

Town of Point Leamington Policy Manual 2023

Adopted: February 27, 2023

**Town of Point Leamington
Policies
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Copies of the by-laws are on file at the Town Office

Alcoholic Beverages (Town Premises)

There will be no sale of alcoholic beverages from any town premises without the appropriate license being obtained. All licenses must have the prior approval of Council.

Ambulance Service/Board

Signing Officers - All cheques will be signed by the Town Clerk/Manager and a member of Council.

Point Leamington Ambulance Service Inc (PLASI) will manage the Ambulance Service based on an operational agreement in place with this company.

In Emergency situations, ambulance personnel can contact town maintenance in requesting plow assistance.

The Town Office is responsible for financial record keeping of the Ambulance Service with monies received from Central Health. The Auditor will audit ambulance books with the Town Office audit. **(Revised March 28, 2022).**

ANIMALS

Adoption of Animal Protection Act and Dog Act.

New Dog Control - regulations adopted.

Cattle, chickens and all other farm animals are to be enclosed in a fenced area 100 feet from property line and/or a minimum of 200 feet from residential housing. **(Revised March 28, 2022).**

BUILDINGS

Adoption of Building Act. (Attached)

Town is not in a position to provide Building Inspections. Every permit holder is responsible to comply with all Government Regulations according to the Building Act.

Frontage for new building lots is a minimum of 50 feet.

Permits are not required for interior work on buildings unless original purpose for the building is changed. Permits will expire December 31.

Applications for non-residential housing are to be submitted, along with plans to Fire Commissioner for approval. Buildings with three or more family units are to go to the fire commissioner for approval.

Anyone in town moving a building is to ensure all permits are in order. The town will not be liable for any damages that may occur.

Maintenance man to check on all building permits to see that application conditions have been met (including overhead wires). A follow-up visit will be made after completion of construction

Number of feet to build from a main water line is 20 feet.

There is to be no building, structure or items of any kind on our service lines. **(Revised February 27, 2023)**

Residential and commercial buildings must be 5 feet from the property line and all secondary buildings (sheds/garages) can be 2 feet from the property line with a one-foot eave.

No construction or digging to start unless a permit has been issued. Permits are required for construction, reconstruction and excavation. **(Revised Feb.1, 2021).**

Residents will incur a \$ 100.00 charge, when permits for any work that has been started have not been received and or approved by town office. **(Revised Feb.1, 2021).**

All commercial buildings must have a “permit to occupy” from Council.

Approval must first be received from Government Services and Lands.

Buildings cont....

All construction, including structures placed on land has to be up to presentable appearances.

Watershed - No approval for cabins within protected water shed area.

Depot - to be used only for Council business. Arms of Council must submit a written request to Council to use the depot.

Applications for permits can be pre-approved by the Maintenance man and a member of the Public Works committee unless the application is of a controversial nature and it then will require the approval of Council.

Sea Can containers may be approved for placement on property within town. A building application for sea cans must be provided to council for review. **(Revised March 28, 2022).**

Council Matters

Council Rules of Procedure Adopted May 24, 2016. **(attached)**

Municipal Councilor code of conduct adopted February 27, 2023. **(attached)**

Municipal official code of conduct adopted February 27, 2023. **(attached)**

Pay per diem applied for each Councilor and spouse attending the MNL convention. Claim can be paid in advance. Council will determine how many Councilors and if staff will attend conventions.

Claims can be paid, without going through a meeting, for Council representatives when attending pre-approved meetings or meetings for reps appointed by Council.

Guidelines for Meals during council or town business will be set at \$75.00 for a full day or \$20.00 breakfast, \$20.00 Lunch and \$35.00 for Supper. Incidentals \$15.00 per day. **(Revised February 27, 2023).**

Councilors are to notify Town Clerk if unable to attend a meeting by 3:00 pm the day of the meeting.

All citizen complaints must be in writing, signed and tabled in Council.

Copies of outgoing correspondence are to be brought in to council meetings if requested.

Any councilor wishing to have something added to the agenda should notify clerk two working days before the next meeting.

Persons wishing to meet with council must inform the Clerk two working days before the next meeting in order to be placed on the agenda. Persons must also let the Clerk know the reason for meeting. One half hour will be the scheduled time for a meeting.

Councilors are encouraged to use the council chambers, instead of the main office, to conduct business.

