

# Municipal Council Meeting Agenda

Tuesday, June 28, 2022 – 9:00 a.m.

MODL Council Chambers – 10 Allée Champlain Drive, Cookville

Via Video/Audio Conferencing

- 1. Call to Order**
  - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Public Input (15 Minutes)**
- 4. Approval of Agenda (as circulated)**
- 5. Approval of Minutes – June 14, 2022 & Special Council of June 21, 2022**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs - Nil**
- 8. Presentations/Scheduled Times**
  - 8.1 Proposed Sustainability Summit,  
Matt Delorme, Executive Director, AIM Network ..... 9:15 a.m. 1-13
- 9. Consideration of Correspondence - Nil**
- 10. Recommendations from Committees & Boards**
  - 10.1 Policy & Strategy Committee** ..... 14
    - 10.1.1 Amendments to MODL Policy 051 Personnel Policy ..... 15-67
    - 10.1.2 2022-2023 Annual Operating & Major Recreation Capital Grant Programs ..... 68-81
  - 10.2 Sustainability Committee** ..... 82
    - 10.2.1 Community Greenhouse Gas Emissions Reduction Target ..... 83-90
- 11. Staff Reports**
  - 11.1 Administration Department**
    - 11.1.1 NSFM Survey ..... 91-96
- 12. Mayor's/Deputy Mayor's/Councillors' Matters**
  - 12.1 Deputy Mayor's Update
  - 12.2 Mayor's Update
- 13. Added Items**
- 14. In Camera**
  - 14.1 Land Negotiations under Section 22(2)(a) of the MGA
- 15. Adjournment**

# AIM Network

## FCM Municipal Asset Management Program

### *Climate Emergency Summits*



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Management Network



# Who We Are

- A not-for-profit Community of Practice comprising a network of asset management professionals
- Our mandate: To guide and support infrastructure management planning for municipalities in Atlantic Canada
- Deliver partner programs under the FCM Municipal Asset Management Program (MAMP)
- Provide free, open-source tools and resources to municipalities
- Conduct education, awareness and training programs
- Provide direct technical assistance to municipalities

# Draft Program Outline

- Planning Session – Lead Community August 2022
- Planning Session – All Participant Communities October 2022
- Climate Summit – Public Engagement April 2023
- Partnering Session May 2023
- Wrap Up Workshop September 2023



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# Barriers to Climate Adaptation and Mitigation

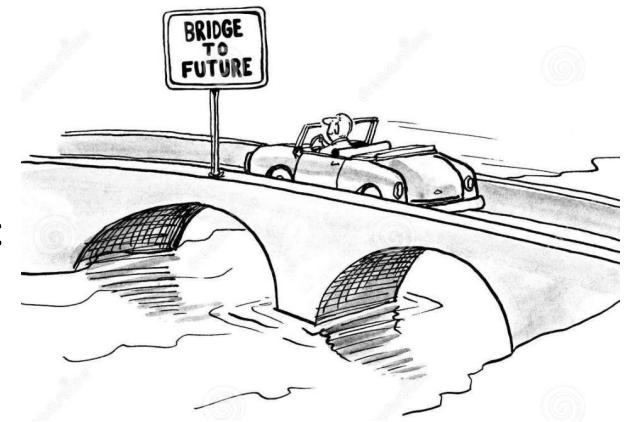
- Lack of resources (time, people and money)
- Overwhelming number of tools, resources and options
- Large amount of uncertainty with the magnitude and timing of climate impacts
- Lack of coordination with core service delivery



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# Goals and Outcomes

- Initiate conversations across municipal boundaries at the political level
- Structure a regional climate network
- Educate and consult with staff, elected officials and the public
- Formalize inter-municipal relations
- Support regional municipal services and climate action
- Prioritize projects and leverage regional collaboration



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# The Climate Summit

- Engage, consult and inform the public
- Survey residents' climate concerns and desired action
- Attendance: municipal staff, elected officials, citizens' groups, business groups, youth organizations, First Nations, general public
- What would the public like done? Are they willing to pay for it? What are the trade-offs?



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# Other Lead Municipalities

The program is being delivered in five regions. The other four are:

Town of New Glasgow, Nova Scotia

City of Stratford, Prince Edward Island

Northwest Regional Service District, NB

Town of Pasadena, Newfoundland and Labrador



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# Program Requirements

- Cost is \$1,900 per municipality, remaining 90% is funded by FCM
- Lead municipality will:
  - Assist with reaching out to neighboring municipalities
  - Assist with publicizing climate summit and participate in panels and presentations
  - Participate in planning activities and workshops
  - Follow up with colleagues at partner participants
  - Review and comment on project documents: partnering agreements, climate summit summaries, regional group terms of reference



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# Program Requirements

- AIM Network will:
  - Produce all project documents
  - Facilitate planning sessions and workshops
  - Plan climate summit, book venue and assist in gathering community groups
  - Assist with publicizing climate summit and participate in panels and presentations
  - Review municipal input from an asset management and climate planning perspective
  - Produce close-out documentation for FCM



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# Outcomes

- Community input for climate action on priorities, costs, partnerships
- Share resource with neighbours to reduce cost of climate action
- Updated climate risk profile
- Climate action plan from each partner with opportunities for collaboration and risk mitigation
- A list of climate actions to be included in near-term (5-year) planning along with partnering opportunities
- Terms of reference and roadmap for regional co-operation (draft plan for regional committee)



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QUESTIONS?

## Climate Summit Program: A Regional Approach to Climate Planning in Asset Management

This program, funded under Federation of Canadian Municipalities Municipal Asset Management Program, is designed for municipalities that:

- are working on ensuring long-term sustainability of service delivery by building an asset management program;
- have an interest in working with their municipal neighbors toward building a climate-resilient asset management program;
- require assistance in finding solutions to a lack of adequate time, resources and funding for climate programs that fit with plans for resilient service delivery;
- are looking for partnerships to explore managing infrastructure differently to support a more sustainable future; and,
- are willing to consider formal partnerships with neighboring municipalities to share resources and jointly deliver climate related initiatives.

### Events and Tentative Schedule<sup>1</sup>

Event	Tentative Dates
1. Workshop with lead municipality	August 2022
2. Workshop with all partner municipalities	October 2022
3. Climate Summit – Public Event	April 2023
4. Partnering agreement workshop	May 2023
5. Closeout Workshop	September 2023

1. Schedule may be revised as the program develops. Program must be completed by November 2023

### Program Description

AIM Network is a non-profit organization supporting Atlantic Canadian municipalities since 2015 in building asset management programs as we address aging infrastructure across Canada.

The modern challenge of climate change has raised an opportunity for local governments to expand on a new way of doing business by expanding their cooperation with neighboring municipalities in addressing climate related issues that raise similar concerns across a region.

The program, described on the following page, is aimed at assisting 3–4 municipalities in a region to formalize agreements that will allow participating municipalities to share resources, partner to develop design standards, form buying groups, align policies that impact regional resources, protect natural assets that cross municipal boundaries, and explore any other potential for leveraging the benefit of cooperation.

The program also seeks to gain an understanding of what areas of climate action have a strong public mandate for councils by including a one-day climate summit that will join community groups and the public with municipal representatives for a series of presentations, question periods, information gathering sessions and workshops.

AIM has partnered with ClimAtlantic for this program to assist participants in finding the right data, tools and resources for climate planning.

### Registration Fee – \$1,900 per municipality, includes:

- Documentation of all materials used in the program.
- Facilitated workshops to help identify strong partnering opportunities.
- Identifying appropriate data and tools for adaptation planning in your region.
- Organization and delivery of the climate summit (program covers venue costs).
- Collection and synthesis of public information collected at the summit.
- Facilitated workshops to draft partnering agreements.

## What will your municipality learn and do through the Program?

### Workshop 1: Lead Municipality Workshop

Each group will be anchored by a “lead municipality” that has expressed interest to AIM Network in participating as a key role in the program. AIM Network will meet for a one-day workshop with the lead municipality to identify draft regional goals, finalize list of partner municipalities, identify possible summit venues, and set dates for the program

#### Deliverables:

- Detailed program schedule.
- Program delivery workplan.
- List of participants.
- Draft list of potential partnering opportunities, potential benefits and level of effort

### Climate Summit

The climate summit is a free public event open to groups concerned with climate change in the communities and the general public. Participating municipalities will present on climate concerns and initiatives. Information flow will be both ways with interactive surveys to collect public sentiment on municipal climate activities and service management. Activities will assist participants in understanding the link between service delivery, climate risks to infrastructure and the costs of service delivery.

#### Deliverables:

- Summary of public engagement.
- Community contact list for non-governmental partners.

### Workshop 2: Partner Municipality Workshop

After the 3-4 participating municipalities have committed to the project, AIM Network will facilitate a joint planning session. The goal is to review sample partnering agreements, define each municipality’s key climate concerns, identify common ground for potential future partnerships, update the workplan with all input and finalize a schedule and agenda for the Climate Summit.

#### Deliverables:

- Compiled climate risks and opportunities for collaboration.
- Short list of potential future partnerships.
- Updated program workplan.
- Schedule and agenda for the Climate Summit
- High level review of REMO policies and procedures.

### Workshop 3: Partnering Agreements

A one-day workshop to develop draft partnering agreements, draft terms of reference for a regional climate group, review policies, draft climate risk profiles, draft climate level of service targets and identify projects to include in five-year capital plans.

#### Deliverables:

- Draft partnering agreement
- Updated draft asset management policies.
- Climate risk profile
- Draft climate level of service targets and probable costs.
- Draft regional climate group terms of reference.
- Project(s) that will be jointly delivered in five-year plans

### Workshop 4: Wrap Up

Participants will gather for a facilitated workshop to identify lessons learned, review / complete outstanding documents and schedule follow up activities.

#### Deliverables:

- Compiled deliverables package
- Lessons learned and next steps

**(Note: Municipalities may use their Gas Tax Funds for this Program.)**



## Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4  
Phone: 902.543.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)

June 21, 2022

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

Dear Mayor and Councillors:

The Policy & Strategy Committee, in session on Tuesday, June 21, 2022, made the following recommendations to Council:

1. That Municipal Council adopt the proposed amendments to MODL – 051 Personnel Policy, as presented, and hereby gives seven days' notice of intention to approve the policy at the June 28, 2022, Council meeting.
2. That Municipal Council approve the applications for the 2022-23 Annual Operating Grant Program in the amount of \$48,875, as presented.
3. That Municipal Council approve the applications for the 2022-23 Major Recreation Capital Grant Program in the amount of \$36,600, as presented.
4. That Municipal Council under MODL Policy 043, approve the late applications received from Friends of DesBrisay for the 2022-2023 Annual Operating Grant, in the amount of \$2,500, as presented; and Mahone Bay Founders Society, for the 2022-2023 Annual Operating Grant, in the amount of \$1,500, as presented.

Respectfully submitted,

Chairperson and Members  
Policy & Strategy Committee

/jp

**Council**  
Item: #10.1.1  
Date: June 28, 2022  
Authorization: T. MacEwan



## Municipality of the District of Lunenburg

### Report to Council

**Report To:** Mayor and Municipal Council Members  
**Submitted By:** April Whynot-Lohnes, Municipal Clerk  
**Date:** June 21, 2022  
**Re:** Proposed Amendments, Policy MODL-051 "Personnel"

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Article 2 of MODL's personnel policy requires a review of the policy every 4 years. The Employee Engagement Committee has proposed amendments to three articles in the policy and the recommendations have been reviewed by the directors.

