

Town of Petty Harbour/Maddox Cove Policy Manual

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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Seniors Discount on Property Tax

Resolution Number: 529

Policy Number: 01

Date Approved: December 15, 2014

Purpose:

To outline the procedures for eligibility to receive Senior's Discount within the Town of Petty Harbour-Maddox Cove

Authority:

Section 108 of the *Municipalities Act, 1999*

Procedure:

Seniors 65 and over are eligible for a 10% discount off the property portion of their taxes. Proof of birth date is required. Discounts will only apply to any unpaid property taxes for the year that the town is notified of age. This policy cannot be applied retroactively. Take note that this policy only applies to Property Tax and does not include Water and Sewer and Garbage Tax.

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| REVISION HISTORY: Revision: | Resolution #: 234 | Change Made: Rescinded | Date: December 4, 2017 |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Combining Property Values

Resolution Number: 529

Policy Number: 02

Date Approved: December 15, 2014

Purpose:

To outline the procedures for eligibility to combine property values in the Town of Petty Harbour-Maddox Cove

Authority:

Section 108 of the *Municipalities Act, 1999*

Procedure:

Property owners that have more than 1 property and/or parcel of land can have the property values combined for billing purposes provided all the below conditions are met. Take note that this does not include Water and Sewer and Garbage Tax, if applicable.

1. Property owner is listed on the current years Assessment Roll issued by the Municipal Assessment Agency.
2. All properties combined cannot have any outside interest (i.e. Bank or Financial Institution) and must have the same billing address on the current years Assessment Roll.

3. Businesses cannot be combined with any other property for tax purposes.

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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Transfer of Authority in Absence of Chief Administrative Officer

Resolution Number: 529

Policy Number: 03

Date Approved: December 15, 2014

Purpose:

To outline the procedures for the transfer of authority in the absence of the Chief Administrative Officer in the Town of Petty Harbour-Maddox Cove

Authority:

Town of Petty Harbour/Maddox Cove

Procedure:

In the event that the Chief Administrative Officer is absent or cannot perform his/her duties as required the responsibility of his/her duties will be passed on to the Administrative Assistant during his/her absence.

This includes, but is not limited to:

1. Spending limit
2. Record of Minutes
3. Accounting

4. Handling of Cash
5. Bank Deposit
6. Any and all other duties that are required

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Town of Petty Harbour-Maddox Cove Policy Manual

Title: CAO - Spending Limit

Resolution Number: 529

Policy Number: 04

Date Approved: December 15, 2014

Purpose:

To outline the procedures for a the spending limit for the Chief Administrative Officer in the Town of Petty Harbour-Maddox Cove

Authority:

Town of Petty Harbour/Maddox Cove

Procedure:

The Chief Administrative Officer will have a spending limit in the amount of \$2,500 per purchase for regularly occurring operating expenses. In the event of her absence the Administrative Assistant will be transferred this spending limit as per Policy # 003.

Assuming that funds are available, these purchases can be made or bills paid without any further approval from the Council.

All bills that have been paid will be presented to council at the next council meeting for their review.

**** Canada Revenue Agency for payroll burden can be paid at any time regardless of amount and without approval of council.**

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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Street Extension Policy

Resolution Number: 164

Policy Number: 05

Date Approved: June 29, 2015

Purpose:

The purpose of this policy is to outline the street design and construction standards required where development is proposed that requires an extension to an existing street to meet the conditions of approval.

Authority:

Sections 164 and 414 of the *Municipalities Act, 1999* and the Petty Harbour-Maddox Cove Development Regulations.

Procedure:

Applications for development will be reviewed for conformity with the Petty Harbour-Maddox Cove Municipal Plan and Development Regulations.

Where a development is proposed that is located beyond the end of an existing publicly maintained street, the street must be extended and upgraded at the developer's expense as a condition of development and prior to the issuance of a building permit.

Extensions to existing streets must be to a standard acceptable to Council and be of no less a standard than the street being extended. For example, if a street being extended is a paved street, then the extension shall be required to also be paved.

A developer shall prepare and submit detailed engineering design drawings for the work that will be undertaken. All drawings to be prepared by an engineer qualified to practice engineering in the province of Newfoundland and Labrador.

All construction must be done in accordance with the Municipal Water, Sewer and Road Specifications.

Geometric Standards

The attached figures 1 and 2 illustrate the standard road cross section.

Other geometric requirements include:

- Maximum road gradient: 12%
- Minimum road gradient: 0.5%
- Minimum radius: 35 metres
- Minimum length of vertical curve: Not less than the design speed in km/hour.

For dead-end roads, an area shall be provided to allow a St. John's Regional Fire Department fire truck to turn around. Developers shall illustrate the required turning movements on a design drawing. The Town of Petty Harbour-Maddox Cove will review and approve proposed designs on a case-by-case basis, considering existing site conditions such as topography and surrounding development.

Drainage Design

For the purposes of drainage design, the Town utilizes Section 5.0 of the City of St. John's Subdivision Design Manual. Note that the 25-year return period shall be used to calculate storm runoff for gravel road ditches and culverts. Also, the drainage design shall consider the possible downstream impacts of the construction of new roads. That is, developers must demonstrate, through the submission of the appropriate calculations, that the construction of a new road will not adversely affect existing downstream properties. If it is shown that a development does adversely affect existing downstream properties, Council will require the developer to make the necessary downstream improvements, including, but not limited to, the widening of existing ditches or the installation of larger culverts.

