsibilities include:

- Receiving flood messages from the RRCA and updating the [province's online flood conditions map](#)
- Issuing provincial-level flood messaging to the RRCA

4 Flood messages

The RRCA fulfills the “flood warning” portion of its flood forecasting and warning responsibilities by issuing flood messages. The primary target for flood messages is municipal staff and others who have a role in flood response. However, messages are also issued to other interested parties and the media.

4.1 Types of flood messages

The RRCA issues four types of flood messages, as defined by provincial guidelines. The types of messages and their meanings are outlined in the table below.

Table 1: The types of flood messages issued by the RRCA

Message type	Description
Watershed Condition Statement: Water Safety	Flooding is not expected – the lowest severity of message and indicate a period of potentially dangerous river conditions. They are usually issued prior to spring break-up, when minor overbank flows are forecast as conditions warrant, or as a general reminder of the potential for high flows and unsafe conditions.
Watershed Condition Statement: Flood Outlook	Advanced notice of potential flood conditions. May be issued when a major storm is forecast, when above normal snowpack conditions exist and snowmelt is imminent, or when general watershed conditions suggest high runoff potential and unsafe river, lake or bank conditions.
Flood Watch	Indicates that the potential for flooding exists within specific watercourses and municipalities. Municipalities, Indigenous communities, emergency services and individual landowners in flood-prone areas should take appropriate preparations and monitor conditions.
Flood Warning	Indicates that flooding is imminent or already occurring in specific watercourse or municipalities. Municipalities, Indigenous communities, and individuals should take appropriate action to deal with flood conditions, including municipal officials issuing warnings to residents and businesses that may be at risk of flooding.

5 Where to find flood information

Flood messages will be distributed directly to a contact list including municipal staff, provincial staff, emergency responders, and the media. Flood messages are also posted immediately online on the RRCA’s flood forecasting and warning website and sent for posting on the provincial government’s flood website. Flood messages are also shared on the RRCA’s social media accounts as soon as possible; however, outside of normal business hours there may be a delay in sharing flood messaging on social media.

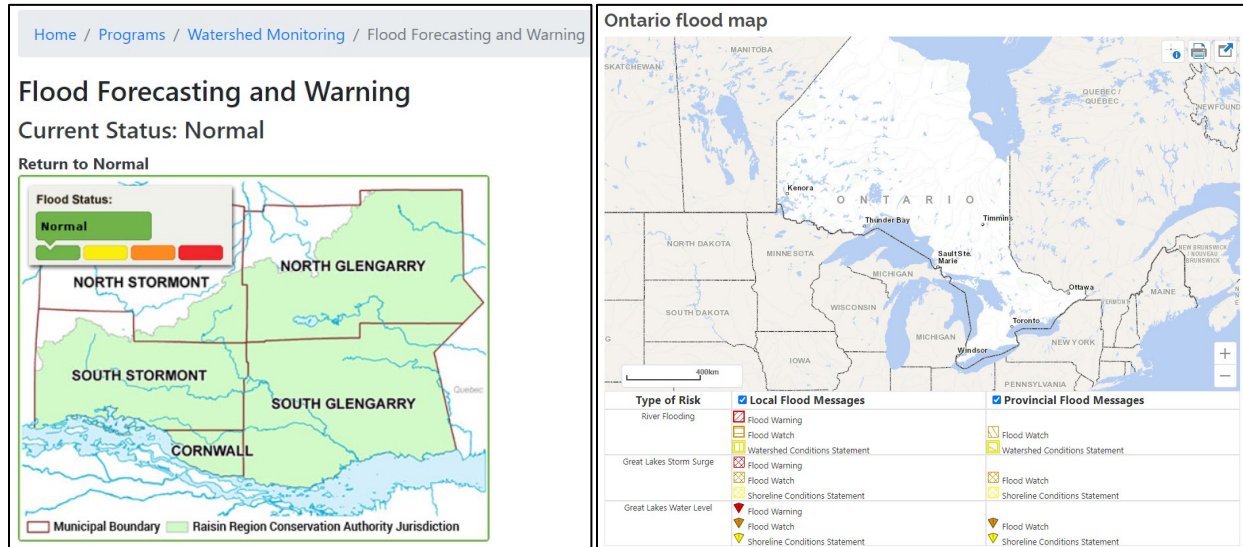
5.1 RRCA flood forecasting and warning website

The RRCA flood forecasting and warning website is kept up-to-date at all times, including outside of business hours and overnight. The latest flood message and an archive of past flood messages can be found at <https://rrca.on.ca/flood-forecasting.php>.

