

TOWN OF WOODY POINT
POLICY & PROCEDURE HANDBOOK
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JOB DESCRIPTION TOWN CLERK-MANAGER

Town Clerk-Manager

Status and Reporting Protocol:

This is a full time permanent position which reports directly to the Town Council of the Town of Woody Point.

Rationale:

The purpose of this job description is to generally outline the duties, roles, and responsibilities of this position. It is not meant to be limiting or all inclusive. As with all employees, from time to time there may be a need to assist in carrying out other reasonable duties and responsibilities as assigned (or requested) by Council in order to ensure the efficient and effective operation of the town, and to respond to other pressing needs as they may arise.

Primary Focus of Responsibility:

The Town Clerk-Manager is responsible for the overall administration and management of the Town on a day to day basis, and all staff report directly to this individual. It is incumbent on this individual to provide leadership, information, and support to the mayor and council in enacting their decisions as elected officials, and to assist in providing the necessary resources to ensure their initiatives are successfully implemented.

The Town Clerk-Manager interacts on a daily basis with other staff, municipal colleagues and affiliates, and other professionals (as necessary) to ensure the continued effective management and administration of the town. It is essential that the Town Clerk-Manager be informed on an ongoing basis of all significant decisions, activities, and initiatives at the staff level that affect the municipality. Furthermore, all decisions and directives undertaken by council should be communicated to the Town Clerk-Manager in as timely a manner as possible.

To ensure good communication and exchange of information, and out of respect for the position of the Office of the Mayor, it is imperative that the Town Clerk-Manager ensures that the mayor is fully briefed on any and all significant decisions, actions, or initiatives undertaken by staff, or of any issues which might be in any way contentious, or which might be reasonably assumed to be important for the mayor to know. There should be regular opportunities for communication between the Mayor and Town Clerk-Manager on issues and concerns which might be considered routine in nature. Excellent (and ongoing) communication between these two individuals, in particular, is critically important to the overall effectiveness of the town.

Qualifications:

The Town Clerk-Manager should possess a degree or diploma in business administration or business management, or should possess equivalent experience in public

administration, management, or possess other equivalent skills and abilities which would be deemed to qualify him/her for the position. Training or certification in the area of municipal government would be a definite asset.

A minimum of five years practical experience in a supervisory or management position is required to be eligible for the position.

Hours of Work and Overtime:

Hours of work are from 8:30 am to 4:30 PM Monday to Friday, (with 1 hour lunch break).

The hours of work will be 35 hours per week as ascribed for all full-time municipal employees (unless otherwise assigned), and the particular hours of work may be subject to change depending on the details of the working agreement that exists between town employees and the Town Council of the Woody Point.

However, the position of Town Clerk-Manager is the senior staff position in the Woody Point, and as part of the terms and conditions of employment, there is a reasonable expectation for the Town Clerk-Manager to attend after hour meetings of Council or Committee of the Whole, or to attend public hearings or other special meetings convened by council as part of the responsibilities of the job, and no overtime will be paid for attendance at such meetings.

However, should the amount of “after hours” time accumulated for meetings exceed a total of twelve (12) hours per month, and where by those hours are approved by council, the Town Clerk-Manager will be entitled to overtime pay at the end of each month, and at the rate of straight time based on the hourly rate of pay of the Town Clerk-Manager at that point in time or where agree by both council and Clerk-Manager, he/she would be able to convert this overtime, also in straight time in lieu.

Probation Period:

There will be a twelve (12) month probation period (for new hires) for the position of Town Clerk-Manager, and upon successful completion of the probationary period, the employee will assume full-time permanent status with all rights and privileges therein.

Scope of Work:

The work of the Town Clerk-Manager will be distributed in the following broad areas:

1. Management and Supervision of Personnel
2. Financial Management, Accounting, and Payroll
3. Office Administration
4. Responsibilities of Town Clerk
5. Information Systems and Technology
6. Public Works and Infrastructure
7. Building and Development

Specific Duties and Responsibilities:

Management and Supervision of Personnel

- Shall ensure there is compliance with policies and statutory obligations relating to workplace health and safety on the part of all employees, and for the provision of a respectful workplace for employees.
- Shall be responsible (directly or indirectly) for the overall direction, supervision, and management of all employees of the town – regardless of their position in the organization.
- Shall be responsible for overseeing (or assigning) supervision of daily activities of all outside staff and staff, and for ensuring that work is carried out in an efficient and effective manner.
- Shall assign tasks and delegate responsibility to staff as required, and shall ensure there are job descriptions prepared which clearly outline the duties and responsibilities of all municipal employees – full time, part-time, seasonal, or student (grant funded) employees.
- Shall set work schedules for all office personnel in accordance with approved job descriptions, and shall ensure that reasonable and appropriate expectations are outlined for all town employees.
- Shall monitor performance and provide appropriate professional feedback (both formally and informally) to employees, and shall be responsible for establishing formal professional assessments and evaluation of the town's workforce.
- Shall mentor staff and provide training and professional development opportunities to enhance performance levels, increase knowledge, and improve the effectiveness of staff.
- Shall work to resolve employee concerns or settle disputes and differences either directly, in consultation with others, or through established and acceptable procedures.
- Shall confer with the Mayor and the appropriate personnel committee of Council on all matters requiring serious intervention or disciplinary action of employees – including suspension or discharge of duties.
- Shall ensure timely implementation of all decisions, policies, and procedures approved by Council.
- Shall assume responsibility for providing assistance and support to the town's Fire Chief and volunteer fire fighters and emergency personnel in accordance with the policies and provisions approved by council.

- Shall, in consultation with the appropriate committee of council, be responsible for the hiring and training of staff, and for ensuring fairness and equity throughout the hiring process.
- Shall be responsible for fostering (and encouraging) a positive working relationship among staff, with elected officials, with community organizations and volunteer groups, with residents, with business groups and developers, and with the public at large.
- Shall work to ensure that all municipal employees represent the town with professionalism and respect.

Financial Management, Accounting, and Payroll

- Shall be responsible for the day to day financial management of the municipality, and shall provide council with professional advice and direction on policies, procedures, and initiatives which might accrue savings or otherwise improve the financial stability of the town.
- Shall maintain a close relationship with the town's lending and banking institutions for the purpose of ensuring that the town is securing the best possible rate on borrowing, interest on investments, and other financial matters relating to the town.
- Shall report to the Mayor and Council, and make recommendations to improve and protect the financial operation and viability of the town.
- Shall ensure that Council decisions, regulations, and orders as they apply to Finance and Administration are fully complied with at all times.
- Shall assist and direct the mayor and council in the preparation of the town's municipal budget and capital budget on an annual basis, and make recommendations concerning budget lines, revenues and expenditures, borrowing and investments, or other financial matters as might be deemed appropriate to assist council in making informed financial decisions on behalf of the town.
- Shall ensure that all budget utilization amounts, encumbrances, and balances are properly maintained and reported to the Mayor and Council on a quarterly basis, or as specified and approved by council.
- Shall supervise the collection of revenues, and shall control and administer all municipal expenditures and report these activities to Council on a regular basis.
- Shall authorize payments or expenditures made on behalf of the town which are not in excess of \$500.00, and shall ensure the town is fully compliant with the Public Tendering Act and other statutory obligations.

- Shall ensure that specific approval of council is sought for expenditures or payments which exceed \$500.00, except in situations of emergency where there is no spending limit applied. The Mayor or Deputy Mayor MUST be consulted.
- Shall confer with the Mayor and with the appropriate committee of council on all issues of a financial nature that are not covered by existing Council directives, policies, or regulations.
- Shall be responsible for the administration and approval of the town's payroll for all employees.
- Shall ensure proper administration and payment of council remuneration as outlined and approved by council.
- Shall ensure proper administration all approved overtime and/or banked time for other town employees in accordance with approved working agreements.
- Shall ensure appropriate deductions and remittances are made on behalf of all municipal employees as required or as provided for in the town's working agreements with employees, or in accordance with appropriate federal or provincial agreements for grant funded employees.
- Shall ensure proper administration of payroll and payroll deductions for part-time employees, such as contracted employees, summer students, employees hired under specific grant projects, or other part-time or seasonal employees.
- Shall ensure administration and accurate recording all annual leave in accordance with employee working agreements.
- Shall ensure maintenance and an accurate accounting of deductions made on behalf of employees, and shall provide information and supporting documentation on costs associated with payroll deductions and other benefits made by employees (and on behalf of employees) to help ensure maximum value.
- Shall ensure T-4 slips are processed for all employees (and members of council) in accordance with requirements outlined by Canada Revenue Agency.
- Shall provide information and respond to inquiries by employees related to their personal payroll, or concerning deductions or remittances made on their behalf.
- Shall carry out (or oversee) all accounts payable and accounts receivable transactions on behalf of the town, unless otherwise specified or directed by council.

- Shall provide information and updates relating to all aspects of payroll and accounts payable as requested by council, and shall prepare financial statements, the monthly cheque register, invoices for approval, and financial reports as requested by council, or in accordance with approved timelines and procedures.
- Shall review payroll and accounts payable procedures on an ongoing basis, and shall review and amend procedures as necessary to improve the town's financial operations and reporting procedures in these areas of operation.
- Shall make provisions and prepare accounts and financial information for review by the town's auditors, and shall be responsible for implementing corrective action in all areas outlined and recommended in the Auditor's Report.
- Shall assume primary responsibility (in consultation with the Town's Auditor and other staff) for the administration of PSAB requirements as outlined and directed to ensure compliance.
- Shall be responsible for tracking and updating the town's Operational Budget on an ongoing basis.
- Shall ensure posting and updating of debits, and shall ensure completion of continuous and ongoing balances relating to all expenditures and accounts payable transactions on behalf of the town, or as requested by Council.
- Shall assume responsibility for ensuring the collection of outstanding accounts, taxes, and accounts receivable on behalf of the town.
- Shall put forth recommendations for council's approval for payment schedules, deferred payments, exemptions, "write off" of delinquent accounts, elimination or reduction of interest charges, or other measures relating to accounts receivable.
- Shall provide information and respond to inquiries from taxpayers regarding outstanding balances, interest charges, development fees, or other appropriate financial information.
- Shall administer and maintain grant funding received by the town, and any and all other accounts receivable, and shall provide information and updates to staff and/or council as required or appropriate.
- Shall coordinate the receipt of payments and proper cash handling procedures and reporting, and shall be responsible for receiving, posting, and depositing accounts receivable.
- Shall ensure efficient processing and completion of HRLE forms and other income support tax forms as may be required.