The attached proposed amendments expand the scope and revise the name of the employee committee, addresses gaps in compensation for acting pay and revises the cost-sharing of the health and dental benefits.

Section 48(1) of the Municipal Government Act states, "Before a policy is amended, the Council shall give at least seven days' notice to all council members." The required 7 days notice to consider and approve the amendments was given at the Policy and Strategy Committee meeting on June 21, 2022.

To adopt the proposed amended Policy 051 Personnel, the following motion is required:

**"that Municipal Council approve amended Policy 051, Personnel policy, as presented".**

Signature \_\_\_\_\_

Attachments



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Policy & Strategy Committee

**Submitted by:** Alex Dumaresq, Deputy CAO  
April Whynot-Lohnes, Municipal Clerk

**Date:** June 21, 2022

**Re:** Personnel Policy Revisions – MODL 051

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#### **Recommendation**

**“Move that the Policy and Strategy Committee recommend that Council adopt the proposed amendments MODL – 051 Personnel Policy, as presented, and hereby gives seven days’ notice of intention to approve the policy at the June 28, 2022, Council meeting.”**

#### **Executive Summary**

Article 2 of MODL’s personnel policy requires a review of the policy once every 4 years. As part of the municipality’s efforts to increase engagement, a new Employee Engagement Committee was formed to increase input from staff on operational matters and to discuss issues related to the personnel policy.

The recommendations below have been developed by the staff committee, reviewed by the directors and are recommended to Council for approval. The committee is making use of these first relatively minor revisions as a pilot for staff engagement on the personnel policy review, and over the course of the next year, the committee will be completing a review of all articles of the personnel policy.

## **Discussion**

### **Article 2 – Employee Committee**

The proposed changes expand the scope and revise the name of the employee committee. The changes are recommended as they expand the number of staff involved in the work of preparing and considering possible policy changes and are designed to increase buy-in and engagement among staff.

### **Article 9 – Acting Pay**

The proposed changes address gaps in compensation for acting pay. The provisions only apply where the employee is formally appointed, the period spans more than 3 weeks, and is not to cover regular vacation time of another employee. The proposed change adjusts the calculation of acting pay to reflect the scenario where there is a significant increase in the level of responsibility required of the employee, and includes the full period of time that the employee is appointed to fill the more onerous position.

### **Article 20 – Health and Dental insurance plan**

The proposed change revises the cost-sharing of the health and dental benefits from 50% employer share to 75% employer share. The change brings the cost-sharing for this benefit in line with other benefits provided by the municipality such as accidental death and dismemberment and long-term disability insurance.

### **Budget implications**

The first two proposed amendments do not have a material impact on the municipality's budget. The amendment to the cost-sharing ratio for health benefits will increase municipal costs by \$55,121. Funds have been included in the 2022/23 municipal budget to accommodate this change.

### **Accessibility Considerations**

The proposed changes either maintain or increase support for equity seeking groups, including persons with disabilities. All policy revisions also undergo a review to ensure that the documents are published according to accessible document standards.

### **Conclusion**

The proposed changes reflect the work of the employee engagement committees first efforts at an engaged staff team that collaborates to make improvement to MODL's workplace and processes.

<b>Department</b>	Administration
<b>Report Prepared by</b>	Alex Dumaresq, Deputy CAO April Whynot-Lohnes, Municipal Clerk
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

## Municipality of the District of Lunenburg POLICY

Title: <b>Personnel Policy</b>	
Policy No. <b>051</b>	
Effective Date: November 10, 2009	Amended Date: Sept. 11, 2018 to be effective Oct. 1, 2018; June 25, 2019; July 28, 2020

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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 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 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~~ **EMPLOYEE ENGAGEMENT** COMMITTEE

2.01 The ~~Staff Resources~~ **Employee Engagement** Committee is responsible for engaging staff on matters related to the personnel policy, and making recommendations to the Directors on changes to the policy. The membership, role and functioning of the committee is outlined in a terms of reference approved by the CAO. ~~of for the oversight and administration of the Personnel Policy. The Committee shall be comprised of the Chief Administrative Officer (“CAO”), the Municipal Clerk, the Payroll and Benefits Administrator, one Manager/Director, and on staff person.~~

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 suggesting changes to the Personnel Policy. Recommendations **on policy revisions** from the ~~Staff Resources~~ **Employee Engagement** Committee will be reviewed by management **the Directors** with final recommendations taken to the ~~Finance Committee~~ for review and recommendation Council for **deliberation and approval.**

2.03 ~~The Staff Resources Committee can utilize internal or external resources as required to fulfill the Terms of Reference.~~

### ARTICLE 3 - NO DISCRIMINATION

- 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) gender;
  - (f) sexual orientation;
  - (g) physical disability or mental disability;
  - (h) an irrational fear of contracting an illness or disease;
  - (i) ethnic, national or aboriginal origin;
  - (j) family status;
  - (k) marital status;
  - (l) source of income;
  - (m) political belief, affiliation or activity;
  - (n) that individual's association with another individual or class of individuals having characteristics referred to above.
- 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.

#### **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 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 - HIRING, TRANSFERS, VACANCIES AND PROMOTIONS

- 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.
- 5.03 As determined by the CAO, there is no requirement to post available positions internally before proceeding to an open competition if the CAO determines that it is more appropriate, having regard to the requirements of the particular position, it may move directly to an open competition.
- 5.04 Articles 5.01 and 5.03 do not apply to management positions, including those of CAO, Deputy CAO, and all director level positions. Management positions shall be filled after appropriate posting of the position using various recruitment techniques or through an employment consultant.
- 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) The appointment shall be made by the CAO or Department Manager once the successful applicant has submitted a Vulnerable Sector Criminal Records Check and, if required, a Child Abuse Registry Check.
- 5.06 In the case of an internal competition, the competition will be open to all employees. 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.
- 5.07 Where the CAO determines that an open competition is more suitable, the process 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) The advertisement shall include a brief description of the duties required, qualifications preferred and a closing date for receipt of applications;
  - (c) Applications will be screened by the CAO or Department Manager;
  - (d) Interviews shall be conducted by the CAO or Department Manager;
  - (e) Once a determination is reached, the CAO or Department Manager shall oversee compliance with the remaining hiring procedures.

## Hiring Procedures

- 5.08 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 Department Manager.
- 5.09 Prior to employment, all persons must submit at least three references, including one from a former or current employer.
- 5.10 All applicants to the Municipality may be required to submit various records checks as part of the application process.
- 5.11 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 reimbursed by the Municipality.
- 5.12 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.
- 5.13 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.
- 5.14 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.
- 5.15 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.
- 5.16 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.
- 5.17 If the 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.
- 5.18 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 6 - SICK LEAVE

- 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.
- 6.02 Permanent full-time employees and those designated by the CAO become eligible for sick leave as it is accrued. An employee shall begin accumulating sick leave on the first of the month following one (1) month of employment.
- 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.
- 6.04 During each fiscal year (April 1 - March 31), 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.
- 6.05 If a medical certificate is required pursuant to Article 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 6.04, may result in discipline up to and including termination.
- 6.06 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.
- 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.
- 6.08 Employees claiming sick leave must complete the appropriate forms. If those forms are not completed, pay for said days will be deducted.
- 6.09 During each fiscal year (April 1 - March 31), an employee who has accumulated sick leave may take up to 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.

## **ARTICLE 7 - METHOD OF PAYMENT**

- 7.01 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.
- 7.02 Each employee shall complete the appropriate forms required to ensure that they may become part of the Municipality's direct deposit system, returning the completed forms to Payroll Administration.
- 7.03 All salaried employees are paid up to and including the Saturday, two (2) days, following the normal pay date.
- 7.04 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 8 - RECOGNITION AWARDS

- 8.01 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.
- 8.02 The Municipality recognizes and rewards 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 - Gift – Value \$20.00 & Letter/Certificate
  - (b) 10 Years of Service - Gift– Value \$30.00 & Letter/Certificate
  - (c) 15 Years of Service - Gift– Value \$40.00 & Letter/Certificate
  - (d) 20 Years of Service - Gift– Value \$50.00 & Letter/Certificate
  - (e) 25 Years of Service - Gift– Value \$60.00 & Letter/Certificate
  - (f) 30 Years of Service - Gift– Value \$70.00 & Letter/Certificate
  - (g) 35 Years of Service - Gift– Value \$80.00 & Letter/Certificate
  - (h) 40 Years of Service - Gift – Value \$100.00 & Letter/Certificate\
- The staff person responsible for purchasing the gifts will be assigned by the CAO.
- 8.03 Years of Service awards shall be presented at the December Council dinner function for staff.
- 8.04 Actual years of service shall be determined using the calendar years of continuous employment with the Municipality as of December 31<sup>st</sup> 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 9 – SALARIES

9.01 All Municipal employee salaries will be governed by the Salary Administration Policy (MODL-045).

### 9.02 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~~ **24 calendar** days, 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.~~

**9.03 Acting pay commences on the first day of the assignment and will be equal to the greater of**

- (a) A 10% increase on the employee's pay; or**
- (b) An increase bringing the employee's pay up to the bottom step of the salary scale of the temporarily vacant position.**

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

## ARTICLE 10 - TRAVEL AND MEAL ALLOWANCE

- 10.01 Any employee authorized to use their own vehicle for employment purposes shall be paid a kilometrage allowance at the rate stipulated, from time to time, by the Province of Nova Scotia as the maximum kilometrage rate for its employees (**amended June 25, 2019**).
- 10.02 Kilometrage is paid from a staff person's residence or normal place of employment, whichever is less, if travelling on municipal business.
- 10.03 An employee must request authorization from the CAO or Department Manager, in order to use their private vehicle and claim kilometrage amounts for business outside of the 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.
- 10.04 Travel and meal allowances that qualify as taxable benefits under the *Income Tax Act* will be shown on the employee's T4.
- 10.05 Where the 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.
- 10.06 Where practical and available, the CAO or Department Manager may require its employees to carpool if more than one employee is required to travel for the same employment purpose.
- 10.07 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*.
- 10.08 Any employee who is required to attend any program shall be reimbursed for transportation, lodging and meals, in accordance with rates approved by Council.
- 10.09 An employee required to travel on business for the Municipality may claim 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 their residence before 6:30 p.m.
- Itemized receipts must be submitted for reimbursement.
- 10.10 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.
- 10.11 Employees required to work overtime shall be compensated for meals as noted in Article 12.03.

## ARTICLE 11 - HOURS OF WORK

- 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
- 11.02 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 12 - OVERTIME

- 12.01 Overtime shall be all hours worked in excess of the employee's ordinary work week, as determined pursuant to Article 11, and authorized in advance by the Department Manager, or their designate, prior to the scheduled overtime shift.
- 12.02 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 holiday as defined in this policy, the employee shall be paid at a rate of two times the employee's regular hourly rate;
  - (b) The employee may opt to bank all overtime as straight time, up to a maximum of five (5) working days. 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 supervisor;
  - (d) When an employee takes banked overtime off, the employee can only take time off in a minimum of half-hour increments;
  - (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.
- 12.03 When an employee is required to work three or more consecutive hours before or after their regular shift, the employee shall be entitled to reimbursement for meals as outlined in Article 10.09 (a), (b) and (c).
- 12.04 All employees who are called back to work shall be paid for kilometrage or a meal except on Saturdays, Sundays and holidays, at which time employees shall be entitled to receive both kilometrage and reimbursement for meals, subject to the terms set out in this policy.
- 12.05 When an employee is called back to work 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 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.
- 12.07 All authorized overtime worked must be completed on the appropriate form and submitted to the employee's Department Manager or supervisor.
- 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 – 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.