Beginning January 2006 an annual remuneration is to be paid to Council. Effective January 2019, remuneration will be: Mayor - 3500.00, Deputy Mayor - 1700.00, Councilors - 1500.00 each. **(Revised February 18, 2019).**

\$100 a day will be paid to Council members attending Council related functions if they will lose a day's work and pay in doing so. Verification of loss of income from employer as well as proof of attendance is required. This will be at Council discretion as well as approved before doing so.

Effective immediately the Town Council of Point Leamington will meet at least once a month as stated in the Municipalities Act Page 14, Section 24. Any other special meetings will be at the call of the Chair. A half hour can be scheduled for each Arm of Council. Issues to be discussed should be identified before the meeting. 2 - 4 representatives from each Arm of Council. If the Meeting falls on a statutory holiday it will be held the following day (Tuesday)

Newsletters are to be issued at the discretion of council - minimum of one per year.

Certificates, if requested, can be issued to citizens on 80th birthday and over and 50th anniversary and over.

Christmas Light up and Santa claus Parade

A Christmas Light- up will be held each Christmas with the following themes and prizes.

LIGHT UP

Traditional Christmas Theme	Prize \$ 75.00
Christian Theme	Prize \$ 75.00
Children's Theme	Prize \$ 75.00

SANTA CLAUS PARADE

1st Prize	Prize \$75.00
2 nd Prize	Prize \$50.00
3 rd Prize	Prize \$25.00

Judging will be determined by Council on an annual basis.

Covid 19

Background:

COVID-19 is an infectious disease caused by a newly discovered coronavirus. The World Health Organization designated a global COVID-19 pandemic on March 11, 2020. Jurisdictions across Canada and the world implemented measures to curtail the spread of the disease. In Newfoundland and Labrador, a public health emergency under the *Public Health Promotion and Promotion Act* was called on March 18. Residents, workers, visitors and employers are subject to special measure orders as a result of this emergency. Under the provincial COVID-19 Alert Level System, designed to control disease transmission and maintain health system capacity, the Provincial Government is providing guidance for social and business activities to reopen safely. Municipalities are employers in communities. They are also the owners and operators of community recreational facilities such as arenas, pools, fitness centers, playgrounds and other centers/spaces. These facilities provide services to and facilitate programming for community members and organizations.

Purpose:

The purpose of the policy is to outline The Town of Point Leamington's practice and protocols for the reopening and maintenance of municipally owned recreation facilities.

Policy Statement:

The Town of Point Leamington takes COVID-19 seriously. As a council and staff, we are committed to ensuring the safety of our community and our residents. We recognize the importance of recreational facilities and services to our community.

This policy acknowledges that the Town of Point Leamington is implementing COVID-19 Alert Level Guidance from the Government of Newfoundland and Labrador as much as is reasonable and practicable. The policy outlines how and under what circumstances our facilities will be open to public.

The Town of Point Leamington also acknowledges that certain municipal facilities may not open if the risk of COVID-19 transmission is high and/or reasonable, practicable protective measures cannot be implemented.

Definitions:

For the purposes of this policy, reasonable and practicable mean what is practical and possible for a municipality to do given its size, human resource and financial capacity, as well as the number of facilities for which it is responsible to maintain at any given time.

Scope:

This policy applies to the following municipally owned recreation facilities

- The Town Hall
- Recreation Centre
- Fire hall
- Playground
- Heritage Centre

The policy covers the following four (4) areas:

1. Decision-making;
2. Communication;
3. Monitoring and sanitization;
4. Waivers.

Responsibilities:

Municipal staff are responsible for upholding this policy. Should there be challenges with this, the policy will require review.

Guidelines and Procedures:**1. Decision-making**

- a. Municipal staff will review public health emergency special orders, guidance and information sheets provided by the Government of Newfoundland and Labrador as it is made available.
- b. Municipal staff will determine their human and fiscal resource capacity to adhere to guidance provided.
- c. Municipal staff will consult with council to provide recommendations on how and under what circumstances facilities will be open to the public. See Appendix A for a list of facilities that are open, and details associated with their monitoring and sanitization.

2. Communication

- a. Municipal staff will communicate with the public through social medial, and bulletin board how and under what circumstances facilities will be open to the public. This includes clear information on facility sanitization, physical distancing, limits on numbers and monitoring procedures.
- b. Signage outlining protocols and procedures for facilities will be posted outside, inside or on said facilities in clear view for users to see. This includes clear information on facility sanitization, physical distancing, limits on numbers and monitoring procedures.