- Shall assume primary responsibility for the development and maintenance of the town's tax accounts, and for working with other staff to ensure the accuracy and reliability of data.
- Shall ensure adjustments and revisions are made (on an ongoing basis) to maintain the integrity of all tax files.
- Shall assume primary responsibility for ensuring the coordination and preparation of annual tax invoices and for appropriate follow up and collection on behalf of the town.
- Shall ensure proper procedures are followed relating to receipt of payments and maintaining accurate records on payments made and outstanding balances.
- Shall coordinate collections efforts and work with other staff, collections agencies, the town's legal counsel, and council to improve collections on outstanding or delinquent accounts.

Office Administration:

- Shall be ultimately responsible for recording the proceedings and decisions of council and for ensuring their safekeeping as outlined under the duties and responsibilities of Town Clerk under the *Municipalities Act*.
- Shall, as authorized by the *Municipalities Act*, administer oaths and take and receive affidavits for municipal purposes.
- Shall supervise (or prepare) Council minutes and ensure that they are maintained in a manner consistent with existing legislation and approved council policy.
- Shall supervise the filing and ensure safe storage of all official documents of Council, minutes of meetings, and other data deemed to be essential in accordance with approved policies and procedures.
- Shall oversee the preparation of suitable job descriptions for all employees which clearly define duties and responsibilities related to their work, and shall ensure that performance assessments and evaluations are linked directly to these assigned duties and responsibilities as outlined for employees.
- Shall coordinate the preparation of all contract documents, tenders, and professional Calls for Proposals and related terms of reference required for activities undertaken by Council, in conjunction with other staff (or professionals) as may be deemed necessary or appropriate.
- Shall ensure that the mayor is informed of all significant issues and decisions undertaken at the staff level on behalf of the town so that he/she will be better able to address issues and concerns with council and be better prepared to respond

to issues raised in the public domain. Regularly scheduled meetings to exchange information and provide updates are essential in order to maintain a good level of communication and to exchange important information.

- Shall assume all administrative and financial responsibilities in working with the town's fire chief, the mayor and council, and other regional fire service representatives or emergency personnel to ensure adequate protection for residents and businesses of the town.
- Shall develop, maintain, and update all operational manuals for inside staff, and work with other staff to ensure that all operational manuals pertaining to outside staff are also developed and maintained.
- Shall assume primary responsibility for coordination of the town's Emergency Response and Preparedness Plan, and shall work with staff and the town's Fire Chief, as well as with other regional, provincial, and federal personnel in the area of emergency preparedness to ensure that the town is prepared to effectively respond to unforeseen emergency situations and disasters.

Responsibilities of Town Clerk:

- Shall perform all the statutory duties of the Town Clerk, Returning Officer, and Administrative Signing Officer in accordance with duties and responsibilities as provided for in the *Municipalities Act* and as established by the town.
- Shall interpret and evaluate municipal bylaws, regulations, legislation, and policies, and seek legal advice (as necessary) to ensure their accurate interpretation and application, and to make recommendations to council for amendments or revisions as deemed necessary or appropriate.
- Shall administer the town's expropriation process as required.
- Shall be responsible for the town's Assessment Review Commission and Appeals Process and all activities and functions related to the same.
- Shall assume responsibility for employee relations, including recruitment, selection, classification, and salary negotiation and administration on behalf of municipal employees, and in accordance with the Municipalities Act.
- Shall process grievances through established mediation and arbitration processes, or as otherwise dictated through working agreements with employees, or in accordance with the provisions of the province's labour laws and practices.
- Shall be responsible for the administration and maintenance of the employees' benefits plan, and shall make recommendations and proposals to Council as deemed appropriate to ensure optimum value for employees and for the employer.

- Shall assume primary responsibility (as staff liaison) for the preparation and administration of the town's budgetary process.
- Shall coordinate all public relations responsibilities and official functions of the town as directed by the Mayor and Council.
- Shall ensure the establishment and maintenance of an appropriate filing system for taxation and assessment purposes by civic address, and shall develop an electronic data base to revise and edit changes on a regular basis to maintain a current and accurate tax file.
- Shall, under the direction of the Mayor and Council, take primary responsibility to ensure that regular and ongoing communication is circulated to residents outlining upcoming events, new initiatives, recent amendments to regulations or by-laws, recent success stories, and other information that might be beneficial to keep the public informed as to what is happening in the town.
- Shall carry out other reasonable duties and responsibilities related to the position of Town Clerk-Manager as directed by Council to ensure the safe, efficient, and overall effective operation of the town on a day to day basis, and to ensure that all other statutory duties and responsibilities related to the position of Town Clerk are fulfilled.
- Shall be responsible for Access to Information (ATIPPA) requests and implementation and shall be assigned as the town's coordinator (Head). Shall keep Council informed of all requests and updates.

Information Systems and Technology:

- Shall continuously evaluate the requirements of the town's Management and Information Systems and other requirements related to electronic reporting, and shall ensure that information is brought forward to council regarding the status of the system, and shall put forth recommendations and/or options for Council's consideration for upgrading and improvement to the town's information technology and computer systems.
- Shall ensure the proper management and maintenance of all integrated Management and Information Systems used by the town, and shall establish clear protocols for usage and security by employees in accordance with the directions and policies established by the Mayor and Council.
- Shall implement specific directives from council relative to information technology acquisition or utilization.
- Shall monitor the information systems utilized and be the first point of contact for repairs, maintenance, and upgrades as necessary or appropriate.

- Shall provide or acquire training for staff to ensure efficient utilization of technology, and to ensure that employees have the appropriate skills to make best use of software packages and other electronic media used by the town.
- Shall ensure that the town's website is current, and that information is provided to the webmaster for regular updates and revision to ensure that the website remains current, informative, interactive, and user friendly.

Public Works and Infrastructure:

- Shall be ultimately responsible for the management of all outside operations and municipal services provided by town employees.
- Shall ensure that employees are provided with the necessary supplies, tools, and equipment to carry out their duties effectively and safely.
- Shall review services, staffing needs, schedules, and procedures related to operations and public works on a continuous and ongoing basis, and will make appropriate (or necessary) recommendations to council for change or improvements which might assist in better meeting the needs of the Town.
- Shall oversee the supervision and reporting of outside service contracts awarded by the town, and shall ensure that all terms and conditions of the contracts are being fulfilled.
- Shall identify and support professional development and training needs of outside employees, and shall ensure that employees are provided with the necessary training and resources to carry out their duties in a safe, responsible, and effective manner.
- Shall manage (and assign supervision) of outside staff and all ongoing work relating to maintenance of the town's water supply, and shall immediately communicate significant problems or concerns related to water quality directly to the Mayor and Council.
- Shall develop and oversee routine maintenance schedules related to the town's water supply, and take responsibility (in conjunction with other staff) for its effective operation. This includes ensuring appropriate training of employees, compliance with procedures related to water quality and water testing, boil orders, and ensuring that accurate logs are maintained of the town's testing and water maintenance schedule to ensure public health and safety.
- Shall insure the completion of routine maintenance and related clean up programs such as hydrant flushing, annual cleanup periods, MMSB cleanup, and other related duties and responsibilities approved by council.

- Shall maintain the town's policy related to emergency boil orders or other precautions, and shall issue public announcements relating to effecting repairs or interruptions to the town's water supply system.
- Shall facilitate necessary certification and training for employees related to safe and effective maintenance of the town's water supply as required by provincial authority.
- Shall provide recommendations regarding water conservation orders or municipal water bans as might be required to protect the town's water supply.
- Shall insure maintenance and operation of the town's sewage lift stations and other related duties and responsibilities as required.
- Shall oversee the maintenance and repair of all municipal facilities and equipment to ensure their safety and operation.
- Shall take responsibility for working with contractors and the town's engineering consultants for the completion of road inspections, and shall prepare an annual report with recommendations for roads maintenance, resurfacing, and upgrading, and for maintenance of the town's under ground infrastructure each year (subject to the availability and allocation of capital funding) for council's consideration and approval.
- Shall be responsible for implementation of the town's approved capital works program.

Building and Development:

- Shall be responsible for receiving and processing development applications, and shall process routine applications which are in full compliance and prepare a Development Approval List for Council's approval in a public meeting of council.
- Shall report to council on discrepancies and applications which are NOT in compliance, and shall make recommendations to the Mayor and Council on building or development applications which could be modified to be in compliance, and which would potentially conform to acceptable variances, building regulations, or zoning requirements outlined in the Town Plan.
- Shall be responsible for the preparation and execution of all development agreements undertaken and approved by the Town.
- Shall offer advice and direction on amending applications for compliance (as necessary or appropriate), or for otherwise making recommendations to the proponent and/or council on improving the proposed development in order to better serve the public interest and to be consistent with the Town Plan and accompanying regulations.

- Shall be responsible for interpreting, applying, and reviewing the town's development regulations on an ongoing basis, and for ensuring registration of amendments and other compliance procedures with appropriate government departments and agencies.
- Shall assume responsibility for the administration and interpretation of the Town Plan, and for making ongoing recommendations for amendments as required.
- Shall work with the Mayor and Council to determine appropriate actions to maximize development opportunities that are in keeping with the vision and direction outlined in the Town Plan, and which are consistent with Council's development priorities.
- Shall ensure accurate records and files are maintained related to planning and development applications and all correspondence pertaining therein.
- Shall oversee and implement appropriate public consultation as required by the provincial and/or municipal authority, and for all applications which are discretionary in nature, or for which it is felt that public input and consultation would be advised or necessary, (or as otherwise directed by the Mayor and Council).
- Shall ensure files on active development applications are maintained, and work with the appropriate committees of council and other staff to process the applications in keeping with Council's direction and development priorities.
- Shall work with council to resolve issues pertaining to development and planning, and shall act to facilitate and support council's decisions and priorities in keeping with the plans and regulations of the Town.
- Shall work closely with the town's Engineering and Planning Consultants as it relates to building, development, and planning issues, and shall seek professional advice and direction from these professionals as required (or as directed by the Mayor and Council).
- Shall, in accordance with the town's development regulations, regulate and maintain all setbacks, side yards, building grades and all other relevant conditions pertaining to the town's development applications, and make recommendations to council for amendments to the regulations as required on an ongoing basis.