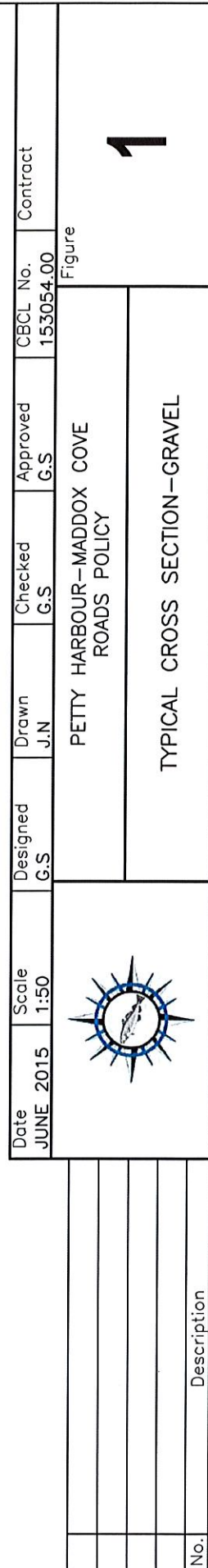
All plans submitted will be reviewed and following acceptance by the Town, authorization will be given in writing to proceed.

Upon completion, the work will be inspected by the Town and the developer will be advised in writing of any deficiencies or the acceptance of the work as complete. The Town reserves the right to request copies of test reports for tests carried out under the Municipal Master Specifications (i.e. compaction testing, asphalt testing, water main testing, etc.).


Where the street is being extended over any private land, the land within the required street reservation shall be legally conveyed to the Town, at the developer's expense, upon completion and acceptance of the work.

Building permits will be issued upon satisfactory completion of construction and conveyance of the street to the Town.

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| Date JUNE 2015 | Scale 1:50 | Designed G.S. | Drawn J.N. | Checked G.S. | Approved G.S. | CBCL No. 153054.00 | Contract |
|  | | | | | | | |
| PETTY HARBOUR—MADDOX COVE ROADS POLICY | | | | | | | |
| TYPICAL CROSS SECTION—PAVED | | | | | | | |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Tax Collection Policy

Resolution Number: 257

Policy Number: 06

Date Approved: October 13, 2015

Purpose

The Purpose of this Tax Collection Policy is as follows:

To ensure prompt billing of taxes in order to meet the budgetary expenditures of the Town of Petty Harbour/Maddox Cove for the fiscal year.

To ensure consistent, effective and appropriate collection.

To ensure prompt, efficient, courteous and consistent service to all taxpayers of the Town of Petty Harbour/Maddox Cove.

Authority:

Section 102, 103, 107, 132, 133 of the *Municipalities Act, 1999*.

Procedure:

The Town of Petty Harbour/Maddox Cove will bill for taxes at two intervals, once in January and again in May. January bills are due by the end of March and May bills are due by the end of August.

Council will review the Accounts Receivable once a year in September.

Interest:

Interest charges will be calculated on taxes that are not paid by the due dates noted above at a rate of 1.5%.

Statements:

Past due statements will be sent out at the beginning of each month to property owners that have taxes in arrears.

Notification of Disconnection and/or Collections:

Taxes that are in arrears after October 1 that do not have any arrangements made for payment (i.e. postdated cheques or approved payment schedule) will be mailed a letter for disconnection and /or collections stating that taxes will have to be paid by the end of October or services will be disconnected or account will be placed in collections. If no response or success is forthcoming from these steps, and taxes are still outstanding after the end of October then services will be disconnected and /or account will be placed in collections immediately. If a tax payment schedule has been agreed upon between the Town and the property owner the Town may give a final extension of December 31 of the current tax year.

If services have been disconnected and have to be reconnected, a reconnection fee of \$25.00 (Mon.-Fri. 8:00am to 4:30pm) and/or \$75.00 (evenings and weekends) will apply.

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Donation Policy

Resolution Number: 256

Policy Number: 07

Date Approved: October 13, 2015

Purpose:

The purpose of this Policy is to assist the Town Council in administering its annual donation budget as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council during the preparation of the annual budget.

Procedure:

Charitable Organizations/Community Groups

Council will consider requests for donations from charitable organizations on a case by case basis on a first come first serve basis up to the maximum of the amount that is allotted in the annual budget.

Community Donations (Individual/Family)

Council will consider requests for donations on a case by case basis.

Maximum yearly Individual Donation: \$150.00 (\$50.00 for travel in Province and \$100.00 for travel out of Province)

Age limit: All applicants must be 19 years of age and under

St. Kevin's High School Scholarships

Council will provide the following scholarships:

- 2017 \$600 in scholarships (6 @ \$100)
- 2018 \$700 in scholarships (7 @ \$100)
- 2019 \$800 in scholarships (8 @ \$100)
- 2020 \$900 in scholarships (9 @ \$100)
- 2021 \$1,000 in scholarships (10 @ \$100)

\$1000 will be the maximum amount of scholarships awarded under this policy

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| REVISION HISTORY: Revision: | Resolution #: 204 | Change Made: Increases to St. Kevin's Scholarships | Date: November 6, 2017 |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Social Media Policy

Resolution Number: 281

Policy Number: 08

Date Approved: Nov. 16, 2015

Purpose:

Benefits of using electronic and social media as a corporate communication tool can include, but are not limited to, improved efficiency in maintaining relationships with citizens, government and community partners, including the receipt of public feedback and input. It also allows the Town of Petty Harbour/Maddox Cove to broaden its scope beyond traditional media sources.

The Town of Petty Harbour/Maddox Cove strives to maintain a positive image in the community, and has adopted this policy to ensure that the Mayor, Deputy Mayor, Councillors and staff members are aware of their responsibility to maintain a positive image as Town representatives.

Policy Statement

The Mayor, Deputy Mayor, Councillors and staff members who maintain or use social media pages (e.g. Facebook, LinkedIn, Blogs, Twitter, My Space etc.) are expected to comply with the guidelines set out in this policy.