- c. Municipal staff will provide updates to the public and adjust signage should anything change with respect to the protocols and procedures for facilities.

3. Monitoring and sanitization

- a. Municipal staff will implement the following steps to sanitize: and maintain numbers of people at municipal locations.
- b. Municipal staff will develop facility monitoring and sanitization logs, where applicable, for facilities that are open according to Appendix A.
- c. These logs will be kept up to date.
- d. In cases where limited or no monitoring and/or sanitization is possible, and the facility is open, municipal staff will communicate that these are use-at-own-risk facilities and will suggest that users take their own sanitization precautions.

4. Waivers

- a. Municipal staff will develop and add waivers to any forms or agreements which they enter in to with the public, including facility rental agreements and program registration forms. The waiver language should include language acknowledging risk of contracting COVID-19 by way of attendance at the municipality's facilities.

Policy Review:

The policy is subject to change and will be reviewed as often as necessary given the evolving COVID-19 circumstances.

Disability

Council policy is that any employee or volunteer member unable to work and being under the care of a doctor, whether on workers compensation, disability insurance or any other form of insurance, is automatically excused from active duties from the first day of the disability and during the full period of disablement. **(Revised February 27, 2023)**

Full clearance must be received from the doctor before the member can resume active duty with his/her organization.

Donations

Annual donations of the following amounts will be given to support the Point Leamington Library Board \$250.00, Point Leamington Academy Awards Program \$150.00, Safe Grad \$150.00, Minor Hockey Association in Botwood \$150.00 and VOCM Happy Tree \$200.00.

All other donations will be made at the discretion of Council.

Employees

Rules of Procedure adopted (see attached).

Maintenance Personnel responsible for regular check of local roads, lift stations, hydrants, streetlights as well as garage & permits etc. **(Revised Feb. 1, 2021).**

Town Maintenance Personnel are responsible for carrying out duties, outside of w/s that Council deems necessary in operating the Town.

Sick Leave: 1 1/4 sick days per month. An accumulation of 5 (five) days can be carried over to next year. This is not to exceed 25 days more than the regular yearly amount. Employees require a note after 3 consecutive sick days.

Holidays: Must be taken on year given unless approved by Council. Holidays to be taken rather than being paid by Council. - Holidays - same as Provincial Government. Council must be notified of vacation holiday schedule before March 31.

Vacation Time: **(Revised Feb. 1, 2021).**

1	Years continuous service	2 weeks
2- 7	Years continuous service	3 weeks
8-15	Years continuous service	4 weeks
16 +	Years continuous service	5 weeks

Summer Office hours in effect as per Provincial Government dates and guidelines. No accumulation can be made of this time. Full time employees only.

Insurance: Council pays 2/3 and Employees 1/3(council will pay half of LTD). Full time employees only. **(Revised March 28, 2022).**

Pension: Council pays ½ and Employees ½. (Full time employees only).

Employees will be given one call out per two-hour period.

Maintenance Staff will be paid their overtime as accumulated on a weekly basis thus not permitting any buildup in excess of 24 hours (3 days). Special consideration can be given at the request of an employee.

Christmas Bonuses will be tabled in Council meeting each November.

Employees (cont.)

One employee to be designated as Occupational Health & Safety Representative.

Maintenance staff are to oversee project programs.

Project workers are not to use the Town equipment without permission.
Town will rent or purchase any tools we need rather than borrowing and replacing.

Breaks will consist of 15 minutes in the morning and 15 minutes in the evening.

Town Clerk and Maintenance Supervisor are given permission to issue orders of Council in accordance with section 404.6 of the Municipalities Act.

The town will pay \$400.00 per year for a clothing allowance for full time permanent staff only. One pair of Rubber boots will be provided upon employment. Council will provide safety vests, safety glasses and hard hats.

Maintenance Employees are to wear safety equipment as per Occupational Health & Safety requirements and to ensure all safety courses required for work are up to date.

Employees working alone using power equipment must notify Town Office of location before commencing job and expected time of duration.

Bereavement Leave: as per provincial guidelines

Maintenance staff is required to keep a detailed log of daily activities, lift stations, and all vehicles

Maintenance Staff are required to follow the winter storm schedule when a storm is on.

Town Vehicles are to be driven by town staff only.

Maintenance staff that is on call will have the town vehicle.