THE END

**COMMITTEES AND OPERATIONAL
STRUCTURE**

Article 1.0 – Statement of Purpose

- 1.01 The Town Council of the Town of Woody Point is continuously striving to find ways to better serve the residents and business operators of the town. Council acknowledges the importance of the various committees of council and the critical role committees play in the preparatory and review process which can help improve the decision-making ability of council. Council is committed to strengthening the committee structure and to improving the level of research, review, and consultation at the committee level as a means to improve the efficiency and the overall effectiveness of the decision-making of council.
- 1:02 The purpose of this policy is to identify the various committees of council, clarify the roles and responsibilities of each, and to formalize operational procedures relating to the various committees of council. In short, this policy provides the operational framework pertaining to all committees of council of the Town of Woody Point.
- 1:03 Once adopted (as is or as amended) this policy will provide the basis for all committees of council and will clearly outline the structure, membership, powers and authority, and the protocols relating to each.

Article 2.0 – Authority of Council

- 2.1 Council has the ultimate authority to adopt, repeal, or amend its committee structure as it sees fit with a majority vote at a duly assembled public meeting of council.

Article 3.0 – Role of Committees

- 3.1 Committees provide a means to share the workload among council and to expedite the review and decision making process as a means to improve efficiency.
- 3.2 The role of committee is to gather data and review information, acquire additional background information and documentation as required, research data, determine compliance (if appropriate), consider viable alternatives and/or options available to council, and (if deemed necessary or appropriate) put forth a recommendation for council's consideration based on its findings.
- 3.3 Committees of council are NOT decision-making bodies. All decisions rest entirely with council, and must be approved by a majority vote of council at a properly convened public meeting of council.
- 3.4 Committees respect the authority and equality of all members of council, and are designed to engage and empower councillors to become more knowledgeable of the issues and to be more actively engaged in the consultation process as members of council. Committees encourage input and leadership equally from among all members of council.

- 3.5 The Town Clerk-Manager or his/her designate shall act as recording secretary for each committee of council.

Article 4.0 – Committee of the Whole

- 4.1 Committee of the Whole consists of all members of Council and senior staff. In the case of the Town of Woody Point., Committee of the Whole includes members of Council and the Town-Clerk Manager.
- 4.2 The purpose of meetings of Committee of the Whole is to table reports from various standing committees and discuss issues and determine the collective position of council prior to the public meeting of council. Committee of the Whole provides an opportunity to more thoroughly review agenda items and ask clarifying questions within the privacy of council and staff, and without the added pressure of the public and/or media. Effective councils make routine and extensive use of Committee of the Whole as a means to be better prepared to address issues and concerns, and to provide members of council with full disclosure and an opportunity to discuss and debate issues in private.
- 4.3 Meetings of Committee of the Whole are called at the discretion of the mayor or council. It is generally recommended that meetings of Committee of the Whole take place on the alternate week of public council meetings. This affords council the added opportunity to review business and discuss items which will appear on the public agenda the following week. If additional information or data is required, such a schedule enables the decision-making process to be expedited, and avoids unreasonable delays on the part of council in dealing with issues and rendering decisions. Some councils meet as Committee of the Whole just prior to their public council meetings. The disadvantage of this schedule is that it allows no time whatsoever to attain important information or to research important data which might assist council in rendering a decision quickly.
- 4.4 While meetings of Committee of the Whole better enable members of council to voice their concerns and share their differences in a private meeting, and usually results in far greater consensus building among members of council, the purpose is not necessarily to attain consensus. Individual members of council may still wish to support (or oppose) a motion as they see fit in the public meeting of council. Committee of the Whole is viewed as an added opportunity for debate and discussion, and reduces the uncertainty associated with not being privy to information prior to being expected to make a decision.
- 4.5 Best results from Committee of the Whole are usually attained when meetings are held on a routine and regularly scheduled basis – not on an “as needed” basis only. Committee of the Whole is an integral part of most effective councils, and some will suggest is the place where most of the important decisions of council are discussed and options are considered.

Article 5.0 – Standing Committees of Council

5.1 It is recommended that the Standing Committees of Council be as follows:

1. Finance and Administration
2. Planning and Development
3. Operations and Public Works
4. Recreation and Community Development
5. Emergency Preparedness
6. Watershed and Environment

5.2 *Finance and Administration* – is responsible for facilitating the town’s annual operational and capital budgets and for overseeing its administration from a council perspective, and serves as council liaison for all issues pertaining to finance. This committee also assumes responsibility for reviewing and assisting in the development of policies and procedures relating to the smooth operation of the town and for the various protocols of council. Another important aspect of the Finance and Administration Committee is in the area of human resources, including issues pertaining to professional development, hiring, human resource development, application for funding and grants, and employee relations.

Planning and Development – assumes responsibility for the development and revision of development regulations and the town plan. This committee reviews development applications (as required), recommends variances and/or possible amendments to meet requirements, facilitates public hearings and participates in commission hearings as required. In short, this committee assumes responsibility for all aspects of planning, building, and development within the town, and puts forth recommendations to council to improve the planning and development process.

Operations and Public Works – is responsible for all town services (including contracted services) as well as all services that are provided directly by town employees. The Operations and Public Works Committee oversees the implementation of capital projects, including roads, underground infrastructure for residential and commercial developments, buildings and facilities, snow clearing, municipal beautification projects, and ensures that there is an ongoing preventative maintenance program in place to maintain the town’s services and infrastructure.

Recreation and Community Development – is primarily responsible for all community based programs, including recreation programs, seniors programs, special events, allocation and implementation of recreational summer student employees, summer day camps, youth programs, and any and all other related community based activities. This committee is primarily responsible for soliciting the town’s volunteer base and for exploring ways and means to engage residents (and businesses) in community based programs and activities.

Emergency Preparedness – is an extremely important committee of council that ensures that the town is adequately prepared to face unforeseen emergencies as a result of disasters, prolonged power interruptions, interruptions to the town’s water supply or other essential services, fire, severe weather, or other unforeseen circumstances, and that the town is prepared to provide relief and assistance to residents, business operators (and others as may be required) based on a carefully developed Emergency Response Plan that includes regional, provincial, and federal emergency preparedness agencies.

Watershed and Environment – is responsible for safeguarding and protecting the town’s water supply area, and for ensuring that testing and remediation takes place on an ongoing basis to ensure a safe water supply for the town. This committee ensures that staff are properly trained and certified to carry out such functions, and is council’s liaison in all other matters pertaining to protection of the environment, including protection of flood zones, open spaces, wetlands, and other environmentally sensitive areas. The Watershed and Environment Committee also puts forth recommendations on other green initiatives such as the dispensing of household hazard waste materials, recycling, and scheduled bulk garbage collection or drop off.

- 5.3 The Mayor is an Ex-Officio member of all standing committees of council
- 5.4 It is recommended that all six members of council “Chair” one of the six standing committees, sit as a “member” on a second committee. By doing so, all members of council are expected to serve equally and be fairly represented on the various standing committees of council.
- 5.5 Terms for committee are at the discretion of council. Some councils alternate committees each year, while others appoint councillors to standing committee terms of four years – the entire term of office. A reasonable compromise is to change committee membership half way through the council term, i.e. councillors serve for 2 years as chair and are then appointed chair of a new committee. Being “second” on a committee (a member of the standing committee but not chair) can sometimes be used as a means to *prepare* councillors to assume the chair of that committee at the next available opportunity. It is recommended that no councillor serve as committee chair for more than four (4) consecutive years.
- 5.6 Appointment to committees are made at the discretion of the mayor, but are most effective when done in consultation with individual members of council and/or council as a whole. While councillors may articulate a preference for a committee, it is impossible to entirely satisfy the preferences of all members of council at once. In such situations, councillors will be appointed at the discretion of the mayor.
- 5.7 Meetings of standing committees are at the call of the Chair. It is most effective when committees meet at a regularly scheduled time that is amenable to both

committee members. Since committee reports are tabled at meetings of Committee of the Whole, it is further recommended that committees try to meet at least several days before the next scheduled Committee of the Whole to allow time to review agenda items and prepare a report (and recommendation) for distribution at Committee of the Whole.

Article 6.0 – Ad Hoc Committees

- 6.1 Ad hoc committees can be appointed by the Mayor or by a majority vote of council.
- 6.2 Ad Hoc committees may (or may not) include representation by members of council. In cases where there is no representation of council, it is recommended that, at the very least, a councillor be appointed as committee liaison. In cases whereby “ad hoc” committees are appointed, within sixty (60) days from the first meeting of the committee, the committee chair should present to the mayor and council a “Terms of Reference” for the committee that specifically outlines their mandate and powers as a committee. The Terms of Reference must be approved by council.
- 6.3 Terms for Ad Hoc committees should be included in the Terms of Reference, but no “ad hoc” committee should be appointed for an unlimited period of time. Ad Hoc committees are designed to complete a specific project, task, or set of tasks, and once these tasks are completed the need for the committee is usually satisfied.
- 6.4 Such committees should deal specifically with municipal or community based projects or initiatives which generally support the ideals of council, and further advance the quality of life of town residents.

Article 7.0 – Regional Committees

- 7.1 Regional Committees ensure that the Town of Woody Point and its interests are represented on issues and concerns which relate to the greater surrounding Humber Valley area (and beyond).
- 7.2 Representation on regional committees is at the discretion of the Mayor. The mayor may choose to be the town’s representative on regional committees of council, or at his/her discretion, may choose to have another councillor and/or citizen of the town represent the town’s interests.
- 7.3 As a representative of the Town of Woody Point on a regional committee, committee members appointed to represent the town are expected to report to council on a regular basis (or as requested by council) on the work and initiatives of the committee, and representation of any individual may be rescinded at any time at the discretion of the mayor.

