

AGENDA
MUNICIPAL COUNCIL
Bridgewater, NS
Tuesday, September 11, 2018 – 9:00 a.m.

Time & Page

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
 - 2.1 Proclamation – Right to Know Week – September 24 to September 30, 2018.....1-3
3. PUBLIC INPUT (15 Minutes)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – Regular Council, Special Council, and Public Hearing - August 28, 2018
6. BUSINESS ARISING FROM MINUTES (Nil)
7. AWARDING OF TENDERS/RFPs
 - 7.1 Award of Tender #2018-05-016 On Site Disposal Project Group 16.....4-6
8. PRESENTATIONS/SCHEDULED TIMES (Nil)
9. CONSIDERATION OF CORRESPONDENCE
 - 9.1 NSFM Board Initiatives Report.....7-8
10. RECOMMENDATIONS FROM COMMITTEES & BOARDS
 - 10.1 Finance Committee
 - 10.1.1 Lumberjacks Funding Request.....(9) 11-21
 - 10.1.2 Support of Options 1 and 2 re Personnel Matter
 - 10.1.3 Amendments to Personnel Policy MDL-51(9) 22-89
 - 10.1.4 Approval of Tax Relief.....(9) 90
 - 10.1.5 Designated Community Project Fund - Petite Riviere Community Park.....(9) 91
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 - 10.1.8 Remembrance Day Grant - RCL #102.....(9) 96-99
 - 10.1.9 Remembrance Day Grant - RCL #24(9) 100-101
 - 10.1.10 Remembrance Day Grant - RCL #49(9) 102-106
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 - 10.1.12 Sponsorship Ad Grant - Bridgewater Curling Club(9) 115-117
 - 10.2 Audit Committee
 - 10.2.1 Approval of Consolidated Financial Statements (To be circulated)..... 118
11. STAFF REPORTS
 - 11.1 Administration Department
 - 11.1.1 Fire & Emergency Services Committee Update to Council.....119-129
 - 11.1.2 Administration Building Update (To be circulated)
12. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
 - 12.1 MJSB Update
 - 12.2 Deputy Mayor’s Update
 - 12.3 Mayor’s Update
13. IN CAMERA (Nil)
14. ADJOURNMENT



RE: Right to Know Week in Nova Scotia

I am very pleased to take this opportunity to once again encourage your participation in Right to Know Week.

September 28, 2018 is **International Right to Know Day**. In Canada, the week of September 24 to September 30 has been designated as “Right to Know Week.” There will be various activities in most provinces/territories and at the national level during this week.

This year we are asking for your support in two ways. First, we invite your municipality to proclaim September 24 to September 30 Right to Know Week in your municipality. I have enclosed further information about proclamations and a template proclamation for your consideration.

Second, we ask that you publicize Right to Know Week events nearest your municipality. Our office is currently creating a plan for this year’s Right to Know Week celebration, and we may schedule an event in your area. If so, we will contact you to provide further details about the event and ask that you help to spread the word.

Thank you for your participation in Right to Know Week. If you require further information, please contact Julie Young, Executive Assistant, OIPC at 902-424-4684, or julie.young@novascotia.ca.

I invite you to feel free to contact my office you have any questions or concerns relating to your administration of your access responsibilities under *Part XX* of the *Municipal Government Act*.

Information about proclamations:

To enhance public awareness, we invite your municipality to proclaim September 24 to September 30, 2018 Right to Know Week in your municipality. A proclamation would serve as an official endorsement demonstrating your commitment to openness, transparency and accountability, greatly increasing the number of citizens who will become aware of their right to access information.

The purpose of Right to Know Week is to celebrate the right of all Canadians, and in our case specifically Nova Scotians, to access information in the custody or under the control of public bodies, municipalities, and health custodians as guaranteed by access to information legislation. Such legislation entrenches the accountability of governments by ensuring they operate with transparency and openness.

As the Nova Scotia’s Information and Privacy Commissioner, I am participating in this Canada-wide effort along with my other Canadian Commissioner colleagues to raise awareness of the right to access information and its value, with a local focus on what it means to those living and working in Nova Scotia.

In 2017, the OIPC sent invitations to the Province of Nova Scotia and all municipalities inviting them to proclaim Right to Know Week. The following proclaimed or passed a motion/resolution for Right to Know Week in Nova Scotia:

- Province of Nova Scotia
- Town of Wolfville
- Municipality of the District of Barrington
- Town of Clarke’s Harbour

- Town of Westville
- Town of Bridgewater
- Municipality of Victoria County
- Halifax Regional Municipality
- Municipality of the County of Pictou
- Town of Antigonish
- Cape Breton Regional Municipality
- Town of Middleton
- Municipality of the County of Kings
- Municipality of the County of Richmond

A copy of the proposed wording for the proclamation is attached. It has been formatted in such a way as to make it easy for you to complete. As soon as your municipality has passed a motion to sign the proclamation please provide the OIPC with a signed and sealed copy of the proclamation, which will be posted on the Right to Know Week webpage of our website www.foipop.ns.ca. We also may Tweet about it on our Twitter page, [@NSInfoPrivacy](https://twitter.com/NSInfoPrivacy). We invite you to retain an original signed copy of the Right to Know Proclamation and post it in a prominent location in your municipality.

Yours truly,



Catherine Tully
Information and Privacy Commissioner for Nova Scotia

Sent on behalf of Catherine Tully by:
Julie Young
Executive Assistant to the Commissioner



Office of the Information and Privacy Commissioner for Nova Scotia
Telephone: 902.424.4684; Toll free within NS: 1.866.243.1564
TDD: 1.800.855.0511; Fax: 1.902.424.8303

www.foipop.ns.ca
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**PROCLAMATION
RIGHT TO KNOW WEEK
September 24, 2018 to September 30, 2018**

WHEREAS the Municipality of the District of Lunenburg has adopted the principles of openness, transparency and accountability; and

WHEREAS *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the Municipality of the District of Lunenburg; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the Municipality of the District of Lunenburg joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, Mayor Carolyn Bolivar-Getson, do hereby proclaim September 24 to September 30, 2018 to be Right to Know Week in the Municipality of the District of Lunenburg.

Dated at Bridgewater, Nova Scotia, this 11th day of September, 2018.

Mayor Carolyn Bolivar-Getson



Municipality of the District of Lunenburg

MEMORANDUM

REPORT TO: Council

SUBMITTED BY: Maria Butts, LaHave River Project Manager

DATE: September 11, 2018

RE: Tender Award: On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #16

RECOMMENDATIONS

Authorize staff to award tender 2018-05-016 to Town and Country Property Improvement in the amount of \$74,246.21 plus HST.

EXECUTIVE SUMMARY

Three bids were received and accepted for *Tender 2018-05-016 On-Site Sewage Disposal System Installations for LaHave River Properties. Project Group #16.*

The scope of work consists of the supply and installation of five septic systems located on private property belonging to homeowners who have applied to participate in the LaHave River Straight Pipe Replacement Program (SPRP), administered by the Municipality of the District of Lunenburg (MODL).

Tender 2018-05-016 is a bundle of five traditional on-site septic systems.

BACKGROUND

In the Spring of 2016, *Our Living Future* campaign was launched to bring awareness and education around the issue of straight pipes and their impact on the LaHave River and Council authorized staff to make an application to the New Build Canada Fund for a SPRP. Staff were directed to prepare a Wastewater Management District (WWMD) By-Law and policies to implement such a program. The drafted By-Law and policies have since been adopted by Council.

On June 29, 2017, federal and provincial authorities announced joint funding along with the Municipality for the replacement of straight pipes with on-site sewage disposal systems along the LaHave River.

Replacement of straight pipes with functioning septic systems required the services of a qualified engineer to select, design, and oversee the installation of approved septic systems. As such, council authorized staff to award of *RFP 2017-05-400 On-Site Sewage Disposal System Design for Lahave River properties* to ABLE Engineering Services Inc (ABLE) on August 22, 2017.

To date, MODL has received 138 applications for replacement from property owners within the WWMD.

Over the past number of months, MODL has been working with ABLE to produce sewage disposal designs for each property owner enrolled in the SPRP. Five designs were selected from those completed to date for inclusion in tender 2018-05-016.

No Municipal dollars are being spent on this program as the federal and provincial grants cover up to two thirds of the cost and all eligible homeowners are required to pay the remaining one third.

DISCUSSION

Tender 2018-05-016 was posted on Tuesday, August 21, 2018 and closed on Tuesday, September 4, 2018.

Three bids were received by the deadline. Tenderer names and bids are described in Table 1 below:

| Funding | Total Bid (w/o HST) |
|---|---------------------|
| Provincial/Federal Grants | 2/3 |
| Property Owner | 1/3 |
| Tenderers | |
| Town and Country Property Improvement Ltd | \$74,246.21 |
| Dennis Lively Construction and Backhoe Services Ltd | \$96,000.00 |
| CK Earthworks Ltd | \$84,919.00 |

Table 1: Accepted Bids for Tender 2018-05-016

Under the scope of work for this tender, the successful bidder is required to complete all excavation, bedding, pipe laying, backfill and compactions. They are to supply all septic tanks, miscellaneous fittings, filter sand, stone and concrete. The successful bidder is also required to complete leakage testing, and all surface restoration and any other work as specified and shown on the design drawings.

CONCLUSION

Tender 2018-05-016: Lowest bid was submitted by Town and Country Property Improvement Ltd of Cookville, NS.

Tender Award Recommendation

Tender: 2018-05-016 On-Site Sewage Disposal System Installation for LaHave River Properties. Project Group #16.

Scope of Work: Install five On-Site Sewage Disposal Systems on five properties along the LaHave River.

Closing Date: September 4, 2018

| Funding | Total Bid (w/o HST) |
|---|---------------------|
| Provincial/Federal Grants | 2/3 |
| Property Owner | 1/3 |
| Tenderers | |
| Town and Country Property Improvement Ltd | \$74,246.21 |
| Dennis Lively Construction and Backhoe Services Ltd | \$96,000.00 |
| CK Earthworks Ltd | \$84,919.00 |

Table 1: Accepted Bids for Tender 2018-05-016

Tender Award Recommendation:

Council award Tender 2018-05-016 to Town and Country Property Improvement Ltd for the cost of \$74,246.21 plus HST.



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

Board Initiatives Report – August 24, 2018

NSFM Vision: Effective local government and strong, sustainable communities

NSFM Mission: To enable effective local government for Nova Scotia’s communities by facilitating strategic advocacy, education and collaboration

Initiatives

1. Partnership Framework

Description/Update

The workshop on Physician recruitment was held June 19th, and the presentation materials are available on the NSFM website. Staff are continuing to work with the Health Authority. A toolkit for municipalities is being developed.

NSFM President has written to Municipal Affairs encouraging the review of equalization to begin as soon as possible.

A workshop on internet is being planned for October 11. NSFM members will hear more about the provincial and federal initiatives, about municipal initiatives and the ways municipalities can support internet initiatives.

A joint committee on roads is being formed and NSFM members are being invited to serve on the committee.

Staff are working with the NS Real Estate Association on the CAP issue. NSFM will meet with them, the NS Home Builders Association, the Atlantic Mortgage Brokers Association, the Real Estate Lawyers of Nova Scotia and the Real Estate Appraisers of Nova Scotia to explore possible solutions. If agreement can be reached on possible solutions, a joint request will be made to the province to consider the solutions and work with us to implement one. In the meantime, the groups will be working with NSFM to better educate the public on the implications of the program.

The province has been holding consultations on minimum planning standards, and municipal spending authority.

The Joint Fire Services Committee Phase I is nearing completing of its work and is submitting its report. Once submitted, the report will be released to members. The committee is recommending an ongoing committee to act on the recommendations. In the interim to the establishment of this new committee, the existing members of the Phase I committee will begin work on the recommendations.

NSFM and the Departments of Seniors, Community Services and Municipal Affairs have signed a Memorandum of Understanding to support the SHIFT strategy. A Steering Committee to oversee the work is being formed. NSFM members will be invited to serve on this committee.

2. Cannabis Legalization

NSFM continues to raise the need for new revenues for municipalities to address the implications of the legalization of cannabis.

The Joint Municipal Provincial Cannabis Committee met July 17. The province provided additional information on the legalization of cannabis, which has been forwarded to members. Following the latest meeting, NSFM Board wrote to the Ministers of Justice and Municipal Affairs again expressing concerns about the financial ability of municipalities to respond.

The UNSM/AMA Municipal Cannabis Working Group has been meeting to discuss the implications to NS municipalities. Training in preparation for legalization and implications for the workplace is being planned. Discussions continue on the implications for planning, bylaws etc.

3. Asset Management

NSFM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. In mid-June, NSFM received word that FCM approved our funding proposal to the Municipal Asset Management Program (MAMP) to deliver workshops to help municipalities incorporate climate risks into their asset management planning practices. NSFM will work with a local group – ClimAction Services – to develop two workshops, which will take place in late November. The workshops will aim to enhance local asset management practices by providing municipalities with the capacity to include climate considerations into their long-term infrastructure planning, so they can take necessary steps to proactively adapt their assets to climate risks.

NSFM continues to work on two online resources with funds received from MAMP: 1) an online course for elected officials on the basics of asset management (which is the final stages of development) and 2) an online learning module based on the Province of Nova's asset management pilot project's standard operation procedures for data collection and condition assessments for linear assets. NSFM expects that both courses will be completed in late October.

4. Upcoming Events

- AMANS' "Leading in the Municipal Sector" Relationships, Decision Making and Innovation Workshop", September 5th & 6th, 2018, New Glasgow, NS
- AIM Network's 2018 Atlantic Asset Management Conference, September 6th & 7th, 2018, Moncton, NB
- Atlantic Mayors' Congress, October 17th – 19th, 2018, St. John's, NL



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

September 5, 2018

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Finance Committee, in session on Tuesday, September 4, 2018, made the following recommendations to Council:

1. that Municipal Council denies the funding request to purchase advertising from the South Shore Lumberjacks (3260405 Nova Scotia Limited) in the amount of \$15,000; and further, that Municipal Council not consider any further financial requests from the South Shore Lumberjacks for the remainder of the current hockey season.
2. that Municipal Council agrees to financially support the cost of options 1 and 2 pertaining to the Personnel Matter as discussed In Camera.
3. that Municipal Council approve the proposed amendments to Personnel Policy MDL-51, as presented and amended.
4. that Municipal Council approve tax relief in the amount of \$318.97 as per the submitted application for the property located at 2027 Northfield Road, AA#02278898, and as per the Municipality's Damaged Property Relief Policy.
5. that Municipal Council grant \$285 to the Petite Riviere Community Park as per the criteria outlined in the Designated Community Project Fund Policy MDL-48.
6. that Municipal Council grant \$4,580 to the Lunenburg Yacht Club as per the criteria outlined in the Designated Community Project Fund Policy MDL-48.
7. that Municipal Council approve \$1,000 from the National/Provincial Event Grant account for Art Happening Bridgewater for the 2018 Afterglow Art Festival scheduled to take place September 28 and 29, 2018.
8. that Municipal Council approve \$250 from the Remembrance Day Grant Fund for the Royal Canadian Legion Branch 102, New Germany for a November 11, 2018 event.
9. that Municipal Council approve \$250 from the Remembrance Day Grant Fund for the Royal Canadian Legion Branch 24, Bridgewater for a November 11, 2018 event.
10. that Municipal Council approve \$250 from the Remembrance Day Grant Fund for the Royal Canadian Legion Branch 49, Mahone Bay for a November 11, 2018 event.

11. that Municipal Council approve \$250 from the Remembrance Day Grant Fund for the Emmanuel Baptist Church Parkdale/Maplewood Remembrance Day Committee for a November 11, 2018 Remembrance Day Service.
12. that Municipal Council approve a Lead Level Sponsorship for the Bridgewater Curling Club in the amount of \$143.75 for their annual promotional campaign.

Respectfully submitted,

Chairman and Members
Audit Committee

/re
Attachments



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Municipality of the District of Lunenburg Council
SUBMITTED BY: Trudy Payne, Acting Deputy CAO and Kevin Malloy, CAO
DATE: August 28, 2018
RE: Lumberjacks Corporate Sponsorship Request

RECOMMENDATION

To approve funding to purchase advertising from the South Shore Lumberjacks (3260405 Nova Scotia Limited) in the amount of \$5,000; \$2,500 to come from the Economic Development budget and \$2,500 from the Recreation Department budget; and direct staff to negotiate what advertising could be purchased for this amount.

EXECUTIVE SUMMARY

A request has been received from the South Shore Lumberjacks (3260405 Nova Scotia Limited) requesting the Municipality of the District of Lunenburg to sponsor the team in the amount of \$15,000 (information attached). Also attached is the registration information on the company. The South Shore Lumberjacks are not a not-for-profit organization. They are registered as a private business. Under the Municipal Government Act, section 57(2), a municipality does not have authority to sponsor a private business. The Municipality, however, could consider purchasing advertising from the Lumberjacks. Options provided by the Lumberjacks include:

- . Rink Board Advertisements at the Lunenburg County Lifestyle Centre (LCLC)
- . Outer Wall Arena Sign Advertisements in the LCLC
- . On Ice Advertisement (at the time of the report the ice has already been put in at the LCLC so this option is no longer available)
- . 6 Season Ticket Packages

- . Designated Game Night Sponsor (Game of MODL's choice. This night would be dedicated to MODL to work with Lumberjacks staff to make the night as fun as possible for fans and MODL staff. This would include 40 additional tickets and a private area to use)
- . Lumberjacks' players would be available to attend any functions/events the MODL sees value in having them attend

In the information package attached the Lumberjacks state that in 2017-2018 they were able to attract corporate sponsorship in the amount of just over \$100,000. This was mainly due to the advertisement agreement they have with the LCLC. On average the attendance at the games have been steadily increasing. They are creating a better and bigger community presence by participating in a number of community events such as the Radio-thon's mental health awareness day and partnering with Tim Horton's and the LCLC to host multiple "Skate with the Jacks" in which all funds raised have been donated.

The Lumberjacks have also partnered with South Shore Minor Hockey with the "Toonie Draw" and the South Shore Minor Hockey Ice Sharks voted unanimously to rebrand their organization as the South Shore Minor Hockey Lumberjacks. The Bantam AAA Western Hurricanes will also become known as the Bantam AAA South Shore Lumberjacks starting this season.

Also attached is the Lumberjacks Economic Valuation Report for 2016. This outlines the direct, indirect, subjective and future operating benefits of having the team located at the LCLC.

If Council approves the \$5,000 for advertising it would be recommended to have staff negotiate rink board advertisements promoting PRO Kids and Tick Checks; season tickets packages as tickets could be provided to families that PRO Kids support and additional print advertising.

BUDGET IMPLICATIONS

Funds have not been allocated in the 2018-2019 budget. If Council decides to purchase advertising from the Lumberjacks the funds would need to come from the current budget. If Council decides to purchase advertising in the amount of \$5,000, \$2,500 could come from the Economic Development budget and \$2,500 from the Recreation Department budget. Any funds beyond \$5,000 would need to come from the contingency fund. \$80,000 has been budgeted in the contingency fund for this fiscal year and \$10,000 has been committed to the South Shore Food Project, leaving \$70,000 remaining. The purpose of the contingency fund is to be able to respond to any emergencies or things unforeseen that Council may need to or want to fund.

