

Regular Meeting #13 September 3, 2019

A Regular Meeting of Council convened in the Long Pond Boardroom at 5:02 p.m. in the presence of Mayor French, Councillors, Chief Administrative Officer, Brian Crawley, Director of Finance, Liz Davis, Director of Engineering and Public Works, Jennifer Norris, Director of Recreation and Leisure Services, Dave Tibbo, Director of Planning and Development, Corrie Davis, Fire Chief John Heffernan, Communications Manager, Maggie Hynes, and Tracey Lambert, Administrative Assistant.

1. ADOPTION OF AGENDAS AND MINUTES

a. Adoption of the Meeting Agenda for September 3, 2019

Resolution #19-278

Councillor Bursey/Councillor Youden

Be it so resolved that the agenda of the meeting of September 3, 2019 be adopted as presented.

- carried unanimously

b. Adoption of the Meeting Minutes of August 13, 2019

Resolution #19-279

Councillor Bursey/Councillor Tilley

Be it so resolved that the minutes of the meeting of August 13, 2019 be adopted as presented.

- carried unanimously

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. VISITORS, PRESENTATIONS AND PETITIONS

a. Proclamation – Blood Cancer Awareness Month

Mayor French proclaimed the month of September as Blood Cancer Awareness Month in the Town of Conception Bay South. Paul Davis, representative of the Leukemia and Lymphoma Society of Canada and special guests who have been personally touched by blood cancer diseases were in attendance. Mayor French invited Mr. Davis and special guests to come forth and share their stories.

Mr. Davis thanked Council for the opportunity to attend the meeting and invited members of Council to attend the free 3rd annual Light the Night event at Paradise Park to celebrate, honour, and remember those touched by cancer. Further details at <https://www.lightthenight.ca/walk-locations/atlantic/st-johns/>.

Mayor French thanked the group for coming in and sharing their individual stories. He advised the Town Hall will be lit in red to support Blood Cancer Awareness Month for one week commencing September 4, 2019.

4. NEW BUSINESS

Councillor Tilley

reminded public about the importance of school zone safety and asked that motorists slow down this week as school begins. He requested they be mindful of pedestrians, especially excited children at bus routes and stops.

Councillor Hillier

reminded residents to be aware and mindful of safety as children are back to school. He added the Town has completed a great amount of work on sidewalks this year, specifically at Upper Gullies Elementary School.

Councillor Bent

echoed the importance of school safety and noted there are many children and parents who will be experiencing their first day of school tomorrow. He added people must be patient in school zones, as it's a learning curb for many people.

Councillor Butler

advised that she, along with Deputy Mayor Murphy attended the Cougar Helicopters World Helicopter Day on August 17, 2019. She added that it was a great opportunity to recognize companies, aviators, engineers, and diverse staff who work with helicopters.

Councillor Davis

congratulated the Host Conception Bay South Raiders Mosquito AA Baseball team on winning the Provincial Championship and wished them good luck at the Atlantic Championship.

congratulations to the Conception Bay South Girls Under 15 Strikers Soccer team who have won the provincial championship for the 2nd straight year and will represent the Province at the National Championships in Edmonton next month.

congratulated the Conception Bay South Boys Under 13 Boys Strikers soccer team won a silver medal at their provincial championships to qualify for the Atlantic Championships, which will be held at the Topsail Turf Facility later this month.

advised the annual Terry Fox Run will be taking place at Manuels River on Sunday, September 15, 2019 at 2:00 p.m. Individuals can sign up online or on the day of the run.

advised that on Sunday, August 25, 2019 the Town, in partnership with our event sponsor Tim Hortons, hosted Pirate Day on Topsail Beach. The event was postponed by a day due to poor weather which was a good choice, as weather the following day was excellent. There was a great turnout for the event and the pirates provided an excellent show as always. She extended a big thank you to Tim Hortons for sponsoring the event again this year, and to the Murphy Family for helping make this event possible every year.

Mayor French

reiterated the importance of school safety and asked residents to be diligent and protect our children.

advised we are about to start the budget process and encouraged residents to add input and get involved. He added further information will be on the Town website this week.

noted that summer activities are cluing up for the season and thanked the many volunteers for spending countless hours of time looking after all of the athletes. He thanked to the residents who always step up in the Town to volunteer their time in all activities and sports.