5.2 Online provincial flood map

Flood messages in effect throughout eastern Ontario can be found online on the provincial government’s flood map website: <https://www.ioapplications.lrc.gov.on.ca/webapps/swmc/flood-forecasting-and-warning-program/>

Figure 1: Screenshot of the RRCA flood forecasting and warning website (left) and the online provincial flood map (right)



6 RRCA flood forecasting and warning contacts

Table 2: Contact information for RRCA flood forecasting and warning staff

Flood forecasting and warning role	Contact name and job title	Office phone number	Cell phone number	Email address
Flood program coordinator and primary flood duty officer	Jason Symington Resource Specialist	(613) 938-3611 x239		jason.symington@rrca.on.ca
Alternate flood duty officer	Laura Grant Project Manager	613-938-3611 x.244		laura.grant@rrca.on.ca
Alternate flood duty officer	Phil Barnes Team Lead, Watershed Management	(613) 938-3611 x240		phil.barnes@rrca.on.ca
Flood communications coordinator	Lisa Van De Ligt Team Lead, Communications & Stewardship	(613) 938-3611 x223		lisa.vandeligt@rrca.on.ca
Field operations coordinator	Pete Sabourin Team Lead, Field Operations	(613) 933-8208		pete.sabourin@rrca.on.ca
Alternate Contact	Alison McDonald General Manager / Secretary-Treasurer	(613) 938-3611 x222		alison.mcdonald@rrca.on.ca



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 www.rrca.on.ca

To: Board of Directors
From: Josianne Sabourin, Executive Assistant
Date: February 19, 2026
Subject: Joint Health and Safety Committee Terms of Reference

RECOMMENDATION:

THAT the Board of Directors approve the Joint Health and Safety Committee Terms of Reference, as presented.

BACKGROUND:

The Raisin Region Conservation Authority (RRCA) has historically maintained a Joint Health and Safety Committee (JHSC) in accordance with the requirements of the Occupational Health and Safety Act (OHSA). As part of ongoing efforts to enhance health and safety governance and ensure continued alignment with legislative requirements and organizational best practices, management initiated a process in 2025 to re-establish and strengthen the JHSC.

This work included confirming committee membership, identifying certified members, establishing a regular meeting structure, and updating governance expectations. A key component of this process was the development of a new Terms of Reference.

DISCUSSION:

The attached Terms of Reference outlines the JHSC's mandate, roles, responsibilities, meeting requirements, and reporting structure. In preparing the document, consideration was given to ensuring full compliance with OHSA requirements, alignment with RRCA's operational context, and integration of best practices for effective joint worker-management collaboration in promoting workplace health and safety.

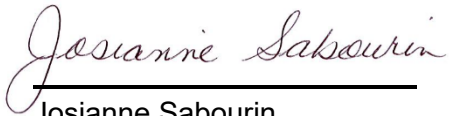
Because the Terms of Reference function as a formal governance document guiding the operations of a statutory committee, they fall within the Board's approval responsibilities. Staff are therefore presenting the Terms of Reference to the Board for review and approval.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Organizational Excellence

4.1 Continuously improving day-to-day operations to become more effective, efficient, and customer focused.

b) Refresh and document Standard Operating Procedures, including health and safety and the purchasing process.



Josianne Sabourin,
Executive Assistant

Attachment: JHSC Terms of Reference

WORKPLACE HEALTH AND SAFETY PROGRAM

JOINT HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Date of Issue: March 5, 2026	Review date: March 2026 or as required
Written by: Josianne Sabourin	Date: October 1, 2025
Reviewed by: JHSC	Date: December 17, 2025 and February 3, 2026
Approved by: RRCA Board of Directors	Date: March 5, 2026
Board Resolution:	
Link:	Groups Drive\RRCA\1. Corporate\Health & Safety\JHSC
Internal Documents:	Illness, Injury and Incident Reporting Procedure Illness, Injury and Incident Report Form Workplace Inspections Checklist Workplace Inspection Report Form Hazard Reporting Form

PURPOSE

To create and maintain interest in health and safety and to address hazards in the workplace. The Joint Health and Safety Committee (JHSC) will address hazards to both staff and visitors at all RRCA workplaces, including locations where RRCA services are offered.

FUNCTIONS OF THE JOINT HEALTH AND SAFETY COMMITTEE

To follow the principles of the *Occupational Health and Safety Act*, the primary functions of the Committee shall be to:

- a) Identify potential hazards in the workplace
- b) Evaluate these potential hazards
- c) Recommend corrective actions
- d) Follow up on implemented recommendations

COMPOSITION OF THE COMMITTEE

1. The Joint Health and Safety Committee shall consist of a minimum of one management member; and one worker member. Additional members may be appointed to ensure broader participation. There must be at least 50% worker representation on the JHSC.
2. There shall be a minimum of two certified members.