12.09 The Municipality will pay an employee of the Wastewater Operation two-hundred dollars (\$200) per week for performing on-call.

On-call means assigned to be on standby and available to log in to the SCADA system and/or report to the worksite in response to alarms or emergencies as a part of the scheduled on-call rotation of the Wastewater Operation.

On-call compensation shall be based on a seven (7) calendar day schedule for coverage during non-working hours.

Compensation for on-call may be pro-rated to a daily rate in the event that the period of on-call performed by an employee is less than seven calendar days.

If, during the on-call shift, the employee must log-in using the SCADA system and/or report to the worksite, compensation will be in accordance with Article 12.06 of the Personnel Policy.

The rate of compensation for on-call shall be subject to an annual CPI adjustment in accordance with Municipality's Salary Administration Policy. The CAO may also direct staff to conduct a periodic market review for the purpose of determining whether an adjustment to the rate is warranted.

**(amended June 25, 2019)**

## ARTICLE 13 - HOLIDAYS

13.01 Holidays for all staff 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
- (c) Good Friday
- (d) Easter Monday
- (e) Victoria Day
- (f) Canada Day
- (g) Natal Day (first Monday of August)
- (h) Labour Day
- (i) Thanksgiving Day
- (j) Remembrance Day
- (k) Christmas Day
- (l) Boxing Day
- (m) Half day the last working day before Christmas  
Half day the last working day before New Year's Day

13.02 The office will close for the entire day the last working day before Christmas Day and New Year's Day. 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.

## ARTICLE 14 - PREGNANCY AND PARENTAL LEAVE

- 14.01 Pregnancy leave is available to any employee. 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.

- 14.02 Parental leave is available to any employee 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.

- 14.03 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*.

- 14.04 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.

- 14.05 Where the employee opts to maintain the benefit plan referred to in Article 14.04, the employee shall enter into an arrangement with the Municipality to pay any costs required to maintain the benefit plan or plans and the Municipality shall process any documentation and payments as arranged. The Municipality will continue to be responsible for its share.

- 14.06 Notwithstanding Article 14.02, 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 15 - IN-SERVICE TRAINING**

- 15.01 The Municipality shall provide, in its annual budget, funds for professional development, such as courses and seminars.
- 15.02 The courses and seminars for those attending are to be approved by the CAO or Department Manager.
- 15.03 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 callback pay. Employees will not be paid for hours outside their regular scheduled hours.
- 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 17 - ASSOCIATION DUES**

17.01 The Municipality may pay annual Association or Professional dues for employees, subject to the approval of the CAO or Department Manager.

**ARTICLE 18 - RETIREMENT AND PENSION PLAN (amended July 28, 2020)**

- 18.01 Effective March 1, 2020, the Municipality became a participant in the Nova Scotia Public Service Superannuation Plan ("PSSP") as an employer.
- 18.02 All new and current Permanent Full-time Employees and Permanent Part-time Employees shall participate in the PSSP in accordance with the eligibility and other rules of the PSSP.
- 18.03 Temporary Employees shall not be entitled to participate in the PSSP, unless otherwise expressly permitted by the Municipality pursuant to the terms of their Employment Contract or Letter of Hire.

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

- 19.01 Life Insurance, Long-Term Disability, and Accidental Death and Dismemberment Plans are mandatory for all new 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 are determined pursuant to the relevant provisions of the Plan(s).
- 19.02 The Municipality shall pay 75% of the premiums and the remaining 25% shall be deducted from the employee's salary.

## ARTICLE 20 - HEALTH AND DENTAL INSURANCE PLAN

- 20.01 Health and dental insurance is mandatory for all new employees who meet the criteria of eligibility. Coverage under the plan is pursuant to the relevant terms and provisions of the Plan.
- 20.02 The Municipality shall pay ~~50~~ 75% of the premium and the remaining ~~50~~ 25% shall be deducted from the employee's salary.

## ARTICLE 21 - VACATION

- 21.01 All permanent full-time employees employed as referred to in Article 1.05 are entitled to an annual vacation with pay.
- 21.02 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.
- 21.03 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.
- 21.04 Carry-over over and above Article 21.03 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.
- 21.05 Vacation entitlement shall be pro-rated for employees who have been off on an approved unpaid leave of absence.

- 21.06 All temporary/permanent part-time employees shall be entitled to vacation leave and/or vacation pay as per the *Labour Standards Code*.
- 21.07 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, supervisor or CAO.
- 21.08 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.
- 21.09 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, EI 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 22 - GRIEVANCE PROCEDURE

22.01 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.

22.02 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.

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

## ARTICLE 23 - TERMINATE, LAY OFF AND SEVERANCE

- 23.01 The Municipality shall not terminate or lay off an employee, unless the employee has been guilty of willful misconduct or disobedience 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.
- 23.02 Article 23.01 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.
- 23.03 Article 23.01 does not apply to an employee employed for a definite term or task for a period not exceeding twelve months.
- 23.04 Article 23.01 does not apply to an employee who has been offered reasonable alternate employment by the Municipality.
- 23.05 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.
- 23.06 Employees who wish to terminate their employment shall notify management in writing, in accordance with the *Labour Standards Code*.
- 23.07 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.
- 23.08 Acceptance of any pay in lieu of notice paid pursuant to Article 23.05 shall be deemed to release the Municipality from any future claims for increased notice or pay in lieu of notice.

## **ARTICLE 24 - BEREAVEMENT LEAVE**

24.01 An employee may be granted up to five (5) working days leave, with approval of the CAO or 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.

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

24.03 An employee may be granted up to one (1) working day leave, with the approval of the CAO or 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.

24.04 An employee may be granted up to one-half (1/2) working day, with the approval of the CAO or 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.

24.05 An employee may be granted up to one-half (1/2) working day of unpaid leave, with the approval of the CAO or 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 may be 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 25 - COMPASSIONATE CARE LEAVE

25.01 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 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.

25.02 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.

25.03 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.

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

25.05 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 25.01 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.

25.06 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 fifty-two weeks following the first day of the week referred to in Article 25.01.

25.07 Prior to authorizing leave under this article, the employee must provide the Municipality with a copy of the certificate referred to in Article 25.01.

25.08 It is the employee's responsibility to advise the Municipality as soon as they become aware that they will require compassionate care leave, or as soon as they develop the intention to take compassionate care leave pursuant to the terms of this article.

- 25.09 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.
- 25.10 Where the employee opts to maintain the benefit plan referred to in Article 25.09, the employee shall enter into an arrangement with the Municipality to pay any costs required to maintain the benefit plan or plans, and the Municipality shall process any documentation and payments as arranged. The Municipality will continue to be responsible for its share.

## **ARTICLE-26 - COURT AND OTHER LEAVE OF ABSENCE**

### COURT

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.

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.

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.

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.

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.

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

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 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 their benefit plan could be exercised to avoid any interruption in benefits.

26.09 Where the employee opts to maintain the benefit plan referred to in Article 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 27 - EDUCATIONAL LEAVE**

27.01 Any 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.

## **ARTICLE 28 - OCCASION FUND**

- 28.01 Permanent full-time employees will have \$20.00 deducted annually, from their salary, at the beginning of each fiscal year.
- 28.02 The Municipality shall match dollar for dollar the total amount deducted referred to in Article 28.01.
- 28.03 The Municipality agrees that the fund is accounted for separately on the Municipality's books.
- 28.04 All expenditures for use of this fund must be approved through the Municipality's purchase order procedures.
- 28.05 Any surplus funds remaining at the end of each year from the Pop Fund and Occasion Fund will be put towards the Christmas Function.
- 28.06 Occasion Fund monies shall be disbursed as per the relevant provisions of the Occasion Fund Policy.

## **ARTICLE 29 - CLOTHING**

- 29.01 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.
- 29.02 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.
- 29.03 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 30 - GIFT CERTIFICATES**

- 30.01 The Municipality shall issue a gift certificate in the amount of \$75.00 to employees referred to in Article 1.05 for Christmas.
- 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.
- 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 31 - DISCIPLINARY PROCEDURE

31.01 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 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 their Department Manager.
- (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.

### 31.02 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);

### 31.03 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;
- Use of profanity; and
- Final step in the Municipality's Disciplinary Procedure.

## **ARTICLE 32 - CONFLICT OF INTEREST**

- 32.01 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.
- 32.02 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.
- 32.03 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.
- 32.04 All employees shall comply with the approved Code of Conduct Policy (MDL-37) of the Municipality.

## ARTICLE 33 - WORKPLACE HARASSMENT AND BULLYING

33.01 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.

33.02 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.

33.03 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, gender or sexual orientation;
- Practical jokes causing embarrassment or awkwardness;
- Demands for sexual favours;
- Leering or other suggestive gestures; and
- Unwanted physical contact.

33.04 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.

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.

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.

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.

### 33.09 Complaint Procedure:

A person who considers that they have 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 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.

### 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.

### 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.

33.12 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.

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.

33.14 The prevention and reporting of harassment and bullying situations is the responsibility of all employees.

**ARTICLE 34 - SAFETY**

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

## **ARTICLE 35 - PERSONNEL RECORDS**

35.01 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;
- Child Abuse Registry Check (where applicable);
- Use of equipment forms;
- Disciplinary letters;
- Salary adjustment notification; and
- Various benefit plan forms.

35.02 Employee personnel files are strictly confidential. An employee or 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 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.

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

## **ARTICLE 36 - USE OF TECHNOLOGY**

- 36.01 The Municipality provides its employees with the necessary technology to facilitate communication among personnel and clients and other parties in connection with its business.
- 36.02 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 6, 24 and 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 Notice to Council Members of Intent to consider	<u>November 2, 2009</u>
Date of Adoption	<u>November 10, 2009</u>
Date of Notice to Council Members of Intent to Amend	<u>September 4, 2018</u>
Date of Approval of Amendment to be effective October 1, 2018	<u>September 11, 2018</u>
Date of Notice to Council Members of Intent to Amend	<u>June 18, 2019</u>
Date of Approval of Amendment	<u>June 25, 2019</u>
Date of Notice to Council Members of Intent to Amend	<u>July 14, 2020</u>
Date of Approval of Amendment	<u>July 28, 2020</u>

I certify that this "*Personnel Policy – MDL-51*" was adopted and amended by Council as indicated above.



September 15, 2020

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

**Council**  
Item: #10.1.2  
Date: June 28, 2022  
Authorization: T. MacEwan



## Municipality of the District of Lunenburg

**TO:** Municipal Council  
**FROM:** Tissy Bolivar, Acting Director of Recreation, Parks & Tourism  
**RE:** Annual Operating and Major Recreation Capital Grants  
**DATE:** June 21, 2022

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### **Recommendations:**

“that the Policy & Strategy Committee recommends to Municipal Council that Municipal Council approve the applications for the 2022-23 Annual Operating Grant Program in the amount of \$48,875, as presented.”