5. RECOMMENDATIONS OF PLANNING AND DEVELOPMENT COMMITTEE

(Chair, Councillor Rex Hillier)

Presentation of recommendations of meeting held on August 27, 2019

**1. Proposed Firewood Storage and Processing use
18-22 Henrys Place, Chamberlains (Ward 1)**

Recommendation:

Be it So Resolved that Application No. 19-121 seeking approval of a firewood processing and storage operation at 18-22 Henrys Place, Chamberlains be refused under Council's discretionary authority provided by Section 10.7 of the Town's Development Regulations on the basis that the existing private road is not up to an appropriate commercial or industrial standard, and that the proposed use is incompatible with adjacent residential uses.

- MOTION DEFERRED

**2. 825 Conception Bay Highway, Kelligrews (Ward 3)
Municipal Plan Amendment No 17, 2018 &
Development Regulations Amendment No. 31, 2018**

**Resolution #19-280
Councillor Hillier/Councillor Burse**

Be it so resolved that under authority of Section 16 of the *Urban and Rural Planning Act, 2000*, the Conception Bay South Town Council hereby adopts Conception Bay South Municipal Plan Amendment No. 18, 2019 and Conception Bay South Development Regulations Amendment No. 31, 2019.

AND FURTHER:

Be it further resolved that Mr. Stan Clinton be appointed to act as Commissioner to hold a public hearing regarding Conception Bay South Municipal Plan Amendment No. 18, 2019 and Development Regulations Amendment No. 31, 2019.

AND FURTHER:

Be it further resolved that the Public Hearing regarding Conception Bay South Municipal Plan Amendment No. 18, 2019 and Development Regulations Amendment No. 31, 2019 be held at 7:00pm on September 26, 2019 in the Gerald M. Greenslade Gallery at the Conception Bay South Town Hall, 11 Remembrance Square, Long Pond.

AND FURTHER:

Be it further resolved that, should the Town receive no written submissions up to two days before the public hearing scheduled in relation to Conception Bay South Municipal Plan Amendment No. 18, 2019 and Development Regulations Amendment No. 31, 2019, the Public Hearing will be cancelled.

- carried unanimously

3. Planning and Development Committee Meeting Report

Resolution #19-281
Councillor Hillier/Councillor Butler

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of August 27, 2019, be accepted as presented.

- carried unanimously

**6. RECOMMENDATIONS OF ENGINEERING AND PUBLIC WORKS COMMITTEE
(Chair, Councillor Gerard Tilley)**

Presentation of recommendations of meeting held on August 27, 2019

Councillor Tilley read the following:

Fowlers Road detour ends today. Pedestrians and motorists are reminded to obey construction zone signage and use caution in construction areas. Several kilometers of roads have been paved this year and we are pleased to see sidewalks completed in the elementary school zones. Paving and sidewalks will continue over of the next several weeks. The Town takes all necessary steps to avoid disruption as much as possible, especially along bus routes. There are no significant disruptions anticipated at this time.

The Town has been assisting residents and promoting recycling with our monthly recycling tip over the last several months. As a reminder to residents, the tipping fee for a tonne of regular household garbage costs 3.35 times the cost of a tonne of recycling.

Phase 2 cart distribution has begun and will be ongoing for the next several weeks. We encourage residents to read the waste booklets delivered with your cart. If you have any concerns or questions please do not hesitate to visit our website or email wasterecycling@conceptionbaysouth.ca.

1. Engineering and Public Works Committee Meeting

Resolution #19-282
Councillor Tilley/Councillor Bent

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of August 27, 2019, be accepted as presented.

- carried unanimously

7. RECOMMENDATIONS OF RECREATION AND LEISURE SERVICES COMMITTEE (Chair, Councillor Cheryl Davis)

No meeting held.

8. RECOMMENDATIONS OF FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor Richard Murphy)

Presentation of recommendations of meeting held on August 27, 2019

1. Accounts Payable Cheque Register

Resolution #19-283
Deputy Mayor Murphy/Councillor Davis

Be it so resolved that approval be given to pay cheques totaling \$102,436.76 as per the Accounts Payable Cheque Register Report.

- carried unanimously

2. Ratification of Manual Cheques Previously Released

Resolution #19-284
Deputy Mayor Murphy/Councillor Bent

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$126,681.83.