STRATEGIC PLAN

WORK PLAN

If funding is approved for advertising staff would need to contact the Lumberjacks to negotiate the advertising provided for the amount approved. If funding is not approved staff would need to notify the Lumberjacks of Council's decision.

ALTERNATIVES

1. To not purchase advertising
2. To purchase advertising between the range of \$5,001 - \$15,000.

| | |
|--|------------------------------|
| Department: Administration | |
| Report Prepared By: Trudy Payne Acting Deputy CAO | Date ___August 22, 2018_____ |
| Report Approved By: _____ | Date _____ |
| Reviewed By CAO: _____ | Date _____ |

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PROFILE - 3260405 NOVA SCOTIA LIMITED - as of: 2018-08-22 09:38 AM

| | |
|------------------------------------|---|
| Business/Organization Name: | 3260405 NOVA SCOTIA LIMITED |
| Registry ID: | 3260405 |
| Type: | N.S. Limited Company |
| Nature of Business: | |
| Status: | Active |
| Jurisdiction: | Nova Scotia |
| Registered Office: | 256 MARRIOTTS COVE ROAD WEST CHESTER BASIN NS Canada B0J 1K0 |
| Mailing Address: | PO BOX 366 CHESTER NS Canada B0J 1J0 |

PEOPLE

| Name | Position | Civic Address | Mailing Address |
|---------------|-------------------------|--|----------------------------------|
| LARRY CREASER | Director | 256 MARRIOTTS COVE ROAD WEST CHESTER BASIN NS B0J 1K0 | |
| LARRY CREASER | PRESIDENT AND SECRETARY | 256 MARRIOTTS COVE ROAD WEST CHESTER BASIN NS B0J 1K0 | |
| LARRY CREASER | Recognized Agent | 256 MARRIOTTS COVE ROAD WEST CHESTER BASIN NS B0J 1K0 | PO BOX 366 CHESTER NS B0J 1J0 |

ACTIVITIES

| Activity | Date |
|------------------------|------------|
| Annual Renewal | 2018-02-28 |
| Annual Statement Filed | 2018-02-28 |

| | |
|-----------------------------|------------|
| Annual Renewal | 2017-01-23 |
| Annual Statement Filed | 2017-01-20 |
| Reinstated | 2016-07-15 |
| Revoked for Non-Payment | 2016-04-06 |
| Annual Renewal | 2015-02-11 |
| Annual Statement Filed | 2015-02-11 |
| Appoint an Agent | 2015-01-13 |
| Address Change | 2015-01-13 |
| Change of Directors | 2015-01-13 |
| Annual Renewal | 2014-02-07 |
| Annual Statement Filed | 2014-02-05 |
| Annual Renewal | 2013-01-22 |
| Change of Directors | 2012-04-16 |
| Appoint an Agent | 2012-04-16 |
| Special Resolution | 2012-04-16 |
| Address Change | 2012-04-16 |
| Incorporated and Registered | 2012-02-16 |
| Annual Statement Filed | 2012-01-22 |

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RELATED REGISTRATIONS

| | |
|------------------------------|------------|
| This Company ... | |
| SOUTH SHORE JR A LUMBERJACKS | Registered |

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Corporate sponsorships this season have increased from 79,000 in 2016-17 to over 100,000 in 2017-18 and we expect this number to increase again for the upcoming 2018-19 season. This is due mainly to the advertisement agreement between the Lumberjacks and the Lunenburg County Lifestyle Center, as well as, our change in focus to a more customer service based selling strategy to work with our community partners to provide them value for their support.

As an example game day ticket giveaway to promote our local corporate and game day sponsors has been shared many times reaching many people. For example, our last game day promotion for the Town of Bridgewater was shared on social media by more than 380 people reaching a total of more than 16, 000 people in 48 hours. Another example at one of our games was a "Like and Share " contest with Best Western as the sponsor. We were able to reach over 10,500 people in just over 24 hours resulting in increased likes and shares for their social media page. These are just one example of how we are working with our partners to help them grow and see value in working with us. Please see screen shot below.

Our average attendance has been steadily increasing in comparison to our previous two seasons, up approximately 150 people per game and we were very fortunate to average 1300 fans during our exciting playoff run and are working to make sure this trend continues for the 2018-19 season.

Participation in multiple community events such as the Viking Voyage for Bridgewater Jr. High, participation in Radio-thon's mental health awareness day at the Bridgewater mall, multiple school skates with Bridgewater Elementary, ACES, Hebbville, and Centre Scolaire de la Rive Sud as well as Pancake Breakfast at Bridgewater Elementary.

Partnering with Tim Horton's and the LCLC we have hosted multiple "Skate with the Jacks" and have donated all proceeds, plus many game tickets to Freeman House, and the Food Bank.

We have also had the students and residents from Verge House and Bonney Lee Farm attend our games providing them with tickets and Lumberjacks t-shirts.

Sponsored the Jumpstart program at Sportchek raising almost \$1000 dollars for local kids to get involved in hockey

Provided an education bursary to the two children of Shawn Crowe in the amount of \$2000

In partner with Mustangs and Hurricanes donated roughly \$1000 to the Rose Foundation in support of Cancer for Pink in the Rink.

Multiple clothing and ticket donations to school fairs or bizarres that have reached out to us

Provided financial sponsorship to Gary Wentzel tournament at LCLC and Bantam AAA provincials in Liverpool

Something we are very excited about is our new partnership with South Shore Minor Hockey. Building off of the "Toonie Draw" partnership, the board of the SSMH Ice Sharks have unanimously voted to re brand their organization as the SSMH Lumberjacks. Through this new partnership we have worked with SSMH to commit to taking on a much bigger role in the development of local minor hockey players. We will be much more involved in participating in practices, by assigning Lumberjack players and coaches to work directly with teams and fully committing to taking over development weekend.


We have also made another exciting agreement to take on the Bantam AAA Western Hurricanes as part of our organization who will also be known as the Bantam AAA South Shore Lumberjacks starting next season.

And finally, one of our proudest accomplishments this year, was the launch of our Jr. Lumberjacks spring hockey teams and clinics. During the months of April and May, the organization exceeded our own expectations for a first year program. Our goal with this initiative is to allow families to stay close to home and receive high end development, without having to leave the area, resulting in financial savings, increased player development and more ice time being used during a time when the ice is usually sitting vacant driving more money into the LCLC and more money being spent in our community.

Our spring program consisted approximately 126 kids ranging from 5-15 years old. We are confident that next year will be even bigger and better and have plans to continue growing and developing local young hockey players from the South Shore.


Once again the Lumberjacks organization would like to thank the Municipality of the District of Lunenburg for taking the time to consider our request for your support this upcoming season. We have taken many positive steps in the right direction to ensure financial sustainability and we hope you realize how important your \$15,000 sponsorship would be. We hope you will consider to support the Lumberjacks moving forward and make sure our many loyal and growing fan base have a team to rally around each year.

Post Details ✕



South Shore Lumberjacks Jr. A Hockey
Published by Ross Shatford (?) · 6 April · 🌐

GAME DAY...GAME 4..... We need your support tonight. Game is Sponsored by [Best Western Plus Bridgewater Hotel & Convention Centre](#). Lets get a win tonight and start the CHARGE back. Like and share and we will draw for 2 tickets at NOON today.



Performance for your post

10,524 People Reached

607 Reactions, comments & shares *f*

| | | |
|-----------------------|-----------------------|------------------------|
| 298 Like | 227 On post | 71 On shares |
| 2 Love | 1 On post | 1 On shares |
| 85 Comments | 77 On Post | 8 On Shares |
| 222 Shares | 208 On Post | 14 On Shares |

911 Post Clicks

| | | |
|--------------------------|-------------------------|-------------------------------------|
| 48 Photo views | 0 Link clicks | 863 Other Clicks <i>f</i> |
|--------------------------|-------------------------|-------------------------------------|

Partnership Proposal with the Municipality of the District of Lunenburg

The South Shore Lumberjacks would like to provide the Municipality of the District of Lunenburg with a request for sponsorship for the upcoming 2018-2019-hockey season. The sustainability and future of Junior A hockey in the South Shore relies on the support of local businesses and municipal governments. As a not for profit, our organizations mission is to bring a competitive and exciting hockey team at an affordable cost for the people of the South Shore. The Lumberjacks have seen an increase in fan support this year increasing our average attendance each of the last two season, and just recently were averaging nearly 1300 fans during our playoff run, which is proof to us that junior hockey belongs here. I have attached our latest 2016-17 income tax statements and you will be encouraged by the fact that this 2017-18 season has been our most successful financially and we are that much closer to breaking even when compared to the statement we provided last year for the 2014-15 season. The Lumberjacks have plans for more initiatives in our community but need a solid foundation in order to continue toward the goal of sustainability, and receiving support from local council is a great way to get started.

What we would like to request is a sponsorship from the Municipality of the District of Lunenburg in the amount of \$15,000. In return, the Lumberjacks would provide the municipality with the following:

- Rink Board Advertisements in the LCLC
- Outer Wall Arena Sign Advertisements in the LCLC
- On Ice Advertisement
- In Game Mentions Over PA System advertising your support for local hockey
- 6 Season Ticket Packages
- Designated Game Night Sponsor (Game of your choice would be special night dedicated to MODL to work with Lumberjacks staff to make the night as fun as possible for fans and MODL staff. Includes 40 additional tickets and private area to use as you wish)
- Lumberjacks' players will be available for any functions or events that council sees value in having them attend

Thank you,

Kyle McAllister
Head Coach and General Manager
South Shore Lumberjacks Jr. A Hockey Club
506-471-0063

**3260405 NSL (South Shore Lumberjacks)
Income Statement 07/01/2016 to 06/30/2017**

REVENUE

Sales Revenue

| | |
|-----------------------|-------------------|
| Corporate Sponsorship | 152,476.16 |
| Gate revenue | 55,031.39 |
| Timberland | 25,020.39 |
| Player transfer fees | 7,650.00 |
| Hockey School | 4,678.84 |
| Celebrity Dinner | 11,100.00 |
| Net Sales | <u>255,956.78</u> |

Other Revenue

| | |
|----------------------------|---------------|
| Donations | 500.00 |
| Interest Revenue | 9.56 |
| Total Other Revenue | <u>509.56</u> |

| | |
|----------------------|-------------------|
| TOTAL REVENUE | <u>256,466.34</u> |
|----------------------|-------------------|

EXPENSE

Cost of Goods Sold

| | |
|---------------------------------|---------------|
| Freight Expense | 169.40 |
| Total Cost of Goods Sold | <u>169.40</u> |

General & Administrative Expenses

| | |
|------------------------------|-----------|
| Hockey school expenses | 585.00 |
| Business Manager | 4,200.05 |
| Billets | 45,726.00 |
| Trainers | 4,747.94 |
| Assistant Coaches | 584.04 |
| Goaltender Coaching | 650.00 |
| Scouting | 7,486.09 |
| Accounting & Legal | 136.30 |
| Medical | -122.20 |
| Advertising & Sponsorship | 8,710.85 |
| League fees | 9,860.00 |
| Ice Rental | 31,382.79 |
| Computer/Broadcast Equipment | 388.37 |
| Business Fees & Licenses | 919.50 |
| Security | 2,745.50 |
| Game Night | 219.00 |
| Stipends/Honoraria | 4,000.00 |

| | |
|--|--------------------------|
| Player transfer fees | 16,862.58 |
| Courier & Postage | 72.44 |
| Credit Card Charges | 2,330.84 |
| Equipment | 37,696.27 |
| Insurance | 1,500.00 |
| Interest & Bank Charges | 4,708.77 |
| Office Supplies | 75.62 |
| Lockerroom supplies | 1,341.96 |
| Cresting and Sewing | 1,514.40 |
| Signage | 8,450.00 |
| Locker room improvements | 279.00 |
| Miscellaneous Expenses | 883.22 |
| Off ice conditioning | 17,026.67 |
| Education | 105.00 |
| Repair & Maintenance | 951.89 |
| Telephone | 234.78 |
| Pre game food | 8,360.12 |
| Meals | 9,654.40 |
| Molega Bus Tours | 52,973.58 |
| Fuel | 3,169.69 |
| Accomodations | 11,437.02 |
| Ticketing Fees | -0.01 |
| Travel other than bus | 9,792.59 |
| Apparel | 10,541.75 |
| Receptions & Entertainment | 326.26 |
| Donations | 6,001.00 |
| Total General & Admin. Expenses | <u>328,509.07</u> |
| TOTAL EXPENSE | <u>328,678.47</u> |
| NET INCOME | <u><u>-72,212.13</u></u> |

Generated On: 06/04/2018



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Mayor Bolivar-Getson and Council Members
FROM: Sherry Conrad, Municipal Clerk
DATE: September 5, 2018
RE: Proposed Amendments to Policy MDL-51 "Personnel Policy"

The Finance Committee, in session on Tuesday, September 4, 2018, received proposed amendments to Policy MDL-51 "Personnel Policy" and made a motion to recommend to Council approval of the proposed amendments as presented and amended.

Attached is a copy of the proposed amendments to the Policy as approved and amended at the Finance Committee meeting.

Section 48(1) of the *Municipal Government Act* states, "Before a policy is passed, **amended** or repealed, the Council shall give at least seven days' notice to all council members". Therefore, in accordance with Section 48(1), the attached amended Personnel Policy MDL-51 will be presented for Council's consideration and approval at the September 11, 2018 Council session. The Finance Committee's recommendation at the meeting was hereby considered as council notice.

Staff is requesting an effective date for the amendments of October 1, 2018.

If Council approves the attached Policy amendments, the following motion would be necessary:

"That Municipal Council approve the proposed amendments to Policy MDL-51 Personnel Policy with implementation of the amendments to become effective on October 1, 2018".

Sherry A. Conrad

/sac
Attachment

~~Red Strikeout~~ – means text to be deleted
Highlighted Yellow – means text to be added

Municipality of the District of Lunenburg POLICY

| | |
|--------------------------------------|---------------|
| Title: Personnel Policy | |
| Policy No. MDL-51 | |
| Effective Date: November 10, 2009 | Amended Date: |

Latest revision: August 28, 2018

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ARTICLE 1 - TERM OF POLICY AND STAFF POSITIONS

- 1.01 This policy is made between the Municipality of the District of Lunenburg (the "Municipality") being the employer, and all **non-unionized** permanent full-time, permanent part-time, and temporary employees employed by the Municipality.
- 1.02 Unless otherwise specified **in the Employment Contract or Letter of Hire**, all articles **of this Policy** apply to all classes of employees.
- 1.03 Any reference to Council found within this Policy shall be a reference to the Municipality of the District of Lunenburg's Municipal Council.
- 1.04 The provisions of this Policy shall be effective on the **first** 10th day of November, 2009 and may, from time to time, as the Municipality deems necessary, be revised to reflect changing workplace practices and procedures.
- 1.05 Staff employed by the Municipality will be classified as follows:

Permanent Full-time Employee – employed on a permanent basis, works a minimum of 35 hours per week.

Permanent Part-time Employee – employed on a permanent basis, works reduced or irregular hours.

Temporary Employee – employed on a temporary basis, may be employed for a specific term or casual basis, hours and days of work may vary.

ARTICLE 2 - STAFF RESOURCES COMMITTEE

- 2.01 The Staff Resources Committee is responsible for the oversight and administration of the Personnel Policy. The Committee shall be comprised of the Chief Administrative Officer CAO ("CAO"), the Municipal Clerk, the Payroll and Benefits Administrator, one Manager/Director, and one staff person ~~two administrative staff from the Municipal office, one of whom shall be the Municipal Clerk, and one non-unionized staff member from the Lunenburg Regional Community Recycling Centre (LRCRC). The Committee shall be responsible for making recommendations to management with respect to changes to the terms of this policy.~~
- 2.02 The Staff Resources Committee shall meet quarterly to discuss issues related to the Personnel Policy. The Policy should be reviewed, in its entirety, every four years. The Municipal Clerk shall periodically request staff to submit information, in writing, ~~concerning any suggested~~ suggesting changes to the Personnel Policy. ~~This information shall be reviewed by the Staff Resources Committee and the r~~Recommendations of this from the Staff Resources Committee will be reviewed by management with final recommendations ~~in addition to staff information, shall be~~ taken to the ~~Committee of the Whole, or Administration Focus Group, as applicable,~~ Finance Committee for review and recommendation to Council.
- 2.03 The Staff Resources Committee can utilize internal or external resources as required to fulfill the Terms of Reference.

ARTICLE 3 - NO DISCRIMINATION ~~/SEXUAL HARASSMENT~~

3.01 The Municipality recognizes and affirms the principle that every person is free and equal in dignity and rights. The Municipality recognizes that it has a responsibility to ensure that every individual in its employ adheres to the principles set out in the *Canadian Charter of Rights and Freedoms* and the *Nova Scotia Human Rights Act*.

3.02 The *Canadian Charter of Rights and Freedoms* and the *Nova Scotia Human Rights Act* guarantee that each person has the right to be treated equally and without discrimination, as set out in those documents.

3.03 No person shall, in respect of employment with the Municipality, discriminate against an individual or class or individuals on account of:

(a) age;

(b) race;

(c) colour;

(d) religion;

~~(e)~~creed;

~~(f)~~(e) sex gender;

~~(g)~~(f) sexual orientation;

~~(h)~~(g) physical disability or mental disability;

~~(i)~~(h) an irrational fear of contracting an illness or disease;

~~(j)~~(i) ethnic, national or aboriginal origin;

~~(k)~~(j) family status;

~~(l)~~(k) marital status;

~~(m)~~(l) source of income;

~~(n)~~(m) political belief, affiliation or activity;

~~(o)~~(n) that individual's association with another individual or class of individuals having characteristics referred to above.

3.04 ~~No person shall sexually harass an individual. For the purposes of this article, "sexual harassment" means:~~

~~(i) vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcome;~~

~~(ii) a sexual solicitation or advance made to an individual by another individual where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made, where the individual who makes the solicitation or advance knows or ought reasonably to know that it is unwelcome, or~~

~~(iii) a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation~~

~~or advance.~~

~~3.05~~ 3.04 No person shall harass an individual or group with respect to any of the grounds of discrimination set out in Article 3.03.

~~3.06 — See Article 36 for further information related to sexual harassment~~

ARTICLE 4 - SENIORITY

- 4.01 Seniority of permanent employees shall be determined by length of continuous service with the Municipality since the employee's most recent date of hire. All other matters being equal, Article 21.08 will determine ~~seniority shall prevail when determining~~ entitlement to vacation time and banked time.
- 4.02 Seniority shall not be broken as referred to in this policy because of sickness; pregnancy or parental leave; ~~compassionate care leave~~; or, other leaves as approved by the CAO.

ARTICLE 5 – POSITION BONDING

~~5.01 The Municipality may, from time to time, determine that it is appropriate to require certain employees to be bonded in order to carry out their job functions.~~

~~5.02.1 If the Municipality determines that a particular job description requires bonding, it will become a requirement of employment that any applicant for that position be bondable and, if required, be able to furnish confirmation of their bondable status.~~

ARTICLE 6 5 - HIRING, TRANSFERS, VACANCIES AND PROMOTIONS

~~6.04~~5.01 Whenever a position becomes available, the CAO, in consultation with the relevant Department Manager, shall determine whether the competition will be an internal or open competition, based on the availability of suitable applicants from within the Municipality who immediately meets the needs of the position. Internal competitions will only be held when it is determined that an appropriate pool of qualified internal candidates exists. The Municipality will not be obligated to provide training to current employees to meet the needs of any newly available position.