Article 8.0 – In-Camera Meetings of Council (Confidential Committee)

- 8.1 In-camera meetings are designed to provide a confidential setting for members of council to freely discuss and review issues of a confidential or sensitive nature in complete privacy and without public record. The confidentiality of such meetings is essential to the integrity of the process and must be respected by all participants.
- 8.2 In-Camera meetings would normally involve only elected members of council. Others may be included (with the approval of a majority of councillors present) depending upon the topic of discussion and the need for other involvement and/or professional or legal advice as may be required or appropriate.
- 8.3 Such meetings are called at the discretion of the mayor, or as requested by two or more members of council.
- 8.4 Issues pertaining to employee relations, discipline of employees, issues or concerns relating to an individual member of council, suspicious activity, breach of trust, and/or other issues that may be considered sensitive (or confidential) in nature are best dealt with In-Camera.
- 8.5 No public comments should be made about the content or decisions undertaken during an In-Camera meeting of council.
- 8.6 As a means to remove the suspicion or secrecy sometimes associated with In-Camera meetings, some councils choose to schedule In-Camera meetings on a somewhat routine basis (monthly or quarterly) at the conclusion of a regularly scheduled meeting of Committee of the Whole to provide members of council with a confidential setting by which to raise private or personal issues or concerns of a confidential nature.
- 8.7 The mayor shall chair such meetings, or in the absence of the mayor, meetings will be chaired in accordance with council's adopted policies and procedures.

THE END

PLANNING & DEVELOPMENT POLICIES
AND PROCEDURES

Article 1.0 – Purpose and Intent

- 1.01 The Town Council of the Town of Woody Point favors and supports planned development that is in keeping with the principles and guidelines of the town plan, and which conforms to the town's Development Regulations.
- 1.02 Council is committed to ensuring that its building and development regulations are under ongoing review, and that revisions and amendments are considered and approved (as necessary) to ensure that the town plan and the town's development regulations are current and continue to meet the needs of the town.
- 1.03 Council is further committed to providing reasonable measures and regulations that are in keeping with standard development practices and are in keeping with the development goals identified in the town plan.
- 1.04 The purpose of these guidelines is to outline the process to facilitate (and expedite) building and development within the town that are in keeping with sound planning and development practices, and which remove unnecessary bureaucracy and delay.
- 1.05 These guidelines will provide council, staff, residents and developers with clear direction in processing development applications in the planning stages, and outline specific guidelines and procedures relating to the processing and approval of development applications and other aspects of planning, building, and development within the Town of Woody Point.

Article 2.0 – Applications Which Conform

- 2.01 Development applications which conform to the specifications and requirements of the Town Plan, and which are in full compliance with the town's development regulations, and which are less than or equal to \$1,000 in value, may be processed without delay after a thorough review by the Town Clerk-Manager or other appropriate town staff.
- 2.02 In such instances of full compliance, a copy of the development application, receipt of fee payment, copy of the permit, background materials, maps, drawings and other documentation relating to the development will be filed and retained.
- 2.03 Staff may issue a development or building permit without delay after having reviewed (and approved) applications that conform to the requirements of the Town Plan and the town's Development Regulations. In such situations specific prior approval of council is NOT required prior to issuing a permit.
- 2.04 Development applications will be presented to the Planning and Development Committee for review (primarily for information purposes only), and this may be done after the development application or building permit has been issued where there is full compliance.

- 2.05 All development applications approved must be presented to council and added to the Development Permit Listing for review and approval by council at the next public meeting of council (see Policy on Reports to be Tabled Regularly). The purpose of such approval is merely to ensure that council is aware of all building and development activity approved within the town, and to seek information or clarification from staff as may be necessary. Council may not rescind development applications or building permits which meet the criteria of the Town Plan and which fully conform to the town's Building and Development Regulations.
- 2.06 Applications which are in compliance should be processed by staff as expeditiously as possible to avoid unnecessary delays or interruptions.

Article 3.0 – Applications Which Do Not Conform

- 3.01 Council has the authority (and responsibility) to deny applications which do not conform to either the Town Plan or which do not conform to the town's Development Regulations.
- 3.02 Development applications which do not conform will be denied, and specific reference to the particular sections of the Town Plan and/or Development Regulations which do not conform will be cited in the town's written response and denial.
- 3.03 All applications which do not conform will be presented to the Planning and Development Committee of Council for review and recommendation to council *before* any final decision is entertained and before any formal written response is provided to the applicant denying the application.
- 3.04 The Planning and Development Committee will review the application and background materials provided, and after having undertaken a thorough review and listened to the professional recommendations of staff (in committee), will make a recommendation (at their discretion) to council for its consideration. The Planning and Development Committee will consider any amendments (including variances etc.) to the application which might enable compliance, and apply all standards and regulations fairly and consistently.
- 3.05 In situations whereby committee (and council) appear to support the spirit and intent of the development applications which are not in compliance, but which are beyond the variances permitted by law or which do not conform to the Town Plan or Development Regulations, council may reserve the right to review its Town Plan and/or Development Regulations and make whatever amendments might be reasonable and necessary in accordance with the statutory provisions and regulations relating to such amendments outlined by the Department of Municipal Affairs. In such situations, council may not issue a permit until such time as the public consultation process has been completed and amendments have been made (and registered) in accordance with the statutory provisions outlined.

- 3.06 Councils should be reminded that a decision either to not enforce or allow a variance in one case, may well form the basis of an appeal against council's decision in another case. Consistency is critical in all decision-making of council, especially as it applies to building and land development

Article 4.0 – Timelines and Recommendations

- 4.01 To ensure consistency, fairness, and adherence to acceptable building and development standards and practices, the Town Council of the Town of Woody Point will regularly review and amend (as necessary) its Town Plan and its Development Regulations.
- 4.02 The town will provide a copy of the town's Development Regulations and building standards to all property owners, builders, and developers upon request, and shall provide information, documentation, and support in whatever reasonable means are necessary to facilitate the development and building application process.
- 4.03 Applicants whose applications do not conform will be provided with information and timelines by staff as to how (and when) their applications will be processed, and any other information which might help facilitate the development process. Staff should be reminded not to presume the outcome of such applications, and to provide only information which is factual and pertinent to the development process.
- 4.04 Staff will prepare and have ready for presentation to applicants a listing of all information required by the town in order to process a development application and to avoid unnecessary delays. It is incumbent on the applicants to comply with these expectations and guidelines and to ensure that all documentation required is in order.
- 4.05 Applications which are in compliance and routine in nature (Under Article 2) may be issued immediately following a review by staff, as outlined under Section 2.01.
- 4.06 Applications which require variances, discretionary use, non-conforming use, public consultation, commission hearings, or other forms of additional referral or consideration by council or other levels of government may take up to thirty (30) days or longer to process. Every effort will be taken to make referrals immediately and to process the applications as quickly as possible, but in keeping with all statutory obligations and provisions.
- 4.07 When a decision on a development application has been made at a Public Council Meeting, applicants will be informed by staff of council's decision pertaining to a development or building application, and any necessary paper work or documentation will be forwarded by mail immediately following notification,

within seven (7) business days. Applicants may choose to attend the public council meeting to hear firsthand council's ruling on the development application.

Article 5.0 – Processing Variances and Applications of Discretionary Use

5.01 The Urban and Rural Plan Act allows for variances on development applications within a prescribed limit of not greater than 10%.

5.02 The section which deals directly with processing of variances is as follows:

The Ministerial Development Regulations under the *Urban and Rural Planning Act 2000* state:

Variances

12. (1) Where an approval or permit cannot be given by an authority because a proposed development does not comply with development standards set out in development regulations, an authority may, in its discretion, vary the applicable development standards to a maximum of 10% if, in the authority's opinion, compliance with the development standards would prejudice the proper development of the land, building or structure in question or would be contrary to public interest.

(2) An authority shall not allow a variance from development standards set out in development regulations if that variance, when considered together with other variances made or to be made with respect to the same land, building, or structure, would have a cumulative effect that is greater than a 10% variance even though the individual variances are separately no more than 10%.

(3) An authority shall not permit a variance from development standards where the proposed development would increase the non-conformity of an existing development.

Notice of Variance

13. Where an authority is to consider a proposed variance, that authority shall give written notice of the proposed variance from development standards to all persons whose land is in the immediate vicinity of the land that is the subject of the variance

5.03 All applications requiring a variance or discretionary use will be processed in accordance with the provisions of the Urban and Rural Planning Act noted above and the Development Regulations of the Town of Woody Point Applications will be referred to the Planning and Development Committee of Council for consideration and review. Public notice and/or public consultation will be provided to residents or businesses within the Town of Woody Point who live within a 150 meter radius of a proposed application which requires a variance or

discretionary use consideration for residential use, and in addition to the above, a written notice will be published in the public newspaper notifying the public of the application for a variance for applications relating to all commercial development.

- 5.04 The Public Notice will provide residents or businesses with the time, date, and location of a Briefing Session that is scheduled to take place to discuss the application, to provide background information, and to provide residents with an opportunity for feedback. Residents and businesses will be asked to reply in writing to the notice of their intention to attend the briefing session and be given a date specific deadline by which to reply.
- 5.05 If there is no response by the date specified, council may assume that there are no objections and the briefing session will be cancelled.
- 5.06 In the case of applications which require variances and in which there is no objection from the public, at the discretion of council, applications may then be processed with the variances noted and amended, and a development permit may be immediately issued by staff.
- 5.07 There may be situations, however, even when there have been no responses to the scheduled Briefing Session, where council may still wish to have the variance applications processed by Committee and referred to Committee of the Whole for further discussion and review *before* issuing a development permit. Such situations would be as follows:
 - a. Variance requests that council have specifically requested be forwarded to the Planning and Development Committee for review
 - b. Variance requests that exceed the 10% allowable limit (or the combination of variances exceeds the 10% permissible)
 - c. Variance requests that are within 10% but which staff recommend for refusal
- 5.08 In situations where there has been representation and people have indicated they will be attending, the Briefing Session will proceed as scheduled. The Briefing Session will be chaired by the Chair of the Planning and Development Committee of council, unless otherwise decided by a majority vote of council. This Briefing Session is a not a decision-making forum. Rather, briefing sessions are designed to simply gather input from residents, provide background information on the application(s) being considered, and to put forward a report with (or without) recommendations for consideration in a subsequent meeting of council in Committee of the Whole. Final decisions will be made in a public meeting of council after council have had the opportunity to review the results of the Briefing Session (in most instances in a meeting of Committee of the Whole) and further consider the details of the application.

