

**THE MUNICIPALITY OF CENTRAL MANITOULIN**

**BY-LAW NUMBER 2018-16**

**BEING A BY-LAW OF THE MUNICIPALITY OF CENTRAL MANITOULIN TO ESTABLISH A RECREATIONAL CANNABIS POLICY**

**WHEREAS** the Municipal Act, S.O. 2001, c. 25. S. 5 (3) requires a Municipal Council to exercise its powers by by-law, except where otherwise provided;

**AND WHEREAS** Council of the Municipality of Central Manitoulin deems it expedient to establish an Recreational Cannabis Policy;

**NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF CENTRAL MANITOULIN HEREBY ENACTS** as follows:

1. **THAT** this Council does hereby adopt the Recreational Cannabis Policy, attached hereto as Schedule 'A'.
2. **THAT** Schedule 'A' forms part of this by-law.
3. **THAT** this by-law shall come into force and take effect upon receiving the final reading thereof.

**READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED THIS**  
**\_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

\_\_\_\_\_  
Richard Stephens, Mayor

\_\_\_\_\_  
Ruth Frawley, CAO/Clerk

I, \_\_\_\_\_, Clerk of the Municipality of Central Manitoulin, do hereby certify that this is a true copy of By-law 2018-16 as passed in open Council the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Clerk



## Schedule 'A' to By-Law No. 2018-16

### Recreational Cannabis Policy

#### Intent

The employees of the Municipality of Central Manitoulin are the Municipality's most valuable resource, and for that reason their health and safety are of paramount concern. Cannabis will be treated the same as all other recreational substances. The Municipality of Central Manitoulin has adopted this policy to communicate its expectations and guidelines surrounding cannabis use, misuse, and abuse.

#### Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, and subject to very narrow exceptions, the Municipality of Central Manitoulin reserves the right to prohibit certain items and substances from being brought on to or being present on Municipal premises.

#### Expectations

The following expectations apply to employees, Supervisors and the CAO alike while conducting work on behalf of the Municipality, whether on or off municipal property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- Employees on medically approved medication must communicate to their Supervisor or the CAO any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

#### Roles and Responsibilities

The Municipality of Central Manitoulin will clearly communicate all expectations surrounding cannabis use, misuse, and abuse. To help enforce this policy, the CAO, Supervisors and employees are expected to adhere to the following:

#### CAO and Supervisors will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

#### Employees must:

- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform work safely in accordance with Municipal-established safe work practices;
- Avoid the consumption, possession, sale, or distribution of cannabis, other drugs, or alcohol on Municipal property, and during working hours even if off Municipal property;



- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications because of medically approved cannabis use;
- Report unfit co-workers to the Supervisor or CAO;
- Seek advice or appropriate treatment, where required;
- Communicate dependency or emerging dependency;
- Follow the after-care program, where established; and
- Abide by all governing legislation pertaining to the possession and use of cannabis.

### **Medical Cannabis**

Where an employee uses medical cannabis, it is expected they will provide a copy of their medical documentation to use cannabis to the Municipality of Central Manitoulin and abide by the Municipality of Central Manitoulin accommodation policy.

### **Disciplinary Action**

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Where applicable, the Municipality of Central Manitoulin may also take legal action in accordance with the law.

### **Acknowledgement and Agreement**

I, (\_\_\_\_\_), acknowledge that I have read and understand the Recreational Cannabis Policy of the Municipality of Central Manitoulin. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_