5.02 In the case where a permanent, full-time employee wishes to apply for a Term Position, the Municipality may enter into a secondment agreement with the employee. A secondment is intended to be a temporary employment option with a specified time period for the movement of an employee to temporarily perform the duties of another position. Seniority and benefits for full-time positions will be maintained. In the case of a secondment from a full-time position to a part-time position, seniority accumulated during the part-time position will be pro-rated and some benefits may be pro-rated or may not apply.

~~6.02~~5.03 As determined by the CAO, there is no requirement to post available positions internally before proceeding to an open competition. If the Municipality CAO determines that it is more appropriate, having regard to the requirements of the particular position, it may move directly to an open competition.

~~6.03~~5.04 Articles ~~65.01~~ and ~~65.023~~ do not apply to management positions, including those of CAO, Deputy CAO, and all director level positions. ~~Director of Finance, Director of Engineering and Public Works, Director of Planning and Development Services, Director of Recreation Coordinator and Solid Waste Operations Manager.~~ Management positions shall be filled after ~~newspaper advertisements~~ appropriate posting of the position using various recruitment techniques or through an employment consultant, ~~as directed by Council.~~

~~6.04~~5.05 In the case of an internal competition, the process will be as follows:

- (a) The CAO or Department Manager shall advertise all positions internally for a minimum of five (5) working days.
- (b) Upon receipt of all internal applications, the CAO or Department Manager shall consider each application on its merits.
- (c) All qualified applicants shall be interviewed by the CAO or Department Manager.
- (d) ~~Positions within the Recreation, Building Inspection and Finance department shall be subject to a Criminal Records Check and/or a Child Abuse Registry Check at no cost to the Municipality.~~

~~(e)~~(d) The appointment shall be made by the CAO or Department Manager once the successful applicant has submitted ~~any required criminal~~ a Vulnerable Sector Criminal Records Check and/or, if required, a Child Abuse ~~Record~~ Registry Checks.

~~6.05~~5.06 In the case of an internal competition, the competition will first be opened to permanent all employees. ~~If no permanent employees are immediately qualified for the advertised position, then the competition will be opened to temporary employees, following the process set out in Article 6.04, before the Municipality proceeds~~ In this case, qualified permanent employees will be considered before qualified temporary employees. If there are no internal qualified employees, the Municipality may proceed to an open competition to fill the position.

~~6.06~~5.07 Where the CAO determines that an open competition is more suitable, ~~depending on the needs of the position, employment experience with the Municipality and a connection to the local community will be considered, but will not be a requirement.~~ The the process for an open competition shall be as follows:

- (a) The position shall be advertised in the local media or with other media or job search databases as the CAO or Department Manager deems appropriate;
- ~~(b)~~ — In all cases, the position shall be posted internally for a period of not less than five days;
- ~~(e)~~(b) The advertisement shall include a brief description of the duties required, qualifications preferred and a closing date for receipt of applications;
- ~~(d)~~(c) Applications will be screened by the CAO or Department Manager;
- ~~(e)~~(d) Interviews shall be conducted by the CAO or Department Manager;
- ~~(f)~~(e) Once a determination is reached, the CAO or Department Manager shall oversee compliance with the remaining hiring procedures.

Hiring Procedures

- 6.075.08 Prior to employment, all potential employees will be required to provide proof of education in the form of a certificate, official letter from the institution, or other satisfactory document approved by the CAO or designate Department Manager.
- 6.085.09 Prior to employment, all persons must submit at least two three references, preferably including one from a former or current employer.
- 6.095.10 All applicants to the Municipality may be required to submit various records checks as part of the application process. ~~If a records check is a requirement for a designated position, this information will be included in any advertisement of the position.~~
- 6.105.11 ~~Recreation, Building Inspection and Finance department applicants shall be required to submit a Criminal Records Check and/or a Child Abuse Registry Check.~~ All employees require a Vulnerable Sector Criminal Records Check (which must be updated every five years), Driver Abstract (which must be updated annually) and other positions may require a Child Abuse Registry Check (which must be updated every five years). Results must be forwarded to the Municipality prior to hire and any cost associated with these checks will be ~~the responsibility of the applicant~~ reimbursed by the Municipality.
- 6.115.12 The Municipality shall complete all required reference checks prior to hire. If an individual is hired for employment with the Municipality, the results of any reference checks performed shall be placed in the employee's personnel file.
- 6.125.13 Upon employment with the Municipality, an employee will be required to sign a confidentiality agreement and will sign to acknowledge they will abide by the Municipality's Code of Conduct.
- 6.135.14 All staff will receive either a letter of hire or an employment contract from the Municipality. The letter of hire or employment contract will outline the rights and responsibilities of both the employee and the Municipality, as well as the employee's terms of employment.
- 6.145.15 Each new employee's employment with the Municipality will be subject to a minimum of a six (6) month probationary period for permanent positions, the specifics of which shall be set out in the employee's letter of hire or employment contract. There will be a minimum three (3) month probationary period for a permanent employee transferring to a new position.
- 6.155.16 Each employee hired for a temporary position with the Municipality will be subject to a probationary period, the length and specifics of which shall be set out in the employee's letter of hire or employment contract.
- 6.165.17 If the Municipality CAO determines that it is necessary, an employee's salary or rate of pay may be reviewed upon satisfactory completion of the probationary period as set out in the employee's letter of hire or employment contract.

6.175.18 Hiring of temporary employees must be approved by the CAO or Department Manager. Temporary employees will only be hired if their hiring can be accommodated within the current fiscal year's budget.

Hiring of Relatives

5.19 At no time, at the staff level, may someone report, either directly or indirectly, to an immediate family member or a relative as defined in Schedule "A", Definition of a Family Member, unless approved by the CAO.

5.20 Immediate family member is defined as the employee's spouse, parents, children, brothers, sisters, grandparents and grandchildren.

ARTICLE 7 6 - SICK LEAVE

- ~~7.6.01~~ Sick leave is defined as leave for an employee's illness and/or medical appointments. Sick leave benefits as described in this article apply to permanent full-time employees and those designated by the CAO.
- ~~7.6.02~~ Permanent full-time employees and those designated by the CAO become eligible for sick leave as it is accrued, ~~after the employee's six month probationary period. The employee shall be credited with sick leave for the month if the employee began work on the first of the month. If the employee began work during the month, the~~ An employee shall begin accumulating sick leave on the first of the month following one (1) month of employment ~~on the first of the following month. Accumulation shall be retroactive to the date the permanent full-time employee began work at the beginning of the month or the following month if hired during the month.~~
- ~~7.6.03~~ All permanent full-time employees and those employees designated by the CAO shall accumulate sick leave at the rate of 1 1/2 days per month to a maximum accumulation of 100 days. Sick leave shall not be accumulated while on unpaid leave. Sick leave shall be prorated for time worked.
- ~~7.6.04~~ During each fiscal year (April 1 - March 31), ~~a permanent full-time~~ an employee, who has accumulated sick leave, may take up to ten (10) sick leave days, without the requirement to provide a medical certificate. The Municipality may require the employee to submit a medical certificate, in a form satisfactory to the Municipality, to cover the period of absence for which sick leave is being claimed if that period of absence is excess of three (3) consecutive days or after ten (10) days in total in a fiscal year.
- ~~7.6.05~~ If a medical certificate is required pursuant to Article ~~7.6.04~~, the Municipality shall advise the employee that a certificate is required prior to the employee's return to work. Failure to provide a medical certificate, as required by Article ~~7.6.04~~, may result in discipline up to and including termination.
- ~~7.6.06~~ ~~A permanent full-time~~ An employee who has accumulated sick leave and who becomes ill while on vacation or banked time may claim sick leave days providing a satisfactory medical certificate is presented upon return to work.
- ~~7.07~~ ~~The Municipality may require a medical certificate for each instance not covered in Article 7.04.~~
- ~~7.08~~~~6.07~~ All employees are required to notify Payroll Administration and their Department Manager or immediate supervisor before or upon commencement of working hours of any absence due to illness.
- ~~7.09~~~~6.08~~ Employees claiming sick leave must complete the appropriate forms. If those forms are not completed, pay for said days will be deducted.
- ~~7.10~~ ~~The Municipality shall provide each employee with a statement of the sick leave within three months after the end of each fiscal year (March 31).~~
- ~~7.11~~~~6.09~~ During each fiscal year (April 1 - March 31), ~~a permanent full-time employee~~ an employee who has accumulated sick leave may take up to ~~three (3)~~ five (5) sick leave days for the illness and/or medical appointments for a family member. A "family member", in relation to an employee, means:
- (a) a spouse or common-law partner of the employee,
 - (b) a dependent child (a child either under 19 years of age or dependent due to mental or physical infirmity) of the employee or a dependent child of the employee's spouse or common-law partner,
 - (c) a parent of the employee or a spouse or common-law partner of the parent.

For the purposes of this article, the “common-law partner” of an individual means an individual who has cohabited with the individual in a conjugal relationship for a period of at least one year.

Where circumstances require it and subject to the approval of the CAO, the definition of “family member” may be extended to include the class of individuals set out in Schedule “A” to this Policy.

~~7.12 All sick leave forms must be completed based on the above and those items recorded in hours will be accumulated for a fiscal year and recorded for the year to the nearest equivalent half days.~~

ARTICLE 8 7 - METHOD OF PAYMENT

- 87.01 All employees shall be paid on a bi-weekly basis by direct deposit into the bank account of their choice and provided with a statement of earnings and deductions for each pay period.
- 87.02 Each employee shall complete the appropriate paperwork forms required to ensure that they may become part of the Municipality's direct deposit system, returning the completed paperwork forms to Payroll Administration.
- 87.03 All salaried employees are paid up to and including the Saturday, two (2) days, following the normal pay date.
- 87.04 All hourly employees are paid up to and including the Saturday, five (5) days, preceding the normal payment date. These five (5) days may be less in cases where the normal pay period end date falls on a holiday.

ARTICLE 9 8 - RECOGNITION AWARDS

98.01 The Municipality shall pay this benefit in recognition of continuous service to long term permanent full-time and permanent part-time employees of the Municipality upon resignation, retirement or death of an employee. The calculation for permanent part-time employees will be calculated by converting their part-time hours into full-time hours, and the recognition will be based on the full-time hours. This benefit qualifies as taxable benefit under the *Income Tax Act* and will be shown on the employee's T4.

- (a) For at least five (5) years of service with the Municipality - \$300.00.
- (b) For at least ten (10) years of service with the Municipality - \$600.00.
- (c) For at least fifteen (15) years of service with the Municipality – \$900.00.
- (d) For at least twenty (20) years of service with the Municipality - \$1,200.00.
- (e) For at least twenty-five (25) years of service with the Municipality - \$1,500.00
- (f) For at least thirty (30) years of service with the Municipality -\$1,800.00.
- (g) For at least thirty-five (35) years of service with the Municipality - \$2,100.00.

98.02 The Municipality recognizes and rewards permanent full-time employees that have had continuous service with the Municipality that have reached milestones with the organization at the following stages of their employment. If this benefit qualifies as a taxable benefit, it will be shown on the employee's T4.

- (a) 5 years of Service - Letter from Mayor / Personalized Municipal Pen Gift – Value \$20.00 & Letter/ Certificate
- (b) 10 Years of Service - Gift– Value ~~\$20.00~~ 30.00 & Letter/Certificate
- (c) 15 Years of Service - Gift– Value ~~\$25.00~~ 40.00 & Letter/Certificate
- (d) 20 Years of Service - Gift– Value \$50.00 & Letter/Certificate
- (e) 25 Years of Service - Gift– Value ~~\$50.00~~ 60.00 & Letter/Certificate
- (f) 30 Years of Service - Gift– Value ~~\$50.00~~ 70.00 & Letter/Certificate
- (g) 35 Years of Service - Gift– Value ~~\$75.00~~ 80.00 & Letter/Certificate
- (h) 40 Years of Service - Gift – Value ~~\$75.00~~ 100.00 & Letter/Certificate\

The staff person responsible for purchasing the gifts will be assigned by the CAO.

98.03 Years of Service awards shall be presented annually at the December Council dinner function for staff.

98.04 Actual years of service shall be determined using the calendar years of continuous permanent full-time employment with the Municipality as of December 31st of the current calendar year.

8.05 Beginning January 1, 2018, permanent part-time and temporary employees will be able to cumulate years of service for recognition based on continuous service. Years of service for these employees shall be calculated as per 8.04 but shall be prorated based on full-time equivalency.

8.06 For the purpose of Articles 8.01 and 8.02, the definition of continuous service means the period of time since an employee's initial appointment date, with allowable breaks only as provided for in the terms and conditions of employment applicable to that employee, labour standard regulations or approved by the CAO.

ARTICLE 10 9 - SALARIES

409.01 All Municipal employee salaries will be governed by the Salary Administration Policy (MDL-45) ~~attached as Schedule "B" to this Policy.~~

409.02 Pay for Temporary Assignments

If an employee is required to fill an alternate position due to the extended absence of an employee for any reason other than annual vacation, and;

- (a) the employee is formally appointed in writing by the CAO or the Department Manager; and
- (b) will be called upon to perform work required of the position being filled during said absence; and
- (c) fills the position concerned for at least 20 consecutive working days,

~~the CAO may approve additional remuneration as follows:~~

- ~~i. Where the employee has filled an alternate position in excess of 20 working days, but not exceeding 30 continuous working days, ten percent (10%) of the acting personnel's weekly gross salary; or~~
- ~~ii. Where the employee has filled an alternate position in excess of 30 continuous working days, but not exceeding 60 continuous working days, fifty percent (50%) of the difference in salary between the acting personnel and the incumbent; or~~
- ~~iii. Where an employee has filled an alternate position for in excess of 60 continuous working days, the CAO shall make a recommendation to Council respecting additional remuneration, and Council shall make a decision respecting the same.~~

the CAO may approve additional remuneration where the employee has filled an alternate position in excess of 20 working days of ten percent (10%) of the acting employee's weekly gross salary.

Acting positions being filled in excess of one year must be approved by the CAO and reported to Council for information.

ARTICLE 44 10 - TRAVEL AND MEAL ALLOWANCE

4410.01 Any employee authorized to use their own vehicle for employment purposes shall be paid a ~~mileage kilometrage~~ allowance of \$0.44 per kilometre, or as may be approved by motion of Council.

~~44.02— Employees authorized to use their own vehicle for employment related travel within the Bridgewater town limits shall be reimbursed a flat rate of \$5.00 per day~~

11.02 Kilometrage is paid from a staff person's residence or normal place of employment, whichever is less, if travelling on municipal business.

4410.03 An employee must request authorization from the CAO or Department Manager, in order to use their private vehicle and claim ~~mileage kilometrage~~ amounts for business outside of the ~~County Province~~. In determining whether that authorization will be granted, the Municipality shall take into account the nature of the function performed by the employee and whether travel can be effected more economically without substantial impairment of efficiency by such other means as rental vehicle, public transportation, or employee carpooling.

4410.04 Travel and meal allowances that qualify as taxable benefits under the *Income Tax Act* will be shown on the employee's T4.

4410.05 Where the ~~Municipality~~ CAO or Department Manager determines that it is more cost effective to use a rental vehicle or public transportation, an employee shall be required to do so.

4410.06 Where practical and available, the ~~Municipality~~ CAO or Department Manager may require its employees to carpool if more than one employee is required to travel for the same employment purpose.

4410.07 Where a Municipal-owned vehicle is provided to an employee, primarily for business use, there is a Travel Allowance Benefit to that employee and this benefit shall be shown on that employee's T4 as a taxable benefit as required by the *Income Tax Act*.

4410.08 Any employee who is required to attend any program shall be reimbursed for transportation, lodging and meals, in accordance with rates approved by Council.

4410.09 An employee required to travel on business for the Municipality may claim ~~a per diem meal allowance of up to a maximum of \$55.00 per day~~ reimbursement for meals, plus gratuity of a maximum of 15% ~~and delivery charges~~ in respect of meals that are not otherwise provided, in accordance with the following:

- (a) **Breakfast:** Maximum \$15.00 per day may be claimed when the employee has been traveling on the Municipality's business for more than one hour before the recognized time for the start of the day's work.
- (b) **Lunch:** Maximum \$15.00 per day
- (c) **Dinner:** Maximum \$25.00 per day may be claimed when the employee is not expected to return to ~~his or her~~ their residence before 6:30 p.m.

Itemized R receipts must be submitted for reimbursement.

4410.10 Reimbursement of amounts in excess of the amounts set out in this article will be solely at the discretion of the CAO or Department Manager.

4410.11 Employees required to work overtime shall be compensated for meals as noted in Article 4312.03.

ARTICLE 12.11 - HOURS OF WORK

12.11.01 Regular hours of work will be as set out in each employee's letter of hire or employment contract. Hours may differ, depending on the operational requirements of each department, however, the Municipality will provide two (2) rest periods of fifteen (15) minutes each per full working day. Employees will be given an unpaid lunch break at a minimum of one ½ hour. The length of the unpaid break will vary based on operational requirements

~~12.11.02 Where the CAO determines that it is appropriate, having regard to all relevant circumstances and job requirements, flex time may be negotiated for certain positions.~~

The CAO or Department Manager may determine that certain positions and their duties permit an alternate working arrangement that differs from a traditional work arrangement. Alternate work arrangements, whether on a periodic, temporary, or permanent basis, may consist of compressed work weeks, flexible hours or flex-time schedules, job sharing, or off-site work locations. In making this determination, the CAO or Department Manager shall consider all relevant circumstances and the requirements of the Municipality's business.

11.03 Alternate work arrangements will be considered on a case-by-case basis, must be approved in advance, documented in writing, and must meet the following criteria, as relevant:

- a) Any absence from the office shall have no or minimal impact on the workplace.
- b) Clear, defined outcomes must be established to monitor performance.
- c) The employee must have the necessary equipment or software and proper security in place to work from home.
- d) A set schedule of work hours will be adhered to.

ARTICLE 43 12 - OVERTIME

4312.01 Overtime shall be all hours worked in excess of the employee's ordinary work week, as determined pursuant to Article 42 11, and authorized in advance by the Department Manager, or their designate, prior to the scheduled overtime shift.

4312.02 Employees may choose to be compensated for overtime worked in the following ways:

- (a) All employees shall be paid at the rate of one and one-half times the employee's normal rate of pay expressed as an hourly rate. When an employee works on ~~a Sunday or~~ a holiday as defined in this policy, the employee shall be paid at a rate of two times the employee's regular ~~ly-~~hourly rate;
- (b) The employee may opt to bank all overtime as straight time, up to a maximum of five (5) working days ~~in total per fiscal year. Any overtime worked in addition to five (5) working days per fiscal year will be paid out to the employee and cannot be used as additional time off without the approval of the CAO.~~ As banked overtime is utilized, it may be replenished;
- (c) Banked overtime used as time off shall be scheduled with the mutual agreement of the employee and Department Manager or ~~designate~~ supervisor;
- (d) When an employee takes banked overtime off, the employee ~~must take at least half an hour off and~~ can only take time off ~~in a minimum of half-hour increments of one-half hour or more;~~
- ~~(e)~~ Banked overtime must be taken within six (6) months of the end of the fiscal year (March 31) in which the overtime was earned;
- ~~(f)~~(e) If an employee chooses to bank overtime as straight time, as opposed to being paid at one and one-half or two times their hourly rate, the employee must decide to do so when the overtime is worked.