Maintenance weekend on call status begins 4:30 pm on Friday. **(Addition February 18, 2019).**

Maintenance is responsible for daily checks of water at pump house.

Finance

Town Clerk or designate as well as Mayor and/or Deputy Mayor must sign all cheques written on behalf of the Town.

All arms of Council are required to have a signing officer from that organization as well as a signing officer from the Town for all cheques issued.

The Town Office is responsible for all record keeping of the Arms of Council. The Auditor will audit all books with the Town Office Audit.

Town will pay \$ 15.00 to anyone bringing items from out of town at the town's request.
(Revised February 18, 2019).

Fire Department

Fire Department By-laws adopted.

Adoption of Fire Regulations (attached)

Expenses of Fire Dept. are the responsibility of Town Council. A requisition will be issued by Town Clerk upon request from Fire Chief for articles needed.

Travel claims are required for all travel related expensed. These are to be filled out and presented to clerk prior to travel.

When Fire Dept. receives a complaint regarding buildings in town the complaint must then be submitted in writing to Council.

Fire Chief is required to forward a copy of all inspection reports to the Town.

If a fire occurs outside the Town's jurisdiction sufficient equipment & firefighters are to remain in Town in case of a fire within the town boundaries. The newer Fire truck is to remain in town.

Fire Chief allowed to attend Conventions along with 2 firefighters. Current policy is to pay up to \$ 1200.00 for costs upon submission of invoices.

New members of Fire Dept. must be 18 and over. A medical note is required. The cost of this, if any, will be paid for by Council.

The complement of firefighters will be a maximum of twenty -five with preference given to people living in the province at least 6 months of the year.

Fire Dept. Policy guidelines adopted.

Firefighters under the age of 25 are permitted to drive the fire vehicles under the guidelines of our insurance.

Any member who is off work and cannot work because of doctor orders will be excused from fire related duties until clearance is received from the doctor.

Anyone required to lose a day's pay due to Emergency Training will be reimbursed up to \$100.00 per day with a note from the employer verifying the loss of income and also proof of completion of training.

If accommodation fees are paid and the person does not give enough advance notice for cancellation and reimbursement of funding then the Fire Department will be responsible for the funds out of their budget.

Signing Officers - All cheques will be signed by the Town Clerk or a member of Council and a member of the Fire Department.

The Town Office is responsible for all record keeping of the Fire Department. The Auditor will audit all books with the Town Office Audit.

Bank deposits will be done as necessary.

All spending is required to be documented into the minutes.

Emergency fire equipment and supplies cannot be removed from the Fire Hall for loan or rent. Should it be necessary for the Town to use any equipment, the Fire Chief or Officer in charge of equipment will be notified. If they cannot be contacted a note will be left where the equipment was taken from.

We will provide fire protection to the Local Service District of Pleasantview. Charges to Pleasantview will be based on a per capita cost.

A fee of \$200.00 per emergency call out will be charged to residents within our fire boundary that do not pay fire fees. **(Added February 18, 2019).**

Inventory of all equipment is to be submitted to Council by December 31st of each year.

Fire Department members will be paid \$ 20.00 per meeting for a maximum of 26 meetings. Also, a \$ 300.00 bonus for Chief and \$ 200.00 bonus for Assistant Chief will be given at year end. Proper record keeping of time is required. Members only showing for half the time **per meeting** are to only be paid half the amount and anything less than half the time will count as 0. In certain situations, such as working, this can be waived, **(Revised Feb. 1, 2021)**

The fire hall is not to be rented out for any occasion other than work related courses and or functions relating to fire dept or town. **(Revised February 27, 2023).**

HARASSMENT POLICY

Statement of Position

The Town of Point Leamington believes that all elected and non-elected officials (this includes employees) should be afforded the opportunity to work in an environment free of harassment. All elected and non-elected officials have the right to work in an environment free from all forms of discrimination and misconduct. The purpose of this policy is to ensure everyone is treated with respect and dignity.

Definition of Harassment

Harassment is defined as any unwanted or uninvited verbal, visual, or physical conduct which is offensive or objectionable to the recipient. Repeated, intentional offensive comments and or actions may include, but are not limited to the following: derogatory or suggestive comments, slurs or gestures, jokes, racist graffiti and literature, and offensive posters, cartoons, pictures and drawings.