Town representatives are reminded that they continue to act as representatives of the Town outside of regular business hours, and should conduct themselves in a manner that is appropriate and professional.

Procedure:

This policy applies to the Mayor, Deputy Mayor, Councillors and all employees of the Town of Petty Harbour/Maddox Cove, including any individual and/or company under contract to the Town.

Any of these individuals, who maintain or use social media pages or accounts, are required to comply with the following guidelines as they relate to their association with the Town.

1. Individuals using these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the Town.

2. Post involving the following will not be tolerated and will subject the individual to appropriate discipline:

- Proprietary and confidential Town information – including any information that may pertain to the employer-employee relationship.
- Discriminatory statements or sexual innuendos regarding co-workers.
- Inappropriate or derogatory statements regarding the Town, its employees, the Mayor, Deputy Mayor, Councillors, residents, competitors, or vendors.

3. Where the Mayor, Deputy Mayor, Councillors or an employee posts any comments or alludes to any information relating to the Town of Petty Harbour/Maddox Cove operation or structure, they will be required to include a disclaimer stating that any opinions expressed are the individual's own and do not represent the Town of Petty Harbour/Maddox Cove's position, strategies, or opinions.

4. Representatives of the Town of Petty Harbour/Maddox Cove are expected to conduct themselves professionally both in the office/council chambers and out of the office/council chambers. Any issues that may arise on social media should be dealt with through the Town Office and not through conversations over social media.

5. The Deputy Mayor, Councillors and Town staff are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated Town representative. The Mayor shall be the person to speak on behalf of Council unless the Mayor has designated another member of Council to speak on his behalf.

This policy is not intended to interfere with the private lives of the Mayor, Deputy Mayor, Councillors or staff members, or impinge their right to freedom of speech. This policy is designed to ensure that the Town of Petty Harbour/Maddox Cove's image and reputation are maintained and remain uncompromised. **Social media should not be used to discuss Town issues.**

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Harassment Policy

Resolution Number: 335

Policy Number: 09

Date Approved: February 8, 2016

Preamble:

The Town of Petty Harbour/Maddox Cove is committed to treating all employees/councillors with dignity and respect. Harassment in the workplace is against the law and contrary to our policy. The Town is committed to providing a workplace free from harassment. As part of our commitment to provide a workplace free of harassment, the following policy has been developed to deal with any instances of harassment which might occur. Harassment will not be tolerated and persons, regardless of their position with the Town, who violate this policy will be subject to disciplinary action up to and including termination.

Purpose of Policy:

- to maintain a workplace free of harassment;
- to educate and create awareness about harassment;
- to define and set out examples of behaviour which constitute harassment;
- to encourage employees to report incidents of harassment without fear of reprisal;
- to establish a mechanism for receiving complaints of harassment confidentially, fairly, promptly and effectively.

Scope of Policy:

This policy applies to the following people and places:

- all temporary, full-time or part-time employees of the Town;

- all outside contractors, suppliers, couriers, repairers, customers and visitors or other third parties dealing with employees of the Town;
- all councillors.

Responsibilities of the Town:

- to discourage and prevent harassment in the workplace;
- to inform the alleged harasser that a complaint has been made;
- to ensure that all the details of the complaint are disclosed to the alleged harasser;
- to advise the alleged harasser of the procedure that will be followed when a complaint is made;
- to ensure that during an investigation the complainant and the alleged harasser are treated in a fair, equitable and impartial manner;
- to resolve complaints of harassment;
- to impose strict disciplinary measures, regardless of the harasser's position with the Town;
- to provide advice and support to victims of harassment;
- to educate employees about harassment in the workplace and ensure that all employees are aware of this policy and the procedure for dealing with harassment complaints;

Responsibilities of Employees:

- to refrain from behaving in a manner that could be construed as harassment;
- to report instances of harassment;
- to offer support to victims of harassment;
- to offer to be a witness for an employee whom you witness being harassed;
- to be knowledgeable about this policy and the types of behaviour that constitute harassment.

General Provisions:

This policy rescinds all previous policies pertaining to this subject matter.

1. Complainants may request to have another party present with them at any time during this procedure.
2. It is essential that complaints of harassment are dealt with effectively and promptly, therefore the reference to time must be adhered to. If exceptional circumstances exist whereby the stipulated time cannot be adhered to, then the entire process must not take any longer than 90 days.
3. Retaliation is any action taken against a person for invoking this policy or participating in an investigation. Retaliation will not be tolerated and is subject to disciplinary action up to and including termination.
4. Regardless of the manner or what stage in the procedure the matter was resolved a follow up should take place with the complainant 30 days following the resolution to ensure the complainant is satisfied working in his/her environment. Additional steps will be taken if the matter has not been resolved.
5. The matter will be kept in confidence and disclosed only to the extent necessary to carry out these procedures. Records will be securely maintained and disclosed only to the extent necessary to carry out these procedures. When a complaint is substantiated the outcome of the investigation and all documentation relating to the incident will be maintained in the harasser's file. No documentation will be maintained in the complainant's file when the complaint is filed in good faith, regardless of whether the complaint is substantiated or not. If the complaint is not substantiated then there shall be no record of the complaint placed in the alleged harasser's file.
6. Allegations of harassment made in bad faith will not be tolerated and are subject to disciplinary action up to and including termination.

Definition of Harassment:

Harassment in the workplace is against the law and the behaviour which constitutes harassment has been defined by Newfoundland courts and legislation.

Harassment can be described as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. It can be verbal, physical or visual conduct which has the effect of being insulting, intimidating, offensive or hostile.