4312.03 When an employee is required to work three or more consecutive hours before or after ~~his or her~~ their regular shift, the employee shall be entitled to ~~reimbursement for meals as outlined in Article 10.09 (a), (b) and (c).~~ ~~meal allowance pursuant to the following:~~

- ~~a) — Maximum \$15.00, plus gratuity to a maximum of 15%, and delivery charges for lunch and dinner meals.~~
- ~~b) — Maximum \$10.00, plus gratuity to a maximum of 15%, and delivery charges for breakfast meals. Receipts must be submitted for reimbursement.~~

4312.04 All employees who are called back to work shall be paid for ~~mileage~~ ~~kilometrage~~ or a meal except on Saturdays, Sundays and holidays, at which time employees shall be entitled to receive both ~~mileage~~ ~~kilometrage~~ and ~~a meal allowance~~ ~~reimbursement for meals~~, subject to the terms set out in this policy.

4312.05 When an employee is called back to work ~~by the CAO, Department Manager, or designate~~ or ~~required to respond to a security alarm or wastewater alarm and required to attend municipal facilities~~ outside the employee's scheduled working hours, the employer shall pay the employee the greater of:

- a) three (3) hours at the employee's regular rate, ~~three (3) hours banked time~~ or time actually worked at 1.5 times the employee's actual wage rate; or
- b) when the call back ~~in is~~ on a Sunday or Holiday, three (3) hours at the employee's regular rate or time actually worked at two (2) times the employee's actual wage rate.

12.06 Wastewater Treatment Plant Operators shall be paid one and one-half (1.5) hours at their regular rate when called to log-on after regular working hours to perform work necessary for the operation of the Wastewater Treatment Plant and collection systems. Any additional alarms or log-ons that occur during that 1.5 hours will constitute the same log-on call. If the problem cannot be resolved remotely and a call-out is warranted, the call-out commences at the time of the initial call and the compensation will then fall under Article 12.05.

~~13.06~~12.07 All authorized overtime worked must be completed on the appropriate form and submitted to the employee's Department Manager or ~~designate~~ supervisor.

~~13.07~~12.08 For the purpose of this Article the following definitions apply:

- a) Scheduled Overtime – Overtime approved in advance by the employee's immediate supervisor, which is required to meet a deadline and which cannot normally be accomplished within standard work hours.
- b) Unscheduled Overtime – Overtime required to remediate an existing emergency which cannot be accommodated within standard work hours. Approval is normally received after the overtime is incurred.
- c) Callback – ~~Unscheduled overtime where the employee is called back to work.~~ A call-back occurs where an employee is required to report for work during a period outside scheduled working hours, which is not continuous to the beginning or ending of a regularly scheduled workday. If an employee has been given notice of the need to report for work at least 24-hours in advance or by the end of the previous shift, then the time worked outside the normal working hours is considered overtime.

ARTICLE 14 13 - HOLIDAYS

1413.01 Holidays for all staff ~~with the exception of the LRCRC,~~ are defined to be as follows except when they fall on a non-working day, then the next regular working day is designated:

- (a) New Year's Day
- (b) Nova Scotia Heritage Day
- ~~(b)~~(c) Good Friday
- ~~(e)~~(d) Easter Monday
- ~~(e)~~(e) Victoria Day
- ~~(e)~~(f) Canada Day
- ~~(k)~~(g) ~~Civic Holiday~~ Natal Day (first Monday of August)
- ~~(f)~~(h) Labour Day
- ~~(g)~~(i) Thanksgiving Day
- ~~(h)~~(j) Remembrance Day
- ~~(i)~~(k) Christmas Day
- ~~(j)~~(l) Boxing Day
- ~~(h)~~(m) Half day the last working day before Christmas
Half day the last working day before New Year's Day

1413.02 The ~~CAO may close the~~ office ~~will close~~ for the entire day the last working day before Christmas Day and New Year's Day ~~upon which employees will be required to take this time from banked overtime, vacation time, or extra hours worked for this specific purpose.~~ In addition to the half days provided under Section 13.01(m), staff are able to use banked overtime hours or vacation time required to take the two half days off.

The Municipal Office will be closed to the public from the last working day before Christmas Day to New Year's Day upon which employees will be required to take this time from banked overtime or vacation time.

~~14.03 Holidays at the LRCRC shall be determined as follows:~~

~~11.03.1 New Year's Day~~

~~11.03.2 Good Friday~~

~~11.03.3 Canada Day~~

~~11.03.4 Labour Day~~

~~11.03.5 Christmas Day~~

~~If any of the Holidays above fall on a Saturday and/or Sunday, the Department Manager or designate will determine what days the LRCRC will be closed.~~

~~14.04 The following Holidays are granted to LRCRC employees and the site will remain open to the public. The Department Manager or Operations Manager will determine which employees shall be scheduled to work:~~

~~(a) Easter Monday~~

~~(b) Victoria Day~~

~~(c) Thanksgiving~~

~~(d) Remembrance Day~~

~~(e) Boxing Day~~

~~If any of the Holidays in Article 14.04(a) to 14.04(e) fall on a non-working day, the next regular working day is designated. Employees who work on any of the holidays set out in Articles 14.04(a) to 14.04(e) shall be entitled to wages paid at double time.~~

ARTICLE 15 14 - PREGNANCY AND PARENTAL LEAVE

4514.01 Pregnancy leave is available to any employee ~~who has completed twelve (12) consecutive months of employment~~. An employee must give four (4) weeks' notice and provide a medical certificate stating that the employee is pregnant and the expected date of delivery.

The period of leave is seventeen (17) weeks; the earliest date an employee may start leave is sixteen (16) weeks before the expected date of delivery. The minimum postnatal leave is one (1) week.

The Municipality may require the employee to begin her leave when she can no longer reasonably perform her duties because of her pregnancy.

4514.02 Parental leave is available to any employee ~~who has completed twelve (12) consecutive months' service with the Municipality~~ upon the birth of the child or children in the case of a natural parent, or, in the case of an adoptive parent, upon the placement of the child or children in the care of the employee for the purpose of adoption.

An employee must give four (4) weeks' notice stating the date the leave is to begin and the date the employee will return to work. This must be accompanied by a medical certificate or, in the case of adoption, proof of adoption.

Where an employee takes pregnancy leave, parental leave begins immediately upon completion of the pregnancy leave and lasts for a period of not more than thirty-five (35) weeks, for a total of fifty-two (52) weeks of combined pregnancy and parental leave.

Where an employee has not taken pregnancy leave, parental leave of up to a total of fifty-two (52) weeks may be taken. In this circumstance, parental leave may be taken beginning on such date on or after the birth of the child or children, or, in the case of an adoptive parent, on or after the date the child or children are placed in the employee's home. Parental leave ends no later than fifty-two (52) weeks after the birth of the child or children, or after the child or children are placed in the employee's home.

The employee must be reinstated with not less than the same wages, benefits and seniority held before the leave.

4514.03 ~~Permanent full-time e~~ Employees taking either pregnancy or parental leave, ~~who have accumulated sick leave~~, shall be entitled to thirty (30) working days paid leave, taken from the employees accumulated sick leave days. These days shall be calculated as part of the maternity or parental leave term required by the Nova Scotia *Labour Standards Code*.

4514.04 The Municipality shall give an employee taking pregnancy or parental leave the option of maintaining any Municipality benefit plan or plans in which the employee participated prior to taking pregnancy and/or parental leave pursuant to this article. The Municipality shall notify the employee in writing of the option to maintain his or her benefit plan and the date beyond which that option may no longer be exercised. This notice shall be given at least ten (10) days before the last day on which the employee's option to maintain his or her benefit plan could be exercised to avoid any interruption in benefits.

4514.05 Where the employee opts to maintain the benefit plan referred to in Article 4514.04, the employee shall enter into an arrangement with the Municipality to pay any costs required to maintain the benefit plan or plans, ~~including, where applicable, the Municipality's share~~, and the Municipality shall process any documentation and payments as arranged. ~~The Municipality will continue to be responsible for its share.~~

4514.06 Notwithstanding Article 4514.02, where an employee has begun parental leave and the child to whom the parental leave relates ~~to~~ is hospitalized for a period exceeding or likely to exceed one week, the employee is entitled to return to and resume work and to defer the unused portion of the parental leave until the child is discharged from the hospital upon giving the Municipality as

much notice as reasonably practical.

ARTICLE 16 15 - IN-SERVICE TRAINING

1615.01 The Municipality shall provide, in its annual budget, funds for professional development, such as courses and seminars for permanent employees as referred to in Article 1.05.

1615.02 The courses and seminars for those attending are to be approved by the CAO or Department Manager.

1615.03 Attendance at professional development courses, conferences and travel time to and from sessions shall not be considered as overtime. Employees will be paid during normal working hours without overtime or call-out callback pay. Employees will not be paid for hours outside their regular scheduled hours.

~~16.04 Written reports on conferences, seminars and training opportunities are to be filed with the Department Manager and CAO upon return or completion.~~

15.04 Attendance at training and development sessions outside of regular work hours that are required by the Municipality and approved by the CAO shall be considered as overtime.

ARTICLE 16 - STORM DAY

- 16.01 During a storm, the CAO or designate may approve the closing of the office and notice of this closure will be announced on the radio.
- 16.02 When the CAO approves the closing of the office, once the working day has commenced, employees will be required to leave the work site, where possible. If an employee remains at the work site upon closure, compensation will be at regular pay.
- 16.03 All salaried and contract employees scheduled to work on a storm day will receive their regular pay. Storm days are not a benefit or leave entitlement.
- 16.04 If an employee is required to work on a storm day when the CAO has approved the closing of the office, the employee's time will be considered to be overtime, and the employee will receive pay at the rate of one and one-half their usual wages. Any overtime worked pursuant to this policy must be approved by the CAO in advance.
- 16.05 If an employee chooses not to come into the office or chooses to leave the office early due to weather conditions, time lost must be made up on another day or days or the lost time will be deducted from an employee's pay, vacation or banked time. In the event that the office is closed during this time, the staff person will not be deducted pay or charged vacation or banked time for the portion of the day the office is closed.
- 16.06 When the office is closed in the morning due to weather conditions and reopens at 12:00 noon or later, lunch hour will not be provided.
- 16.07 If an employee is on vacation, banked time, leave of absence or sick leave and the office is closed due to a storm, the employee is not entitled to have their time reinstated.

ARTICLE 18 17 - ASSOCIATION DUES

~~18 17~~.01 The Municipality may pay annual Association or Professional dues for ~~permanent~~ employees, subject to the approval of the CAO ~~or Department Manager~~. ~~Permanent employees are as defined in Article 1.05.~~

ARTICLE 18 - RETIREMENT AND PENSION PLAN

~~18.01~~ 18.01 The Pension Plan is mandatory to all new ~~permanent full-time employees and other permanent~~ employees who meet the criteria of eligibility upon completion of the waiting period specified in the Pension Plan rules.

18.02 Eligible employees hired after June 25, 2013 are required to join the Defined Contribution Pension Plan. Eligible employees hired prior to June 25, 2013 are members of the Defined Benefit Pension Plan.

~~18.02~~ 18.03 Contributions required are ~~5% of pensionable earnings. The employer contributes the balance of the cost required to purchase benefits to which the employee is entitled.~~ based on pension plan rules.

~~18.03~~ Benefits payable on retirement shall be subject to the terms of the Municipality's Pension Plan.

~~18.04~~ 18.04 If a ~~Pension Plan~~ member of the Defined Benefit Pension Plan terminates employment with the Municipality, they may be entitled, per the Pension Plan, to a lump sum termination benefit. Any Transfer Deficiencies in the Municipal Pension Plan will not cause a deferral of this benefit and will be funded by the Municipality as needed.

~~18.05~~ Further details are available from Payroll Administration.

ARTICLE ~~20~~ 19 - LIFE INSURANCE, LONG-TERM DISABILITY, AND ACCIDENTAL DEATH AND DISMEMBERMENT PLANS

~~20~~19.01 Life Insurance, Long-Term Disability, and Accidental Death and Dismemberment Plans are mandatory for all new ~~permanent full-time employees, and other permanent~~ employees who meet the criteria of eligibility after completing six months of continuous service. Benefits through the Municipality's Life Insurance, Long-Term Disability and Accidental Death and Dismemberment Plan is determined pursuant to the relevant provisions of the Plan(s).

~~20~~19.02 The Municipality shall pay 75% of the premiums and the remaining 25% shall be deducted from the employee's salary.

~~19.03 Further details are available from Payroll Administration.~~

ARTICLE 24 20 - HEALTH AND DENTAL INSURANCE PLAN

2420.01 Health and dental insurance is ~~available to~~ mandatory for all new ~~permanent full-time and other permanent~~ employees; who meet the criteria of eligibility ~~on the first day of the month after completing six months of continuous service~~. Coverage under the plan is pursuant to the relevant terms and provisions of the Plan.

2420.02 The Municipality shall pay 50% of the premium and the remaining 50% shall be deducted from the employee's salary.

~~24.03 Details of the Plan are available from the Payroll Administration.~~

ARTICLE 22 21 - VACATION

2221.01 All permanent full-time employees employed as referred to in Article 1.05 are entitled to an annual vacation with pay.

2221.02 Vacation entitlement shall be twelve (12) working days for all permanent full-time employees after the completion of one (1) year of service up to a maximum of two (2) years of service. Permanent full-time employees wishing to take vacation in advance of their first anniversary year shall receive one-half of their first anniversary vacation entitlement after successful completion of their six-month probation period. Vacation entitlement would follow on the employee's anniversary date thereafter.

- (a) Entitlement shall be fifteen (15) working days per annum for all permanent full-time employees after the completion of three (3) years of service up to a maximum of five (5) years of service.
- (b) Entitlement shall be eighteen (18) working days per annum for all permanent full-time employees after the completion of six (6) years of service up to a maximum of eight (8) years of service.
- (c) Entitlement shall be twenty-one (21) working days per annum for all permanent full-time employees after the completion of nine (9) years of service up to a maximum of eleven (11) years of service.
- (d) Entitlement shall be twenty-four (24) working days per annum for all permanent full-time employees after the completion of twelve (12) years of service up to a maximum of fourteen (14) years of service.
- (e) Entitlement shall be twenty-seven (27) working days per annum for all permanent full-time employees after the completion of fifteen (15) years of service up to a maximum of nineteen (19) years of service.
- (f) Entitlement shall be thirty (30) working days per annum for all permanent full-time employees after the completion of twenty (20) years of service.
- (g) Entitlement shall be based on the employee's anniversary date as determined for years of service.
- (h) Vacation entitled shall be used in one (1) hour increments.

2221.03 All entitlement must be used before the employee's anniversary date, except that an employee may carry-over up to a maximum of 1/5 of the total entitlement, otherwise the days will be lost.

2221.04 Carry-over over and above Article 2221.03 may be approved by the CAO if the following information is provided:

- (a) employees must apply in writing to the CAO through their Department Manager.
- (b) the reason for this carry-over must be indicated.
- (c) they must apply at least three (3) months before their anniversary date.

2221.05 Vacation entitlement shall be pro-rated for employees who have been off on an approved unpaid leave of absence.

2221.06 All temporary/permanent part-time employees shall be entitled to vacation leave and/or vacation pay as per the *Labour Standards Code*.

2221.07 All employees are to notify their Department Manager, immediate supervisor or CAO, if required, of any vacation requests. All vacation requests are subject to approval by the Department Manager, **designate supervisor** or CAO.

2221.08 Where two (2) employees are assigned back-up to each other and they request the same time for vacation **or banked time**, seniority shall prevail for the first instance and they shall rotate yearly thereafter, if required.

2221.09 Only once during an anniversary year shall a permanent full-time employee be allowed to take three (3) consecutive weeks of vacation leave. Any employee seeking to take vacation of more than three (3) consecutive weeks of vacation leave at one time must apply in writing to the CAO through the Department Manager, for approval, indicating the reasons for the request.

Purchased Leave

21.10 Employees may purchase additional time off which can be used like vacation time and have the cost covered by payroll deduction over 26 pay periods (one year). Employees may choose to purchase leave for an extended vacation, because of family responsibilities, participation in sport, study or leisure activities, or for a multitude of reasons. The Municipality offers this opportunity as part of its flexible work arrangements. The terms are as follows:

- a) The program is open to full-time permanent employees.
- b) Approval from the CAO or Department Manager is required. Requests to use purchased leave should be made in the same manner as vacation requests. Approval is not automatic and will depend on operational requirements.
- c) Employees may make a purchased leave request at any time during the year. Once the request has been processed by payroll, the cost of the leave will be deducted from the bi-weekly salary of the employee, in equal increments, for the next 26 pay periods. Only one purchased leave request may be in effect at one time.
- d) Purchased leave requests must be purchased in 5-day increments (5, 10, 15, ...) for a minimum of 5 days and a maximum of 30 days. Purchased leave may be used in any increment with approval from the employee's Department Manager (e.g. one day at a time or any other amount up to the maximum amount purchased).
- e) Purchased leave cannot be carried over and must be used during the 52-week period during which deductions are being made.
- f) All benefits will continue during periods of purchased leave, just as if the employee were on regular vacation. Income tax, IE and CPP will be calculated at the reduced pay. Pension, LTD, AD & D, and life insurance will be calculated on the original, unreduced pay and the Municipality's contributions to pension, LTD, AD & D, and Group Life will not be reduced.
- g) Pay increases during the year will result in an increased deduction from the date the pay increase becomes effective regardless of whether any leave has actually been taken.
- h) Purchased leave arrangements represent a binding contract and cannot be cancelled except by mutual consent. In the event employment terminates, any amount owing by the Municipality or employee will be deducted/refunded on the final pay.

ARTICLE 23 22 - GRIEVANCE PROCEDURE

2322.01 A grievance is considered to exist in the event of an unresolved problem, complaint, or misunderstanding, or when an employee or group of employees believe an injustice has been done because of:

- (a) lack of policy;
- (b) an unfair policy;
- (c) a deviation from policy;
- (d) disagreement with another employee or Department Manager or immediate supervisory;
- (e) a discretionary action of the department in the application of rules and regulations.

The following process shall be used to resolve the problems:

- Step A - The employee submits a grievance in writing to the Department Manager within five (5) working days of the occurrence giving rise to grievance.
- Step B - The Department Manager will respond, in writing, to the grievance within five (5) working days of receipt of the grievance.
- Step C - Where the response is not satisfactory to the employee or the Department Manager has failed to respond within the five (5) working days, the employee may progress the grievance to the CAO.
- Step D - The CAO must notify the employee, in writing, within ten (10) working days of the decision.

2322.02 All employees must abide by the following procedure when grieving a letter related to the employee's job performance:

- Step A - All grievances must be in writing and the problem must be clearly indicated.
- Step B - This grievance is to be directed to the Department Manager. The Department Manager must try to resolve this matter to the employee's satisfaction within five (5) working days.
- Step C - Failing a satisfactory reply from this level, the grievance must be submitted to the CAO to give a reply within ten (10) working days.

2322.03 Any grievances arising out of actions taken by the CAO must be brought in writing to the Mayor for final determination.

ARTICLE 24 23 - TERMINATE, LAY OFF AND SEVERANCE

2423.01 The Municipality shall not terminate or lay off an employee, unless the employee has been guilty of willful misconduct or disobedience ~~ef~~ or neglect of duty that has not been condoned by the Municipality, without having given at least:

- (a) one week's notice in writing to the employee if the period of employment is less than two years.
- (b) two weeks' notice in writing to the employee if the period of employment is two years or more but less than five years.
- (c) four weeks' notice in writing to the employee if the period of employment is five years or more but less than ten years.
- (d) eight weeks' notice in writing to the employee if the period of employment is ten years or more.