- carried unanimously

3. Ratification of Direct Payments Previously Released

Resolution #19-285
Deputy Mayor Murphy/Councillor Bent

Be it so resolved that approval be given to ratify direct payments previously released totaling \$383,161.30.

- carried unanimously

4. Capital Invoices

Resolution #19-286
Deputy Mayor Murphy/Councillor Davis

Be it so resolved that approval be given to pay capital invoices totaling \$311,051.56 as listed below:

Project	Vendor	Details	Amount
Traffic Study Ph 3	Harbourside	Invoice #1505	\$4,146.90
Lawrence Pond Rd	Precision Excavating Ltd.	Progress Claim #5	\$60,123.15
Lawrence Pond Rd	PEC	Invoice #2017-040-7	\$2,707.91
2018 Streets	Pamela Woolley	Road Widening	\$252.82
Legion Road	Shawn & John Evely - #18	Expropriation	\$11,059.42
Legion Road	John & Jean Evely - #20-22	Expropriation	\$27.36
Phase 47	Supreme Court of NL; Imperial Excavating	Court Order: Mechanics Lien #'s 19204 & 19092, Progress Claim 11 (ROH)	\$232,734.00
Total Invoices:			\$311,051.56

- carried unanimously

5. Tax and Other Receivables Adjustments

Resolution #19-287
Deputy Mayor Murphy/Councillor Youden

Be it so resolved that approval be given to adjust tax and other receivables accounts as follows:

CHEST003	\$9,880.80
EXCLU001	\$1,192.18
TACTI001	\$734.86
BRENK001	\$277.19
THEMO001	\$1,771.40
GREEF001	\$914.02
GREEG030	\$851.99.
SCOTI001	\$3,768.84

- carried unanimously

6. 2017-2020 MYCW Program

Original Project	Reallocated Project	Funding Amount
Pool Upgrades	Unallocated	\$41,370
Total residual funding to reallocate:		\$41,370

Resolution #19-288
Deputy Mayor Murphy/Councillor Butler

Be it so resolved that approval is given to reallocate \$41,370 from the Pool Upgrades project, #17-MYCW-19-00070, to an unallocated project until further notice. The Town of Conception Bay South agrees to provide a municipal share value of \$15,006.

- carried unanimously

7. 2014-2017 MYCW Program

Original Project	Project Number	Reallocated Project	Funding Amount
2014 Streets	17-MYCW-15-00078	Unallocated	\$73,308
Traffic Study	17-MYCW-15-00079	Unallocated	\$10,364
Leak Detection	17-MYCW-15-00080	Unallocated	\$503
Summer Games	17-MYCW-15-00082	Unallocated	\$707
Storm Water Studies	17-MYCW-15-00085	Unallocated	\$156,498
Tilley's Road South Upgrades	17-MYCW-15-00087	Unallocated	\$74,072
Seal Cove Bridge	17-MYCW-16-00106	Unallocated	\$3,175
Total residual funding to reallocate:			\$318,627

Resolution #19-289
Deputy Mayor Murphy/Councillor Bursey

Be it so resolved that approval is given to reallocate a total of \$318,627 from the 7 projects listed above, to an unallocated project, until further notice. The Town of Conception Bay South agrees to provide a municipal share value of \$86,684.

- carried unanimously

8. 2012-2014 MYCW Program

Original Project	Project Number	Reallocated Project	Funding Amount
2012 Streets	12209	Unallocated	\$11,452
Phase 44	12208	Unallocated	\$1,157
Total residual funding to reallocate:			\$12,609

Resolution #19-290
Deputy Mayor Murphy/Councillor Bursey

Be it so resolved that approval is given to reallocate a total of \$12,609 from the 2 projects listed above, to an unallocated project, until further notice. The Town of Conception Bay South agrees to provide a municipal share value of \$3,430.

- carried unanimously

9. Donation Request – Atlantic Planners Institute

Resolution #19-291

Deputy Mayor Murphy/Councillor Davis

Be it so resolved that approval be given to be a silver (\$1,000) sponsor for the Atlantic Planners Institute Annual Conference to be held in St. John's from October 2 – 4, 2019. Funds are available in account 01-101-1000-7705.

- carried unanimously

10. Personnel – Program Supervisor

Resolution #19-292

Deputy Mayor Murphy/Councillor Youden

Be it so resolved that approval be given to confirm Natasha Hann in the position of Program Supervisor as per the terms and conditions outlined in the employment contract of July 6, 2018.