Behaviour can be considered harassment even if it was not intended to cause insult, intimidation, offence or hostility to the recipient. A finding of harassment depends upon the effect the behaviour has on the person who is the target regardless of the intent of the harasser. In other

words, you do not have to intend to harass someone for your behaviour to constitute harassment. Behaviour is harassment if a reasonable person should have known that the behaviour was unwelcome.

The Newfoundland *Human Rights Code* protects a person from harassment in the workplace on the basis of the following grounds:

- race
- religion
- sex (including pregnancy and sexual orientation)
- marital status
- physical disability
- mental disability
- political opinion
- colour or ethnic
- ethnic, national or social origin
- age

Some examples of harassment include, but are not limited to, the following:

- displaying offensive visuals of racial, religious, political material such as posters, pictures or cartoons;
- refusing to work with another employee because of that other person's sexual orientation, disability, racial, religious or ethnic background;
- race and religious harassment can take the form of derogatory comments, taunts, threats, jokes, teasing or jeers about race, colour, nationality or ethnic origin or about the adornments and rituals associated with cultural or religious beliefs;
- racial or ethnic slurs.

Definition of Sexual Harassment:

Sexual harassment is a particular form of harassment and is prohibited by law. Sexual harassment is unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for victims of harassment. It may include unwelcome physical contact, attention or sexual demands directed at an individual or at women or men in general. Sexual harassment usually involves a male harassing a female, however, sexual harassment can involve persons of the same gender or a female harassing a male.

According to the Newfoundland, *Human Rights Code*, unwelcome conduct which constitutes sexual harassment include the following:

1. a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, perpetrated by the person's employer, someone acting for the employer, or a co-

worker. Examples of this behaviour are unwelcome sexual behaviour or physical contact;

2. sexual advance or solicitation made by a person who is in a position to grant or deny a benefit or advancement to another. This behaviour constitutes harassment when the person making the solicitation or advances knows or ought to reasonably know that the behaviour is unwelcome. An example of this behaviour would be an unwelcome advance from a supervisor to an employee;

3. a person in a position to confer or deny a benefit or advancement to another penalizes, punishes or threatens to institute a reprisal against the person who rejected his or her sexual solicitation or advance. For example, firing or demoting an employee because he or she has refused a proposition.

Some examples of sexual harassment include, but are not limited to, the following:

- unfair evaluations or reprimands, reduced working hours, overtime, overwork, dismissals, discipline in retaliation for a refusal to submit to sexual advances;
- requests for sexual favours;
- leering, staring or whistling;
- sexist jokes causing embarrassment or offence;
- display of material of a sexual nature such as posters, postcards, objects;
- sexually degrading words used to describe a person;
- unwelcome inquiries or comments about a person's body or sex life;
- unwanted physical contact such as touching, kissing, patting or pinching;
- unsolicited nicknames such as "dear", "darling" or "honey";
- persistent unwanted contact or attention at the end of a consensual relationship;
- sexual assault.

Harassment Complaint Procedure:

If you feel that you have been harassed, then the following options are available to you:

1. Contact the CAO or Mayor to inquire how to proceed with the matter;
2. Tell the alleged harasser in person or writing that the behaviour is unacceptable and that it must stop. If you choose this option, then you should try to focus on the behaviour and not the person during your discussion with the alleged harasser. You should indicate to the alleged harasser that the behaviour is unwelcome and offensive and that you will not tolerate any further episodes of such behavior. You are encouraged to use some discretion in determining where to have the discussion. If the behaviour involves a group of people, you should speak with the people individually. Remember to be respectful and open to feedback during your discussion;

3. If you are not comfortable approaching the alleged harasser or the behaviour continues after your discussion with the alleged harasser then you should report the incident to your immediate supervisor, CAO, or the Mayor which ever with whom you are comfortable. You may present your concern either orally or in writing. If you prefer to present your complaint in writing then please ensure to include the event, date(s), time(s), location(s), names of witnesses and the resolution you are seeking;

4. File your complaint with the Newfoundland Human Rights Commission. You should note that there is a 6 month limitation period, meaning that the Newfoundland Human Rights Commission will not deal with complaints unless they are filed within 6 months from the date of its occurrence. In addition, it should be noted that it is the practice of the Newfoundland Human Rights Commission to encourage employees to use the Company's internal resolution procedure if it has not been already been exhausted.

Roles/Responsibilities of Those Advised of a Complaint:

If your immediate supervisor is advised of a complaint they are expected to contact the CAO or the Mayor to obtain guidance on how to proceed with the matter.

If the complainant has not completed a written copy of the complaint, the complainant's will meet with the CAO or the Mayor to obtain a written statement outlining the event(s), date(s), time(s), location(s), name(s) of witnesses and the resolution the complainant is seeking. It is at the complainant's discretion as to which of the above referenced individuals he or she would prefer to have present at the meeting. A copy of the signed written complaint will be provided to the alleged harasser and the alleged harasser will provide a signed written response to the complaint.

The CAO and/or the Mayor will meet with the complainant and the alleged harasser to serve as a mediator and attempt to obtain some form of a reasonable resolution that will satisfy the complainant. Again, it is at the discretion of the complainant as to which individual he or she would prefer to act as the mediator.

If the complainant and the alleged harasser do not agree on the facts then an investigator(s) will be appointed and an investigation will be initiated. Following the investigation, the CAO and/or the Mayor will review the investigation report and jointly make a determination on the matter.

If the complainant is satisfied with the resolution proposed by the CAO and/or the Mayor, then the CAO will forward a summarized copy of the complaint together with the resolution reached to the complainant, alleged harasser.

If the complainant or the alleged harasser is not satisfied with the proposed resolution then either

party may request, in writing, that Council review the matter.