2423.02 Article 2423.01 does not apply to an employee who is currently in their probationary period of employment as set out in their letter of hire or employment contract.

2423.03 Article 2423.01 does not apply to an employee employed for a definite term or task for a period not exceeding twelve months.

2423.04 Article 2423.01 does not apply to an employee who has been offered reasonable alternate employment by the Municipality.

2423.05 The employment of an employee may be terminated immediately where the Municipality gives the employee notice in writing to that effect and pays that employee an amount equal to all pay to which they would have been entitled for work that would have been performed by the employee at the regular rate in a normal, non-overtime work week for the period of notice.

2423.06 Employees who wish to terminate their employment shall notify management in writing, in accordance with the *Labour Standards Code*.

2423.07 When a reduction in staff is deemed necessary by the Municipality, any required termination of permanent staff shall be done in accordance with this policy.

2423.08 Acceptance of any pay in lieu of notice paid pursuant to Article 2423.05 shall be deemed to release the Municipality from any future claims for increased notice or pay in lieu of notice.

ARTICLE 25 24 - BEREAVEMENT LEAVE

2524.01 An employee may be granted up to five (5) working days leave, with approval of the CAO or **designate Department Manager**, without loss of salary or wages in the case of death of a parent, step-parent, guardian, spouse, or common-law partner, brother, sister, child, **step-child, step-sibling**, ward, grandchild or grandparents.

For the purposes of this article, the "common-law partner" of an individual means an individual who has cohabited with the individual in a conjugal relationship for a period of at least one year.

2524.02 An employee may be granted up to three (3) working days leave, with the approval of the CAO or **designate Department Manager**, without loss of salary or wages in the case of the death of a mother-in-law or father-in-law.

2524.03 An employee may be granted up to one (1) working day leave, with the approval of the CAO or **designate Department Manager**, without loss of salary or wages in the case of the death of a son-in-law, daughter-in-law, sister-in-law, brother-in-law, niece or nephew.

2524.04 An employee may be granted up to one-half (1/2) working day, with the approval of the CAO or **designate Department Manager**, without loss of salary or wages in the case of the death of a cousin, aunt, uncle, co-worker or councillor. If travel arrangements are required **in excess of 200 km one way**, up to an additional one-half (1/2) working day may be granted.

2524.05 An employee may be granted up to one-half (1/2) working **day** of unpaid leave, with the approval of the CAO or **designate Department Manager**, in case of the death of a friend. If travel arrangements are required **in excess of 200 km one way**, up to an additional one-half (1/2) working day of unpaid leave maybe granted.

24.06 Where circumstances require it, the definitions above may be expanded to include extended family members as defined in Schedule A of this policy. Any application of Schedule A requires CAO approval.

ARTICLE 26 25 - COMPASSIONATE CARE LEAVE

2625.01 Any employee who has been employed by the Municipality for a period of at least three months is entitled to an unpaid leave of absence of up to ~~eight~~ **twenty-eight (28)** weeks to provide care or support to a family member of the employee if a legally qualified medical practitioner issues a certificate stating that the family member has a serious medical condition with a significant risk of death within twenty-six weeks from:

- (a) the day the certificate is issued; or
- (b) where the leave was begun before the certificate was issued, the day the leave was begun.

The twenty-eight (28) weeks' leave must be taken over a 52-week time frame. The leave can be broken up into several periods of at least one week in duration during the 52-week time frame. The 52-week time frame begins on the first day of the week in which the leave began.

2625.02 The definition of "family member" for the purposes of this article will be as follows:

- (a) a spouse or common-law partner of the employee,
- (b) a child of the employee or a child of the employee's spouse or common-law partner,
- (c) a parent of the employee or a spouse or common-law partner of the parent.

Where circumstances require it, the definition of "family member" may be expanded to include a member of the class of individuals identified at Schedule "A" to this policy.

2625.03 For the purposes of this article, the "common-law partner" of an individual means an individual who has cohabited with the individual in a conjugal relationship for a period of at least one year.

2625.04 For the purposes of this article, the definition of "week" means the period between midnight on Saturday and midnight on the following Saturday.

2625.05 A leave of absence granted under this article begins with:

- (a) the first day of the week in which the medical certificate referred to in Article 2625.01 was issued, or
- (b) where the leave was begun before the certificate was issued, the first day of the week in which the leave was begun if the certificate is valid from any day in that week.

2625.06 A leave of absence granted under this article ends with the last day of the week in which either of the following occurs:

- (a) the family member dies, or
- (b) the expiration of ~~twenty-six~~ **fifty-two** weeks following the first day of the week referred to in Article 2625.01.

2625.07 Prior to authorizing leave under this article, the employee must provide the Municipality with a copy of the certificate referred to in Article 2625.01.

2625.08 It is the employee's responsibility to advise the Municipality as soon as ~~he or she~~ **they** becomes aware that they will require compassionate care leave, or as soon as ~~he or she~~ **they** develops the intention to take compassionate care leave pursuant to the terms of this article.

2625.09 The Municipality shall give an employee taking compassionate care leave the option of maintaining any Municipality benefit plan or plans in which the employee participated prior to taking compassionate care leave pursuant to this article. The Municipality shall notify the employee in writing of the option to maintain his or her benefit plan and the date beyond which that option may no longer be exercised. This notice shall be given at least ten (10) days before the last day on which the employee's option to maintain his or her benefit plan could be exercised to avoid any interruption in benefits.

2625.10 Where the employee opts to maintain the benefit plan referred to in Article 2625.09, the employee shall enter into an arrangement with the Municipality to pay any costs required to maintain the benefit plan or plans, ~~including, where applicable, the Municipality's share,~~ and the Municipality shall process any documentation and payments as arranged. **The Municipality will continue to be responsible for its share.**

ARTICLE ~~27~~ 26 - COURT AND OTHER LEAVE OF ABSENCE

COURT

~~27~~26.01 The Municipality will grant leave with pay to an employee for the period of time the employee is required:

- (a) to be available for jury selection;
- (b) to attend, as a witness, in legal proceedings by subpoena or summons provided that the legal proceeding is not against the Municipality.

To be eligible for this leave, employees must present a copy of the summons to their Department Manager.

~~27~~26.02 When an employee has been summoned for Jury Duty, the employee is required to turn over to the Municipality any compensation paid to the employee by the courts.

~~27~~26.03 Upon completion of court duty, employees must obtain a statement of attendance from the court and submit it to the CAO.

OTHER LEAVE

26.04 The Municipality will grant ½ day leave from 8:30 a.m. to 12:00 p.m. with pay to an employee who is a volunteer firefighter and who has been out on a fire call between the hours of 12:00 a.m. and 6:00 a.m. the night before. Leave must be approved by the CAO or Department Manager.

The Municipality will grant leave with pay to an employee who is a volunteer firefighter and has been called out on a fire call during normal working hours for the time the employee is away from their work. Leave must be approved by the CAO or Department Manager.

~~27.04~~26.05 Other leave of absence without pay for up to five (5) working days in a calendar year may be granted upon approval of the Department Manager.

~~27.05~~26.06 Other leave of absence without pay may be granted upon approval of CAO for a long-term leave, if the following information is provided:

- (a) employee must apply in writing to the CAO through their Department Manager;
- (b) the reason for this leave must be indicated;
- (c) period this leave covers - total number of days.

~~27.06~~26.07 Leave of absence without pay in excess of twenty-five (25) working days will be reported to Council by the CAO.

~~27.07~~26.08 The Municipality may give an employee taking leave the option of maintaining any Municipality benefit plan or plans in which the employee participated prior to taking leave pursuant to this article. The Municipality shall notify the employee in writing of the option to maintain ~~his or her~~ their benefit plan and the date beyond which that option may no longer be exercised. This notice shall be given at least ten (10) days before the last day on which the employee's option to maintain his or her benefit plan could be exercised to avoid any interruption in benefits.

~~27.08~~26.09 Where the employee opts to maintain the benefit plan referred to in Article ~~27.07~~26.08, the employee shall enter into an arrangement with the Municipality to pay any costs required to maintain the benefit plan or plans, including, where applicable, the Municipality's share, and the Municipality shall process any documentation and payments as arranged.

ARTICLE 28 27 - EDUCATIONAL LEAVE

2827.01 Any permanent employee shall be granted one (1) day, with pay, for each exam day related to a course which has been approved by the CAO or Department Manager. ~~Educational leave shall not affect seniority with the Municipality.~~

ARTICLE 29 28 - OCCASION FUND

- 2928.01 Permanent full-time employees will have \$20.00 deducted annually, from their salary, at the beginning of each fiscal year.
- 2928.02 The Municipality shall match dollar for dollar the total amount deducted referred to in Article 2928.01.
- 2928.03 The Municipality agrees that the fund is accounted for separately on the Municipality's books.
- 2928.04 All expenditures for use of this fund must be approved through the Municipality's purchase order procedures.
- 2928.05 Any surplus funds remaining at the end of each year from the Pop Fund and Occasion Fund will be put towards the Christmas Party Function.
- 2928.06 Occasion Fund monies shall be disbursed as per the relevant provisions of the Occasion Fund Policy.

ARTICLE 30 29 - CLOTHING

3029.01 The Municipality agrees to provide protective clothing at no cost to employees based on recommendation from the Safety Committee or at the discretion of the Department Manager for approved, budgeted items.

3029.02 From time to time, the Municipality may determine that it is appropriate for employees to wear Municipality branded clothing items to aid in identifying them as employees to members of the public.

3029.03 If the Municipality determines that employees will be required to wear Municipality branded clothing items, it will provide those items of clothing at no cost to the employee.

29.04 Maintaining a professional, business like appearance is very important to the Municipality. Employees are expected to dress appropriately in business attire of a casual nature. It is expected that an employee's business attire, although casual, will demonstrate good judgement and professional taste and show courtesy to co-workers.

Employees shall not wear clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender and ethnicity.

It is acknowledged that some employee positions that are more technical and operational in nature and do not work out of the Municipal Administration Building allow for a more casual attire to be worn, however, employees must still exert a certain amount of judgement in their choice of clothing to wear. If an employee is uncertain about acceptable attire for their position, they must consult with their supervisor.

The CAO or Department Manager will communicate with employees who wear attire that is inappropriate in this workplace.

ARTICLE 34 30 - GIFT CERTIFICATES

~~31.30~~30.01 The Municipality shall issue a gift certificate in the amount of ~~\$50.00~~ \$75.00 to permanent full-time employees referred to in Article 1.05 for Christmas.

~~31.02~~—The Municipality shall issue a gift certificate in the amount of \$35.00 to permanent part-time and temporary employees referred to in Article 1.05 for Christmas.

~~31.03~~30.02 Employees must be employed by the Municipality at the time of issuance in order to be eligible to receive a gift certificate pursuant to this article.

~~31.04~~30.03 Any gift certificates granted pursuant to the terms of this article may constitute as a taxable benefit to the employee and will be reflected as such on the employee's T4 statement.

ARTICLE 32 31 - DISCIPLINARY PROCEDURE

3231.01 The Municipality will use a *Disciplinary Notice* form to notify employees of any disciplinary action to be taken regarding the employee. If, in the opinion of a Department Manager, there is sufficient cause to discipline an employee, the following procedure will be implemented:

- (a) First Offence: A verbal warning shall be issued to the employee by his/her their Department Manager outlining the nature of the offence and placed in the employee's personnel file. At such time, the employee will be given the opportunity to discuss this issue with his/her their Department Manager. ~~The employee will be asked to sign off on the warning to confirm that the warning was received.~~
- (b) Second Offence: Upon discussion with the Department Manager, the employee will receive a written warning from the Department Manager. Corrective action measures, which may or may not include suspension, will be detailed in the written warning. The employee will be asked to sign off on the warning to confirm that the warning was received.
- (c) Third Offence: A notice of dismissal will be issued by the CAO and a copy provided to Council.

All warnings will remain in the employee's personnel file, unless the employee is without incident for a period of three (3) years. At that time, the warnings will be removed from the employee's personnel file. The removed documents will not be destroyed, as they are still a part of the employee's employment history.

3231.02 Just Cause for Immediate Suspension

Conduct that may result in immediate suspension by a Department Manager may include, but is not limited to, the following:

- Insubordination (disobedience or defiance to authority);
- Abusing another employee, customer, or client verbally and/or physically;
- Excessive tardiness (frequently late for work);

3231.03 Just Causes for Immediate Dismissal

Conduct that can result in immediate dismissal is defined as that of such seriousness that it constitutes a breach of the employee's fundamental obligations to the Municipality. This may include, but is not limited to, the following:

- Misrepresenting qualifications in an application for employment;
- Wilful misconduct or neglect of duty;
- Insubordination (disobedience or defiance to authority);
- Abusing another employee, customer, or client verbally and/or physically;
- Bullying (a person continuously does or says things to have power over another person);
- Personal Harassment (includes aggressive or threatening behaviour, which creates an environment not conducive to work);
- Sexual Harassment (unwanted sexual attention, sexual solicitation, or any other sexually oriented remarks or behaviour which has the effect of interfering with an individual's work or creates an environment not conducive to work);

- Using or disclosing the Municipality's records or confidential information of any kind when not authorized to do so;
- Misappropriating the Municipality's property or client property by theft or fraud;
- Wilful damage of the Municipality's property or client property;
- Excessive absenteeism;
- Fraud;
- Handling another employee's time card (~~i.e. punch-in and/or punch-out of time cards~~);
- Use of profanity; and
- Final step in the Municipality's Disciplinary Procedure.

ARTICLE 33 – JOB SHARING

~~33.01 Employees, as defined in Article 1.01, may request this permanent status.~~

~~33.02 The request must be in writing to the CAO through their Department Manager four (4) months
_____ prior to the projected status change in position.~~

~~33.03 The CAO, in consultation with the Department Manager, will review the request within ten (10)
_____ working days from the date of the notice on their decision.~~

~~33.04 The decision of the CAO will be final.~~

ARTICLE 34 – CANADA SAVINGS BONDS PAYROLL SAVINGS PROGRAM

~~34.01 – Permanent employees may participate in the Canada Savings Bonds Payroll Savings Program. Employees wishing to participate must complete a CSB application during the fall campaign period.~~

~~34.02 – Purchase amounts must be a minimum amount of four (\$4) dollars per pay. The deductions start the first pay in December and continue until the employee notifies Payroll Administration otherwise.~~

~~34.03 – Details of the Canada Savings Bonds Program may be obtained from Payroll Administration.~~

ARTICLE 35 32 - CONFLICT OF INTEREST

- 3532.01 Employees are not to engage in any business or transaction nor have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their duties in the public interest. Personal interest, as distinguished from financial interest, includes an interest arising from blood or marriage relationships or close business or political associations.
- 3532.02 Any breach of the Policy set out in this article may be cause for discipline, up to and including termination of the employee's employment.
- 3532.03 Employees shall not display, exhibit, post, supply, distribute, wear or carry, at the employee's workplace or during the employee's working hours, anything that supports or opposes a candidate or political party, or distinguishes the employee as a supporter of or a person opposing a candidate of a political party.
- 3532.04 All employees shall comply with the approved Code of Conduct Policy (MDL-37) of the Municipality.

ARTICLE 36 33 - WORKPLACE HARASSMENT AND BULLYING

3633.01 The Municipality upholds the rights that all employees have to work in an environment free from harassment and bullying. The Municipality and its employees shall make every effort to ensure that all employees are treated with dignity and respect.

3633.02 Harassment is defined as follows:

- Personal harassment: Any vexatious behaviour in the form of repeated hostile and/or unwanted conduct and/or verbal comments and/or actions and/or gestures, that affect an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee. A single serious incident of such behaviour that has a lasting harmful effect on an employee may also constitute personal harassment.
- Sexual harassment: Sexual harassment means engaging in a course of vexatious comments and/or conduct of a sexual nature that is known or ought reasonably to be known is unwelcome.

3633.03 Harassment shall include, but not be limited to:

- Verbal abuse or threats;
- Display of pornographic, racist or other offensive or derogatory material;
- Unwelcome remarks, jokes or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, sex gender or sexual orientation;
- Practical jokes causing embarrassment or awkwardness;
- Demands for sexual favours;
- Leering or other suggestive gestures; and
- Unwanted physical contact.

3633.04 Harassment shall also include:

More severe acts such as:

- Stalking;
- Confinement; and
- Physical or sexual assault.

33.05 No person shall sexually harass an individual. For the purposes of this article, "sexual harassment" is further defined as:

(i) vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcome,

(ii) a sexual solicitation or advance made to an individual by another individual where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made, where the individual who makes the solicitation or advance knows or ought reasonably to know that it is unwelcome, or

(iii) a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

36.05 33.06 Workplace bullying is defined as follows:

A repeated pattern of intentional inappropriate behaviour, direct or indirect (aggressive or passive), whether verbal, physical, or otherwise, performed by one or more persons against another employee or group of employees, which could reasonably be regarded as undermining the individual's right to dignity at work. Bullying is a form of violence.

36.06 33.07 Bullying tactics shall include, but not be limited to:

- Falsely accusing target of errors that were not made;
- Staring, glaring, non-verbal intimidation;
- Discounting thoughts and feelings in meetings;
- Silent treatment;
- Uncontrollable mood swings;
- Making up "own" rules;
- Disregarding satisfactory or excellent work;
- Rumours and gossip;
- Turning others against the target;
- Singling or isolating the target;
- Yelling, screaming – public humiliation;
- Stealing credit for work;
- Abusing evaluation process;
- Being "insubordinate";
- Using confidential information to humiliate target;
- Retaliation;
- Encouraging a person to transfer or quit;
- Sabotage; and
- Spying or stalking.

36.07 33.08 Management Rights

Harassment and bullying do not include, nor should they be mistaken with the exercise in good faith of the Municipality's managerial/supervisory rights and/or responsibilities. More specifically, but without limitation, feed back about job performance; corrective action for errors or mistakes; coaching/mentoring about job requirements; discipline for unacceptable behaviours; auditing of work or procedural actions, and/or need to increase standards or quality are all managerial/supervisory rights and/or responsibilities of the Municipality and do not constitute harassment or bullying.

~~36-08~~33.09 **Complaint Procedure:**

A person who considers that she or he has been subjected to harassment or bullying is encouraged to bring the matter to the attention of the person responsible for the conduct.

Where the complainant does not wish to bring the matter directly to the attention of the person responsible, or where such an approach is attempted and does not produce a satisfactory result, the complainant may file a written complaint with their Department Manager, who shall inform the CAO of the existence of the complaint.

All parties in a harassment or bullying complaint have the right to due process that is fair and confidential. When feasible and advisable, parties shall be encouraged and assisted in settling the complaint at the earliest stage possible.

The CAO will receive written complaints alleging harassment or bullying. If the complaint names the CAO, the complaint will be processed by the Mayor, or ~~its~~ **their** designate.

The CAO will first determine that there is reason to believe that the incident complained of could fall within this policy's definition of harassment or bullying. If it is so determined, the CAO will advise the respondent to the complaint and the Municipality and the CAO will attempt to resolve the complaint prior to beginning an investigation.

If the CAO rejects the complaint, the complainant may appeal the decision.