- carried unanimously

11. Donation Request – 4th Annual Jeremy Cross Memorial Softball Tournament

Resolution #19-293

Deputy Mayor Murphy/Councillor Bursey

Be it so resolved that approval be given for a \$525 in-kind donation to Easter Seals Newfoundland and Labrador in support of the 4th Annual Jeremy Cross Memorial Softball Tournament being held on September 13 - 15, 2019. Funds are available in account #01-101-1000-7705.

- carried unanimously

12. Order – 33 Rideouts Road

Resolution #19-294
Deputy Mayor Murphy/Councillor Bursey

Be it so resolved that the file relating to 33 Rideouts Road, Conception Bay South be referred to Town lawyers for legal action.

- carried unanimously

13. Order – 53 Greeleytown Road

Resolution #19-295
Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that the Order issued on August 19, 2019, under the Municipalities Act, 1999 and the Waste Disposal and Property Regulations ordering the removal of all miscellaneous debris, wreck vehicles, and wood as well as maintain the grass/weeds situated on 53 Greeleytown Road, Conception Bay South be confirmed.

- carried unanimously

14. Order – 869 Conception Bay Highway

Resolution #19-296
Deputy Mayor Murphy/Councillor Bursey

Be it so resolved that the file relating to 869 Conception Bay Highway, Conception Bay South be referred to Town lawyers for legal action.

- carried unanimously

15. Policy – Reverse Parking Policy

Resolution #19-297

Deputy Mayor Murphy/Councillor Butler

Be it so resolved that the Reverse Parking Policy be adopted as presented.

PURPOSE:

To reduce the risk of injury or property damage caused by reversing out of a parking space/work area.

STATEMENT OF POLICY:

The Town of Conception Bay South is committed to providing a safe and healthy environment and will ensure that all reasonable measures are taken for the protection of its employees by minimizing the risk of injury or property damage by requiring employees to reverse park. This will be required of all Town employees and members of Council at all Town facilities and whenever it is safe to do so at work locations and includes both personal and work vehicles.

Members of the public will also be encouraged to reverse park.

PROCEDURE:

- Ensure that the parking spot is wide enough for the vehicle to be parked in.
- Prior to reverse parking, check for other vehicles, pedestrians and animals.
- Check your blind spots and mirrors.
- Watch for any parked vehicles preparing to move.
- Pay attention to all posted signage.
- Move no faster than walking speeds.
- Ensure that you are within the lines of the parking spot, adjust as needed.
- Never reverse over a crosswalk or at an intersection.

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

- carried unanimously

16. Policy – Management Benefits Policy

Resolution #19-298

Deputy Mayor Murphy/Councillor Hillier

Be it so resolved that the Management Benefits Policy be adopted as amended.

MANAGEMENT BENEFITS POLICY

DEFINITIONS

Council	refers to the Town of Conception Bay South Council
Permanent Employee	means a person who has completed his/her probationary period and is employed on a full-time basis without reference to any specific date of termination of service
Temporary Employee	means a person who is employed on a full-time basis for a specific period and whose employment is terminated at the end of such period
Part-time Employee	means a person who is regularly employed to work less than the full number of working hours in each working day or less than the full number of working days in each work week
Probationary Employee	means a person who is employed on a part-time or full-time basis but who has worked less than the prescribed probationary period
Day	refers to working day unless otherwise stated
Economic Increase	a salary increase applied to all pay rates
Demotion	movement of an employee to a position with a lower rate of pay
Parental Leave	unpaid leave granted to either parent following the birth or adoption of a child

Promotion	movement of an employee to a position with a higher rate of pay
Rate of pay/base salary	annual salary rate exclusive of any additional earnings
Termination of Employment	the permanent cessation of employment as a result of the completion of specified work, abolishment of an employee's position, dismissal, death of the employee, abandonment of position or resignation
Years of Service	calculated from date of hire.

INTRODUCTION

These personnel policies and procedures shall apply to all management and non-bargaining/non-management employees of the Town of Conception Bay South, except in exceptional circumstances, where a particular interpretation and/or provision may necessitate an individual decision of Council. Employees must understand that acceptance of employment with the Town of Conception Bay South automatically means acceptance of conditions, privileges and accountabilities presented in this policy in exchange for the performance of duties and responsibilities to the highest of standards. Accordingly, an employee should familiarize himself/herself with these policies and procedures, and the overall mission, mandate and objectives of the Town. If there are any questions and/or concerns that cannot be answered satisfactorily by this policy, an employee should direct them to his/her supervisor.