- 5.09 For all applications of Discretionary Use, the same public notice and consultation process outlined in (5.03, 5.04, and 5.05) will apply. However, in all situations of discretionary use, whether or not a scheduled Briefing Session proceeds as scheduled due to a lack of response from residents, the application will be referred to the Planning and Development Committee for further review and/or recommendation, and the applications will be reviewed and debated by council either in Committee of the Whole or in a public meeting of council before a final decision is made.

Article 6.0 – Making Amendments to Existing Development Regulations

- 6.01 All amendments or revisions to the Development Regulations of the Town of Woody Point must conform to the provisions outlined in the Urban and Rural Planning Act for the province of Newfoundland and Labrador.
- 6.02 At a public meeting of council, the Chair of the Planning and Development Committee of Council (or his/her designate) will provide a formal Notice of Motion of the town's intent to amend one or more of its development regulations.
- 6.03 This Notice of Motion, when introduced, is not open for discussion or debate.
- 6.04 The Notice of Motion will provide a general overview of the proposed amendment and a brief rationale, as well as provide details of the time and date when the motion will be introduced to council for approval.
- 6.05 In most situations, the Notice of Motion will be brought forward by Committee for discussion and debate in Committee of the Whole prior to being introduced in a public meeting. But in some situations where there is deemed to be widespread support and approval among council, and in an attempt to expedite the application process, the Notice of Motion may be brought forward directly.
- 6.06 In all cases, the amended policy will be presented and discussed by council and amendments can only be approved by a majority vote in a public meeting of council in accordance with the provisions of the Urban and Rural Planning Act.

THE END

**HIRING POLICY – GUIDELINES AND
PROCEDURES**

Article 1.0 – Statement of Purpose

- 1:01 The Town Council of the Town of Woody Point is committed to hiring qualified and experienced staff to support the initiatives of council, and to serve the residents of the town.
- 1:02 Council recognizes the value and experience of an effective and professional staff, and is committed to providing the necessary support and resources to enable staff (at all levels) to carry out their responsibilities effectively.
- 1:03 This policy outlines the general guidelines, principles, and procedures to be followed for the hiring of staff, and the various means by which council will interact with staff on a regular basis, listen to (and respond) to their concerns, deal with grievances on the part of employees, and generally evaluate the performance and effectiveness of employees on an ongoing basis.
- 1:04 The guidelines, principles, and procedures outlined in this policy are equally binding on both parties – the employer and the employee.

Article 2.0 – Management Rights and Authority of Council

- 2.01 As the employer, the Town Council of the Town of Woody Point has the authority to hire staff and assign duties and responsibilities as they see fit, as long as, in so doing, they do not violate or contravene the rights of workers as outlined in provincial legislation governing the rights of workers in the Province of Newfoundland and Labrador, or they do not violate or contravene their own written policies or agreements governing the rights of workers, or contradict specific guidelines outlined in the Municipalities Act.
- 2.02 All positions or new hires undertaken must be carried out with the approval of council and adopted through a motion of council in a duly assembled meeting.

Article 3.0 – Hiring of Town Clerk-Manager

- 3.01 The position of Town Clerk-Manager is the senior administrative position within the Town of Woody Point, and assumes direct responsibility for all aspects of the day to day operations, management, and administration of the town as outlined in the Employment Agreement, and in accordance with the duties and responsibilities outlined in the approved Job Description for the position.
- 3.02 The Town Clerk-Manager assumes unparalleled responsibility for honesty, integrity, fairness, and consistency in carrying out his/her responsibilities in the workplace, and in all dealings with members of council, fellow employees, and members of the public.
- 3.03 Due to the profile and importance of the position of Town Clerk-Manager to the town (and town council), the hiring of the Town Clerk-Manager is the one position in which it is recommended that council be directly involved in the hiring

- process. The extent of involvement and representation of council on the Hiring Committee is at the discretion of council.
- 3.04 Council may, at its discretion and according to its means, engage the services of an independent and objective party (or consultant) to assist council and to facilitate the hiring process, and to ensure that a professionally approved hiring rubric is consistently applied as a means to protect the interests of council and to arrive at the best possible candidate for the position.
 - 3.05 Advertisements for the position of Town Clerk-Manager shall be placed in a newspaper (or newspapers) approved by council, through posting of announcements within the Town of Woody Point, and through advertisement in appropriate career-based websites approved by council.
 - 3.06 Appointment and hiring of the Town Clerk-Manager must be approved by a vote of council in a duly assembled meeting of council and in accordance with the provisions of the Municipalities Act.

Article 4.0 – Hiring of Other Staff

- 4.01 The hiring of any and all other staff, and the conditions, salary range, and duties and responsibilities for each must first be approved by council.
- 4.02 It shall be the responsibility of the Town Clerk-Manager to facilitate the hiring of all other remaining town staff.
- 4.03 At the request of the Town Clerk-Manager or upon the direction of council, council may, at its discretion, engage the services of an independent and objective party (or consultant) to assist the Town Manager in the hiring process. For all full time positions below the position of Town Clerk-Manager, a committee of Council may be involved in the hiring (and screening) process. All nominations for positions must first be approved by council before individuals are hired.

Article 5.0 – Communication, Evaluation and Discipline of Town Clerk-Manager

- 5.01 As the town's chief administrative officer, the Town Clerk-Manager will communicate with and receive direction from council.
- 5.02 At least once throughout each calendar year, the Finance and Administration Committee of Council will ensure that a formal written workplace evaluation of the Town Clerk-Manager is undertaken and a report is filed. The detail and means of the evaluation process will be determined at the discretion of council. The findings of this evaluation will be discussed with the Town Clerk-Manager within thirty (30) days of filing of the report.
- 5.03 Council may, at its discretion, choose to avail of the services of an independent and objective consultant to carry out the annual evaluation of the Town Clerk-Manager and to assist them in the completion of the report. Should they decide to

do so, the consultant may also be directly involved in communicating the findings of the evaluation to the Town Clerk-Manager. Such a decision to utilize the services of an outside consultant will only be undertaken with the approval of a majority of council.

- 5.04 The Town Clerk-Manager may be suspended (with or without pay) for just cause for any extraordinary act or for an act (or repeated actions) which assume unreasonable liability or risk for the Town, or for failing to honour the terms of employment, or failing to satisfactorily carry out the responsibilities outlined in the employee's job description. Such decision to suspend must be done in accordance with the provisions of the Municipalities Act.
- 5.05 Suspensions may vary (at the discretion of the employer) depending on the seriousness of the Town Clerk-Manager's actions, but should be guided by all provincial legislation relating to worker's rights.
- 5.06 The Town Clerk-Manager may be terminated for repeated poor performance, or for a single serious act or transgression that violates his/her employment agreement and/or which puts the Town in a position of unreasonable liability or risk. Such decision to terminate must be done in accordance with the provisions of the Municipalities Act. If terminated, the Town Clerk-Manager will accrue all benefits in terms of salary owed, and under normal circumstances, a minimum of two weeks notice is required. The Town Clerk-Manager shall also receive payment for all annual leave owing up to the time of termination, as well as all of the employee's and the employer's contributions towards retirement plans as accrued under the conditions of employment, and other benefits owing as specifically outlined in the Employment Agreement. The Town Clerk-Manager will lose all other benefits under the Town's Employee Health and Benefits Plan immediately from the date of termination.
- 5.07 Fourteen (14) working days notice is required by either party to terminate employment, unless otherwise agreed upon by both parties. In the event of dismissal by the employer for serious breaches of trust or inappropriate behaviour on the part of the Town Clerk-Manager, no notice is required, but the employee will still be paid benefits in accordance with the terms and conditions of this agreement.
- 5.08 Termination of employment should be a last resort. In situations of unsatisfactory performance, the Town Clerk-Manager should be given the opportunity to demonstrate improvement, and to be coached and mentored for a reasonable period of time before being terminated. In all cases, the employer will be guided by standard management practices and by provincial legislation as it relates to workers rights.
- 5.09 Any disciplinary action undertaken by council that is directed towards the Town Clerk-Manager shall be communicated by the Mayor as the organization's Chief

- Executive Officer, but direction and decisions undertaken relating to discipline will be undertaken only upon the direction of a vote of a majority of council as provided for in this policy, and as outlined in the *Municipalities Act*.
- 5.10 The Town Clerk-Manager has the right to appeal a decision or action of council and file a grievance through regular channels outlined in the province's labour standards laws and/or as outlined in this policy.
- 5.11 Upon filing a grievance by the Town Clerk-Manager, the first phase of appeal (and hearing) shall be directly to the full council, and should there still be no satisfactory resolution found, an independent arbitrator (as agreed upon by both parties) will be assigned to hear the grievance and make a ruling. The ruling shall be binding equally upon both parties and the cost of the hearing will be borne solely by the Town. Should there be no agreement on appointment of an arbitrator by both parties, a request to assign an arbitrator shall be made and an arbitrator assigned in accordance with existing provincial labour laws.
- 6.0 Communication, Evaluation, and Discipline of Other Employees**
- 6.01 Communication with all other town employees will be provided by the Town Clerk-Manager, and as the town's Chief Administrative Officer, the Town Clerk-Manager will assign, amend, and communicate responsibilities to other employees as deemed necessary for the overall effectiveness and operation of the town.
- 6.02 At least once throughout each calendar year, the Town Clerk-Manager will ensure a formal written workplace evaluation of each town employee is undertaken and a report is filed. The findings of each evaluation will be discussed with individual employees within thirty (30) days of completion of the evaluation and filing of the report.
- 6.03 The purpose of the evaluation is to provide feedback and support to employees, to highlight their strengths, to identify areas needing improvement, and to assist employees to establish professional goals that will enable them to improve their effectiveness in the workplace. In short, these performance evaluations should be used as much as a means of mentoring and professional development as for evaluation.
- 6.04 The Town Clerk-Manager, with the support and approval of council, may choose to engage a consultant to develop a Professional Growth and Evaluation Plan to be used by the town, one which is linked directly to each employee's job description. This will help eliminate the subjectivity of the evaluation, and will enable an appropriate measure of emphasis to be placed on the professional growth and development of each and every employee.
- 6.05 Any town employee may be suspended by the Town Clerk-Manager (with or without pay) for just cause for any extraordinary act or for an act (or repeated