~~36-09~~33.10 **Investigation of a Complaint**

The Department Manager will discreetly investigate the allegations abiding by the concept of fair and due process. The Municipality will co-operate with the investigation. The Department Manager will attempt, as quickly as possible, to resolve the matter to the satisfaction of the complainant and the respondent. If that is not possible, the Department Manager will make a report to the CAO with recommendations that they believe will resolve the matter.

~~36-10~~33.11 **Disciplinary Actions**

If the CAO determines that harassment or bullying has occurred, severe disciplinary sanction will result up to and including dismissal. Each case will, however, be reviewed taking into account the facts, the frequency, the gravity and the particular circumstances of the case. This review will take into account that the Municipality has a zero-tolerance policy insofar as harassment and bullying is concerned.

Any false or malicious complaints of harassment or bullying will result in severe disciplinary sanctions up to and including dismissal.

~~36-11~~34.12 Where an investigation results in a finding that the complaint of harassment or bullying is substantiated, the outcome of the investigation, and any disciplinary action will be recorded in the personnel file of that person against whom the complaint was laid.

~~36-12~~33.13 This policy has been developed because all employees, officers, councillors and appointed officials have the right to work in an environment free from harassment and bullying.

~~36-13~~33.14 The prevention and reporting of harassment and bullying situations is the responsibility of all employees.

ARTICLE 37 34 - SAFETY

3734.01 All employees shall comply with the approved Safety Program Manual (MDL-52) of the Municipality.

ARTICLE 38 35 - PERSONNEL RECORDS

3835.01 Each employee will have a personnel file that will include:

- Job description;
- Performance evaluation;
- Document of earnings and deductions;
- Oath of confidentiality;
- Education and training list;
- Education and training certificates;
- Resume;
- Reference check;
- **Vulnerable Sector** Criminal Record Check (~~where applicable~~);
- Child Abuse Registry Check (where applicable);
- Use of equipment forms;
- Disciplinary letters;
- Salary adjustment notification; and
- Various benefit plan forms.

3835.02 Employee personnel files are strictly confidential. An employee or ~~his/her~~ **their** Department Manager may make a request to review the employee's file. The Municipality will make every effort to provide an employee access to their personnel file in a timely manner. No documents may be removed from the file, but an employee may request a copy of any item from ~~his or her~~ **their** own file. Employee personnel files are the property of the Municipality and will remain the property of the Municipality upon an employee's departure.

3835.03 All official personnel records shall be kept in the employee's personnel file and will be maintained by Payroll Administration.

ARTICLE 39 36 - USE OF TECHNOLOGY

3936.01 The Municipality provides its employees with the necessary technology to facilitate communication among personnel and clients and other parties in connection with ~~our~~ its business.

~~3936.02 The use of the Municipality's phone, email and internet systems are for business purposes only. Employees should not use the Municipality's email and internet system for private use. This includes the use of chat lines, games, shopping online, etc.~~

Employees should not use the Municipality's e-mail and internet services for inappropriate use. Minimal use for private purposes is permitted.

36.03 Under the *Personal Information International Disclosure Protection Act (PIIDPA)*, it is illegal for municipalities to disclose personal information outside of Canada unless certain circumstances exist. In order to adhere to the Act, the use of Municipal electronic equipment (i.e. cell phones, laptops, etc.), e-mail and internet systems outside of Canada by employees is not permitted unless the employee has received the approval of the CAO or Municipal Clerk and all devices are encrypted and password protected.

SCHEDULE "A"

DEFINITION OF FAMILY MEMBER

The definition of "family member" may, for the purposes of Articles 7 6, 25-24 and 26-25 be extended to include the following individuals:

- (a) a child of
 - (i) the employee's parent,
 - (ii) the spouse of the employee's parent;
- (b) a grandparent of
 - (i) the employee,
 - (ii) the employee's spouse;
- (c) the spouse of the employee's grandparent;
- (d) a grandchild of
 - (i) the employee, or
 - (ii) [the] employee's spouse;
- (e) the spouse of the employee's grandchild;
- (f) the spouse of
 - (i) the employee's child, or
 - (ii) the child of the employee's spouse;
- (g) a parent of the employee's spouse
- (h) the spouse of a parent of the employee's spouse;
- (i) the spouse of
 - (i) a child of the employee's parent, or
 - (ii) a child of the spouse of the employee's parent;
- (j) a child of
 - (i) a parent of the employee's spouse, or
 - (ii) the spouse of the parent of the employee's spouse;
- (k) an uncle or aunt of
 - (i) the employee, or
 - (ii) the employee's spouse;
- (l) the spouse of the employee's uncle or aunt;

- (m) a nephew or niece of
 - (i) the employee, or
 - (ii) the employee's spouse;
- (n) the spouse of the employee's nephew or niece;
- (o) a current or former foster parent of
 - (i) the employee, or
 - (ii) the employee's spouse;
- (p) a current or former foster child of the employee;
- (q) the spouse of a current or former foster child of the employee;
- (r) a current or former ward of
 - (i) the employee, or
 - (ii) the employee's spouse;
- (s) a current or former guardian of the employee;
- (t) the spouse of a current or former guardian of the employee;
- (u) a person, whether or not related to the employee by blood, adoption, marriage or common-law partnership, who considers the employee to be like a close relative or whom the employee considers to be like a close relative, on the condition that the employee, when requested, must give the Municipality a copy of any form that includes a statement that the employee is considered to be like a family member that is required to be submitted to the Government of Canada to claim compassionate care benefits under the *Employment Insurance Act* (Canada).

| Clerk's Annotation for Official Policy Book | |
|---|--------------------------|
| Date of Adoption | <u>November 10, 2009</u> |
| Date of Notice to Council Members of Intent to consider | <u>November 2, 2009</u> |
| I certify that this " <i>Personnel Policy – MDL-51</i> " was adopted by Council as indicated above. | |
| Municipal Clerk | Date |

Remove Schedule B in its entirety

Schedule "B"
Municipality of the District of Lunenburg
POLICY

| | |
|--|--|
| Title: Salary Administration | |
| Policy No: MDL-45 | |
| Effective Date: October 16, 2008 | Amended Date: November 10 2009 |

1.0 — TITLE

This Policy title shall be titled the Salary Administration Policy of the Municipality of the District of Lunenburg. ~~[amended Nov. 10, 2009]~~

2.0 — PURPOSE

The Purpose of this Policy is to ensure a consistent and fair approach to salary administration and performance management within the Municipality of the District of Lunenburg. ~~[amended Nov.10, 2009]~~

3.0 — DEFINITIONS

3.1 ~~**Job Evaluation Instrument**~~ means the Evaluation Plan developed by AON Inc. and as contained in Appendix A, which is used to evaluate positions for internal relatively. The Job Evaluation Instrument is a tool whereby positions are able to be ranked within a Job Classification Grouping.

3.2 ~~**Job Classification Groupings**~~ means the grouping of positions, based upon the necessary qualifications, responsibilities, efforts and working conditions demanded of a position, and as approved by Council from time to time. Appendix B contains the Job Classification Groupings at the time of adoption of this policy.

3.3 ~~**Salary Structure**~~ means a range of pay for a level of duties as defined by the Job Classification Groupings. The salary ranges by Job Classification Grouping as per Schedule B.

3.4 ~~**Employee**~~ means a permanent employee of the Municipality of the District of Lunenburg.

4.0 — POSITION EVALUATION SYSTEM

4.1 All positions within the Municipality of the District of Lunenburg shall be analyzed using the Job Evaluation Instrument approved by Municipal Council, to determine the position ranking within the Job Classification Groupings. The Job Evaluation Instrument shall be based on value of the position, rather than the qualifications or abilities of an employee.

_____ The Job Evaluation Instrument shall be as established in Appendix A.

_____ The Job Classification Groupings shall be as established in Appendix B.

4.2 All positions shall be examined every four years to validate the positions evaluation and job classification grouping. Positions may be examined at a smaller interval than four years, if deemed appropriate by the Chief Administrative Officer. ~~[amended Nov. 10, 2009]~~

5.0 — JOB EVALUATION COMMITTEE

- 5.1 — ~~There shall be a Job Evaluation Committee established by the Chief Administrative Officer, consisting of Senior Managers, whose purpose shall be to evaluate all new positions, and re-evaluate all existing positions as required, utilizing the Position Evaluation System.~~
- 5.2 — ~~The Job Evaluation Committee shall recommend adjustments to a positions ranking within the Job Classification Grouping to the Chief Administrative Officer, who may approve such an adjustment subject to budget authority.~~
- 5.3 — ~~The evaluation of all Senior Management Positions shall be done by the Job Evaluation Committee and the Chief Administrative Officer, with final approval for adjustments to be given by the Chief Administrative Officer, subject to budget authority.~~
- 5.4 — ~~No member of the Job Evaluation Committee shall participate in the evaluation of his or her position.~~
- 5.5 ~~5.2~~ — ~~The evaluation of the Chief Administrative Officers position shall be done by Council~~

6.0 — SALARY STRUCTURES

- 6.1 — ~~The Job Classification Groupings, as identified in Appendix B, contain a salary range for each grouping. — [amended Nov. 10, 2009]~~
- 6.2 — ~~All employees shall be paid an annual cost of living adjustment based on the National Consumer Price Index as determined by Statistics Canada as of December 31 of each year, except in the event that the Consumer Price Index is negative, in which case there shall not be an annual cost of living adjustment. — [amended Nov. 10, 2009]~~
- 6.3 — ~~The salary structure shall be reviewed annually to ensure the positions are comparable to market conditions. Adjustments to the salary structure shall be recommended by the Chief Administrative Officer to Council as part of the annual budget deliberations.~~
- 6.4 — ~~Each salary band shall be divided into three zones being:~~
- ~~—— a) — Development Zone 80% –94%— This zone shall be used to set the salary of an incumbent who does not yet have all the competencies for the position or whose performance is not yet up to par;~~
 - ~~—— b) — Control Zone 95% – 105% of the band midpoint. This zone is used to set the salary of the incumbent who has demonstrated that he/she possesses all the competencies required by the position and whose performance is fully satisfactory on a sustained basis.~~
 - ~~e) — Exceeding Zone 105% to 110% of the band mid-point. This zone is used to set the salary of the incumbent who has demonstrated that his/her competencies exceed what is normally expected for the position and whose performance exceeds expectations on a sustained basis.~~

7.0 — INDIVIDUAL SALARY REVIEW PROCESS ON THE EFFECTIVE DATE OF THE POLICY

This section applies to all incumbents that were employed by the Municipality of the District of Lunenburg on the effective date of this Policy.

- 7.1 — ~~A supervisor of each incumbent shall assess the performance of all of his /her subordinates on the effective date of this Policy. The assessment shall be completed utilizing a Performance~~

Evaluation Form approved by the Chief Administrative Officer.

- 7.2 — The supervisor shall forward a recommendation with respects to the placement of the incumbent within a salary band zone to the Chief Administrative Officer.
- 7.3 — The Chief Administrative Officer shall conduct a Performance Evaluation of all Managers and determine the placement of the manager within the respective salary band zone. **[amended Nov. 10, 2009]**
- 7.4 — The Chief Administrative Officer may approve recommended placements and corresponding salary adjustments subject to budget approval. As of the effective date of this policy, Municipal Council has given budget authority for incumbent placements at 95 % of the salary band mid-point, to be phased in over the fiscal years of 08-09 and 09-10.
- 7.5 — Where an incumbent's salary is greater than the salary resulting from the assessment of the incumbent's competencies per Section 7.2, 7.3 and 7.4, the incumbent's salary shall not be decreased. Future increments will be per Section 8.0
- 7.6 — Subsections 7.1, 7.2, and 7.3 apply to all new incumbents that become in the employ of the Municipality subsequent to the effective date of this policy.

8.0 — INDIVIDUAL SALARY REVIEW PROCESS

- 8.1 — A supervisor shall assess the performance of all his/her subordinates on an annual basis, using a Performance Evaluation Form approved by the Chief Administrative Officer.
- 8.2 — The supervisor shall make a recommendation to the Chief Administrative Officer respecting adjustments to places within a salary band and the corresponding salary increases. The Guidelines contained in Appendix C shall be used in making adjustment recommendations. **[amended June 14, 2011]**
- 8.3 — The Chief Administrative Officer shall assess the performance of all senior managers and subordinate staff. Any salary adjustments shall be based upon a performance evaluation.
- 8.4 — The Chief Administrative Officer shall approve individual salary adjustments in accordance with the salary structures specified in Appendix B, and the guidelines contained in Appendix C and subject to:
- a) — receipt of a recommendation from the Job Evaluation Committee;
 - b) — Proof of a current performance evaluation;
 - c) — the adjustment being accommodated within the Salary Account of the appropriate departmental budget

9.0 — PROMOTIONS, DEMOTIONS AND TRANSFERS

- 9.1 — In the case of a promotion, the employee's salary will be increased to the minimum of the salary band of the position to which he/she is promoted. Notwithstanding this, the salary increase shall be not less than 5 percent.
- 9.2 — In the case of a demotion, the employee's salary shall be set at the lowest of:
- a) — the salary he/she had before the demotion, or
 - b) — the mid-point of the position to which he/she is assigned.
- 9.3 — In the case of a transfer, which is a lateral move, the employee's salary shall not be affected.

Clerk's Annotation for Official Policy Book

Date of Adoption October 16, 2008

Date of Notice to Council Members
of Intent to consider amendments May 20, 2011

Date of Passage of Amendments: June 14, 2011

I certify that this "*Salary Administration Policy – MDL-45*" was adopted by Council as indicated above.

Municipal Clerk

Date

Appendix A

JOB-EVALUATION INSTRUMENT (separate sheet)
 Table 1- Job Evaluation Points and Groupings

| Job Evaluation points | | Grade | Resulting Salary Midpoint | Midpoint Differential | Job Evaluation Point Width |
|------------------------------|-----------|--------------|----------------------------------|------------------------------|-----------------------------------|
| from | To | | | | |
| 0 | 199 | 1 | \$28,000 | 1.10 | 50 |
| 200 | 249 | 2 | \$30,800 | | |
| 250 | 299 | 3 | \$33,880 | | |
| 300 | 349 | 4 | \$37,268 | | |
| 350 | 399 | 5 | \$40,995 | | |
| 400 | 474 | 6 | \$47,144 | 1.15 | 75 |
| 475 | 549 | 7 | \$54,216 | | |
| 550 | 624 | 8 | \$62,348 | | |
| 625 | 699 | M3 | \$67,000 | 1.18 | 75 |
| 700 | 799 | M2 | \$79,060 | | 100 |
| 800 | - | M1 | \$93,291 | | |

Appendix B

Job Classification Groupings

| Code | Categories | Department | Preliminary Groupings |
|------|---|-------------------------------|-----------------------|
| 37 | Chief Administrative Officer | Administration | M1 |
| 29 | Director of Engineering and Public Works | Eng/Public Works | M2 |
| 18 | Director of Financial Services/Municipal Treasurer | Finance | |
| 10 | Director of Planning | Planning/Development Services | |
| 26 | Operations Manager | Eng/Public Works | M3 |
| 4 | Recreation Coordinator | Recreation | |
| 31 | Engineer | Eng/Public Works | 8 |
| 20 | Assistant Treasurer | Finance | 7 |
| 5 | Program Coordinator | Recreation | |
| 36 | Community Economic Development Officer | Administration | |
| 9 | Planner | Planning/Development Services | |
| 27 | Operations Assistant Public Outreach/ | Eng/Public Works | 6 |
| 4 | Trails & Open Space Coordinator | Recreation | |
| 27 | Operations Assistant Transfer Station/Recycling Plant/Compost/Lagoons | Eng/Public Works | |
| 17 | Purchasing Coordinator | Finance | |
| 27 | Operations Assistant Technical Services | Eng/Public Works | |
| 11 | Development Officer | Planning/Development Services | |
| 15 | Senior Payroll Clerk | Finance | |
| 35 | Municipal Clerk | Administration | |
| 12 | Building/Fire Inspector | Planning/Development Services | |
| 13 | Building Inspector | Planning/Development Services | |
| 24 | Sewer Operator | Eng/Public Works | |
| 6 | Maintenance Worker/Custodian | Recreation | 4 |
| 16 | Recording Secretary | Finance/Administration | |
| 14 | Tax Clerk | Finance | |
| 8 | Planning Technician | Planning/Development Services | |
| 28 | Draftsperson—Technician | Eng/Public Works | |
| 25 | Senior Secretary | Eng/Public Works | |
| 19 | Cashier/ Customer Service Clerk | Finance | 3 |
| 2 | Secretary/Clerk | Recreation | |
| 22 | Accounts Payable Clerk | Finance | |

| | | | |
|----|---|------------------|---|
| 21 | Accounts Receivable/ Jr. Payroll Clerk | Finance | |
| 32 | Administrative Secretary | Eng/Public Works | |
| 33 | Administrative Support | All | |
| 23 | Waste Reduction Coordinator Assistant | Eng/Public Works | |
| 7 | Casual Evening Custodian/Casual Custodian Groundskeeper | Recreation | 4 |
| 3 | Seasonal Custodian Groundskeeper | Recreation | |
| 30 | Custodian | Eng/Public Works | |
| | | | |

Schedule B1--Salary Range by Group and Salary Adjustments by Year within the range:

| Group | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 1 | 22,400 | 23,520 | 24,640 | 25,760 | 26,880 | 28,000 | 28,700 | 29,400 | 30,100 | 30,800 |
| 2 | 24,600 | 25,840 | 27,080 | 28,320 | 29,560 | 30,800 | 31,570 | 32,340 | 33,110 | 33,880 |
| 3 | 27,100 | 28,460 | 29,820 | 31,180 | 32,540 | 33,900 | 34,748 | 35,595 | 36,443 | 37,290 |
| 4 | 29,800 | 31,300 | 32,800 | 34,300 | 35,800 | 37,300 | 38,233 | 39,165 | 40,098 | 41,030 |
| 5 | 32,800 | 34,440 | 36,080 | 37,720 | 39,360 | 41,000 | 42,025 | 43,050 | 44,075 | 45,100 |
| 6 | 37,700 | 39,580 | 41,460 | 43,340 | 45,220 | 47,100 | 48,298 | 49,495 | 50,693 | 51,890 |
| 7 | 43,400 | 45,560 | 47,720 | 49,880 | 52,040 | 54,200 | 55,555 | 56,910 | 58,265 | 59,620 |
| 8 | 49,800 | 52,300 | 54,800 | 57,300 | 59,800 | 62,300 | 63,858 | 65,415 | 66,973 | 68,530 |
| M3 | 53,600 | 56,280 | 58,960 | 61,640 | 64,320 | 67,000 | 68,675 | 70,350 | 72,025 | 73,700 |
| M2 | 63,200 | 66,372 | 69,544 | 72,716 | 75,888 | 79,060 | 81,037 | 83,013 | 84,990 | 86,966 |

Notwithstanding the Salary ranges established in Schedule B1, the following salary ranges that existed on the effective date of this Policy shall remain in effect until such time as the position becomes vacant, at which time the salary range shall be as established in Schedule B1 or by way of amendment to this Schedule B2.