Roles/Responsibilities of the Investigator:

The investigator(s) will interview the complainant, the alleged harasser, witnesses or any other person deemed necessary to conduct the investigation. The investigator(s) has the power to interview witnesses, take written statements and review documentation. The investigator(s) will submit a report to the CAO and/or the Mayor. The report shall summarize the investigation and the recommended disciplinary action to be taken.

Disciplinary Action:

When a complaint of harassment is substantiated, disciplinary action will be taken against the harasser. The penalty will be determined by the degree of the policy violation and guided by precedent.

The range of penalties include: verbal reprimand or warning for less serious violations to suspension without pay or discharge for serious violations. In addition, an apology, education, training, and counseling, transfer and demotion are examples of the discipline which could be imposed.

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Small Business Tax Policy

Resolution Number: 333

Policy Number: 10

Date Approved: February 8, 2016

Purpose

The Purpose of this Small Business Tax Policy is as follows:

To ensure consistent, effective and appropriate taxation for small businesses.

To ensure prompt, efficient, courteous and consistent service to all taxpayers of the Town of Petty Harbour/Maddox Cove.

Authority:

Section 111, 102, 103, 107, 132, 133 of the *Municipalities Act, 1999*.

Procedure:

The Town of Petty Harbour/Maddox Cove will charge a \$50 Small Business Tax to any business who had a Gross Revenue of \$2,000.00 or less and does not have a registered HST #. If both criteria are met and Council received a signed copy of the Gross Revenue for the previous year from the business owner, a small business tax of \$50 will apply.

Notification of Gross Revenue:

Small business owners will have to provide above noted documentation by January 15 of each year in order to be eligible for Small Business Tax. If Small Business owners do not provide their gross revenue by January 15 then they will be charged at least \$300.00 minimum regular Business Tax.

| REVISION HISTORY: Revision: | Resolution #: | | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Tax accounts to be current and all fines paid to obtain a permit Policy
Resolution Number: 334

Policy Number: 11

Date Approved: February 8, 2016

Purpose

To ensure every means of tax and fine collection available to the Town is employed.

To ensure that buildings and properties are not further developed or improved, thereby improving their value, without the payment of outstanding taxes or fine.

Authority:

Council Discretion

Procedure:

It is the policy of the Town that no permits be issued to any property owner or tenant of property for which Property, Business, Water and Sewer tax or Garbage fees are in arrears or any fines that have not been paid.

If property owner or tenant has been issued an Order to have property repaired or torn down, then the Town will only issue a permit based on the specific Order.

This policy shall apply for ALL property improvements including repairs, fencing.

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| REVISION HISTORY: Revision: | Resolution #: 421 | | Change Made: Rescinded | Date: May 25, 2016 |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Tourist Accommodation Taxation

Resolution Number: 369 & 370

Policy Number: 12

Date Approved: October 22, 2018

Purpose

The Purpose of this Tourist Accommodation Taxation Policy is as follows:

To ensure prompt billing of tourist accommodation business taxes in order to meet the budgetary expenditures of the Town of Petty Harbour/Maddox Cove for the fiscal year.

To ensure consistent, effective and appropriate collection.

To ensure prompt, efficient, courteous and consistent service to all taxpayers of the Town of Petty Harbour/Maddox Cove

To ensure every means of tax and fine collection available to the Town is employed.

Definitions:

TOURIST ACCOMMODATION: Shall mean all roofed accommodations offering accommodations or lodgings to paid guests either regularly or occasionally on a short-term basis.

NUISANCE: a person, thing, or circumstance causing inconvenience or annoyance and/or something offensive or annoying to individuals or to the community

Authority:

This policy rescinds all previous policies pertaining to this subject matter.

Page 1

Procedure:

1. All tourist accommodations businesses must be licensed to operate from Government of Newfoundland and Labrador's Department of Tourism, Culture, Industry and Innovation. A permit must be obtained from the town before a tourist accommodations business can operate. A permit will be issued only when a tourist accommodation business provides a Tourist Establishment Licence from Government of Newfoundland and Labrador's Department of Tourism, Culture, Industry and Innovation. This permit has to be renewed each year.
2. All tourist accommodations businesses will be charged a residential water & sewer tax and residential garbage fee for 12 months of the year.
3. All tourist accommodations businesses will have a new assessment completed by the Municipal Assessment Agency.
4. All tourist accommodations properties that are renting an entire property will be charged a commercial property tax and a business tax at a mil rate of 9.5 for 12 months of the year.
5. Tourist accommodation properties in which there are rentals in only part of a resident's home will have the portion of the home that is used as a rental assessed. They will be charged a residential property tax on the entire property and a business tax on the assessed value of the rental portion at a mil rate of 9.5. The minimum business tax will be set at \$400 per year.

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| REVISION HISTORY: Revision: #1 | Resolution #: Motion # 369 & 370 | | Change Made: Complete policy | Date: October 22, 2018 |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Gravel/Salt/Sand on Property after Snow Clearing Operations

Resolution Number: 98

Policy Number: 13

Date Approved: June 5, 2017

Purpose

The Purpose of this policy is as follows:

To ensure that residents and property owners are made aware on a consistent basis that the Town or contractors of the Town will not be taking responsibility of cleaning gravel, salt or sand from lawn's, driveways, any private area or around any residence or dwelling that may accumulate during or after any regular snow clearing operations.