“that the Policy & Strategy Committee recommends to Municipal Council that Municipal Council approve the applications for the 2022-23 Major Recreation Capital Grant Program in the amount of \$36,600, as presented.”

“that the Policy & Strategy Committee recommends to Municipal Council that Municipal Council, under MODL Policy 043, approve the late applications received from Friends of DesBrisay for the 2022-2023 Annual Operating Grant, in the amount of \$2,500, as presented; and Mahone Bay Founders Society, for the 2022-2023 Annual Operating Grant, in the amount of \$1,500, as presented.”

### **Background:**

Each year the Municipality of the District of Lunenburg offers an Annual Operating Grant (AO) and Major Recreation Capital Grant (MRC) program to its non-profit groups to support the many volunteers and volunteer groups that make our communities better places to live, work and play.

This year, the Municipality of the District of Lunenburg received applications by the deadline of March 1<sup>st</sup>, totalling \$102,250 for Annual Operating Grants, a 25.47% increase on the requests in 2021/22, and a total of \$47,000 in requests for Major Recreation Capital grants, an increase of 36.17% on requests in 2021/22. Two late applications were received for Annual Operating Grants for a total of \$8,000. This year’s applications include requests from ten new

organizations for assistance in annual operating expenses, and there were six organizations who historically have asked for help, but this year did not submit applications.

As with every year, there were more requests than funds available. The 2022/23 budget for contingency grants (a combined account to provide funding for both Annual Operating Grant and Major Recreation Capital Grant requests) is \$100,000. There is already committed expenditure for unclaimed balances from 2020/21 and 2021/22 in these grant categories of \$6,437.50 leaving the amount of \$93,562.50 to award to new applications. It is worthy to note, that following last year’s awards, two applications for Major Recreation Capital Grants were received later in the year, resulting in a further \$20,000 being awarded; money was found from other grant accounts to fund these.

**Summary:**

Based on the significant increase in requests, we have reviewed applications on a “needs” basis and have scaled the award percentages based on the projected deficits/profits of each organization, reflected in the budgets submitted. Any expected MODL grant revenue was excluded from each organization’s revenue to determine projected deficits/profits. Below are the percentages we worked with.

<b>Predicted Deficit</b>	<b>Percentage of Ask awarded</b>
\$-15,000+	100%
\$-10,000-\$-14,999	75%
\$-1,000-\$-9,999	50%
\$0.00-\$-999 (Break-even)	25%
Profit Shown	0%

GRANT SUMMARY (Budget \$93,562.50)	Requested 2022-23	Recommendation
Annual Operating	\$102,250	\$48,875
Major Rec. Capital	\$47,000	\$36,000
Late Applications	\$8,000	\$4,000
<b>TOTALS</b>	<b>\$157,250</b>	<b>\$84,875</b>
REMAINING BUDGET	-\$63,687.50	\$4,687.50

Please see the attached spreadsheet for details of applications and the recommended awards.

The following pages provide more information on the organizations.

## Annual Operating Grants

### Organizational Overview

**Blockhouse and Area Ratepayers Kinship (BARK) – Registered in Council District 8**

The “Park” at the 4-way stop in Blockhouse is operated by BARK with a license from TIR to develop and operate the site. In its 4<sup>th</sup> year of operation, the focus is to provide a stopping point for locals and tourists, as well as a location for community events. They hope to be a community focal point to foster community spirit and provide outdoor entertainment opportunities such as musical concerts for the community at large.

Operational expenses include general park maintenance such as mowing, gardening, portable toilet rental, pathway widening to allow for benches, as well as event/program related costs, their revenue sources include vendor fees from the parking area, fundraising events, donations (in kind and cash) as well as membership dues.

**2022-2023: Amount Requested \$2,000, recommended amount \$500 (25%)**

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**Coastal Action Foundation – Registered in Town of Mahone Bay**

For over 25 years, Coastal Action’s goal has been to promote the restoration, enhancement, and conservation of the ecosystem through research, education, and action. This funding supports the water quality monitoring work under the LaHave River Watershed Project, involving water quality monitoring, habitat assessment and restoration, invasive species research and community outreach. Now in its 15<sup>th</sup> year, the LaHave River Watershed Water Quality Monitoring Program has become one of the strongest, longest-running water quality datasets in Atlantic Canada.

Operational expenses include staff salaries and benefits, laboratory fees, field equipment, office space and equipment, insurance, communications, and training. Their revenue sources are primarily through partnerships with Nova Scotia Power, NSAA Adopt-A-Stream, Atlantic Salmon Conservation Foundation, Town of Bridgewater and MODL and local volunteers.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,500 (50%)**

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**\*NEW\* DMC Boxing Club – Registered in Town of Bridgewater**

The facility offers a variety of both structured and unstructured opportunities for fitness for residents of MODL at low cost, including specialized offerings for children, seniors and people new to the sport. All the coaches lead classes on a volunteer basis to help keep participation affordable and accessible to a wide range of people with potential barriers to engagement. With MODL’s support, the club can put time and energy into program development to make movement a part of everybody’s regular lives.

Operation expenses include rent, insurance, power, equipment and supplies. Their revenue sources are program costs, donations and fundraising.

**2022-2023: Amount Requested \$5,000, recommended amount \$0**

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**Elderfit – Registered in Town of Bridgewater (LCLC) & Western Shore (Oak Island Resort)**

Elderfit is a water exercise program designed for seniors and the physically compromised, offering programs at a low cost so that more may participate. Elderfit’s mission is to raise awareness amount seniors to the health and lifestyle benefits of remaining physical and mentally active. At present, they operate eight weekly classes in two facilities in Lunenburg County with trained volunteer instructors.

Operational expenses include pool rental, instructor training, group events, administration costs and office expenses. Their revenue sources are program costs and fundraising.

**2022-2023: Amount Requested \$2,500, recommended amount \$1,250 (50%)**

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**\*NEW\* Flourish 55+ Healthy Activity Centre – Registered in Town of Bridgewater**

The Centre is for adults, 55+, living on the South Shore who want to pursue healthy ageing through social, mental and physical recreation activities, with currently around 100 members. Organized activities include, cards, games, music, book club, arts & crafts, quilting, strolling and Qi Gong. The group has carried out significant upgrades to their rented space on LaHave Street.

Operational expenses include wages & payroll, rent, office supplies, equipment and on-going repairs/maintenance. Revenue sources include membership, fundraising, grants and donations.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,500 (50%)**

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**Hinchinbrook Farm Society – Registered in Council District 8**

Hinchinbrook Farms operates a therapeutic riding program for families and young adults who are coping with mental challenges, mainly Autism Spectrum Disorder (ASD) and students from the Middle Level Connect Centre. The riding and outdoor recreational programming help users with sensory and anger management, social interactions, balance and physical fitness.

Operational expenses include payroll & benefits, insurance, office supplies & equipment and training. Their revenue sources include provincial and federal funding, MODL, provide and corporate donations, fundraising, and program fees.

**2022-2023: Amount Requested \$5,000 , recommended amount \$2,500 (50%)**

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**LaHave Islands Marine Museum Society – Registered in Council District 1**

The Society was established in 1978 to preserve, display, and be the depository of the history of the LaHave Islands and the areas inshore fisheries and owns the Museum building, the Community Hall on Bells Island and has responsibility for St. John the Evangelist Anglican Church. Two of these buildings hold heritage status. The museum welcomed 1,700 visitors in 2021 during a restricted season of only five days per week June 1<sup>st</sup>-September 1<sup>st</sup>.

Operational expenses include summer student wages and benefits, administration, facility maintenance, marketing, and programming. Their revenue sources include fundraising, donations, gift shop sales, federal and provincial grants, and membership dues.

**2022-2023: Amount Requested \$1,500, recommended amount \$750 (50%)**

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**\*NEW\* Lunenburg Academy Foundation – Registered in Town of Lunenburg**

The Academy is opening a Heritage Interpretive Classroom which will tell the story of the Academy in times of educational reform in the late 19<sup>th</sup> century and of the school’s integral place within the community during that period. The costs for running the classroom (predicted \$46,100 deficit) will be off set through the budget of the Academy foundation.

General operation costs include staffing, classroom costs, insurance and office expenses and supplies. Their revenue sources are through a capital campaign, donations and rentals.

**2022-2023: Amount Requested \$1,500, recommended amount \$0**

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**\*NEW\* Lunenburg County Hikers – Registered in Town of Bridgewater**

Lunenburg County Hikers is a dynamic hiking group that creates opportunities for people of all ages and abilities to walk, hike, meet people, live healthy and spend time outdoors. Members are introduced to the great hiking trails and natural footpaths in Lunenburg County and beyond. Everything is FREE and all are welcome.

Operational costs include insurance, RNS membership, satellite subscription, office and first aid supplies. Their revenue sources are donations and municipal grants.

**2022-2023: Amount Requested \$750, recommended amount \$375 (50%)**

**Lunenburg County Historical Society – Registered in Council District 2**

The Lunenburg County Historical Society maintain and operate the Fort Point Museum in LaHave. They conduct research, gather, compile, and preserve historic documents and artifacts, and provide historic education programs, events and celebrations.

Their operational expenses include staff salaries and benefits, facility maintenance, utilities, insurance and administration. Their revenue sources are donations, fundraising, government funding including grants, membership fees and gift shop sales.

**2022-2023: Amount Requested \$1,500, recommended amount \$750 (50%)**

---

**\*NEW\* Lunenburg Foundation for the Arts – Registered in Council District 9**

The Foundation is a support organization, dedicated to ensuring a vibrant future for the arts in Lunenburg County by advancing the understanding and appreciation of the arts. Working behind the scenes, they support seasoned and emerging artists of varied media, through bursaries, to help maintain the arts sector in Lunenburg County. The organization will upgrade their website this year to include donor management software.

Their operational expenses include website upgrade, grants to artists, high school bursaries, office administration costs. Their revenue sources are donations, Provincial government and fundraising.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,500 (50%)**

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**New Germany & Area Medical Centre – Registered in Council District 5**

The New Germany Medical Centre, now 27 years old, was built by the community and is maintained by the community through its Board of Directors. The facility enables the residents of New Germany and the surrounding areas, who are able to access the facility, services of the doctors and nurse practitioners, as well as the clinics which are held in normal times.

Their operational expenses include administration and facility maintenance, and earmarking funds for future building upgrades. Their revenue sources are rent, donations and fundraising.

**2022-2023: Amount Requested \$4,000, recommended amount \$2,000 (50%)**

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**Nova Scotia Sea School – Registered in Town of Lunenburg**

The Sea School offers multi-day sailing and wilderness programs for youth ages 12-19 in Lunenburg, exploring the coastline between Chester and the LaHave Islands. Their mandate is to provide experiential and adventure opportunities that transform how participants see themselves, the world around them and their capacity to contribute to society. The programs are skill-building and life-training courses and provide an essential leadership opportunity with the outcome of creating responsible citizens who contribute to society.

Their operational expenses include salaries and benefits, program costs, facility costs, and fleet costs. Their revenue sources include tuition fees, donations, and government grants.