1.0 APPOINTMENT

The Town of Conception Bay South is an Equal Opportunity Employer and as such believes that applicants have fair and equal access to municipal employment opportunities with job related knowledge, qualifications, skills and abilities to determine employment decisions without discrimination on the basis of gender, race, color, religion, ethnic origin, ancestry, sexual orientation, age, disability and marital status. Notices of employment vacancies will therefore, include a statement that the Town is an "Equal Opportunity Employer."

Responsibility for hiring rests with the Chief Administration Officer.

The advertising of positions, the processing of applications, staff appointments and other related matters shall be channeled through the Administration Department.

The actual appointment of a new employee will be confirmed in a letter, signed by the Chief Administrative Officer, describing the general duties and responsibilities of the position and outlining the starting salary, the person to whom he/she reports and other matters and conditions relating to the appointment.

2.0 PROBATION PERIOD

The probation period for new employees shall be twelve (12) months of actual work from the date of appointment to the position unless otherwise specified in an employment contract.

The immediate supervisor will meet with the probationary employee within six (6) weeks of the appointment to review expectations and performance to date. Evaluation reports shall be prepared by an employee's supervisor during the probationary period. The first is to be completed at approximately half way through the probationary period with a final evaluation to be completed prior to confirmation of appointment.

Evaluation reports shall be discussed with and signed by the employee who may add his/her own comments, if requested.

A probationary period shall not be considered complete until the final evaluation report is received by the Chief Administrative Officer.

3.0 SALARIES

Employees shall be paid in accordance with their applicable classification as depicted in the Salary Grid.

Step progression on the applicable grid will be granted at the discretion of the Chief Administrative Officer, subject to a satisfactory annual performance review.

Management salaries shall be at least 10% higher than that of the base salary of the highest paid employee being supervised by that manager.

The salary of non-union staff who do not have supervisory duties shall be paid at least 10% higher than the base salary of the highest paid union

employee in the respective department, i.e. Executive Secretary, Accounting Clerks, Administrative Assistant, etc.

Director Compensation - Excluding Chief Administrative Officer

On January 1 of each year a salary grid increase will be provided at the discretion of the Chief Administrative Officer and will be based on achievement of defined work objectives. Increases will be to a maximum of 5%, subject to budget. At the discretion of the Chief Administrative Officer, in consultation with Council, other employees/positions may be included.

Non-Union - Excluding Chief Administrative Officer and Directors

General economic salary increases will be provided annually on January 1 equal to the rate of increase received by CUPE Local 3034.

Annual Incentive Payments

The Chief Administrative Officer may, at his discretion, grant a one time payment up to \$2,000 to a non-union employee, excluding Directors, who exceed expectations in their position in terms of time and/or effort.

Salary scales and rates of pay will be reviewed every three years at the discretion of Council, based on a recommendation by the Chief Administrative Officer.

4.0 PROMOTIONS

It is expected that an employee will strive to increase and improve his/her knowledge and performance. Continued satisfactory work is the basis on which employment is assured and on which staff are considered for promotion.

- a. An employee who is promoted is subject to a three-month probationary period.
- b. An employee who has been promoted and has not proven satisfactory during the probationary period is returned to his/her former or equivalent position and salary if there is a position available.
- c. If an employee is promoted to a higher position, the rate of pay is established with at least five (5) percent, or Step 1, whichever is higher.

- d. Changes in pay rates as a result of promotion are effective from the date of promotion.

5.0 TEMPORARY ASSIGNMENT

To provide a procedure for the orderly continuation of management and non-bargaining/non-management employees' work during his/her absence, an employee may from time to time be temporarily assigned. Such replacement periods shall be designed to provide maximum exposure to the full range of the responsibilities of the position so as to prepare the employee for possible future promotion.

Salary during such temporary assignments shall be determined by increasing the employee's salary by ten percent adjusted to the next highest step on the temporary assigned position's salary range, not to exceed the highest step of the salary range.

Employees must be temporarily assigned for at least three (3) working days before they are compensated at the higher pay rate.