Schedule B2

| Group | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|------------------------|--------|--------|--------|--------|--------|--------|
| 6a-Municipal Clerk | 46,080 | 51,960 | 53,413 | 54,867 | 56,230 | n/a |
| 7a-Assistant Treasurer | 53,509 | 55,392 | 57,275 | 59,159 | 61,042 | 62,925 |
| 8a-Municipal Engineer | 56,320 | 64,853 | 68,266 | 71,680 | n/a | n/a |

Notwithstanding the Salary Adjustments noted in Schedule B1 the following Salary Adjustments that existed on the effective date of this Policy shall remain in effect until the final increment is reached, at which the next increment shall be the nearest salary adjustment of the Job Classification Grouping contained in Schedule B1.

| Position /Group | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|---|--------|--------|--------|--------|--------|--------|
| Municipal Clerk /6 | 46,080 | 51,960 | 53,413 | 54,867 | 56,230 | n/a |
| Assistant Treasurer/7 | 53,509 | 55,392 | 57,275 | 59,159 | 61,042 | 62,925 |
| Municipal Engineer/8 | 56,320 | 64,883 | 68,266 | 71,680 | n/a | n/a |
| Operations Assistant Technical Services/6 | 43,594 | 46,075 | 48,556 | 51,037 | n/a | n/a |
| Development Officer/6 | 43,062 | 47,528 | 49,017 | 50,506 | n/a | n/a |
| Community Economic Development Officer/7 | 50,176 | 53,248 | 54,955 | 56,661 | 58,368 | n/a |

Shaded cell presents current position in the salary range on the effective date of this policy

Appendix C

Salary Increase Guidelines

The following Guidelines shall be used in preparing a recommendation with respects to a salary band adjustment:

1. ~~Generally, an incumbent is not paid less than the minimum of his/her salary band provided he/she possesses the minimal requirements for the position.~~
2. ~~Generally, an incumbent is not paid more than the maximum of his/her salary band unless it is a consequence of a downgrading ("red circle").~~
3. ~~Given satisfactory performance, an employee shall be moved to the next step within the salary band within his or her level.~~
4. ~~Given exceeds or exceptional performance rating, an employee shall receive an increase greater than a satisfactory performance rating. The increase shall not exceed two steps within the salary band within his or her level.~~



Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: FINANCE COMMITTEE
SUBMITTED BY: ELANA WENTZELL
DATE: September 4, 2018
RE: TAX RELIEF – DAMAGED PROPERTY

RECOMMENDATION

That Finance Committee recommends to Council that Municipal Council approve tax relief in the amount of \$318.97 as per the submitted application for the property located at 2027 Northfield Rd, AA# 02278898, and as per the Municipality's Damaged Property Relief Policy.

BACKGROUND

The following taxpayer has completed application for tax relief due to fire loss of residential property:

| <u>NAME</u> | <u>PROPERTY TAX BILLING</u> | <u>Pro-rated Taxes on Remaining</u> |
|---------------|-----------------------------|---|
| William Bruhm | 2017/2018 \$ 537.03 | \$44.38 |
| | 2018/2019 \$541.08 | \$274.59 |
| AA# 02278898 | | |

DISCUSSION

Staff have reviewed the application and are satisfied they meet the requirements of the Damaged Property Relief Policy.



Council

Date: September 11, 2018

Item: 10.1.5

Authorization: K. Malloy

Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar, Acting Director of Recreation Services

DATE: September 4, 2018

RE: Designated Community Project Fund

RECOMMENDED MOTION

That the Finance Committee for the Municipality of the District of Lunenburg recommend to Municipal Council to grant the Petite Riviere Community Park \$285 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

BACKGROUND

Recently, there were three donations totalling \$300. The amount of \$285 is being recommended to be approved as \$15 will be retained by MODL for administrative charges as per Policy MDL-48.

BUDGET IMPLICATIONS

There would be no implications to the budget.

ALTERNATIVES

The alternative would be to not issue the Petite Riviere Community Park this grant, money in which they have raised on behalf of projects to be undertaken at the Park.

CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects.



Council

Date: September 11, 2018

Item:10.1.6

Authorization: K. Malloy

Municipality of the District of Lunenburg

Recreation Services

MEMORANDUM

TO: Finance Committee

FROM: Tissy Bolivar, Acting Director of Recreation Services

DATE: September 4, 2018

RE: Designated Community Project Fund

RECOMMENDED MOTION

That the Finance Committee for the Municipality of the District of Lunenburg recommend to Municipal Council to grant the Lunenburg Yacht Club \$4,580 as per the criteria outlined in the Designated Community Project Fund Policy – MDL-48.

BACKGROUND

At the February 21, 2017 Council Meeting, Council approved an application submitted by the Lunenburg Yacht Club under the Designated Community Project Fund, Policy MDL-48 to assist them in raising \$450,000 in capital funds for capital projects for the Club.

Recently, there were four donations totalling \$4,600. The amount of \$4,580 is being recommended to be approved as \$20 will be retained by MODL for administrative charges as per Policy MDL-48.

BUDGET IMPLICATIONS

There would be no implications to the budget.

ALTERNATIVES

The alternative would be to not issue the Lunenburg Yacht Club this grant, money in which they have raised on behalf of capital projects to be undertaken to the Club.

CONCLUSION

The Designated Community Project Fund was developed and approved by MODL to aid non-profit groups in raising capital funds for projects. In fact, it was a capital project of the Lunenburg Yacht Club originally that was the motivator for MODL to consider the possibility of establishing such a policy.



Municipality of the District of Lunenburg
Recreation Services

MEMORANDUM

Date: August 27, 2018

To: Finance Committee
cc: Tissy Bolivar, Acting Director of Recreation Services

From: Sandy Mair-Dodman
Acting Recreation Program Coordinator

Subject: Afterglow Art Festival
National Provincial Event Grant

RECOMMENDATION

That the Finance Committee recommend to Council that Municipal Council approves \$1,000 from the National Provincial Event Grant account for Art Happening Bridgewater, for the 2018 Afterglow Art Festival, scheduled to take place September 28 & 29, 2018.

Motion Required

BACKGROUND

The Afterglow Art Festival is an art at night celebration of community creativity, held in Bridgewater. 2018 marks the 7th year that this festival has brought together artists of all kinds, from Lunenburg County and beyond. Budding young artists to experienced professionals, showcase the talent of our community. The event, which hosts unique creative exhibits with various art forms, is FREE to the public to take in, explore and experience. Over 40 projects and 200 artists, and 500+ spectators are anticipated to participate in this unique event. Art Happening requested \$3,500 for the 2018 Afterglow Festival.

BUDGET IMPLICATIONS

\$9,000 is budgeted annually for National/Provincial Events. There is currently \$6,450 available. Art Happening was awarded a **National/Provincial Event Grant** in the amount of **\$2,000** in **2016** and **\$500** in **2017**, for the Afterglow Art Festival. It was also awarded a Community Recreation Program Grant of \$500 in 2017 and an Operating Grant in the amount of \$3,500 in 2016 and \$1,500 in 2017. The Town of Bridgewater is estimated to contribute \$1,500 in-kind support through promotions, power, road closure/public works staffing.

A handwritten signature in blue ink that reads "Sandy Mair-Dodman".

Sandy Mair-Dodman

Afterglow Art Festival 2018 Event Budget

| INCOME | Actual | Budget |
|--|---------------|--------------------|
| Income | | |
| Business Sponsorship (Naming) (confirmed) | | \$8,000.00 |
| Friends of the Festival supporters - 50 @\$50 | | \$2,500.00 |
| Friday Night Sponsor | | \$1,000.00 |
| Town of Bridgewater | | \$5,000.00 |
| Heritage Canada (confirmed) | | \$18,500.00 |
| MODL event grant | | \$3,500.00 |
| Mary furey (confirmed) | | \$150.00 |
| LB Electric (confirmed) | | \$250.00 |
| Total Income | \$0.00 | \$38,900.00 |
| EXPENSES | | |
| Volunteer | | |
| Volunteer meet and greet food | | 125 |
| Distinctive clothing | | 450 |
| Decals - 150 | | 750 |
| Program | | |
| Conquerall Music - technical equip | | 695.75 |
| Thank you gifts | | 250 |
| Friday Night Events | | 2750 |
| Saturday Night Artists - Fees and honorariums | | 10900 |
| Saturday Night Musicians | | 1500 |
| Antigonight artist swap | | 1500 |
| String lights | | 200 |
| Spot lights | | 1500 |
| videographer | | 1500 |
| photographer | | 250 |
| Insurance | | 443 |
| Space rentals | | 50 |
| Number Signs | | 650 |
| Promotion | | |
| Graphic Design | | 948.75 |
| Stats sheet and decals | | 86.25 |
| Postcard design x 2 | | 460 |
| Pole Banners - 12 | | 2100 |
| Pole banners installation | | 475 |
| Signage | | 450 |
| French translation of materials | | 75 |
| South Shore Breaker (Programs) | | 3500 |
| Extra Printing of programs | | 250 |

| | |
|-----------------------------------|------------|
| Simple Local Life advertising | 650 |
| Lighthouse advertising | 350 |
| Rec guide | 115 |
| CKBW | 917.7 |
| Facebook Advertising | 200 |
| Posters | 225 |
| Thank you cards | 65 |
| Buttons | 75 |
| New Germany Rural Paper | 90 |
| Website | 65 |
| Website domain | 15 |
| Summer student organization hours | \$765.00 |
| Project administration | \$3,500.00 |

| |
|--|
| |
| |

| | | |
|---------------------------------|---------------|--------------------|
| Total Operating Expenses | \$0.00 | \$38,891.45 |
| NET INCOME | \$0.00 | \$8.55 |

0



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Finance Committee

FROM: Sandy Mair-Dodman
Acting Recreation Program Coordinator

DATE: August 26, 2018

RE: Remembrance Day Grant -RCL Branch 102 New Germany
c.c. Tissy Bolivar, Acting Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve **\$250** from the Remembrance Day Grant fund for the Royal Canadian Legion Branch 102, New Germany.

Motion Required

BACKGROUND

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to assist with a community event on November 11 that recognizes our veterans and those currently serving our country. The Royal Canadian Legion Branch 102, New Germany, meets the required criteria. The legion plans to hold a luncheon and fellowship, following the Remembrance Day parade and church service. This organization was approved for funding in the amount of \$250 in 2017.

BUDGET IMPLICATIONS

There are sufficient funds in the Remembrance Day Account.

Sandy Mair-Dodman

Enclosure: Proposed Budget
/smd

Budget for RCL Branch 102 November 11th

200 people

| | |
|-------------------------|------------------------------|
| Tea Coffee / milk sugar | -----60.00 |
| 25 Dozen Rolls | -----100.00 |
| 15 Dozen Donuts | -----60.00 |
| 10 Dozen Pickled Eggs | -----55.00 |
| 3 Different Soups: | |
| 1 Corn Chowder | -----75.00 |
| 1 Chicken Rice | -----75.00 |
| 1 Fish Chowder | -----90.00 |
| <u>TOTAL</u> | <u>-----\$ 515.00</u> |



REMEMBRANCE DAY GRANT

APPLICATION FORM

Please complete and return to District of Lunenburg Recreation Department by August 1.

Name of Organization Applying

Royal Canadian Legion Branch 102

Contact Person

Sherry Russell

Position

Poppy Chairperson

Mailing Address

PO Box 104 New Germany NS B0R1E0

Business Telephone

Home Telephone

Email

902-644-2116

sgrussell26@gmail.com

Geographic location of event and facilities to be used. Please list or attach civic addresses.

44 Varner Rd New Germany

Expected number of participants/spectators 75-100

Describe the event (attached proposed or previous program if possible)

Parade + Church Service -
Everyone welcomed at Legion Hall for
luncheon + fellowship

Describe any partnership with local organizations

Legion caters, all local churches
participate

Please list any grants received from the Municipality of Lunenburg over the last three years including the amounts and if your group received any tax exemptions from the Municipality over the last three years. Please list the years and what taxes were exempted.

Received 250.00 for Nov 11th
for past several years

Attach proposed budget itemizing revenues and expenses. Please indicate how the Association plans to raise the remaining funds. Include any in-kind contributions (i.e. volunteer time, MODL staff time, materials)

250.⁰⁰

Municipal funding requested

Total Amount Requested

The undersigned agree and understand that the program contained herein will be open to the general public.

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the project is endorsed by the organization which I represent.

Sherry Russell

Name (Print)

Signed

SRussell

Aug 27/18

Position

(Chair, Vice Chair, Secretary or Treasurer)

Date

Mailing Address

Box 104 New Germany VA BOK1E0

Telephone

902-644-2116

E-mail Address (if applicable)

sgrussell26@gmail.com

** Attach any additional supportive information**

Return to: District of Lunenburg Recreation Department
210 Aberdeen Rd.
Bridgewater, NS B4V 4G8
Fax: (902)527-1135

For information: (902) 541-1343 or email recreation@modl.ca



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Finance Committee

FROM: Sandy Mair-Dodman
Acting Recreation Program Coordinator

DATE: August 26, 2018

RE: Remembrance Day Grant -RCL Branch 24 Bridgewater
c.c. Tissy Bolivar, Acting Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve **\$250** from the Remembrance Day Grant fund for the Royal Canadian Legion Branch 24, Bridgewater.

Motion Required

BACKGROUND

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to assist with a community event on November 11 that recognizes our veterans and those currently serving our country. The Royal Canadian Legion Branch 24, Bridgewater, meets the required criteria. The legion plans to hold a ceremony, banquet, awards ceremony and dance on November 11, 2018. This organization was approved for funding in the amount of \$250 in 2017.

BUDGET IMPLICATIONS

There are sufficient funds in the Remembrance Day Account.

Sandy Mair-Dodman

Enclosure: Proposed Budget
/smd

Bridgewater Legion
Remembrance Day Budget

Aug 27/2018

Expenses

| | |
|---------------|---------|
| - Cook | 330.00 |
| - Food | 1397.31 |
| - Sound | 450.00 |
| - Band | 450.00 |
| - advertising | 415.08 |
| - flowers | 225.38 |
| - tickets | 33.58 |
| Total | 3301.35 |

Revenue

| | |
|--------------|---------|
| Banner sales | 3000.00 |
|--------------|---------|

Budget total <-301.35>



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Finance Committee

FROM: Sandy Mair-Dodman
Acting Recreation Program Coordinator

DATE: July 22, 2018

RE: Remembrance Day Grant – RCL Branch 49, Mahone Bay
c.c. Tissy Bolivar, Acting Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve \$250 from the Remembrance Day Grant for the Royal Canadian Legion Branch 49, Mahone Bay for a November 11, 2018 event.

Motion Required

BACKGROUND

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to assist with a community event on November 11 that recognizes our veterans and those currently serving our country. The Royal Canadian Legion Branch 49, Mahone Bay, meets the required criteria. This organization was approved for funding in the amount of \$250 in 2017.

BUDGET IMPLICATIONS

There are sufficient funds in the Remembrance Day Account.

Sandy Mair-Dodman

Enclosure: Proposed Budget
/smd

MAHONE BAY BRANCH NO. 49
ROYAL CANADIAN LEGION
P.O. Box 162, Mahone Bay, N.S. B0J 2E0



902-624-8449; rclbranch49@bellaliant.com

BUDGET RE SCHEDULE OF EVENTS - REMEMBRANCE DAY 2018

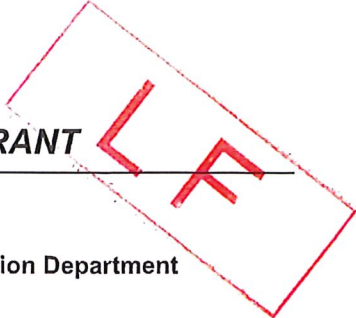
(based on 2017 costs; rounded to nearest dollar)

| | |
|--|------------------------|
| Audio System for Community Gathering at Cenotaph | \$115.00 |
| Food Purchases: | \$412.00 |
| Greek's Quality Meats - Lunenburg Pudding | |
| Ali-s General Store - Cold Meats, pepperoni | |
| Atlantic Super Store - Rolls; Eggs, Celery Stalks Wieners | |
| Nick's Independent - Bread, butter, Milk, Onions, Juices, pop , potatoes, | |
| Sobeys - Cheeses; Cabbages, | |
| Food supplies in-house - used for mixing, coffee, tea | <u>\$100.00</u> |
| Total Annual cost for Remembrance Day Community Gathering: | <u>\$627.00</u> |



REMEMBRANCE DAY GRANT

APPLICATION FORM



Please complete and return to District of Lunenburg Recreation Department by August 1.

Name of Organization Applying

Royal Canadian Legion - Branch 49 - Mahone Bay

Contact Person

Position

Helen Whitehouse, President, Branch 49 RCL - Mahone Bay

Mailing Address

P.O. Box 162, Mahone Bay, N.S. B0J 2E0

Business Telephone

Home Telephone

Email

902-624-8449 902-527-6706 rclbranch49@bellaliant.com

Geographic location of event and facilities to be used. Please list or attach civic addresses.

21 Pond Street - RCL - Branch 49, Mahone Bay, N.S.

Expected number of participants/spectators

130-150

B0J 2E0

Describe the event (attached proposed or previous program if possible)

Following the ceremony at the Cenotaph and Church Service, the general public is invited as guests of the RCL Branch 49 for a reception at our Branch. The reception will provide an avenue to demonstrate respect for our Veterans and a time of fellowship with members of the community. Sandwiches, sweets, pickles, cheese & crackers, tea, coffee, juices will be provided to all.

Describe any partnership with local organizations

N/A

Please list any grants received from the Municipality of Lunenburg over the last three years including the amounts and if your group received any tax exemptions from the Municipality over the last three years. Please list the years and what taxes were exempted.

Remembrance Day Grant 2017-2016-2015 & 2014

Attach proposed budget itemizing revenues and expenses. Please indicate how the Association plans to raise the remaining funds. Include any in-kind contributions (i.e. volunteer time, MODL staff time, materials)

\$ 250.00

Municipal funding requested

Total Amount Requested

The undersigned agree and understand that the program contained herein will be open to the general public.

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the project is endorsed by the organization which I represent.

Heben Whitehouse

Name (Print)

Signed

Heben Whitehouse

July 6, 2018

Position
(Chair, Vice Chair, Secretary or Treasurer)

President, Br. 49 - RCL

Mailing Address

P.O. Box 162, Mahone Bay, N.S. B0J 2E0

Telephone

902-624-8449

E-mail Address (if applicable)

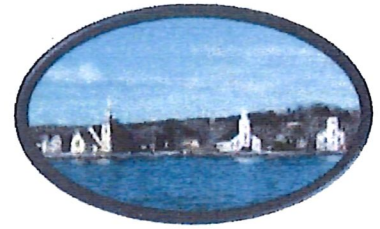
relbranch49@bellaliant.com

**** Attach any additional supportive information****

Return to: District of Lunenburg Recreation Department
210 Aberdeen Rd.
Bridgewater, NS B4V 4G8
Fax: (902)527-1135

For information: (902) 541-1343 or email recreation@modl.ca

MAHONE BAY BRANCH NO. 49
ROYAL CANADIAN LEGION
P.O. Box 162, Mahone Bay, N.S. B0J 2E0



Municipality of Lunenburg

JUL 11 2018

RECEIVED

July 7, 2018

Ms. Sandy Mair-Dodman,
District of Lunenburg Recreation Department,
210 Aberdeen Road
Bridgewater, N.S. B4V 4G8

Subject: REMEMBRANCE DAY GRANT

Dear Sandy:

Thank you for accepting the attached application for a grant towards the costs of hosting the annual Remembrance Day event again this year.

We very much appreciate the help and are looking forward to another successful event.