**2022-2023: Amount Requested \$5,000, recommended amount \$5,000 (100%)**

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**Parkdale-Maplewood Community Museum - Registered in Council District 7**

This is one of three museums in the Municipality that fulfill the requirements for the Provincial Community Museums Assistance Program. It is dependent on all three levels of government as well as local volunteers to carry out their mission of preserving community history. They were unable to operate in 2020 due to Covid, however 2,867 volunteer hours were recorded.

Their operational expenses include salaries and benefits, program costs, facility costs, insurance, administration, and property taxes. Their revenue sources include donations, operating grants, fundraising, and membership dues.

**2022-2023: Amount Requested \$2,000, recommended amount \$1,000 (50%)**

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**Rossini Opera Festival (L.A.M.P.) – Registered in Town of Lunenburg**

Based in the Lunenburg Academy, LAMP is one of the most innovative and exciting post-graduate music schools in Canada. Anyone can attend a live music event at LAMP every year sixty free performances are given in the community. This year's Spring concert series presents Three Eras of Opera and the Fall season is already planned.

Their operational expenses include rent, salaries and benefits, performance fees, insurance and administration costs. Their revenue sources include government grants, donations, tuition fees, sponsorships and in a normal year, ticket sales.

**2022-2023: Amount Requested \$5,000, recommended amount \$5,000 (100%)**

---

**Royal Canadian Legion Br. 102, New Germany – Registered in Council District 5**

The Legion directly benefits the community of New Germany, members of the Legion and the veterans. The community depends on the Legion's facility to hold weddings, funerals, banquets, craft fairs, sports games, Canada Day and dances as there is no other building large enough to hold community functions. It has been identified that many upgrades/repairs are needed.

Their operational expenses include heating costs, insurance, building repairs and maintenance, wages and administrative expenses. Their revenue comes from rental, bar sales, memberships, grants and donations.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,500 (50%)**

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**\*NEW\* Seaside A Cappella Show Chorus Association – Registered in Council District 8**

The Chorus is an educational organization striving to teach women of all ages proper vocal and performance skills that enhances the quality of the chorus experience for members. Funding would enable the group to hire a professional vocal coach and help off-set costs of providing performances locally. The Chorus rehearses in Dayspring.

Their operational expenses include expenses, music purchase & licensing and rent. Their revenue comes from membership dues and fundraising.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,500 (50%)**

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**Senior Wheels – Registered in the Town of Bridgewater**

Senior Wheels provides a free bus service to seniors 60 plus years of age and disabled persons regardless of age. Area of operation is the Town of Bridgewater and a seven-kilometre radius from the Town boundary in the Municipality of the District of Lunenburg. From April 1, 2021 to December 31, 2021, they carried 2,244 passengers from the Town of Bridgewater and 365 from the Municipality of Lunenburg, almost back to pre-Covid levels.

Their operational expenses include fuel, repairs and maintenance, insurance, call centre, and advertising. Their revenue sources include donations, grants, bequests, advertising, and promotion.

**2022-2023: Amount Requested \$3,000, recommended amount \$3,000 (100%)**

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**\*NEW\* S.H.A.I.D Tree Animal Shelter – Registered in Council District 6**

The new SHAID In-Shelter Veterinary Hospital will start out small but has big dreams! This restricted service clinic will provide veterinary requirements to SHAID, off-setting expenses of over \$10,000 annually in services provided by local private hospitals. Once the centre's needs have been met, the clinic will be expanded to become a fully functional low-cost veterinary hospital that can be a self-supporting enterprise.

Operational expenses include animal expenses, salaries & wages, medical expenses and utilities. Revenue sources are from animal adoptions, bequests, donations and fundraising.

**2022-2023: Amount Requested \$5,000, recommended amount \$3,750 (75%)**

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**\*NEW\* South Shore Lightning Basketball Association – Registered in Council District 3**

This newly formed Basketball Club Association will be adding qualifying basketball programs and activities on the South Shore and funding will help with purchasing new equipment, securing gym rentals and bringing in quality instructors to help further develop the young athletes.

Operational expenses include equipment, gym rental, association fees and team gear. The revenue sources are from club fees, sponsorship and fundraising.

**2022-2023: Amount Requested \$5,000, recommended amount \$0**

---

**\*NEW\* South Shore Sexual Health – Registered in Town of Bridgewater**

Due to funding, the Centre is only usually able to from September to May each year. If applications for funding from MODL and other towns, municipalities and United Way are successful, the Centre would remain open year-round. The Centre offers drop-in guidance services, education sessions and support to vulnerable persons on stigmatized issues – unplanned pregnancy, transitioning and safer-sex practices.

Operational expenses include payroll, rent, insurance, supplies and Transformation Closet expenses. The revenue sources are from Sexual Health Nova Scotia, United Way, grants and donations.

**2022-2023: Amount Requested \$5,000, recommended amount \$3,750 (75%)**

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**South Shore Theatrical Players – Registered in Town of Mahone Bay/Council District 8**

South Shore Players provide entertainment, advance cultural development and foster talent through their live productions and workshops, also aiding in the promotion of local playwrights

as well as teaching skills involved in the behind-the-scenes aspects of live theatre. The Players are looking forward to moving to their permanent home once the re-fit of the Memorial Arena in Bridgewater is complete and have been planning financially toward this goal for a long time.

Operational expenses include rent, professional fees, supplies and insurance. Revenue sources are from ticket sales, sponsorship, donations, grants and workshops.

**2022-2023: Amount Requested \$2,000, recommended amount \$1,000 (50%)**

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**\*NEW\* St John's Anglican Church Hall – Registered in Council District 5**

The Hall is used for regular meetings and functions in the Community and has suffered some unexpected expenses recently with needing to replace a furnace, a second furnace will also likely need replacing. The Hall is seeking support in their operational costs as they have been unable to raise funds in their usual manner due to Covid.

Operation expenses include utilities, insurance and repairs. Revenue sources are predominantly through rental fees and fundraising.

**2022-2023: Amount Requested \$5,000, recommended amount \$0**

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**Tancook Island Recreational Centre Association – Registered in Council District 10**

The Tancook Island Recreational Centre is an integral part of the community, holding almost all the Island's extracurricular activities and events. Currently the Centre is used as the weekly gymnasium for the elementary school, a tourism centre during the summer months, a venue for the Island's events and gatherings and home to the local emergency response association.

Their operational expenses include repairs and maintenance, grounds care, insurance, programming and event supplies, and utilities. Their revenue sources include fundraising, donations, memberships, canteen, and sales.

**2022-2023: Amount Requested \$1,500, recommended amount \$1,500 (100%)**

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**The Society of St. Vincent de Paul – Registered in Town of Bridgewater**

Through the Society's Helping Neighbours-in-Need program, they aid individuals and families who need immediate help to meet their basic needs, such as power, rent, fuel, oil, firewood, medical supplies, eyeglasses, dental care, school supplies and a vast variety of other necessities. In 2021, their volunteers responded to 302 requests for assistance from residents of the MODL, a 56.47% increase from requests in 2020.

Their operational expenses include paying request costs for fuel, power bills, medical supplies, food, and rent. Their revenue sources include donations, bequests and funds from other registered charities.

**2022-2023: Amount Requested \$2,000, recommended amount \$2,000 (100%)**

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**Upper Cornwall Community Hall – Registered in Council District 7**

The Hall relies on the support of the community and volunteers to stay in operation, providing meeting space in the community to bring together residents. In the past it has provided weekly jam sessions, provided Good Friday supper and holds prize bingos. It is small community hall that fosters community development and brings community members together.

Their operational expenses include utilities, maintenance, insurance, grounds care, and supplies. Due to Covid restrictions they are not anticipating any revenue in 2022.

**2022-2023: Amount Requested \$2,500, recommended amount \$1,250 (50%)**

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**VON Canada (Lunenburg Branch) – Registered in Council District 8**

VON Canada works with their clients, employees, volunteers and partners to provide innovative clinical, personal and social support to people who want the comfort and peace of mind of living in their own homes and communities. All VON's Community Support programs are intended to increase the quality of life for seniors and those with medical concerns. Each program is designed to help people to continue to live independently in their own home for as long as possible.

Their operational expenses include salaries and benefits, automobile expenses and administrative costs. Their revenue sources are through grants and donations.

**2022-2023: Amount Requested \$2,000, recommended amount \$1,000 (50%)**

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**YMCA Lunenburg County – Registered in Town of Bridgewater**

The YMCA King Street Youth Centre provides a space to implement unique programming for the youth of our communities. It assists youth in developing positive friendships and growing up healthy. The youth centre provides a place where youth can gather and be themselves. Requested funding will be used to help support the programming currently offered, enhance programming and support the operations of the Youth Centre.

Their operational expenses include salaries and benefits, program supplies, lease and utilities, insurance, administration, and education. Their revenue sources include primarily youth grants, membership, fundraising, and YMCA funding.

**2022-2023: Amount Requested \$5,000, recommended amount \$0**

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## Major Recreation Capital Grants

### Organization / Project Overview

#### **Bridgewater Curling Club – Registered in Town of Bridgewater**

Bridgewater Curling Club is a recreational facility that offers curling to a wide range (age and ability) of residents of Lunenburg County and the Bridgewater area. Most of their curlers reside in the Municipality. Curlers range in age from 5 years to seniors and BCC accommodates individuals of varying degrees of physical abilities. The facility is also used for community events and senior groups for shuffleboard and socializing.

Project: To remove and replace walkways surrounding the curling ice surface.

Anticipated Project Costs: **\$24,945.56**

Anticipated Funding Sources: MODL, TOB, CCTH, the club itself and in-kind volunteer time.

**2021-2022: Amount Requested \$7,000, recommended amount \$3,500 (50%)**

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#### **Pine Grove Outdoor Play Association – Registered in Council District 6**

The MODL property, operated under management agreement by the Association, has facilities that promote sport and physical exercise – with an ice-rink, splash pad, walking trail, playground and much more. Since its inception, there has always been community desire for a slide.

Project: To purchase and install a play structure, with slide, aimed at children 18 months-2 years.

Anticipated Project Costs: **\$25,911.51**

Anticipated Funding Sources: MODL, Donations, Awesome Foundation, the Association itself and fundraising.

**2021-2022: Amount Requested \$10,000, recommended amount \$7,500 (75%)**

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**South Shore Fieldhouse Society / HB Studios – Registered in Town of Bridgewater**

HB Studios houses a turf field, sprint track, 4-lane oval track, fitness areas, meeting rooms and tenant spaces and will this year be adding two sensory rooms. It is a venue for many sports organizations, community groups, families and individuals who want to continue an active lifestyle.

Project: Includes upgrading wooden access stairs, replacement of entrance door, sprinkler head additions and walking track improvements.

Anticipated Project Costs: **\$126,315.00**

Anticipated Funding Sources: ACOA, MODL, TOB, Provincial Government and the Society itself.

**2021-2022: Amount Requested \$10,000, recommended amount \$7,500 (75%)**

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**South Shore Waldorf School - Registered in Council District 8**

SSWS is a strong and growing economic driver for MODL, attracting families internationally and nationally to move to the area. The school offers a learning community devoted to educating children within a non-competitive, arts enriched, academically rigorous curriculum.

Project: The installation and finishing (flooring, heating, services) of their YURT Project, which will be used as a classroom and an accessible community hub facility.

Anticipated Project Costs: **\$27,000**

Anticipated Funding Sources: Capital donation campaign, volunteer contributions, in-kind donations and MODL.