- actions) which assume unreasonable liability or risk for the Town, or for failing to honour the terms of employment, or failing to satisfactorily carry out the responsibilities outlined in the employee's job description. Suspensions and/or termination of staff identified in the Municipalities Act must be carried out in accordance with the provisions of the Municipalities Act. A report of the incident and recommended suspensions will be completed and attached to the employee's file and provided for council's consideration.
- 6.06 Suspensions of employees may vary depending on the seriousness of the employee's actions, whether or not it is a repeat offence, and in consideration of other extenuating circumstances which may affect the severity of the suspension, but should be guided by all provincial legislation relating to worker's rights.
- 6.07 Employees may be terminated for repeated poor performance, or for a single serious act or transgression that violates his/her employment agreement and/or which puts the Town in a position of unreasonable liability or risk. No employee shall be terminated by the Town Clerk-Manager without first having the approval of council, and only after having secured legal advice from the town's solicitors. If terminated, affected employees will accrue all benefits in terms of salary owed, and under normal circumstances, a minimum of two weeks notice is required. Employees shall also receive payment for all annual leave owing, as well as other benefits owing up to the time of termination. Employees who are terminated will lose all benefits under the Town's Employee Health and Benefits Plan immediately from the date of termination.
- 6.08 Termination of employment should be a last resort. In situations of unsatisfactory performance, employees should be given the opportunity to demonstrate improvement, and to be coached and mentored for a reasonable period of time before being terminated. In all cases, the employer will be guided by standard management practices and by provincial legislation as it relates to workers rights.
- 6.09 Any disciplinary action directed towards a town employee shall be communicated and administered by the Town Clerk-Manager as the town's Chief Administrative Officer. Short of termination, the Town Clerk-Manager will have complete authority to make whatever decisions are necessary to ensure the effective operation of the town and to manage and direct the town's workforce.
- 6.10 Any employee has the right to appeal a decision or action of the Town Clerk-Manager and file a grievance through regular channels outlined in the province's labour standards laws and/or as outlined in this policy.
- 6.11 Upon filing a grievance by an employee, the first phase of appeal (and hearing) shall be directly to the Finance and Administration Committee of Council, and from there should be shared with council in Committee of the Whole. Should there still be no satisfactory resolution found, an independent arbitrator (as agreed upon by both parties) will be assigned to hear the grievance and make a ruling.

The ruling shall be binding equally upon both parties and the cost of the hearing will be borne solely by the Town. Should there be no agreement on appointment of an arbitrator by both parties, a request to assign an arbitrator shall be made and an arbitrator assigned in accordance with existing provincial labour laws.

- 6.12 The Town Council of the Town of Woody Point is committed to providing a safe, secure, and supportive work environment for its employees, and is committed to ensuring that all employees are treated with respect, professionalism, and dignity at all times.

7.0 Local Preference

- 7.01 The Town is committed, first and foremost, to providing the most qualified, capable, and experienced workforce to carry out the business of the town, and to provide programs and services on behalf of residents.
- 7.02 The Town of Woody Point does not apply a local preference policy as part of its hiring policy. However, when reviewing applications for employment, and when putting forth recommendations for hiring, if candidates are found to be equal in all aspects of qualifications and relevant qualifying experience, preference will then (and only then) be given to candidates who reside within the Town of Woody Point.

8.0 Conflict and Hiring of Family Members

- 8.01 In order to avoid situations of conflict, collusion, or other concerns within the workforce, no relatives of current employees or relatives of any current members of council will be considered for employment with the town.
- 8:02 Due to the unavailability of summer student employees, the one exception to this policy may be in the hiring of summer student employees who are employed through various summer grant programs, and in that circumstance to avoid any perception of conflict, the Council may appoint an ad hoc committee made up of three persons from the Town who will assist the Town in the review of each candidate's application and subsequently make recommendations as to which student(s) should be hired.
- 8:03 For the purposes of application of this policy, the term "relative" is defined as a husband, wife, son, daughter, mother, father, brother, sister, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, grandparent or grandchild.

9.0 Non-Discrimination

- 9.01 The Town of Woody Point respects the rights and individuality of every person, and shall not unlawfully or knowingly discriminate in the hiring of any person based on race, colour, religion, sex, sexual orientation, origin, or disability.

10.0 Employee Files and Records Management

- 10.01 Personnel files and records of employment shall be maintained on all town employees. All Records of Employment, correspondence, discipline, evaluations, and other records and documentation pertaining to an individual's employment with the town shall be retained in this file. The Town Clerk-Manager is responsible for the provision and maintenance of these files, and for the security and protection of their content.
- 10:02 The personnel file of the Town Clerk-Manager is to be duplicated and jointly maintained by the Chair of the Finance and Administration Committee in a separate location in order to maintain the integrity of the data and to ensure its safekeeping.
- 10:03 Employees may have access to their own files with written or verbal notice to the Town Clerk-Manager. At the convenience of the Town Clerk-Manager, but within a reasonable period of time (not exceeding three working days) an individual's personnel file may be reviewed in the presence of the Town Clerk-Manager, but no information, correspondence, or data may be extracted from the file except as provided for in provincial legislation relating to access to information and workers rights within the province of Newfoundland and Labrador.

THE END

PROFESSIONAL CONDUCT AND ETHICS

Article 1.0 – Statement of Purpose

- 1.01 This policy outlines the general expectations and responsibilities of both staff and council as it relates to proper conduct, professionalism, ethics, and good judgment in carrying out their responsibilities and in representing the Town of Woody Point in their capacities as councillors and employees.
- 1.02 As an adopted policy of council, these expectations are binding on all individuals equally, and there is every expectation that employees and members of council act in accordance with the principles and expectations outlined in this policy.
- 1.03 This policy is designed to help ensure that the Town of Woody Point is represented professionally at all times, and that the conduct of individuals does not call into question the integrity, professionalism, reputation, or good judgment of council as whole, employees of the town, or the residents of the Town of Woody Point
- 1.04 Council recognizes the importance of personal and professional ethics and good professional judgment in carrying out responsibilities on behalf of residents, and is therefore committed to putting principles and protocols in place to help ensure that the reputation of the Town of Woody Point is respected and upheld at all times, and this is the underlying principle and intent of this policy.

Article 2.0 – Terms and Definitions

- 2.01 *Ethics*: Generally speaking, and for the purposes of this policy, is considered to be an individual's principles or morals relating to behavior that is right and wrong; the motivation of an individual's conduct towards actions and decisions that are based on sound moral values towards right or wrong.
- 2.02 *Professional Ethics*: The moral principles, attitudes, and behaviors which motivate decisions and actions towards what is right or wrong in carrying out one's professional responsibilities or duties.
- 2.03 *Professional Conduct*: Principles of conduct governing an individual's or group's behavior based upon an acceptable and ethical standard of right and wrong as adopted and agreed upon by a professional group or organization.
- 2:04 *Conflict of Interest*: A situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties or judgment as a public official, employee, or professional.

Article 3.0 – Adherence and Respect for Public Interest

- 3.01 Employees of the town shall perform their duties and carry out their professional responsibilities fairly and consistently in accordance with the standards, principles, regulations, guidelines, and by-laws established by council, and in a manner that protects the interests of the town.

- 3.02 Staff shall conduct themselves in a polite, respectful, honest, and professional manner at all times in all their professional undertakings, and in dealing with all others with whom they associate as part of their professional responsibilities as town employees.
- 3.03 Members of council shall perform their duties and act on behalf of the people of the Town of Woody Point with dignity and integrity at all times, and shall uphold (and apply) regulations and standards in a fair and consistent manner.
- 3.04 Employees and councillors shall make decisions and implement policies based on the overall best interests of the community, and not for any private or personal interest or gain, or on behalf of any individual or group which contradicts the public interest of the community.
- 3.05 All decisions of council and municipal employees will be made in the public interest of the town, and in full compliance of the standards, procedures, and policies adopted and approved by council.
- 3.06 No member of council or staff shall make decisions or try to affect policy which is knowingly in conflict with the proper discharge of their duties or responsibilities as employees or elected members of council, or which might be used (or be interpreted as being used) for his/her own personal gain or interest.
- 3.07 Members of council and employees shall treat one another, residents, business associates, and the general public with civility and respect at all times, and with the dignity becoming a representative of the Town of Woody Point.
- 3.08 Staff and council shall act (and be seen to act) impartially, objectively, and fairly at all times, and decisions of council shall be made with the overall best interests of the residents of the town in mind.

Article 4:0 – Transparency, Accountability, and Confidentiality

- 4.01 Decisions of council are to be officially approved and enacted in a public meeting of council with full respect for disclosure, transparency, and public accountability.
- 4.02 All meetings, discussions and/or deliberations which lead to decisions of council are to be held in compliance with the principles, protocols, and standards outlined, approved, and adopted by council. (see Policy on Committees and Operational Structure)
- 4.03 Issues relating to personnel, or matters of a legal, personal, or confidential nature shall be dealt with by council in Committee of the Whole or through a private “In Camera” meeting of council as outlined in Council’s Policy on Committees and Operational Structure, and as determined by a majority vote of council. However, issues which require a decision (approval) of council shall be brought forth in a

- public meeting of council as required, while still respecting the privacy and sensitivity of individuals.
- 4.04 In so far as it is practical and prudent to do so, the business of council shall be conducted in an open, honest, and transparent way as a means to be accountable to taxpayers and to uphold the public interest. Council shall not conceal (or attempt to conceal) decisions which the public have a right to know, or which are in contradiction of the spirit and intent of the *Municipalities Act*.
- 4.05 Members of council and employees shall show no favor, or provide special consideration, treatment, advantage, or advice to any individual or group beyond which would be normally provided to every resident, individual, or group.
- 4.06 No member of council or staff shall conceal information that is relevant to a matter or decision of council, or which may prejudice or affect the decision-making process. Full disclosure of information and knowledge relating to a decision of council is expected at all times and in all circumstances.
- 4.07 Conversely, no member of council or employee of the town shall disclose information that could adversely affect the public interest, or which was shared and discussed in a confidential meeting of council as outlined and provided for by council policy.
- 4.08 In the normal discharge of their duties, members of council and staff may often have access to personal information of residents, or information that may be considered to be sensitive or confidential in nature. It is incumbent on employees and members of council to respect the privacy and confidentiality of such information, and not to disclose or use information attained through the regular discharge of their duties for any purposes other than for which it is provided.
- 4.09 The Town Council of the Town of Woody Point is fully committed to respecting, upholding, and applying all legislation pertaining to access to information and privacy, and shall use all reasonable means to safeguard and protect information attained in accordance with the standards and principles outlined in provincial privacy legislation.