Authority:

Council discretion

Procedure:

It is the policy of the Town as follows:

1. The Town or contractors of the Town will not be taking responsibility of cleaning gravel, salt or sand from lawn's, driveways, any private area or around any residence or dwelling that may accumulate during or after any regular snow clearing operations.
2. If damages occur to property from snow clearing operations then Council will investigate this on a case by case basis.

| REVISION HISTORY: Revision: | Resolution #: | | Change Made: | Date: |
|--|----------------------|--|---------------------|--------------|
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Travel Expense Policy

Resolution Number: 247

Policy Number: 14

Date Approved: December 18, 2017

Purpose

The Purpose of this policy is as follows:

It is the Town of Petty Harbour/Maddox Cove's policy to reimburse individuals for all authorized expenses when travelling on Town business. Expenses must be authorized by the Mayor or Deputy Mayor and/or Council. Travel expenses must be properly documented and approved on a Travel Expense Report.

Authority:

Municipal Councillor Remuneration and Reimbursement Regulations, 2001
under the *Municipalities Act, 1999*

Procedure:

It is the policy of the Town as follows:

1. Staff and councillors be paid \$10.00 to travel to the Goulds and \$20.00 to travel to St. John's/Mt. Pearl on council business. Anything over 50 kms will be paid by km rate. Travel Mileage rates: @.42/km. Travel expenses will not be paid for more than the number of vehicles necessary to conduct Town business.
2. Daily Meals & Incidental Rates:

Breakfast @ \$8.00 per day for any meeting or Town business that occurs in the morning

Dinner @ \$14.00 per day if Town business is 3 hours or more and outside of Petty Harbour/Maddox Cove

Supper @ \$21.70 per day if Town business is 3 hours or more and outside of Petty Harbour/Maddox Cove
3. Any meetings that run the full day 8 – 4 will be paid for breakfast, dinner and supper.

4. Accommodations for approved out of town business will be paid for which the actual cost is verified by a receipt.
5. Councillors that are required to attend meetings for 8 hours or more will be paid a daily per diem of \$150.00 which includes meals and incidentals.

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| REVISION HISTORY: Revision: | Resolution #: 97 | | Change Made: Changes to rates for Goulds and St.John's/Mt. Pearl | Date: March 26, 2018 |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Hours of Work Policy

Resolution Number: 236

Policy Number: 15

Date Approved: December 4, 2017

Procedure:

Town work hours will be as follows:

Monday 12:00pm to 9:00pm

Tuesday 8:00am to 5:00pm

Wednesday 8:00am to 5:00pm

Thursday 8:00am to 5:00pm

Friday 8:00am to 5:00pm

For statutory holidays that fall on a Monday the office hours for Monday's shall apply on Tuesday of that week.

Meal breaks shall be alternated between the two employees so as to have personnel available at all times in the office to service the public.

*Thirty day notice was given to the union on December 15, 2017

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| REVISION HISTORY: Revision: | Resolution #: 249 | | Change Made: 30 day notice given to union | Date: December 18, 2017 |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Christmas Bonus Policy

Resolution Number: 236

Policy Number: 16

Date Approved: December 4, 2017

Procedure:

Christmas bonuses will be paid out to a maximum individual amount of \$500.00.

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| Part time employees or full time employees for less than one (1) year | \$100.00 |
| 1 – 9 Years of service | \$200.00 |
| 10-14 Years of service | \$300.00 |
| 15-24 Years of service | \$400.00 |
| 25 + Years of service | \$500.00 |

*Thirty day notice was given to the union on December 15, 2017

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|--|-----------------------------|--|--|--------------------------------------|
| REVISION HISTORY: Revision: | Resolution #: 249 | | Change Made: 30 day notice to union | Date: December 18, 2017 |
| | 31 | | Cancel Policy | January 29, 2018 |



Town of Petty Harbour-Maddox Cove Policy Manual

Title: Employee call in Policy

Resolution Number: 236

Policy Number: 17

Date Approved: December 4, 2017

Procedure:

Additional staff will be called in only when absolutely required. Additional staff will only be called in when the job cannot be completed by the current full time staff on hand.

Additional staff will be called in at the discretion and in conjunction with the Mayor/Deputy Mayor and Foreman/CAO. If the Mayor/Deputy Mayor cannot be contacted then call in will be at the discretion of the CAO.

| REVISION HISTORY: Revision: | Resolution #: | | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: After Hours Contact Policy

Resolution Number:

Policy Number: 18

Date Approved: December 4, 2017

Procedure:

Whereas according to the collective agreement the Chief Administrative Officer is to receive \$700.00 for contact with residents and councillors after normal work hours, the Council directs that person to maintain a log of said contacts with the following information.

Name of person making the contact

Time and place of said contact

Reason for contact

Said log is to be presented to council for review at all council meetings.

| REVISION HISTORY: Revision: | Resolution #: | | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Health & Safety Policy

Resolution Number: 236

Policy Number: 19

Date Approved: December 4, 2017

Purpose:

The Town of Petty Harbour/Maddox Cove is ultimately responsible for workers' occupational health and safety at the workplace.

Authority:

Occupational Health & Safety Legislation

Procedure:

The Town of Petty Harbour/Maddox Cove is ultimately responsible for workers' occupational health and safety at the workplace. We will strive to protect workers from injury and illness related to work; and we will provide the resources necessary to keep the workplace healthy and safe. To fulfill this commitment the Town of Petty Harbour/Maddox Cove will make every effort to provide and maintain a safe and healthy workplace by following industry standards and complying with OH&S legislation. In keeping with OH&S legislation, a healthy and safe workplace will be created in consultation and cooperation with management and workers, in particular the health and safety representative/designate or committee.

Supervisors will be held accountable for the health and safety of employees under their supervision. Responsibilities include ensuring machinery and equipment are safe and established safe work practices are followed.

Every employee must protect his/her health and safety and the health and safety of other employees by following legislative requirements and safe work practices and by reporting unsafe conditions they observe.