Conditions Considered Harassing:

Examples of harassment (but not limited to) are as follows:

- Inappropriate physical conduct
- Verbal abuse or threats
- Practical jokes that are insulting or embarrassing
- Sexual obscene or offensive comments, jokes or slurs about or directed to an individual or class of persons, which an individual may or may not be a member •
- Unnecessary physical conduct such as touching, patting, pinching, or hitting
- Vandalism of personal property, work station, or vehicle
- Physical or sexual assault
- Displaying sexual pictures, cartoons, or calendars
- Staring, leering, sexual gestures
- Placing an employment decision (i.e., hiring, promotion, termination) on submission or rejection of a person's conduct
- The conduct effects or interferes with an individual's work or creates an intimidating, hostile, or offensive work environment

Committee Structure for Investigating Complaints:

A committee will be established and comprised of representatives from management (town manager, town clerk, town clerk manger, or senior management) and council to investigate a complaint. If a person(s) represented on the committee is the subject of the complaint or the complaint, then that person(s) will be replaced by an alternative committee member(s) in that particular incident.

Complaint Procedure:

If you have been the recipient of harassing behavior, then you should do the following:

- **Speak Up** – If an individual feels harassed, he/she should, where appropriate, speak directly to the harasser and state that the behavior is unwelcome and that it must stop.
- **Keep Notes** – Individuals are encouraged to keep a record of all incidents including: dates, time, descriptions, and action taken by the individual, responses by the alleged harasser, possible witnesses and any other relevant information such as the impact of the harassment.
- **Report the Harassment** – Report the harassment immediately to the supervisor, manager or designate. It is preferable to make a complaint in writing. However, if you make a verbal complaint, you should follow up your verbal complaint with a written complaint.

Allegations of harassment will be promptly investigated, giving due respect to the need for confidentiality.

The designated representatives (committee) will conduct interviews with relevant witnesses and provide a report to Council (or designate) upon conclusion of the investigation. Council (or designate) will review the report and provide to parties involved his/her decision with reasons.

All efforts will be made to ensure confidentiality throughout the investigation while providing an opportunity to fully respond to all the allegations.

Consequences and Penalties:

Any person who engages in harassing behavior shall be subject to disciplinary action, including possible termination.

Protection against Retaliation:

Any person has the legal right at any time to raise the issue of harassment without fear of reprisal.

Malicious and False Accusations:

It is a serious matter to deliberately make a false accusation of harassment. If a complaint is found to have been in bad faith, the complainant will be subject to disciplinary measures (for example, possible termination for employee).

Heritage Council

Signing Officers - All cheques will be signed by the Town Clerk or a member of Council and a member of the Heritage Council

The Town Office is responsible for all record keeping of the Heritage Council. The Auditor will audit all books with the Town Office Audit.

Travel claims are required for all travel related expensed. These are to be filled out and presented to clerk prior to travel.

Bank deposits will be done as necessary.

All spending is required to be documented into the minutes.

\$1200.00 to be given from council yearly to offset operating costs.

All new members of the Heritage Council are to file an application before being appointed by Council.

It is a conflict of interest for anyone on the Heritage Council to be hired on Heritage Sponsored Projects.

The Committee can consist of eleven members plus two members of the current Council.

The Heritage Council is responsible for the Heritage Centre in conjunction with Council.

The Heritage Centre will be opened and closed for the season at the discretion of the Heritage Board.

Inventory of all equipment is to be submitted to Council by December 31st of each year.

If accommodation fees are paid and the person does not give enough advance notice for cancellation and reimbursement of funding then the Heritage Council will be responsible for the funds out of their budget.

Honoraria

Policy on honorarium for volunteers and volunteer dinner:

Volunteers mean appointed members of the volunteer Arms of Council. At the discretion of Council, in any given year - all volunteers will receive a Christmas gift and be invited to the volunteer dinner.

Volunteer Dinner

All of the above rules apply to those who will be invited to the dinner for volunteers to be held annually the last Friday in May or at the discretion of Council. Dinner will be provided to only those attending the function.

Volunteer Week

During Volunteer Week Council will recognize volunteers with a token of appreciation.

Land & Property

Purchasers of land from the Town will be responsible for all legal cost of purchasing.

All departments of council must report any damages to Town Vehicles or property of Town to council immediately.

All Requests for joining properties will only be approved at Council discretion. Property description, proof of ownership as well as a survey showing the land as one parcel has to be proven by owner. **(Revised June 29, 2020)**. A onetime administrative fee of \$100.00 will be attached to such requests.