**2021-2022: Amount Requested \$10,000, recommended amount \$7,500 (75%)**

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### **St John's Anglican Church Hall – Registered in Council District 5**

The Hall is used for regular meetings and functions in the Community.

Project: Replacing vinyl siding, and basement door and installing a wheelchair ramp.

Anticipated Project Costs: **\$24,518.00**

Anticipated Funding Sources: MODL, Anglican Parish, Lions Club, Yoga Studio and the Church & Hall itself.

**2021-2022: Amount Requested \$10,000, recommended amount \$10,000 (100%)**

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## **Late Applications (Annual Operating)**

### **Organization / Project Overview**

#### **Friends of DesBrisay (DesBrisay Museum) – Registered in Town of Bridgewater**

The DesBrisay Museum is a community museum that houses the oldest history collection in Nova Scotia, and fifth oldest in Canada. It showcases the history of Lunenburg County, as well as highlighting its citizens, architecture, and culture. It is the only community museum in Lunenburg County which operates a year-round facility. A total of 1941 people visited the facility in 2021.

Their operational expenses include salaries and benefits, maintenance & repair costs, administration, professional development, and programming. Their revenue sources include grants from all levels of government, sponsorship, program fees and donations.

**2022-2023: Amount Requested \$5,000, recommended amount \$2,500 (50%)**

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#### **Mahone Bay Founders Society – Registered in Town of Mahone Bay**

The Mahone Bay Founders Society, founded in 1979, operates The Mahone Bay Museum serving the Mahone Bay and area. The museum protects and provides (on-site and on-line) access to the history of Mahone Bay area to prevent it from the being forgotten or lost. Dedicated volunteers plan and organize major events and campaigns as fundraisers.

Their operational expenses include salaries and benefits, administration, facility maintenance, utilities, programming, and event expenses. Their revenue sources include fundraising, program fees, donations, grants, and memberships.

**2022-2023: Amount Requested \$3,000, recommended amount \$1,500 (50%)**

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## Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4  
Phone: 902.543.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)



June 9, 2022

### Council

Item: #10.2

Date: June 28, 2022

Authorization: T. MacEwan

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

Dear Mayor and Councillors;

The Sustainability Committee, in session on Thursday, June 9, 2022, made the following  
recommendations to Council:

**“That Municipal Council set a community greenhouse gas emissions reduction target of 36%  
below the 2019 baseline emissions level by 2030, 70% below the 2019 baseline emissions by  
2040, and achieve net-zero greenhouse gas emissions by 2050.”**

Respectfully submitted,

Chairperson and Members  
Sustainability Committee

/jh



**Council**  
Item: #10.2.1  
Date: June 28, 2022  
Authorization: T. MacEwan

## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Municipal Council  
**Submitted by:** Abhi Jain, Sustainability Planner  
**Date:** June 28, 2022  
**Re:** Community Greenhouse Gas Emissions Reduction Target

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#### **Recommendation**

**At the Sustainability Committee on June 9, 2022 the Committee reviewed the staff recommendation and passed the following motion:**

“THAT Municipal Council set a community greenhouse gas emissions reduction target of 36% below the 2019 baseline emissions level by 2030, 70% below the 2019 baseline emissions by 2040, and achieve net-zero greenhouse gas emissions by 2050.”

#### **Staff recommendation presented to the Sustainability Committee:**

“THAT the Sustainability Committee recommend to Municipal Council to set a community greenhouse gas emissions reduction target of 30% below the 2019 baseline emissions level by 2030, 65% below the 2019 baseline emissions by 2040, and achieve net-zero greenhouse gas emissions by 2050.”

#### **Executive Summary**

The Municipality of the District of Lunenburg declared a climate emergency and joined the Federation of Canadian Municipalities' Partners for Climate Protection (PCP) in 2019. The Municipality committed to navigate the PCP 5-milestone framework by developing and implementing a Local Climate Change Action Plan (LCCAP). This report concerns the 2<sup>nd</sup> milestone of the PCP program: setting a community greenhouse gas emissions reduction target.

At the June 9, 2022 meeting of the Sustainability Committee, the Committee recommended that council set a community greenhouse gas emissions reduction target of 36% below the 2019 baseline emissions level by 2030, 70% below the 2019 baseline emissions by 2040, and achieve net-zero greenhouse gas emissions by 2050.

The staff on the other hand, recommended the Committee to recommend the council to set a community greenhouse gas emissions reduction target of 30% below the 2019 baseline emissions level by 2030, 65% below the 2019 baseline emissions by 2040, and achieve net-zero greenhouse gas emissions by 2050. The staff performed energy modeling of the proposed action items, and it has been assessed that a reduction of 18% in total community emissions will be achieved in ‘Business As Usual’ scenario and more than 12% of emissions reductions can be achieved through implementing the proposed actions. While the modeling is robust in estimating emissions reduction potential through existing federal and provincial government policies and plans, it has certain limitations including the inability to predict future federal and provincial policies and its respective impacts on MODL’s emissions reduction initiatives. A good example is the recent launch of *Canada Greener Homes Loan*<sup>1</sup> on June 17, 2022 by the Department of Natural Resources in partnership with CMHC (Canada Mortgage and Housing Corporation) to provide \$4.4 billion in interest-free loans, of up to \$40,000 per household, helping up to 175,000 homeowners complete extensive home retrofits on their principal residence. This initiative will enable MODL to pursue even higher emissions reduction target without experiencing further financial constraints.

While the staff recommended a lower emissions reduction target, it also supports the higher emissions reduction target put forth by the Sustainability Committee.

**Discussion**

PCP program, from ICLEI—Local Governments for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities, consists of a 5-milestone framework that helps municipality act against climate change by reducing emissions in the municipality and building climate resilient communities. The 5-milestones are as follows:



Milestone 1 requires municipalities to conduct an inventory and establish a greenhouse gases (GHGs) emissions baseline. MODL achieved its Milestone 1 by creating a community and corporate baseline emissions inventory for the year 2019. A community inventory includes buildings (residential, institutional, commercial, industrial), transportation, and solid waste sectors. A corporate inventory includes municipal buildings, fleet, street lighting, water and wastewater treatment, and corporate solid waste. In 2020 MODL also achieved Milestone 2 for the corporate sector by setting a corporate emissions reduction target of 40% emissions reduction below the 2019 baseline by 2030. This report

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<sup>1</sup> Canada Greener Homes Loan. <https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/canada-greener-homes-loan/24286>

concerns Milestone 2 for the community sector. Table-1 below captures MODL’s GHG emissions profile and its status.

<b>Table 1 - Municipality of the District of Lunenburg GHG Emissions Profile</b>		
<b>Community Emissions</b>		
<b>Baseline Emissions (2019)</b>	<b>GHG Emissions Reduction Target</b>	<b>Expected Annual Emissions by 2030</b>
314,346 tonnes CO <sub>2</sub> e per year	To be decided by June 2022	To be estimated by June 2022
<b>Corporate Emissions</b>		
<b>Baseline Emissions (2019)</b>	<b>GHG Emissions Reduction Target</b>	<b>Expected Annual Emissions by 2030</b>
1,190 tonnes CO <sub>2</sub> e per year	40%	714 tonnes CO <sub>2</sub> e per year

**Milestone 2: Community Emissions Reduction Target**

For PCP recognition of Milestone 2, there are three formal requirements:

- The target must clearly state whether it is for community or corporate emissions.
- The target must be an overall GHG reduction target in the form: % reduction from base year by target year
- The target must be adopted by council resolution

**Target setting methodology**

There are two primary methods of setting GHG targets, top-down and bottom-up, referring to the order in which the target and actions are developed. These methods are sometimes described as aspirational or pragmatic. Image 1 below shows the associated advantages and disadvantages for each method.

Top-down target setting implies that the target is chosen first and action planning and analysis occurs later. This method of target setting is sometimes referred to as aspirational or visionary. Top-down targets are usually based on targets established by other orders of government or recommended by other organizations. The most notable example is a dominant interpretation of what the Intergovernmental Panel on Climate Change (IPCC) indicates is necessary to stabilize the climate: “Global emissions reduction by 45% from 2010 levels by 2030 and reach net-zero by 2050.”

Bottom-up targets are selected after assessing the GHG reduction potential of various actions. Selected actions are analyzed to determine their impact on emissions by the target year. The level of analysis depends on the amount of detail, the scope of actions, and the available resources. The community sets its reduction target based on the actions it expects to implement.



Image 1- Target setting methods and associated advantages and disadvantages

**MODL Approach:**

Staff considered combination of both the methods to recommend a community emissions reduction target. In this way, both top-down and bottom-up aspects were considered, to ensure the recommended target is aspirational but at the same time realistic and achievable. Image 2 below shows the MODL approach and the associated considerations for top-down and bottom-up methods.

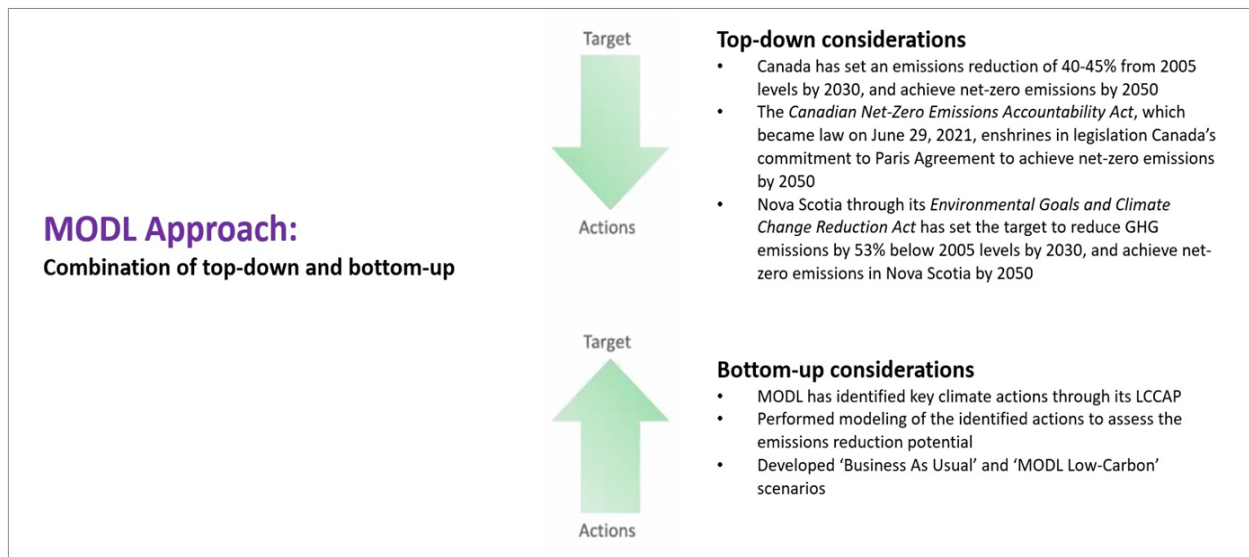


Image 2 - MODL approach in setting community emission reduction target

**Top-down considerations:**

At Federal level, in 2015, Canada signed the Paris Agreement, a legally binding international treaty on climate change. The goal of the agreement is to limit global warming to well below 2°C compared to pre-industrial levels, and to pursue efforts to limit the increase to 1.5°C, recognizing that this will significantly reduce the risks and impacts of climate change. Canada has set an emissions reduction of 40-45% below 2005 levels by 2030 and achieve net-zero emissions by 2050. This is also a first time when

Canada's emissions reduction target is enshrined in law. *Canadian Net-Zero Emissions Accountability Act*, which became law on June 29, 2021, enshrines in legislation Canada's commitment to Paris Agreement to achieve net-zero emissions by 2050. In 2022, Canada released its plan for achieving its target: '2030 Emissions Reduction Plan: Canada's Next Steps for Clean Air and a Strong Economy'.