Contractors will be required to meet legislative requirements and follow the Town of Petty Harbour/Maddox Cove's policies and procedures regarding health and safety.

Health and safety is an integral part of this firm's every day business. It is in the best interest of all to join together and put into practice health and safety principles in all work activities.

This OH&S policy will be reviewed on an annual basis and revised as necessary.

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Return to Work Policy

Resolution Number: 248

Policy Number: 20

Date Approved: December 18, 2017

Purpose:

The Town of Petty Harbour/Maddox Cove is committed to assisting workers who have been injured on the job to return to work in a timely and safe manner.

Authority:

WHSC Policy RE-18 and in accordance with section 89 and 89.1 of the *Workplace Health, Safety and Compensation Act*.

Procedure:

The Town of Petty Harbour/Maddox Cove will fulfill this commitment by contacting the worker as soon as possible after the injury and offering employment that is consistent with the worker's functional abilities. Job options will be identified and offered using the Workplace Health, Safety and Compensation Commission's Hierarchy of Return to Work as identified in WHSC Policy RE-18 and in accordance with section 89 and 89.1 of the *Workplace Health, Safety and Compensation Act*.

All members of the organization including supervisors, co-workers, and the union are responsible for actively participating and cooperating in the return to work process when required. Where necessary the company will seek input and advice from other parties involved in the RTW process including the Workplace Health Safety and Compensation Commission and external health care providers.

Any personal information received or collected that can lead to the identification of an injured worker will be held in the strictest confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

This statement will be reviewed at least annually and may be updated or changed as required.

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Overtime Policy

Resolution Number: 80

Policy Number: 21

Date Approved: March 12, 2018

Procedure:

Procedure:

- Foreman approves salting, sanding, water main breaks and emergency overtime as needed.
- CAO approves & signs off on staff overtime
- Mayor or Deputy Mayor approves and signs off on CAO overtime.

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Business Restroom Facilities

Resolution Number: 175

Policy Number: 22

Date Approved: May 22, 2018

Purpose:

To ensure that the businesses located within the municipal boundaries of Petty Harbour/Maddox Cove, that provide direct goods and services (in-person) to the public, provide restroom facilities with a handwashing station for its patrons.

Authority:

Town of Petty Harbour/Maddox Cove

The Town of Petty Harbour/Maddox Cove requires any business located within the municipal boundaries that deals directly with the public provide at a minimum the following hygiene facilities on site:

Toilet

Handwashing Station/Sink

Proper Signage (Identifying either male, female or both). Home-based and tourist accommodations rentals are exempt from erecting proper signage.

A restroom facility will be a condition of any permit issued for a new business that deals directly (in-person) with the public.

The restroom facility must be connected to the Town's water and sewer system where possible.

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| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Drug & Alcohol Policy

Resolution Number:

Policy Number: 23

Date Approved:

Preamble:

The Town of Petty Harbour/Maddox Cove is committed to promoting the health, safety and wellness of its employees, contractors and the public. The Town of Petty Harbour/Maddox Cove recognizes and accepts the responsibility to provide employees with a safe, healthy and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. Being unfit for duty or under the influence of drugs or alcohol can have serious adverse impacts on the workplace and could lead to suspension or dismissal.

Purpose of Policy:

The purposes of this Policy are to support workplace health and safety; to address and minimize the risks in the workplace associated with drugs and alcohol and to ensure fitness for duty; to establish The Town of Petty Harbour/Maddox Cove's expectations for appropriate behavior. This policy outlines the expectations regarding fitness for duty, and the prohibitions against the use and possession of drugs and alcohol. This policy supports The Town of Petty Harbour/Maddox Cove's Health & Safety Policy.

Scope of Policy:

This policy applies to the following people and places:

- all temporary, full-time or part-time employees of the Town;
- all outside contractors and sub-contractor working on behalf of the Town;

Procedure:

All employees and all contractors providing services to the Town of Petty Harbour/Maddox Cove are expected to report to work and remain fit for duty throughout their shift. The following are strictly prohibited while on the town's payroll while on Town premises, operating a Town vehicle or equipment and when representing the Town or conducting Town business:

- Consuming or being under the influence of drugs or alcohol;
- Possessing, distributing, offering or selling drugs, drug paraphernalia or alcohol;
- Being unfit for duty as a result of consuming or improperly using any medication;
- Possessing prescription medication without a legally obtained prescription; and
- Distributing, offering or selling prescription medication.

The Town of Petty Harbour/Maddox Cove has established this policy in order to balance our respect for individuals with the need to maintain a safe work environment. Violations of this policy is prohibited.

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Contractor Policy

Resolution Number: 429

Policy Number: 24

Date Approved: December 3, 2018

Preamble:

The Town of Petty Harbour/Maddox Cove is committed to maintaining a safe and harmonious working relationship with all contractors of the Town. The Town of Petty Harbour/Maddox Cove recognizes and accepts a joint responsibility to provide contractors and their employees with a safe, healthy and productive work environment. Contractors have the responsibility to report to work capable of performing their tasks productively and safely with the proper legal requirements such as but not limited to suitable liability insurance and worker's compensation.

Procedure:

The Contractor will not be an employee of the Town. The instruction, management and control of Contractor's employees shall always remain with the Contractor. The Contractor shall be deemed to be an independent contractor.

The Town will pay the Contractor, as full and complete compensation for the work completed, an amount equal to the fee agreed upon by the Town and the Contractor. The Town may withhold 10% of the total amount due until work has been inspected and approved as complete and without damages to any property either public or private.

The Contractor shall perform all work in compliance with all applicable federal, provincial and municipal governments and other competent authorities, laws, regulations and orders presently in effect and becoming effective during the performance of the work, and shall be responsible for all consequences including, without limitation, paying all fines and penalties which may arise because of non-compliance with such requirements.