At Council discretion, all Parcels of land that are considered nonresidential based on lot size, will be billed as per mill rate with a minimum rate of \$100.00.

All additional properties will be charged the minimum rate.

Marina

An annual fee of \$25.00 is to be charged to all persons using the Marina for the purpose of launching a boat and parking.

Office Fees

Town will pay someone \$15.00 whenever they bring out items from Grand Falls-Windsor at our request. **(Revised February 18, 2019).**

Tax Certificates - \$ 50.00 **(Revised February 18, 2019).**

Returned Cheques - \$ 40.00 **(Revised March 28, 2022).**

Interest Charges - 1% per month on overdue accounts.

Summer Office Hours Schedule - Provincial guidelines.

Town Clerk has been given permission to destroy files older than 10 years.

Town Clerk is to attach wages if town taxes are owing when someone is employed by the town under a project.

Town Clerk and Maintenance Supervisor will be given permission to issue orders of Council in accordance with Section 404.6 of the Municipalities Act.

Building Permit Fees

Residential Repairs	\$ 10.00
Commercial Repairs	\$ 50.00
New Residential Construction (Revised June 29, 2020)	\$ 100.00
New Commercial Construction (Revised June 29, 2020)	\$ 200.00

Building, repairs, renovating or digging (excavation) without proper permits	\$ 100.00
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Quarry Permits (non business)	\$250.00 (annually)
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Quarry Permits (business)	\$100.00 (annually)
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Water shut off/on by request	\$10.00 (each time)
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Water shut off due to arrears is to be billed \$50.00 before re connection.

Tax structure 2023 is attached.

Parks

Churches are permitted to use Park for Open-Air Services.

No bikes are allowed on the Otter Pond Boardwalk.

Trailers can park at designated RV site for a fee of \$25.00 per day.

Dumping station fee of \$ 10.00 if not staying at our RV site.

Use of park area for yard sales etc. will be at the discretion of Council.

Borrowing of picnic tables at a maximum of 5 tables for two days will be at the discretion of Council.

All dogs on walking trails must be on a leash and dog waste taken care of.

Otter Pond walking trail will be one way only.

Flower pots and Benches will be put away for the winter by October 31 of each year.

Parks & Recreation Committee

Parks & Regulations Adopted.

Signing Officers - All cheques will be signed by the Town Clerk or a member of Council and a member of Parks & Recreation.

The Town Office is responsible for all record keeping of the Park & Recreation Committee. The Auditor will audit all books with the Town Office Audit. Bank deposits will be done as necessary.

Travel claims are required for all travel related expensed. These are to be filled out and presented to clerk prior to travel.

All spending is required to be documented into the minutes.

All new members of Parks & Recreation are to file an application before being appointed by Council. Residents from Western Arm and Pleasantview are welcome to join. **(Revised February 18, 2019).**

It is a conflict of interest for anyone on Park & Recreation Committee to be hired on Park & Recreation sponsored projects.

The committee can consist of maximum eleven members plus two members of the current Council.

Parks & Recreation Committee are responsible to keep regular check of ball field and playgrounds and give a written report of any necessary maintenance to Council who will designate to Maintenance worker.

Written instructions will be given to Maintenance as to when they will open and close the playground. This will be at discretion of Recreation Committee. Weekly checks by Maintenance will be done. Maintenance will need to know a week in advance of opening playground.

The Community Centre operating out of the Town Hall will be the responsibility of the Parks & Recreation Committee in conjunction with Council.

\$1200.00 to be given from council yearly to offset operating costs.

Community Centre is not to operate after eleven pm without prior approval of Council.

If accommodation fees are paid and the person does not give enough advance notice for cancellation and reimbursement of funding then the Parks and Recreation Committee will be responsible for the funds out of their budget

Point Leamington Day

Point Leamington Day will be the 2nd Saturday of July unless otherwise changed by Council.

Private vendors will be allowed to purchase a booth for \$ 75.00.

There will be no more than two vendors supplying the same foods.

Community and/or nonprofit Groups will not pay for booths and all remaining booths will be shared equally among arms of council.

Soft drinks/water can be sold in all booths if desired.

Tickets will be used instead of cash at each booth. The money will be receipted and paid to the vendors by cheques. The tickets will be counted by the vendor and a committee member.

If vendors are selling tickets, they have to be printed tickets reflecting the committee and not the purchased colored tickets.

No vendors outside of Point Leamington will be allowed to participate without approval.