Sincerely,

A handwritten signature in blue ink that reads "Helen Whitehouse". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Helen Whitehouse,
President
RCL Branch # 49



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Finance Committee

FROM: Sandy Mair-Dodman
Acting Recreation Program Coordinator

DATE: July 29, 2018

RE: Remembrance Day Grant –Emmanuel Baptist Church - Parkdale/Maplewood Remembrance Day Committee

c.c. Tissy Bolivar, Acting Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend that Municipal Council approve **\$250** from the Remembrance Day Grant fund for the Emmanuel Baptist Church Parkdale/Maplewood Remembrance Day Committee, for a November 11, 2018 Remembrance Day Service.

Motion Required

BACKGROUND

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to assist with a community event on November 11 that recognizes our veterans and those currently serving our country. The Emmanuel Baptist Church, Parkdale/Maplewood Remembrance Day Committee meets the required criteria. This organization was approved for funding in the amount of \$250 in 2017.

BUDGET IMPLICATIONS

There are sufficient funds in the Remembrance Day Account.

Sandy Mair-Dodman

Enclosure: Proposed Budget
/smd

REMEMBRANCE DAY 2018

BUDGET

| | |
|---|-----------------|
| REPLACE CANADIAN & UNION JACK FLAGS FOR THE CENOTAPH | - \$168.00 |
| REPLACE CANADIAN FLAG INSIDE THE CHURCH (BY THE MEMORIAL) | - \$ 92.00 |
| NEW (LED) LIGHTS (REPLACEMENTS) FOR THE CENOTAPH ILLUMINATION AT NIGHT | - \$ 170.00 |
| PAINT FOR CENOTAPH BASE | - \$ 104.00 |
| LUNCH SUPPLIES (FOLLOWING THE SERVICE IN THE COMMUNITY HALL) COFFEE, TEA, MILK, JUICES, CUPS PAPER PLATES, ETC | - \$ 50.00 |
| TOTAL | <hr/> \$ 584.00 |

NOTE

ADDITIONAL COST FOR SPEAKER
(UNKNOWN AT THIS TIME) MAY BE REQUIRED.



REMEMBRANCE DAY GRANT

APPLICATION FORM

Please complete and return to District of Lunenburg Recreation Department by August 1.

Name of Organization Applying

PARKDALE/MAPLEWOOD REMEMBRANCE DAY COMMITTEE

Contact Person

MURRAY GOULDEN

Position

COORDINATING CHAIR

Mailing Address

1859 NEWBURNE RD, BARSS CORNER, NS BORIALO

Business Telephone

—

Home Telephone

902-644-3119

Email

goulden.goulden@eastlink.ca

Geographic location of event and facilities to be used. Please list or attach civic addresses.

PARKDALE/MAPLEWOOD EMMANUEL BAPTIST CHURCH (3142 BARSS CORNER RD)
CEMOTAPH IS LOCATED IN FRONT OF THE CHURCH. LUNCHEON - COMMUNITY HALL

Expected number of participants/spectators

150-175

Describe the event (attached proposed or previous program if possible)

SEE ATTACHED ORDER OF SERVICE

Describe any partnership with local organizations

PARKDALE/MAPLEWOOD COMMUNITY HALL - WITHOUT CHARGE
PARKDALE/MAPLEWOOD EMMANUEL BAPTIST CHURCH
(WITHOUT CHARGE)

Please list any grants received from the Municipality of Lunenburg over the last three years including the amounts and if your group received any tax exemptions from the Municipality over the last three years. Please list the years and what taxes were exempted.

ANNUAL GRANT (\$250.00)

NIL TAX EXEMPTIONS

Attach proposed budget itemizing revenues and expenses. Please indicate how the Association plans to raise the remaining funds. Include any in-kind contributions (i.e. volunteer time, MODL staff time, materials)

SEE ATTACHED

\$750.00

Municipal funding requested

Total Amount Requested

The undersigned agree and understand that the program contained herein will be open to the general public.

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete and that the project is endorsed by the organization which I represent.

MURRAY GOULDEN

Name (Print)

Signed

Goulden MR

Position

(Chair, Vice Chair, Secretary or Treasurer)

Date

25 July 2018

Mailing Address

1859 NEWBURNE RD, BARSS CORNER, NS BARRIAO

Telephone

902-644-3119

E-mail Address (if applicable)

goulden.goulden@eastlink.ca

** Attach any additional supportive information**

Return to: District of Lunenburg Recreation Department
210 Aberdeen Rd.
Bridgewater, NS B4V 4G8
Fax: (902)527-1135

For information: (902) 541-1343 or email recreation@modl.ca

REMEMBRANCE DAY SERVICE -2017

November 11, 2017, 10.40 a.m.

Parkdale/Maplewood Emmanuel Baptist Church

GATHERING AT THE CENOTAPH

O CANADA (Murray Goulden)

O Canada! Our home and native land!

True patriot Love in all our sons command

With glowing hearts we see thee rise

The true north strong and free!

From far and wide, O Canada

We stand on guard for thee.

God keep our land, glorious and free!

O Canada, we stand on guard for thee.

O Canada, we stand on guard for thee.

PLACING OF WREATHS, CROSSES AND SPRAYS (Rex Veinot))

(11.00 a.m.)

On the 11th hour of the 11th day of the 11th month, Canadians

Are asked to pause in memory of the thousands of Men and

Women who sacrificed their life in service to Canada . Please bow

Your head in **"TWO MINUTES OF SILENCE"**

THE LAST POST

(Trumpeter – Jeff Kaulback)

PRAYER – Reverend Samuel Jess

Following the prayer, individuals may now attach their personal poppy to the wreaths, crosses or spays prior to entering the church. On entering the church, please remain standing until the veterans have been piped into the church.

AMAZING GRACE (Piper – Denis Stairs)

OPENING REMARKS (Murray Goulden)

CHOIR SELECTION: “Let There be Peace on Earth”

INTRODUCTION OF VETERANS AND PARTICIPANTS (Vicki Rhodenizer)

POEM – “IN FLANDERS FIELDS” (Barb Ross)

TRIBUTE - in Memory of those lost over the last year

RCMP CONSTABLE FRANK DESCHENES - SEP 12, 2017

ONE MINUTE SILENCE

MESSAGE - TIETJE ZONNEVELD

EXPRESSION OF APPRECIATION - (Murray Goulden)

GOD SAVE THE QUEEN

God save our gracious Queen

Long live our noble Queen

God, save the Queen

Send her victorious

Happy and glorious

Long to reign over us;

God, save the queen

BENEDICTION AND GRACE - (Reverend Samuel Jess)

Instead of wreaths being laid, a donation was made to the Veterans Cenotaph in memory of the following:

IRA RHOENDIZER) - from the family

VETERANS ARE PIPED FROM THE CHURCH - (Piper – Denis Stairs)

Following the service, you are invited to a time of fellowship and refreshments at the Parkdale/Maplewood Community Hall.

REMEMBRANCE DAY 2018

BUDGET

| | |
|---|-----------------|
| REPLACE CANADIAN & UNION JACK FLAGS FOR THE CENOTAPH | - \$168.00 |
| REPLACE CANADIAN FLAG INSIDE THE CHURCH (BY THE MEMORIAL) | - \$ 92.00 |
| NEW (LED) LIGHTS (REPLACEMENTS) FOR THE CENOTAPH ILLUMINATION AT NIGHT | - \$ 170.00 |
| PAINT FOR CENOTAPH BASE | - \$ 104.00 |
| LUNCH SUPPLIES (FOLLOWING THE SERVICE IN THE COMMUNITY HALL) COFFEE, TEA, MILK, JUICES, CUPS PAPER PLATES, ETC | - \$ 50.00 |
| TOTAL | <hr/> \$ 584.00 |

NOTE

ADDITIONAL COST FOR SPEAKER
(UNKNOWN AT THIS TIME) MAY BE REQUIRED.



Council
Date: September 11, 2018
Item: 10.1.12
Authorization: K. Malloy

Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

MEMORANDUM

TO: Finance Committee

FROM: Sandy Mair-Dodman
Acting Recreation Program Coordinator

DATE: August 26, 2018

RE: Sponsorship Ad - Bridgewater Curling Club
c.c. Tissy Bolivar, Acting Director of Recreation Services

RECOMMENDATION

That the Finance Committee recommend to Council, that Municipal Council approve the sponsorship of the **Bridgewater Curling Club** for **\$143.75**, for a "Lead" level sponsorship, for their annual promotional campaign.

Motion Required

BACKGROUND

For the "Lead" level of sponsorship, a 2' x 2' sign will be displayed at the Bridgewater Curling Club's ice level for the 2018/19 season. Also, MODL will be acknowledged on a sponsor sign located at the Bridgewater Curling Club entrance, as well as being listed on the club's website. The content of the ice level sign will include both MODL and the Lunenburg Region's contact information. The Municipality has sponsored the Club \$143.75 the past three years or more.

BUDGET IMPLICATIONS

There are sufficient funds in the Sponsorship Ad Grant account.

Sandy Mair-Dodman

/smd

Enclosure – thank you and sponsorship information



Thank-you for being a “2017-2018 Sponsor at the Bridgewater Curling Club”

On behalf of the Executive Committee and members of the Curling Club, we very much appreciate the support you have provided during the past year!

As the club enters another season we invite you to continue your sponsorship by again joining our family of sponsors for the 2018-2019 curling season.

Your sponsorship will again assist the Club in its operations and continue to provide promotional opportunities that will be seen by hundreds of members and guests throughout the year. Our Executive continually encourages everyone to support our sponsors.

You will be recognized by 2ft x 2ft signs, within the ice surface and/or on the ice shed wall. As well, sponsors are listed on our Club website homepage www.bridgewatercurlingclub.com and on the “Sponsor Master Sign” as you enter the club. Our Dominion Street billboard also posts our “Friday night” sponsors each week These will be seen by members & guests, plus those driving by.

Attached is a list of the sponsorship levels available with a brief outline of what’s involved. If your current signage requires an update, that’s included in your sponsorship fee. If it's to be placed on the ice surface, we ask that it be ready by August 31, as BCC is a host venue for the 55+ games in early September.

We plan of this being a very busy season with several club functions & activities already being planned including a least one provincial event. We are certain that you will be pleased with the benefits that will come from you once again being part of BCC.

BCC Sponsorship Committee
Spring/Summer 2018



BRIDGEWATER CURLING CLUB ADVERTISING/SPONSORSHIP LEVELS 2018-2019



- SKIP:** **\$1,000.00 + \$150.00 (hst) = \$1,150.00**
- Entitles you to EITHER 2 signs in the ice surface and 2 signs on the ice shed
OR for unique visibility, 8 signs in the ice surface behind all 8 hacks/walls or hog line banners
across 4 sheets of ice (new option)
Either option at this level includes being included as a sponsor for 2 social events
- MATE:** **\$500.00 + \$75.00 (hst) = \$575.00**
- Entitles you to 1 sign in the ice surface and 1 sign on the ice shed wall
- Includes being included a sponsor of 1 social event.
- SECOND:** **\$250.00 + \$37.50 (hst) = \$287.50**
- Entitles you to 1 sign on the ice shed wall and
- Includes being part of 1 social event
- LEAD:** **\$125.00 + \$18.75 (hst) = \$143.75**
Gives you to 1 sign displayed on the ice shed wall

[Sponsorship includes a 2018/2019 Business Social Membership.](#)

Our Club is a not for profit organization and therefore our sponsors are of paramount importance to us - we work to support and recognize that support!

Our weekly club socials are held most weeks on Friday evenings during the season and provides the opportunity for members and guests to relax and socialize.

Your sponsorship is recognized throughout the curling season with your signage, as well as on our website homepage; and on our exterior billboard during the week of your event.

You are welcome to display your business banner and promotional material in our main club room during the week of your social event. We'd be happy for you to attend on Friday evening, socialize and network with potential customers - we'd love to see you there!

For further details please contact any Sponsorship Committee member:

Judy Lawrence

543-7697

jgl@bellaliant.net



Municipality of the District of Lunenburg

210 Aberdeen Road Bridgewater Nova Scotia Canada B4V 4G8
Phone: 902-543-8181 / Fax: 902-543-7123 / Web Site: www.modl.ca

September 5, 2018

To Her Worship, Mayor Bolivar-Getson, and Councillors
of the Municipality of the District of Lunenburg

Dear Mayor and Councillors:

The Audit Committee, in session on Tuesday, September 4, 2018, made the following
recommendations to Council:

1. That Municipal Council approves the Municipality of the District of Lunenburg's Consolidated Financial Statements for the year ended March 31, 2018.

Respectfully submitted,

Chairman and Members
Audit Committee

/re
Attachments



Council
Date: September 11, 2018
Item#: 11.1.1
Authorization: K. Malloy



Lunenburg Regional
FES
Fire & Emergency Services

September 2018 Fire Service Coordinator Update



- ▶ Continuing to work with FD's on a regular basis
- ▶ Awards for MODL and CVFSA also assisted several with the Provincial and Federal applications for medals 2017, 7-20yr, 6-30yr, 3-35 yr, 4-40 year, 3-45 yr, 3-50 yr
- ▶ 2018 Awards ,20-20yr, 5-30yr,1-35yr, 2-40yr
- ▶ Station visits
- ▶ FD members visits
- ▶ Assisted with a presentation to East Hants Council
- ▶ Wildland Courses
- ▶ Did SCBA fit testing for FD
- ▶ Strategic Resistance/Resilience Training
- ▶ Superior Water Shuttle



- ▶ Fire Departments did revisit and Insurance for Liability, Building and Vehicles
- ▶ Insurance Subcommittee working on personnel insurance (Brian Keizer, Chief Lockwood, Councilors Whynot & Bell, David Fancy)
- ▶ Financial Template available to those FD's that would like to try it (Elana Wentzell, Brian Keizer, David Fancy, Don Davison)
- ▶ Updated the FD June Fire Payments
- ▶ Working on Request for Standing Offer for Security Services





- ▶ Registration package MDL-36 has been updated and approved by FESC/Council (Schedules removed)
- ▶ Operational procedure for Apparatus wi-fi hotspots received CAO's Approval.
- ▶ 9 surplus laptops were given out to fire departments
- ▶ Naloxone kits given out to departments

Information Collected From This Years Registration Packages

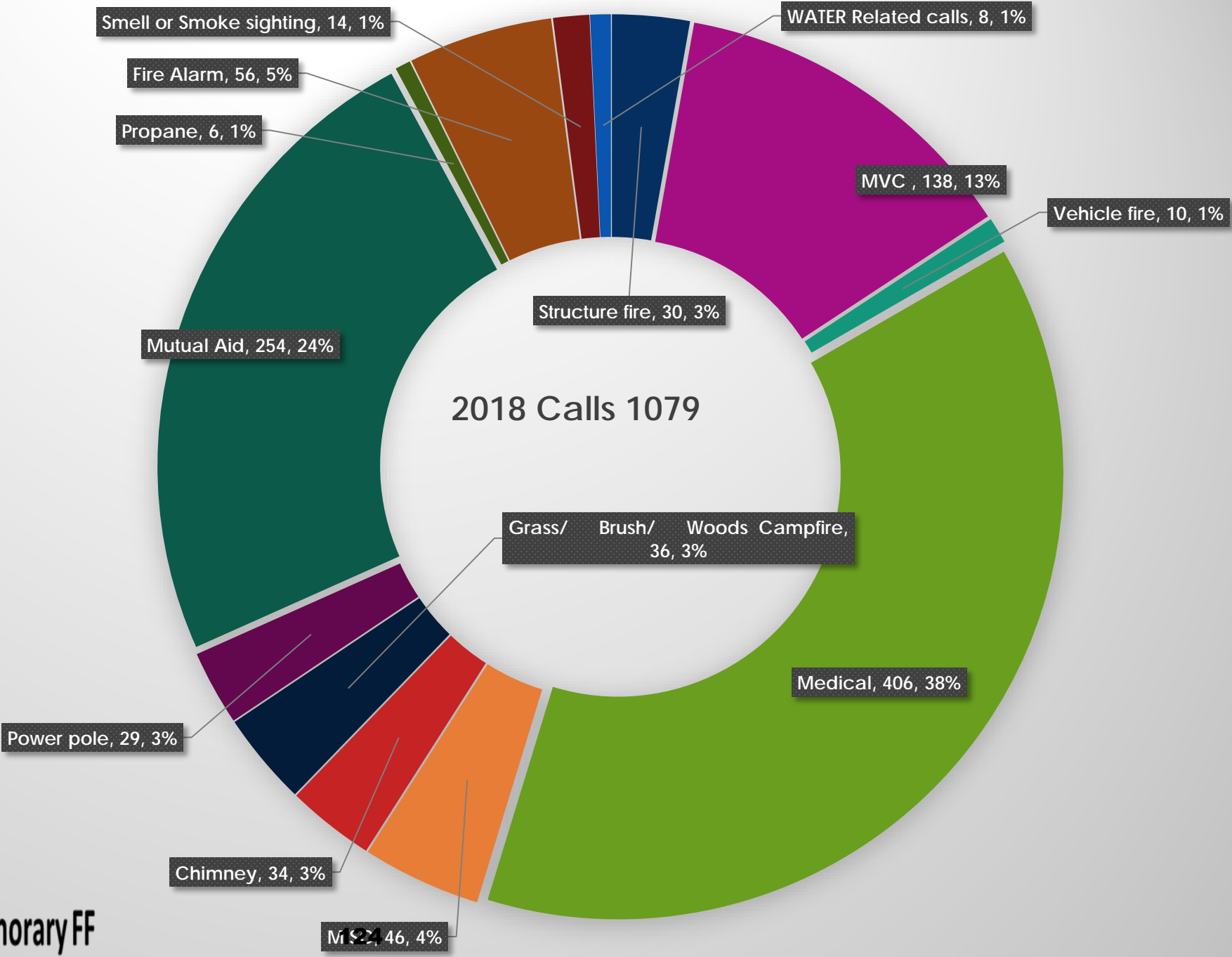


- Calls down some last year at 1306 and 1079 this year
- Active Firefighters this year at 655 last year and 659 this Year
- Junior Firefighters were at 49 last year and 51 this year
- Honorary members 117 last year to 169 this year
- Medical First Responders 182 last year, 198 Currently
- Auxiliary members were 125 last year and 169 this year
- The cost for firefighter personnel insurance was \$66,588.75 the previous year and \$76,805.00 this year
- Funds raised by departments in the previous year were \$645,191.90 and this year was \$648,272.61
- The Town of Bridgewater also responded into MODL for Mutual Aid
- 3 departments no SCBA Functional checks and 3 had no pump testing

TOB Mutual Aid to MODL 40 calls

- MVC-15
- Odour-2
- Chimney-1
- Alarm-5
- Structure-9
- Grass Fire-4
- Medical-1
- Vehicle Fire-1
- Smoke in Building-1
- Dryer Fire-1

47 Active FF/6 Junior FF/38 Honorary FF





- ▶ FESC along with Sarah Kucharski are actively working on Recruitment & Retention Strategy
- ▶ Input from public and Fire Service
- ▶ Challenges
- ▶ Junior FD's successful looking at ways to engage more youth
- ▶ Ways to increase interaction with schools to reach those interested

RECRUITMENT & RETENTION



- ▶ Fire Department Coding
- ▶ Rate payers list
- ▶ Fuel Tax Rebate
- ▶ Fuel oil Propane savings



- ▶ Rachel & I went through building with TOB Fire inspector for our required Inspection
- ▶ I will assist her with Fire Alarms and with building evacuations



School Plus Program