Article 5.0 – Declaration of Conflict

- 5.01 The Town Council of the Town of Woody Point respects and upholds legislation and principles relating to Conflict of Interest, and is committed to full disclosure and compliance with all laws and protocols relating to Conflict of Interest and to declaration of the same.
- 5.02 Employees and councillors shall be responsible for full disclosure of conflict under existing provincial and federal laws, and as outlined and prescribed by the *Municipalities Act*.

- 5.03 No town employees or members of council shall transact business in their official capacity as elected officials or employees with any business entity or group from which they can profit or gain, or in which they are an officer, an agent, or a member, or in which they own a substantial interest.
- 5.04 In situations outlined in 5:03 (above) councillors shall immediately declare conflict and make their interests known, remove themselves from further discussion or influence, and comply fully with standards and procedures outlining conflict of interest for elected municipal officials.
- 5.05 In the case of employees in which there is a conflict, the employee is expected to declare conflict, make their interests known as it pertains to the decision or transaction, remove oneself from further discussion or influence, and ask that another staff person (or member of council) assume responsibility for the issue or decision. Under no circumstances is the employee to continue to be involved with the decision or the decision-making process relating to an issue in which he or she declares conflict.

Article 6.0 – Fees, Gifts or Further Compensation

- 6.01 In the course of carrying out their duties as elected officials or employees of the town, no person shall receive additional fees or compensation for their services from any outside individuals or groups other than that which is provided for, except those which are clearly outlined by law.
- 6.02 This shall not, however, prohibit employees or councillors from assisting others or performing the same (or similar) duties for another organization or group as long as it is deemed not to be in conflict with provincial legislation or the existing policies of council.
- 6:03 Active participation in activities such as lecturing, teaching, consulting, or writing relating to an individual's professional involvement as an employee of the town or an individual's political involvement as a member of council, whether for compensation or not, are normally not activities which imply conflict, or which would impair the proper discharge of one's duties or responsibilities. To be certain, however, and as a means to be further transparent and accountable, employees and members of councils must notify council of their involvement in any such activities.
- 6.04 Councillors or employees shall not give or grant any improper favor, service, or promise of benefit to any individual or group in the discharge of his or her responsibilities.
- 6:05 Employees and members of council shall not accept gifts or receive favor or promise of future benefits from any individual, group, or organization that might reasonably be construed as influencing their decisions or actions in the discharge of their duties as employees or councillors.

Article 7.0 – Use of Equipment and Resources

- 7.01 Members of council and employees of the town shall have the same access to facilities, equipment, and resources and at the same cost as might be reasonably made available to any and all other residents of the town. No additional access or manner of use shall be extended to staff or councillors by virtue of their positions, regardless of the circumstances. No further advantage shall be gained for personal use or private gain through the regular discharge of their duties as employees or elected officials of the town.

Article 8.0 – Respectful Workplace

- 8.01 In the course of carrying out their responsibilities as elected officials of the town, members of council shall not interfere with (or be perceived to be interfering with) the day to day administration of the town, the allocation of duties and responsibilities of staff, or in any way impair staff's (or the Town Clerk-Manager's) ability to carry out their responsibilities and implement the policies and decisions of council in the work environment.
- 8.02 It is council's responsibility to ensure that there is a safe and respectful work environment provided for municipal employees that is free from harassment and unreasonable influence.
- 8.03 Staff and councillors shall treat each other with dignity and respect at all times when discharging their professional responsibilities, whether in the workplace or in public, and shall refrain from public criticism among themselves or of each other which might reasonably be considered to be detrimental to the effective governance of the town and/or the public interest.
- 8.04 Members of council and employees are committed to fostering a positive work environment for themselves, for residents, for professional colleagues, and for the public at all times in carrying out their responsibilities within the workplace.
- 8.05 Council is within its right to caution, suspend, or terminate employees who fail to adhere to approved council policy or represent the interests of the town in an acceptable and professional manner, as long as they do so in accordance with the provisions of the province's labor laws relating to worker's rights, and the provisions of the *Municipalities Act*.
- 8.06 Council may also caution, suspend, or terminate elected officials who fail to carry out their responsibilities in accordance with their Oath of Office, or who fail to represent the interests of the municipality through the consistent application and implementation of approved council policy, or for any and all other transgressions specifically outlined in the Municipalities Act. All actions taken against an elected official must be reported directly to the Department of Municipal Affairs, and must follow the provisions outlined in the Municipalities Act.

Article 9.0 – Application and Effect

- 9.01 This policy, and all policies and procedures adopted by council, are equally binding on all parties, employees and elected officials, and there is every expectation that this policy (and all other policies adopted by Council) will be adhered to and respected by all staff and members of council.
- 9:02 Failure to comply with this policy will result in an immediate review by council of the actions or decisions which appear to be in violation of the policies and procedures of this policy or other policies adopted by council, or which appear to violate the “spirit and intent” of other approved council policies.
- 9:03 Violations of this policy shall be dealt with by means of an “In Camera” meeting of council, and any sanctions or penalties which may be applied to those who violate this policy will be determined in accordance with the provisions of the Municipalities Act after having reviewed all the facts and considered the circumstances relating to such violation. In so doing, council shall not willfully violate the basic rights of employees of the town or the rights and privileges of members of council, and their actions shall not contravene the Municipalities Act which govern the roles and responsibilities of elected officials in the province of Newfoundland and Labrador.

THE END

REPORTING PROTOCOLS AND SCHEDULE

Introduction:

In an attempt to ensure that council is fully informed of its financial status and the status of building and development within the town on an ongoing basis, the following reporting protocols and timelines have been recommended whereby the Town Clerk-Manager will report directly to council on a regular basis in a number of critical areas as outlined:

Reports to Tabled, Reviewed, and Approved by Council:

- Payment Register - (*Monthly – Public Meeting of Council*) – including cheque payments; P-Card or credit card payments; payments made to petty cash (details of petty cash transactions may be obtained and discussed in Committee of the Whole as may be requested or required)
- Invoices for Approval - (*Each Public Meeting of Council*) – complete listing of all invoices to be paid (or which have been paid) for the full disclosure and information of council
- Building Permit List - (*Each Public Meeting of Council*) – building permits which have now been officially approved and a permit has been issued for building; all these must be presented for approval by council
- Development Permits - (*Each Public Meeting of Council*) – those development applications which are in compliance and have been approved for development and are then forwarded on to be processed; in some cases, development permits are issued but there may never be a Building Permit issued
- Operational Budget - (*March, June, September and December in Committee of the Whole and the Public Meeting following the Committee Meeting*) Update of the town's Operational Budget to further ensure that council is apprised of its encumbrances and the remaining balance at various junctures of the calendar year
- Capital Budget - (*March, June, September and December in Committee of the Whole and the Public Meeting following the Committee Meeting*) Update of progress made and payments issued relating to the town's approved capital expenditures for the fiscal year
- Committee Reports – (*Each COW and Public Meeting*) reports should be prepared and presented by Committee Chairs (or their designates) to Committee of the Whole outlining the committee's review and recommendations to council, and to enable council to have full disclosure and engage in open debate that is designed to lead a decision of council. If a committee did not meet, or if there is no business to report from committee, then no report shall be tabled, and this shall be communicated to council in its meeting of Committee of the Whole. As outlined in the town's policy on Committees and Operational Structure, the purpose of committee review is to provide an added measure of review and scrutiny, and to provide council with good information on which to make an informed decision.

PROFESSIONAL DEVELOPMENT AND
TRAINING POLICY

Article 1 - Statement of Purpose:

- 1:01 The Town Council of the Town of Woody Point is committed to the ideals of continuous education and learning for both employees and members of council. Council supports opportunities that provide professional growth and training to employees, as well as opportunities for professional development and training for the mayor and members of council.
- 1:02 The purpose of this policy is to outline the general terms and conditions which govern opportunities for professional development and training for members of council and staff, and to detail the specific protocols and conditions which govern all aspects of training, professional development, and travel etc., of municipally sponsored events. This includes mandatory training and certification required by staff to qualify employees to carry out their responsibilities as employees, as well as attendance at conferences, seminars, training sessions, or other opportunities (at the discretion of council) by members of council or staff in which they have a professional interest, or which may assist them to better serve the public interest as employees of the town or as members of the Town Council of the Town of Woody Point.

Article 2 – Professional Development and Training for Town Employees:

- 2:01 In situations in which certification or training is required by employees to enable them to carry out their duties as employees of the town, training will be provided at full cost by the employer (and/or through other levels of government or other funding sources that support such training), and paid leave will be provided by the town to enable the employee(s) to access this training as required. This would include training for such things as water testing and certification (and other similar training) to enable staff to meet the mandatory requirements outlined by government to qualify for such testing.
- 2:02 In situations whereby the employer recommends or requests an individual to undertake specific training associated with improving his/her skills or knowledge in carrying out the responsibilities of one's job, once again, the full cost of such training will be provided by the employer.
- 2:03 All such training for town employees (with the exception of travel or training for the Town Clerk-Manager) must first be approved by the Town Clerk-Manager and approved by a majority vote of council, and must be in keeping with the guidelines and principles outlined in this policy.
- 2:04 In the case of professional development, travel, or training for the Town Clerk-Manager, such approval must be specifically granted by a motion of council in a public council meeting.
- 2:05 An allocation of funds will be provided each year as part of the annual budgetary process for professional development and training of employees, and specific approval for expenditures for professional development or training by staff must ultimately be approved by a motion of council in a public council meeting.

