

Type of Decision									
Meeting Date	Friday, January 15, 2010				Report Date	Tuesday, January 12, 2010			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Outside Employee Clothing Allowance Report 15/01/10/205									

Subject: Consider providing a clothing allowance and policy for use for staff that are required to work in physical labour positions.

RECOMMENDATION: That Council adopt the following resolution as a first step to ensuring that for health and safety reasons proper protective clothing is worn by staff in applicable situations.

WHEREAS safety hats, goggles, vests, chain saw pants, boots and gloves are required in the workplace for our Roads and Disposal Site employees;

AND WHEREAS additional clothing is just that, clothing;

AND WHEREAS requests have been made by staff for a clothing allowance, specifically for work boots;

AND WHEREAS the municipality already provides safety vests, hard hats, safety goggles, chain saw pants for all employees and coveralls for the disposal site attendant;

THEREFORE BE IT RESOLVED THAT Council does hereby approve a maximum allowance of \$100 per employee for safety boots per calendar year; and \$30 total per employee for safety gloves, insect repellent and sun screen per calendar year with detailed receipts to be submitted to the Treasurer and the employee reimbursed accordingly.

AND BE IT FURTHER RESOLVED THAT a Personal Protective Equipment and Safety Clothing Policy detailing municipal requirements be prepared and presented to Council for approval in the near future;

BACKGROUND/EXECUTIVE SUMMARY: During performance evaluations our three outside workers each brought to me a request for a boot and/or clothing allowance. I promised to look into the situation, provide a report to Council and report back to them.

My first step was to survey neighbouring municipalities. From the responses received there seems to be one extreme to the other – from nothing to an allowance for boots, t-shirts, coveralls, and jackets.

Municipality	Allowance	Clothing	Boots	Other
Whitewater	Yes - policy	Safety jacket – winter Bibbed safety overalls Safety T-shirts (2)	No	Must wear them while at work; Cannot wear at other times; Turned in when replacements required or upon leaving employment;
McNab/Braeside	Yes	Gloves - \$15	\$100	Must provide receipt of purchase.
Bonnechere	Yes - As per CUPE	Coveralls, gloves, safety t-shirts.	\$165 – full time	Replaced at discretion of works Super.

Valley	agreement		\$80 – part-time	
Brudenel Lyndoch and Raglan	No Allowance			
Laurentian Hills	Yes - policy	Coveralls – summer (2) and winter (1); Jacket – summer weight; one every 3 rd year; Safety vest or t-shirts (3/y); Gloves as required; Goggles as required;	Regular safety or winter lined – one pair every 18 months to a value of \$140.	Must wear while at work;
Admaston Bromley	Yes	One safety coveralls or safety coat per year. Additional safety wear and clothing per year to max of \$200	One pair per year to max of \$200.	
Killaloe Haggarty Richards	No	Vests, hard hats and Chain saw pants.		Everything else they are to provide.
Laurentian Valley`	Yes	Uniforms \$200 per year	Boots \$125 per year	Gloves are supplied.
Greater Madawaska	Yes	Gloves, safety vests, etc supplied by Township.	\$178 for full time; \$88 for regular part-time;	
Deep River	Yes	Two coveralls; One hardhat with winter liner;	\$150 per year; proof of purchase required.	Provides common supply of gloves, waders, rubber boots etc. for use by whoever needs them.

Currently we have been paying for insect repellent, gloves and sun screen that has been purchased at Yates' and added to the municipal bill. This has been going on for some time with no specific policy or permission, simply payment. This section of the new resolution will provide specifics for compensation for these items.

Options/Discussion: Adopt in whole, in part, make amendments to items, to amounts, reject.

Financial Considerations/Budget Impact: Fairness and incentive to employees vs. provincial budget cuts. We are currently required to prepare our 2010 budget with \$43,000 less from the province. Where are the cuts to be made?

Policy Impact: Would require the implementation of a new policy. We currently do not have anything relevant. A new policy would document required equipment, the need to wear it during work hours, a replacement schedule for PPE we currently provide – hats, goggles etc.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

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