Toll Booth will be designated for Point Leamington volunteer fire department. Council will consider other requests annually.

Game Booths \$ 25.00 Food Booths \$ 75.00

Parade Prizes:

Float Prizes	1 st Place - \$ 100.00	Boat Parade	1 st Place - \$100.00
	2 nd Place- \$ 50.00		2 nd Place - \$ 50.00

Kids Parade All kids that register in costume for the Parade will receive \$ 5.00 in an envelope and their name will be placed in for draws of \$ 25.00, \$ 15.00 & \$ 10.00.

There will be one way traffic for the day to limit congestion.

Maintenance person will be required to work a regular day for Point Leamington Day. This will be alternated each year, unless holidays are involved.

No smoking on festival grounds.

Projects

All hiring will be carried out by a hiring committee as set up by Council when necessary.

Projects are to be supervised by maintenance staff.

Purchasing

All invoices must be signed by Town Clerk or Maintenance Man or those authorized to sign on behalf of Council.

Rentals

There will be no rental or loaning of any of the town's emergency equipment.

Roads

Council will not permit any new development within 25 feet of the center of the road.

Council will not be responsible for damages to existing structures within 25 feet of the center of the road.

New roads must be 40 feet right of way for two-way traffic.

New roads must be 20 feet right of way for one way traffic.

Cemetery Road will continue to be plowed to the tree line, only after all town roads have been plowed.

Council will supply first culvert on land which has a permit to build submitted to council. Town roads only. **(Added February 27, 2023)**

In the event that a culvert needs to be replaced, the property owner is responsible for purchase of the culvert and replacement of asphalt if necessary. The Town will carry out culvert replacement (labor and equipment only), at no cost to the owner. **(Added February 27, 2023).**

Trees are to be trimmed at owner's expense, if impeding traffic and or snow clearing operations.

Council will follow guidelines from Department of Highways.

Smoking

No smoking or vaping in any municipal building or vehicle. **(Revised February 27, 2023)**

No smoking or vaping in park areas, playground or where children/youth play. **(Revised February 27, 2023)**

Snow Clearing

No vehicles are to be parked on the side or shoulder of the roads so as to obstruct snow clearing operations.

When clearing driveways, residents are not permitted to push snow onto or across the street so as to impede traffic.

Garbage containers and fences must be clearly marked for snow clearing purposes.

Council will not be responsible for any damages that occur to garbage boxes and fences.

Garbage containers must be no more than 15 feet from the edge of pavement

Council will not be responsible for damages to existing structures within 25 feet of the center of the road.

Trees are to be trimmed at owner's expense if impeding traffic and or snow clearing operations.

Maintenance is permitted to clear their own driveways of snow when all other town work is done.

All hydrants will have markers installed for snow clearing.

Hydrants are to be cleared as soon as possible after a storm.

Cemeteries are to be cleared only during regular working hours unless deemed necessary.

Adoption of the Highway Traffic Act.

Street lighting

Council will not take over privately owned street lights.

Lighting will be placed on every second pole where possible. If not feasible, poles will be placed at locations deemed necessary by Council.

Taxation/Finance

Water/sewer bills to be sent out every three months.

Arrears of taxes will be forwarded to the collection agency for collection after one year of arrears.

Any and all taxpayers with bills in arrears for previous year will be sent letters advising them of action that will be taken. This includes water cutoff, collection agency and expropriation.

Accounts in arrears from previous year will be issued cut off notices after June 30.

The Town Clerk will develop and administer a Tax Recovery Plan (TRP) yearly.

Accounts are considered in arrears after December 31 for the current year. **(Revised June 29, 2020).**

There is 1% interest per month on all overdue accounts.

Any new business owner within the first year can apply in writing to Council for a business tax exemption.

Travel

Volunteers traveling to functions as approved by Council will be given payment for cost of transportation as per Provincial Government Rate when attending out of town meetings. Travel Claim to be completed.

Travel claims are required for all travel related expensed. These are to be filled out and presented to clerk prior to travel.

Travel claims can be paid in advance for Councilors and staff traveling on Town business.

Resolved to follow the Provincial Government Rates for travel expense as approved by the Provincial Treasury Board.

Claims can be paid, without going through a meeting, for Council representatives when attending pre-approved meetings or meetings for reps appointed by Council.

Vehicles/Equipment

Expenses of the Fire Truck are the responsibility of the Town Council. A requisition will be issued by clerk upon request from the Fire Chief for articles needed.