- 2:06 As a means to remain informed on issues and challenges facing municipal administrators in the province of Newfoundland and Labrador, membership of the Town Clerk-Manager in the Newfoundland and Labrador Association of Municipal Administrators and Municipalities Newfoundland and Labrador will be provided by the employer, and attendance at NLAMA's annual general meeting and MNL each year (or other related conferences at the request of the Town Clerk-Manager and as approved by council) will be provided by the employer. The cost of such travel (professional development or training) for the Town Clerk-Manager in a single calendar year is not to exceed \$3,000.00, unless otherwise approved by council.
- 2:07 Specific requests for professional development or training by other staff, including attendance at seminars, meetings, training sessions, conferences, courses, or other means must first be reviewed and approved on a case by case basis by the Town Clerk-Manager, and ultimately approved by council. The cost for such professional development or training should NOT exceed the total allocation of funds provided in the budget for staff training in a given calendar year, unless specifically approved by a motion of council. In such instances, it is the responsibility of the Town Clerk-Manager to inform council that such approval will exceed the budget allocation for professional development and training for staff for the year in question.
- 2:08 Before employees can be reimbursed or payments can be made on behalf of employees, receipts must be provided for all expenditures related to transportation, lodging, registration costs, or other costs associated with such professional development or training, with the one exception being the per diem. In cases where costs may be incurred "up front", an advance may be provided by the town to employees to cover costs, and receipts must be forwarded within 14 days of return from such training. Accommodations costs will be covered for the day before the conference/training begins, as well as for the day on which the conference ends, as long as circumstances warrant, and as long as receipts are provided.
- 2:09 The rate of per diem paid to council is in accordance with the attached Travel Expense Form, and no receipts are required for such costs. Under no circumstances will the payment of per diem exceed the amount outlined on the form, even if receipts are provided exceeding this amount. A per diem will be paid when travel is undertaken including the day prior to the commencement of the training or conference, as well as when travel is undertaken the day following the conclusion of the training or conference. In extraordinary circumstances where inevitable delays or additional expenses are incurred which are beyond the control of the employee, circumstances will be reviewed by council and reimbursement will be provided (if warranted) at the discretion of council.

- 2:10 In situations in which employees choose to avail of personal or private accommodations in lieu of hotel accommodations while attending professional development or training (including conferences, seminars and the like) as town employees, a flat rate of \$40.00 per day will be paid to cover such costs and no receipt is required.
- 2:11 Travel (mileage) rates paid to employees will be the same as the current rates paid to provincial government employees. In cases where car rentals are necessary, receipts are required before reimbursement will be made. Should an employee opt for ground transportation for conferences or training taking place either within or out of the province, the cost should not exceed the cost of a low cost economy class airfare for such travel. Additional mileage will be paid for use of a personal vehicle at the approved rate for travel while at the destination, or for a car rental as long as the total cost does not exceed the cost of a low cost economy airfare (as outlined above).
- 2:12 Due to changing restrictions and additional costs of air travel, air travel will include the cost of a low cost economy airfare *plus* any additional costs for seat selection, cancellation and/or delay insurance, and additional luggage/check in (if required by the Town).
- 2:13 Should employees avail of the option to extend their travel (before or after) an approved conference or training provided by council, any additional costs over and above those outlined and approved by council will be borne totally at the expense of the employee. However, per diem rates and hotel costs will be covered the same as if no extended travel was included.
- 2:14 Additional costs in airfares for delays, cancellations, or for other reasons, or other expenses incurred as a result of extended personal travel will be borne solely by the employee(s).
- 2:15 The form approved by Council for travel re-imbusement is attached to this policy.

Article 3 – Professional Development, Training, and Conferences for Council

- 3:01 The Town Council of the Town of Woody Point encourages and supports opportunities for professional development and training for members of council, and is committed to providing fair and equal opportunities to members of council who are interested (and available) for participation in such opportunities.
- 3:02 All members of council will be registered as members of Municipalities Newfoundland and Labrador.

- 3:03 Each year as part of the annual budgetary process, council will set an amount of money for professional development and training for members of council, and this amount will include the total amount budgeted for the calendar year for all travel, conferences, seminars, meetings, and annual general meetings which members of council might wish to attend.
- 3:04 Priority for attendance at special training sessions or conferences which are not routinely afforded to members of council are decided solely at the discretion of council upon a written or verbal request by a member of council, and attendance would normally be awarded by a majority vote in a public meeting of council.
- 3:05 In situations where it is felt that council should be represented at a particular conference or event, attendance would normally go to the mayor, deputy mayor, or member of council for whom council felt the conference (or event) would be most suited based on the specific duties, responsibilities, or professional background of the councillors involved. Specific representation at official functions, or functions whereby an official invitation has been extended to council or through the Office of the Mayor, would normally be directed to the mayor to attend. If the mayor cannot attend, the deputy mayor or the next senior (and available) member of council shall attend. In such instances whereby the mayor cannot attend, every effort will be made to provide opportunities to the deputy mayor and to other members of council on a rotational basis.
- 3:06 In an effort to remain current in issues and affairs which are relevant to municipalities throughout Newfoundland and Labrador, council will provide opportunities for members of council to attend the annual general meeting of MNL each year. When (and if) MNL is held in Town of Woody Point all members of council (who are interested and available) to attend will be entitled to attend. When (and if) MNL is held in Gander four (4) members of council will be entitled to attend in a given year, and preference will be provided on a rotational basis beginning with the mayor, deputy mayor, and the most senior members of council beginning with members of council who had NOT been provided with an opportunity to attend in recent year(s). When a member of council attends he/she will immediately go to the bottom of the rotational list.
- 3:07 Attendance at other conferences or training sessions will be solely at the discretion of council as outlined in Article 3:04 above.
- 3:08 All professional development or training must be approved by council in a regularly scheduled meeting of council, whether the monies have been provided in the town's operational budget or not.
- 3:09 Before members of council can be reimbursed or payments can be made on behalf of councillors, receipts must be provided for all expenditures related to transportation, lodging, registration costs, or other costs associated with such professional development or training, with the one exception being the per diem. In cases where costs may be incurred by members of council "up front", an advance may be provided by the town to cover such costs, and receipts must be forwarded within 14 days of return from such

travel or training. Accommodations costs will be covered for the day before the conference/training begins, as well as for the day on which the conference ends, as long as circumstances warrant, and as long as receipts are provided.

- 3:10 The rate of per diem paid to council is in accordance with the attached Travel Expense Form, and no receipts are required for such costs. Under no circumstances will the payment of per diem exceed the amount outlined on the form, even if receipts are provided exceeding this amount. A per diem will be paid when travel is undertaken including the day prior to the commencement of the training or conference, as well as when travel is undertaken the day following the conclusion of the training or conference. In extraordinary circumstances where inevitable delays or additional expenses are incurred which are beyond one's control, circumstances will be reviewed by council on a case by case basis, and reimbursement will be provided (if warranted) at the discretion of council.
- 3:11 In situations in which members of council choose to avail of personal or private accommodations in lieu of hotel accommodations while attending professional development or training (including conferences, seminars and the like), a flat rate of \$40.00 per day will be paid to cover such costs and no receipt is required.
- 3:12 Travel (mileage) rates paid to members of council will be the same as the current rates paid to provincial government employees. In cases where car rentals are necessary, receipts are required before reimbursement will be made. Should a member of council choose to opt for ground transportation for conferences or training taking place either within or outside the province, the cost should not exceed the cost of a low cost economy class airfare for such travel. Additional mileage will be paid for use of a personal vehicle at the approved rate for travel while at the destination, or for a car rental as long as the total cost does not exceed the cost of a low cost economy airfare (as outlined above).
- 3:13 Due to changing restrictions and additional costs of air travel, air travel will include the cost of a low cost economy airfare *plus* any additional costs for seat selection, cancellation and/or delay insurance, and additional luggage/check in (if required).
- 3:14 Should members of council avail of the option to extend their travel (before or after) an approved conference or training provided by council, any additional costs over and above those outlined and approved by council will be borne totally at the expense of the employee. However, per diem rates and hotel costs will be covered the same as if no extended travel was included.
- 3:15 Additional costs in airfares for delays, cancellations, or for other reasons, or other expenses incurred as a result of extended personal travel will be borne solely by the individual(s) in question.

- 3:16 In situations whereby members of council can substantiate a loss of earnings as a result of attendance at a meeting, training session, or any other event as a result of his or her participation as a member of council, provision will be made for reimbursement for loss of wages up to maximum of \$200.00 per day should circumstances warrant.
- 3:17 Any other decisions or circumstances relating to professional development or travel for members of council or staff not specifically covered by this policy shall be decided by a majority vote of council, and all additional expenses incurred over and above that which are outlined in this policy must be approved by a majority vote of council in a public meeting of council.

THE END

TOWN OF WOODY POINT
TRAVEL EXPENSE FORM

Travelers Name: _____

Location of Meeting: _____

Date: Departure: _____ Return Arrival: _____

Date(s) of Meeting: _____

Reason for Meeting: _____

<u>Category</u>	<u>Expenditure Summary</u>	<u>Amount</u>
Airfare:	(Receipt required, if not prepaid)	_____
Transportation:	() Kms @ \$0.45 per Km <u>(Not to exceed price of an economy class airfare ticket for the same distance traveled.)</u>	_____
Rental Car:	(Receipt required)	_____
Incidentals:	() Day(s) @ \$5.00 per day	_____
	() Breakfast @ \$10.00	_____
	() Lunch @ \$12.00	_____
	() Dinner @ \$20.00	_____
Hotel Accommodations	(Receipt required)	_____
Private Accommodations	(Maximum \$40.00 per day)	_____

TOTAL EXPENSES: _____

Less Advance: _____

TOTAL DUE: \$ _____

Certification: I certify that the amounts included in this claim, were incurred for travel on behalf of/or as a representative of the Town

Signature: _____ **Date:** _____

Approval: _____ **Cheque Issued:** _____