- a. Management shall select the management certified member and workers shall select the worker certified member.
3. Selection of members: Management shall select the management members and workers shall select the worker members.
 - a. An alternate management member may be appointed by the General Manager/Secretary-Treasurer to ensure continuity, quorum and effective participation in health and safety matters when regular members are away.
4. There shall be two chairpersons.
5. The Co-Chairs will rotate the chairs' position each meeting.
6. Terms of Office
 - a. Regular member: 1 year
 - b. Certified member: 3 years

Terms may be changed by consensus and by amendment to these Terms of Reference.

QUORUM

To conduct business, the JHSC must have at least 50% of its members present, with a minimum of three members in attendance. At least one chairperson must be present, and the number of management representatives cannot exceed the number of worker representatives.

MEETINGS

The JHSC will meet quarterly per calendar year. An annual schedule of meetings will be posted on the Health and Safety Board by the Health and Safety Designate. Meetings will be held in the RRCA Administration Office Boardroom, when possible. Co-Chairs may call for additional meetings, when necessary.

AGENDA

1. The Co-Chairs will prepare the agenda.
2. Members and employees should submit proposed agenda items to the co-chairs at least 10 days prior to the next scheduled meeting.
3. Unresolved items will be recorded and placed on the agenda for the next meeting.
4. The Co-Chairs should distribute the agenda to JHSC members seven days prior to the meeting and the Designate will post the agenda on the Health and Safety Board.

MINUTES

1. The JHSC will designate a secretary to record minutes.
2. Minutes will contain:
 - a) A summary of all matters discussed.
 - b) Full description of hazards/issues and the recommended resolution or any action, deemed necessary.



3. Minutes of meetings will be reviewed by the Co-Chairs, then signed and circulated to all JHSC members and a copy will be forwarded to the General Manager/Secretary-Treasurer, Team Leads and Health and Safety Designate for posting on the Health and Safety Board within seven working days of the meeting.
4. Master copies of the minutes will be kept electronically in the main JHSC folder.
5. Minutes shall be accessible for review by the Ministry of Labour, if required.

INSPECTIONS

1. Workplace inspections are to be conducted monthly.
2. Designated worker representatives (preferably a certified worker member) must perform the inspections. It is good practice to conduct inspection in pairs (if possible); therefore, the worker member may be accompanied by the General Manager/Secretary-Treasurer or Team Lead.
3. Employees should be consulted for their input on hazards and supervisors should be involved in discussing corrective actions.
4. The person leading the inspection (worker member) will prepare an inspection report which will include a list of noted deficiencies.
5. Inspection reports are submitted to the JHSC and shared with the General Manager/Secretary-Treasurer to determine the appropriate corrective actions and document the response to the items of the report. The General Manager/Secretary-Treasurer will include the Team Leads in the discussion about appropriate corrective actions that pertain to their work areas and assign responsibility accordingly.
6. Completed inspection forms must be saved in the JHSC electronic folder.
7. Monthly inspection reports and any formal recommendations may be posted on the Health and Safety Board for the month, which contributes to the worker's right to know.

WORK REFUSALS, CRITICAL INJURIES, AND DANGEROUS CIRCUMSTANCES

Work-stop in dangerous circumstance, work refusals, and investigations of critical injury or death occurrences must be completed in accordance with the *Occupational Health and Safety Act*.

RESOLUTION

Decisions by the JHSC will be made by consensus. Consensus refers to a decision-making process where all members agree to support a compromise position, even if it is not their first choice. The goal is to reach an agreement that the entire JHSC can stand behind.

If the JHSC fails to reach a consensus about making recommendations after trying to reach a consensus in good faith, a Co-Chair of the Committee has the power to make written recommendations to the employer. In these instances, written recommendations may include the following:

- a) A summary of the position of the members of the committee who supported the recommendations.



- b) A summary of the position of the members of the committee who did not support the recommendations.
- c) Information about how the JHSC attempted to reach consensus.

CONFIDENTIALITY

Members of the JHSC will, as required, keep confidential any trade secrets or personal medical information.

REVIEW OF TERMS OF REFERENCE

These terms of reference will be reviewed by the JHSC and presented to the Board for approval, if amended.

UPDATES CHANGES - TRACKING	
DETAILS OF UPDATES/CHANGES	DATE UPDATED/CHANGED