At Provincial level, Nova Scotia through its *Environmental Goals and Climate Change Reduction Act*, has set the target to reduce GHG emissions by 53% below 2005 levels by 2030 and achieve net-zero emissions in Nova Scotia by 2050.

The recommended targets either by Sustainability Committee or by staff are in alignment with:

- Federal and Provincial emission reduction targets
- International efforts to limit global temperature rise to 1.5°C

**Bottom-up considerations:**

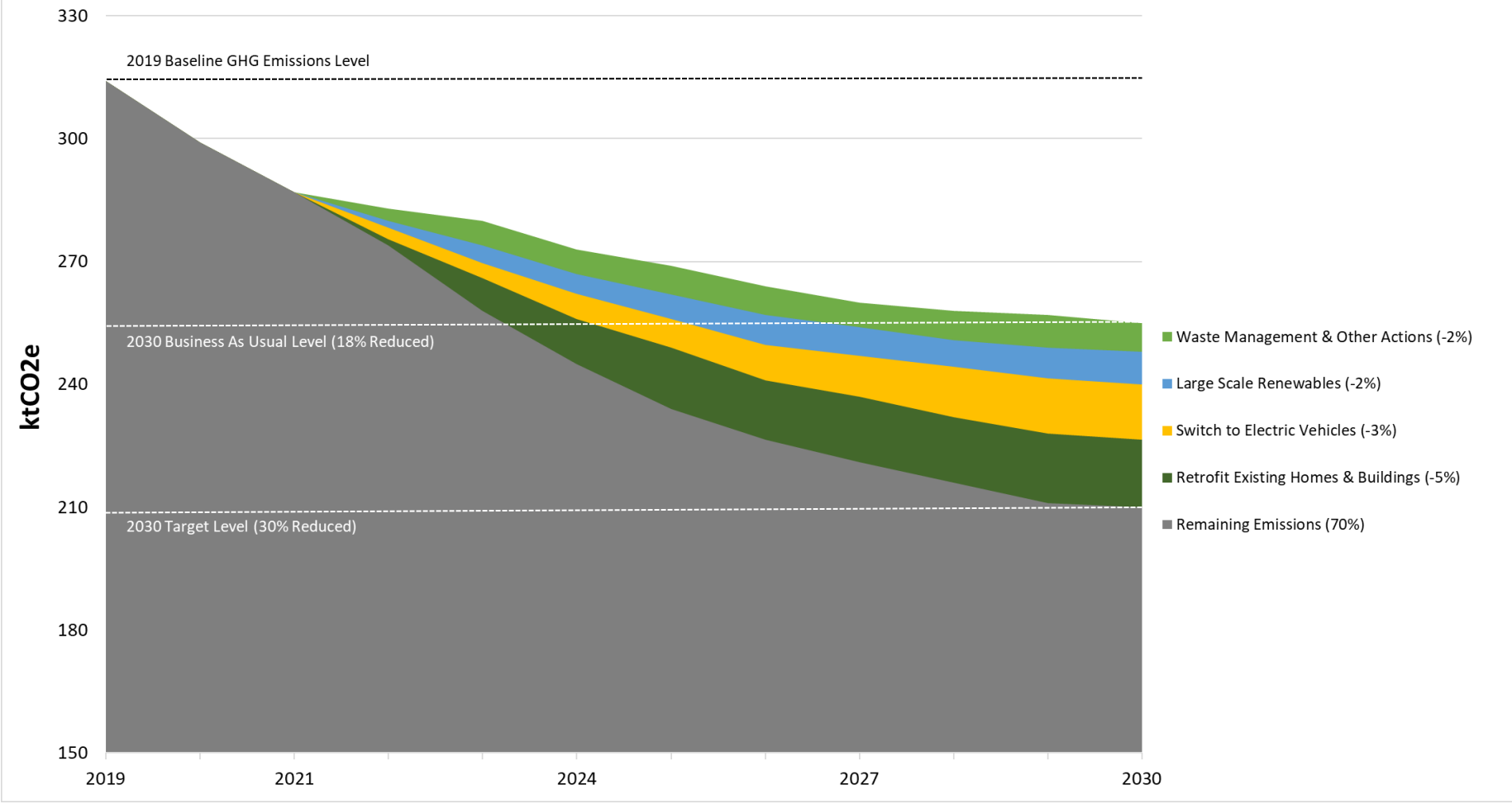
MODL has prepared a draft list of actions as part of its LCCAP to reduce its community GHG emissions and increase climate resilience. The identified actions were assessed for its GHG reduction potential and determine their impact on emissions reduction by 2030. Two modeling scenarios were created: 'Business As Usual' scenario and 'MODL Low-Carbon' scenario.

'**Business As Usual**' scenario assesses the impact on emissions reduction when Municipality does not act at all. It is estimated that the Community GHG emissions will reduce by 18% below 2019 baseline level by 2030. This is primarily achieved from Nova Scotia Power (NSP) grid becoming cleaner over time. The data used for the analysis is accessed from Natural Resources Canada (NRCan) and Canada Energy Regulator (CER). It is projected that the NSP grid's intensity of 720 grams of CO<sub>2</sub>e per kWh in 2019 will reduce to 431 grams of CO<sub>2</sub>e per kWh by 2030. For population data, in house population projection was performed by staff and it is expected that MODL's population will change from 25,545 in 2021 to 26,600 in 2030.

'**MODL Low-Carbon**' scenario assesses the identified actions in draft LCCAP for its impact on community GHG emissions reduction by 2030. Selected actions are analyzed to determine their impact on emissions by the target year. Running forecast, it is estimated that by implementing key action items such as retrofitting existing homes and buildings, large scale renewable energy project, solid waste management, and community members switching to electric vehicles, municipality can achieve additional 12% emissions reduction from Business As Usual scenario by 2030, leading to a total reduction of 30% below 2019 levels by 2030.

The Graph-1 below shows the 'MODL Low-Carbon' scenario with baseline as well as target emissions level highlighted.

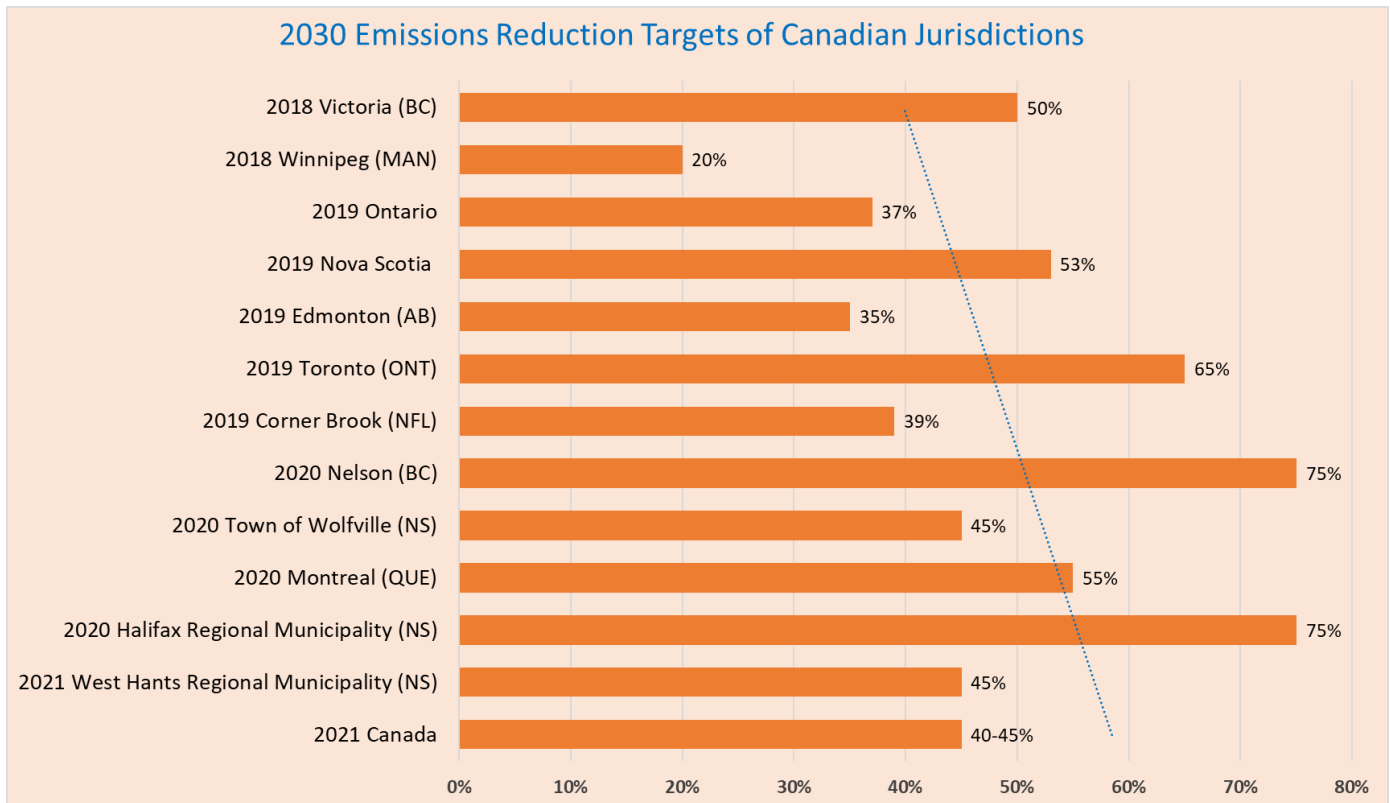
# MODL Low-Carbon Scenario



Graph 1 – MODL Low-Carbon Scenario

### Emissions Reduction Targets of Other Canadian Jurisdictions:

To make a better-informed decision, staff conducted jurisdictional scan to assess what other Canadian jurisdictions have set 2030 emissions reduction targets in the past 5 years, respectively. Graph-2 below shows the various governments in Canada and their respective 2030 emissions reduction targets. Over the past 5 years, adopted emissions reduction target have ranged between 20% and 75%; the trend over time, illustrated by blue dotted trend line, has been towards adopting increasingly ambitious targets. These targets are informative; however, staff recommends that the target should be set understanding Municipality's resource and financial capacity, rural geographics, demographics, factors outside of MODL's control such as NSP grid's carbon intensity.



Graph 2 – Emissions Reduction Targets of Canadian Jurisdictions

### Budget Implications

There are no budget implications to the motion of setting a community greenhouse gas emissions reduction target.