Council agrees to maintain the first Fire Truck for the Town of Point Leamington. The truck cannot be disposed of without approval from Council.

Any expenditures of \$ 500.00 or over for equipment are to be referred to Council for study.

A Waiver must be signed by property owner if Town equipment goes on that property to pick up garbage or car wrecks.

Arms of Council and staff must inform Council immediately of any damages that occur to vehicles or property.

Maintenance logs will be kept of all town vehicles, equipment and lift stations.

Volunteers

Employees and volunteers will receive an honorarium at the discretion of Council.

Any member unable to work and being under the care of a doctor, whether on Workers Compensation, Disability Insurance or any other form of insurance, is automatically excused from active Fire related duties from the first day of the disability and during the full period of disablement. **(Revised February 18, 2019)**. (See page 23). Full clearance must be received from the Doctor before the member can resume active duty with his/her organization.

Volunteer Departments must obtain prior approval from Council before making expenditures that the Town has to pay or reimburse.

Pleasantview and Western Arm residents are welcome to apply for membership with any of our Arms of Council.

Policy on Honorarium for Volunteers and Volunteer Dinner: See Page 24.

Waste Disposal

Anti-Litter Act adopted.

Waste Management Collection Policy (as attached) is to be followed. **(Addition February 18, 2019)**

Discarded containers - e.g., deep freezers not to be used as garbage boxes.

Garbage to be picked up from the recreational areas.

One car wreck per household per year can be towed away at no expense to the resident and after that a fee of \$ 25.00 per wreck will be charged. The wrecks will be moved at the convenience of the Maintenance Department.

Town will not be responsible for trees and tires during clean-up week

Annual Clean-up will be determined by Council.

The Churches garbage will be treated the same as residential garbage.

Five (5) garbage bags per household permitted. Clear Bags and Blue bags as per Central Newfoundland Waste Management Policy. No exceptions.

All residential garbage during clean-up week can be delivered by the homeowner to the disposal site at the town's expense.

Garbage Boxes must be no more than 15 feet from the edge of pavement. All garbage and recycling have to be taken from the box and placed at the curb on garbage day.

Water/Sewer

Water and or Sewer (private) regulations adopted (see attached)

Water and Sewer regulations adopted (see attached)

Water/sewer bylaws adopted effective March 1, 1991.

Little Pond has been designated a restricted water supply area and protected watershed area.

Council does not accept responsibility for clothes damaged or stained due to water.

Water/Sewer fees for apartments or rented houses will be billed to the owner of property, not the tenant.

Connection Fees - Water \$ 100.00 Sewer - \$ 100.00 **(Revised February 18, 2019).**

No permits will be issued by Council to do any excavation of sewer lines on weekends. There will be absolutely no tampering with main line without the Maintenance Man being there to supervise.

No connections will be made to the main line between Nov 15 and May 15 unless otherwise approved by council.

The depth for waterlines should be a minimum of 6 feet.

Persons having sewer lines extended to low water mark by contractor will be charged a connection fee as well as monthly sewer rates.

Maintenance Man is to be present when connections to water and or sewer take place.

Water/Sewer to a maximum of 35 Feet or to the boundary lines whichever is closer. In cases where the water line is going through the main road the resident will be responsible for the cost to replace the pavement back to its original condition.

A curb stop leak on the owner's side of the curb stop will be cost shared up to a maximum of \$ 200.00. This would be done by way of an application at the Town Office. The materials used would still be the responsibility of the property owner.

All properties must have a working shut off valve coming from the main line.

Water / Sewer cont....

Council is not responsible for anyone having a backup due to drains going into town sewer. Sewer backups will not be compensated by the town unless liability is proven through insurance. Residents are advised to have a backwater valve installed.

Home based business with a single w/s line to the building will only pay one w/s bill.

A \$ 10.00 fee will be charged for convenience shutoff or turn on of water. In the Winter Months the homeowner is responsible to clear the site.

The Town is not responsible for personal pavement unless the Town is responsible for the damages occurred.

If there is a water/sewer problem the Town office should be notified and the Town will undertake to determine if the problem is the responsibility of the homeowner or the Town. Council will not be responsible for expenses occurred without prior approval.

All repairs to water/sewer must be compliant with Workplace, Health and Safety Regulations.

Houses with an attached rental apartment are to be billed an extra water/sewer fee while the apartment is being occupied.

(Addition February 18, 2019).