Where an employee is subsequently appointed on a permanent basis to that position, the employee shall be considered, for pay purposes, to have been appointed on the date the temporary assignment pay commenced.

6.0 SEVERANCE

- a. When an employee terminates his or her employment with the Town as a result of retirement, resignation or termination, not including for just cause, with at least five (5) years of continuous service, he/she will be eligible for severance pay equal to the amount obtained by multiplying the number of years of continuous service by the employee's weekly salary to a maximum of twenty (20) weeks pay, unless otherwise negotiated by an employment contract. Service will commence on the date of hire in the non-bargaining unit position.

Employees with continuous service earned in a bargaining unit position prior to entering a non-bargaining unit position will be credited with one (1) week per year of service at the applicable bargaining unit rate of pay, to a maximum of ten (10) weeks. After five (5) years in the non-bargaining unit position, the employee will receive the severance pay equal to the amount obtained by multiplying the number of years of continuous service by the employee's weekly salary. Severance will be paid to a maximum of twenty (20) weeks for both non-bargaining unit and bargaining unit

positions. Should the employee gain credit beyond 20 (twenty) years, combined non-bargaining unit and bargaining unit positions, the higher rate of pay will be used for severance.

Employees with less than ten (10) years continuous service in a bargaining unit position prior to entering a non-bargaining unit position must earn five (5) years continuous service in the non-bargaining unit position to receive any severance credit for the bargaining unit position.

Examples:

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|----|-------------------------|-------------------------|
| i. | Equipment Operator | Eight (8) years service |
| | Public Works Supervisor | Six (6) years service |

The employee would receive eight (8) years severance at the rate of pay for the position of Equipment Operator and six (6) years severance at the rate of pay for Public Works Supervisor.

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|-----|-------------------------|-----------------------------|
| ii. | Equipment Operator | Six (6) years service |
| | Public Works Supervisor | Eighteen (18) years service |

The employee would receive two (2) years severance at the rate of pay for the position of Equipment Operator and eighteen (18) years at the rate of pay for Public Works Supervisor.

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|------|-------------------------|-----------------------|
| iii. | Equipment Operator | Two (2) years service |
| | Public Works Supervisor | Two (4) years service |

The employee would receive no severance.

- b. An employee who has resigned or retired may be re-employed if his/her break in service is not less than the number of weeks for which he/she has received severance pay pursuant to (a) above if he/she refunds the appropriate part of such severance pay.
- c. The maximum severance pay paid to an employee for this total period of employment, whether or not he/she is re-employed at any time after the payment of severance pay to him/her, may not exceed the amount specified in (a) above.

- d. Special leave without pay shall be regarded as a break in service but the period of special leave without pay may not be counted as service for the purpose of severance pay.
- e. Any severance pay entitlement of a deceased employee shall be paid to such employee's beneficiary or employee's estate.

7.0 TERMINATION

- a. Resignations must be made in writing to the Chief Administrative Officer. An employee is expected to give thirty (30) working days' notice of resignation.
- b. Probationary employees may be terminated without cause.
- c. The period of notice may be reduced or eliminated by mutual agreement.
- d. Upon termination, an employee is requested to return all articles of Town property that had been issued; otherwise, the employer may deduct from wages accruing, the cost of replacement of such articles.
- e. Entitlements payable (annual leave, severance, etc.) to the employee, shall be based on the employee's salary immediately prior to the termination.

8.0 REDUNDANCY

Permanent employees terminated as a result of redundancy or otherwise without cause will be eligible for notice of termination. The amount shall depend upon the employee's age and completed years of continuous service with the Town of Conception Bay South as shown on the schedule below, to a maximum of 65 weeks. Where working notice is not given, pay in lieu of notice will be provided instead.

**NOTICE OF REDUNDANCY
 OR OTHER TERMINATION WITHOUT CAUSE**

Age	<35	35-45	46-55	>55
Years of Service	<10 10-20 >20	<10 10-20 >20	<10 10-20 >20	<10 10-20 >20
Weeks pay per years of service	1.5 2 2.5	2 3 4*	3 4* 5*	4 5* 5*

*To a maximum of 65 weeks.

INTERPRETATION:

An employee shall not under any circumstances be eligible to pay in lieu of notice upon resignation, normal or early retirement, or termination for cause. Council discretion may be used in extenuating circumstances.