### Alternatives

In regard to setting community emissions reduction target, the Municipal Council has the following alternative options to choose from:

- Direct staff to revise the emissions reduction target; or
- Adopt an emissions reduction target other than the one recommended by the staff or Sustainability Committee

## Conclusion

LCCAP plays a crucial role in guiding MODL towards a climate resilient, healthier, and low-carbon future. Setting a community emissions reduction target will suffice the requirements of PCP milestone 2 and will facilitate the monitoring of progress towards reducing GHG emissions in the municipality.

The Sustainability Committee recommends to the Council to set a community greenhouse gas emissions reduction target of 36% below the 2019 baseline emissions level by 2030, 70% below the 2019 baseline emissions by 2040, and achieve net-zero greenhouse gas emissions by 2050; and

The staff recommended the Sustainability Committee to recommend Municipal Council to set a community greenhouse gas emissions reduction target of 30% below the 2019 baseline emissions level by 2030, 65% below the 2019 baseline emissions by 2040, and achieve net-zero greenhouse gas emissions by 2050.

Either of the recommended targets are both ambitious as well as achievable.

## Next Steps

- **June 28, 2022:** Council reviews Sustainability Committee's recommendations and approve a community emissions reduction target
- **July 14, 2022:** Sustainability Committee reviews and make recommendations to the Council to approve LCCAP's final list of actions
- **July 26, 2022:** Council reviews and approve the LCCAP's final list of actions

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Abhi Jain, Sustainability Planner
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

**Council**

Item: #11.1.1

Date: June 28, 2022

Authorization: T. MacEwan



## Municipality of the District of Lunenburg

10 Allée Champlain Drive Cookville Nova Scotia Canada B4V 9E4

### Office of the Mayor

Phone: 902.543.8181 Fax: 902.543.7123 [mayor@modl.ca](mailto:mayor@modl.ca) Web Site: [www.modl.ca](http://www.modl.ca)

June 28, 2022

**Via Email** [ammcdougall@cbrm.ns.ca](mailto:ammcdougall@cbrm.ns.ca)

Mayor Amanda McDougall  
NSFM President  
PO Box 34022  
RPO Scotia Square  
Halifax NS B3J 3S1

**RE: NSFM Survey**

Thank you for the opportunity to provide input into this important intergovernmental negotiation. Council has met to review the history and discussion questions and would like to offer the comments contained in this letter for your careful consideration.

As a general principle, Council is of the opinion that municipal governments know their local communities. Services that require local knowledge are best governed at the local level. Conversely, the span of control of municipalities is geographically limited. Where issues span boundaries, they are less suited to the municipal level, especially where there may be incentive to provide lower levels of service than a neighbouring municipality (e.g. social services).

Wherever there is an overlapping of jurisdictions, Council would urge that the review team work to clarify the division of roles between provincial and municipal governments, and wherever possible provide maximum discretion at the local level.

One further general comment is required: Any exchange proposed needs to be specific and clearly defined. This includes providing clarity on existing conditions and what elements of service are being transferred. Such as, capital costs operating costs planning functions

regulatory authority extent of discretion permitted in service level condition of existing assets, and current service levels. Without these details it is difficult to effectively comment on a proposed service exchange.

## **Question 2 - Municipal Responsibilities**

Services that should be maintained or assumed at the local level include:

- Land-use planning;
- Local public transit;
- Water & wastewater;
- Economic development;
- Recreation; and
- Building inspection.

In addition, Council is open to further discussion about municipalities assuming greater responsibilities for local roads and sidewalks.

Current road conditions on secondary and subdivision roads maintained by the province do not meet acceptable standards. In particular, many small bridges are in need of capital maintenance or reconstruction, and this work requires engineering expertise that municipalities currently do not have.

On a related note, the province currently has a centralized planning, design, and analysis function for roads that would not exist at the municipal level. Furthermore, the division of remote local roads from provincial roads could create inefficient and overlapping systems and would likely cause a loss of economies of scale. Also, Council is concerned that given the current economic conditions, it would be difficult for rural municipalities to acquire the necessary equipment and labour to perform these functions, while the private sector is increasingly consolidated which is an adverse environment for tendering this work.

These concerns do not eliminate the possibility of some type of service exchange for roads. The current "j-class road system" does not consistently apply the per kilometre fee across road classifications and municipalities. The rate charged does not recoup the actual costs required to maintain a road, and municipalities have no ability to impact the service level or annual maintenance. The system for approving capital upgrades is underfunded and does not provide sufficient local control for municipalities to address longstanding issues of disrepair.

Citizens would be better served by a system that allowed for more control by local governments of local roads. One option would be for rural municipalities to assume greater cost responsibilities for roads that are currently maintained by the province, using a more broadly applied per kilometre fee that better reflected the cost of maintaining the road. Municipalities could have greater responsibility but also control over when and to what

standard a road received capital upgrades. This could improve the current balance of service between types of governments, while also improving the ability of councils to make service delivery decisions that match the needs and priorities of our communities, without eroding the economies of scale provided by provincial management.

### **Question 3: Provincial Responsibilities**

As noted above, wherever the governance and policy questions extend beyond municipal geographic boundaries, or there is a compelling case for a uniform approach across the province, these services should become or remain a provincial responsibility. These include education, healthcare, corrections & justice administration, long term care, public health, community services & housing, environmental regulation, including noxious weeds.

Some services that should be provincial but require more detailed comment:

- a) **Education** should remain provincial and, in particular, the property tax should not be used to fund the service. Tax should be generated at the level of government where the authority to govern rests. The disposal of surplus schools with contamination and/or high demolition costs with limited potential for re-use is another area where the true cost of education is surreptitiously transferred to local governments who have no control over the maintenance of these facilities while they are in operation.
- b) **Inter-regional transit** is critical from an economic development perspective for emission reduction, to improve access to health care services, and as a counter to systemic barriers for people with disabilities. Municipalities can and should be developing local public transit networks, but these should be in coordination with a provincial network, which is critical to the success and connectivity of locally planned and operated systems.
- c) **Effective policing** cannot be implemented in the 21<sup>st</sup> century on the local level. The majority of municipalities provide policing services through the RCMP and require the ability to work seamlessly across municipal boundaries. Societal pressures are beginning to transform how we perceive and organize the functions currently provided by police. In particular, the mass casualty commission and elements of the de-fund the police movement will shape policing roles and responsibilities going forward. Significantly, the province must provide comprehensive, proactive, and publicly accessible mental health to all citizens. This would significantly reduce the use of ill-suited police resources to intervene in mental health crises. There will be an important role for municipalities to play in these efforts. For example, continued partnership and funding for seniors' safety initiatives, which help with social services navigation, poverty reduction tactics, and fraud prevention, should be maintained and enhanced. There also is likely opportunity for reducing the cost of provincial policing by pursuing alternative service delivery for services sometimes provided via policing staff such as bylaw enforcement.

#### **Question 4 – Discretionary Municipal Spending**

The Province should increase funding support in two areas. As noted above, effective and interconnected public transit networks are important for many environmental, social and economic reasons. The interconnectivity of public transportation systems is critical to providing an adequate and useful service, but it is not within the span of control of a municipality. Council would like to see increased funding for the creation, operation, and connection of local public transit, in tandem with strengthening the provincial system.

Affordable housing is currently a pressing need in Nova Scotia. While subsidized housing should continue to be provided through Housing Nova Scotia, municipal councils are well positioned to be aware of needs, opportunities, and partnerships in our communities. Funding programs should be available to help municipalities drive the creation of more affordable housing stock to address economic development, labour supply, human rights, and quality of life.

#### **Question 5 – Top areas of review**

Education is the single largest expense for MODL but Council does not control the amount or how it is spent.

The interconnected and somewhat arbitrary allocation of responsibility for local roads creates confusion among residents, dissent between municipalities, and unintended disparities in service level.

Nova Scotia Environment has a responsibility to enforce the **Environment Act**. Enforcement (e.g. release of raw sewage) is wholly inadequate and has forced MODL to undertake a major infrastructure project to address inadequate private wastewater disposal. A responsibility that the Province has an obligation to regulate and enforce.

#### **Question 6 – Unacceptable New Responsibilities**

Social housing becoming a municipal responsibility would be unacceptable. Population mobility and antiquated boundaries would result in unfair cost distribution among municipalities, splintered and unequal services, and therefore a disincentive to provide necessary service to citizens.

#### **Question 7 – Recent Changes to the MGA**

The revisions to the MGA to expand home rule in municipal government has been a positive development. The changes that Council has been supportive of include:

- the expanded powers to expend funds;
- Code of conduct;
- accessible development incentives;

- below-market land sales in some circumstances;
- negotiation powers to increase affordable housing; and
- commercial districts development.

#### **Question 8 – Unhelpful Discretion in the MGA**

Council is not supportive of some elements of discretionary power in the MGA. The discretionary power to borrow to provide a capital grant towards a hospital is inappropriate. Health is a provincial responsibility; the power amounts to a download and can create disparities in health care between regions.

#### **Question 9 – New Discretionary Powers**

No comments.

#### **Question 10 & 11 – Regulations that cause pressure**

The impact of the disposal of surplus schools to municipalities by the Province is a significant pressure on municipalities, particularly rural municipalities where there are limited chances for redevelopment and issues with contamination and hazardous materials.

Council is very concerned with the potential cost of backpay for the recently negotiated Collective Agreement with the RCMP. Municipalities should not be responsible for these costs.

#### **Question 12 – Wardens**

Not applicable.

#### **Question 13 – Villages**

Villages that are compliant to their residents and the Province with reasonable reporting standards should be permitted to continue to provide service to their communities. At minimum, reporting should include:

- annual public budget presentation and rate approval;
- annual election of officers;
- annual presentation of audited financial statements by an authorized municipal auditor; and
- submission of sufficient data for municipal affairs to complete FCIs for all villages.

Villages who regularly do not meet these requirements should be dissolved.

#### **Question 14 – Municipal Consolidation**

Opportunities for voluntary merger of municipalities should be promoted. A primary benefit of merging is to improve decision-making, particularly where pre-1800s municipal boundaries do

not reflect present day settlement and traffic patterns. Mergers can significantly improve strategic investments and service development and reduce competition for economic investment. Merging will also reduce transaction cost of establishing and managing inter-municipal agreements. Voluntary mergers should be pursued where existing boundaries (created before the invention of the automobile!) do not effectively define communities. For example, where multiple commercial and institutional service centres provide anchor services and economic development for a larger residential base, especially where the service centre has now expanded to straddle the municipal boundary.

#### **Question 15 – Incentives**

Mergers could be incentivized by including more robust support in engaging community on the topic and infrastructure funding to address aging capital assets (or pre-existing debt) in one unit.

#### **Question 16 – New Revenue**

Council believes that the removal of mandatory contributions, especially education, would more clearly illustrate the tax burden of municipal services and would provide more meaningful opportunity for municipalities to generate revenue.

Council also believes that expanding the authority to borrow to include investments in third party projects such as wind and solar energy generation would be beneficial, both financially and from an energy generation perspective. Municipal Finance Corporation approval would still be required to secure the debenture.

#### **Questions 17 & 18 – Funding for Municipal Initiatives**

In addition to expanded funding for affordable housing and transit, Council is seeking more opportunities to find funding for projects that will reduce carbon emissions.

#### **Questions 19 & 20**

Thank you for the opportunity to provide input. MODL Council looks forward to further opportunities to provide more comments as draft options are prepared with greater information.

Sincerely,

Carolyn Bolivar-Getson, E.C.N.S.

Mayor

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