The Contractor shall obtain from the proper authorities or persons all permits and licenses which may be required in the performance of the work.

Contractor shall be responsible for ensuring the health and safety of its representatives including, but not limited to:

- (a) ensuring that all equipment within the Contractor's control shall be maintained in good condition and shall meet all applicable legislation and regulations;
- (b) ensuring that only competent and certified personnel carry out the work;
- (c) stoppage of all activities in the area of an identified health or safety problem until it is resolved;
- (d) reporting of all health and safety hazards to the Town; and
- (e) providing and using of all necessary protective equipment to its representatives.
- (f) adhering to all applicable policies of the Town.

The Contractor shall comply with all applicable provincial and federal laws and regulations, and provide proof to the Town of an account in good standing with Workplace NL. The Contractor shall promptly investigate and report to the Town and all legislative authorities having jurisdiction, any accident or occurrence resulting in injury, death or illness to any Representative.

The Contractor will have suitable liability insurance, and provide proof to the Town, of a minimum of \$1,000,000.00 and shall maintain such insurance throughout the duration of work with the town.

| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Commercial Garbage Policy Resolution Number: 447

Policy Number: 25

Date Approved: December 17, 2018

Purpose:

To outline the fee structure for Commercial Garbage Collection in the Town of Petty Harbour-Maddox Cove.

Procedure:

Commercial properties that have more than five (5) containers of garbage (including bags and/or boxes etc.) out for pickup on garbage collection day will be charged in accordance to the below fee schedule:

Extra Garbage:

| | |
|----------------------------|------------------------|
| Quarter Load or Less | \$50.00 flat rate |
| Half Load | \$25.00 + tipping fees |
| Full Load | \$50.00 + tipping fees |

Clarification:

Six (6) bags to a quarter truck load -\$50.00 flat fee

Half a truck load -\$25.00 + tipping fees*

Full truck load -\$50.00 + tipping fees*

*Tipping fees charged in accordance with the fee schedule at Robin Hood Bay Waste Facility.

The Town of Petty Harbour/Maddox Cove retains the right to refuse any garbage containing prohibited material or liquids and also any garbage that is deemed too heavy to safely lift onto the truck. Garbage that is not appropriately contained may also be refused.

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| REVISION HISTORY: Revision: | Resolution #: | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Water Infrastructure Policy

Resolution Number: 118

Policy Number: 26

Date Approved: April 24, 2019

Purpose

The Purpose of this Water Infrastructure Policy is as follows:

To ensure consistent and effective procedures for servicing water infrastructure problems within the Town of Petty Harbour/Maddox Cove.

To provide appropriate policy for determining if the Town or the property owner is responsible for repairing, replacing or altering any issue with water infrastructure within the Town.

To provide consistent procedure for paying any debt that may be accumulated to the Town for any service rendered in relation to water infrastructure with the Town of Petty Harbour/Maddox Cove.

Definitions:

Water Infrastructure: Shall mean any or all water lines, curb stops, valves, etc. that provide a function for the delivery of water within the Town of Petty Harbour/Maddox Cove.

Authority:

Section 103, 107, 125 of the *Municipalities Act, 1999*.

Procedure:

1. Any issue with the water Infrastructure shall be first assessed by Town staff.
2. All issues with water infrastructure that occur inside the curb-stop toward any property shall be the responsibility of the property owner.
3. All issues with water infrastructure that occur outside the curb-stop away from any property shall be the responsibility of the Town with the exception of the following:
 - Any issue that arises through the neglect by, or damage from, any property owner. Examples shall include, but are not limited to, water freeze ups that travel beyond a curb stop from the property.
4. Should the Town have to repair town infrastructure caused by neglect or damage by the property owner and is deemed so by the Town or Town Staff, all costs associated shall be applied to the property owner's tax account and they shall be invoiced accordingly.
5. Should a property owner be required to repair, replace or alter any water Infrastructure, they shall be required to acquire a permit from the Town of Petty Harbour/Maddox Cove.
6. Town Staff shall be on-site to monitor any repair, replacement or alterations to town water infrastructure.

| REVISION HISTORY: Revision: | Resolution #: | | Change Made: | Date: |
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Town of Petty Harbour-Maddox Cove Policy Manual

Title: Accessory Building Water Taxation Policy

Resolution Number: 199

Policy Number: 27

Date Approved: June 3, 2019

Purpose

The Purpose of this Accessory Building Water Taxation Policy is as follows:

To ensure fair and effective procedures for water taxation for accessory buildings within the Town of Petty Harbour/Maddox Cove.

To provide a consistent procedure for charging water tax to any accessory buildings using the Town of Petty Harbour/Maddox Cove water services.

Definitions:

Accessory Building: Shall mean

- i) a detached subordinate building not used as a dwelling,
- ii) for residential uses, domestic garages, carports, ramps, sheds, swimming pools, greenhouses, cold frames, fuel sheds, vegetable storage cellars, shelters for domestic pets or radio and television antennae,
- iii) for commercial/recreational uses, workshops or garages, sheds, stages and
- iv) for industrial uses, garages, offices, raised ramps and docks.

within the Town of Petty Harbour/Maddox Cove.

Authority:

Section 130 of the *Municipalities Act, 1999*.

Procedure:

1. The owner of any accessory building that is connected to town's water infrastructure shall be charged a full year's water tax whether or not they have the water turned on for the full year.
2. The owner of any accessory building that is connect to the town's water through an alternate source such as, but not limited to, a hose connect to another property or shall be charged for a full year water tax whether or not they have the water turned on for the full year.

| REVISION HISTORY: Revision: | Resolution #: | | Change Made: | Date: |
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