7.0 PAID HOLIDAYS

The employer recognizes certain days during the year as paid holidays for employees. An employee on a full-time basis is eligible for the following paid holidays:

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|-------------------|--|
| New Year's Day | Civic Holiday – First Monday of August |
| St. Patrick's Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Queen's Birthday | Christmas Eve |
| Discovery Day | Christmas Day |
| Canada Day | Boxing Day |
| Orangeman's Day | New Year's Eve |

When any of the above noted holidays falls on a Saturday and is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday.

When any of the above noted holidays falls on a Sunday and is not proclaimed as being observed on some other day, the following

Monday (or Tuesday, where the preceding clause already applied to the Monday) shall be deemed to be the holiday.

8.0 VACATION

Each employee shall receive an annual vacation with pay in accordance with his/her years of service as follows:

SERVICE (earned)	VACATION	FIRE CAPTAINS
Less than 1 year	1.25 days/month	13.33 hrs/month
1 year to 8 years	15 working days	160 hours per calendar year
Calendar year of 8 th year anniversary and each year thereafter	20 working days	200 hours per calendar year
Calendar year of 15 th year anniversary and each year thereafter	25 working days	240 hours per calendar year

Part-time or temporary non-unionized employees shall receive vacation pay at the rate of 6% of regular earnings and such payment will be included in their bi-weekly cheques.

No employee shall be permitted to transfer more than ten unused vacation days to the next year except in extenuating circumstances.

All management vacation must be approved in advance by the Chief Administrative Officer and may not be longer than 15 days at any one time except under extenuating circumstances.

The calendar year shall be from January 1st to December 31st.

An employee who terminates employment before the end of the calendar year shall have the applicable proportion of the vacation period pro-rated.

On retirement, a management or non-union employee shall be entitled to the same vacation, or vacation pay, which he would have earned if he had continued in employment to the end of the calendar year.

At the death of a management or non-union employee, annual leave entitlement accrued and not taken in years prior to the year of the death, plus remaining annual leave entitlement for the full year of the death shall be paid to the employee's designated beneficiary or estate.

If a paid holiday falls on or is observed during an employee's vacation period, he or she shall be allowed an additional vacation day with pay at a time mutually agreed.

An employee who becomes sick during his or her vacation may change the status of his/her vacation to sick leave provided a medical certificate satisfactory to the Chief Administrative Officer is submitted.

11.0 OVERTIME

No management employee will be paid overtime, with the exception of the on-call provisions for Public Works.

With the exception of the Engineering and Public Works Department and Fire Captains, management and non-bargaining/non-management employees will be credited with five days of their applicable hours on January 1 of each calendar year to be used as time off or paid for same. The Chief Administrative Officer and Directors will receive seven.

All time must be used by December 31st of each year.

12.0 MEAL ALLOWANCE

Meal allowances will be paid to the non-unionized employees of the Public Works Department during unscheduled overtime shifts in excess of four (4) hours and will be paid to a maximum of \$16 per day through the payroll system.

13.0 PUBLIC WORKS ON-CALL

On-Call: The non-unionized members of the Public Works Department will be paid for one and a half (1.5) hours of their hourly wage for every eight hours on-call.

On-call for the winter season starts at 4:00 p.m. Friday to 12 midnight Sunday (total of 48 hours).

On-call for the summer season starts at 4:30 p.m. on Friday and ends at 8:00 a.m. on the following Friday. (Sixteen hours a day for five days plus 48 hours for the weekend).

On-call personnel to be paid time and one half for all time worked after hours, including Saturday, Sundays and statutory holidays. Time worked will not include regular patrolling of roads or call outs made from remote locations. Time worked would be defined as time when the on-call manager is required to be in the depot during sanding and snow clearing operations which involves the supervision of the Town snow clearing crews and contractors, or for crew supervision, i.e. repairs to waterline breaks.

All on-call must be approved by the Director of Engineering and Public Works, in consultation with the Chief Administrative Officer.

The on-call manager will not be required to work more than sixteen consecutive hours. If this should occur another manager will be re-called to relieve the on-call manager.

In the case of a significant event, and at the discretion of the Superintendent in consultation with the Director of Engineering and Public Works, additional supervisory staff may be called in as necessary.

14.0 SICK LEAVE

Paid sick leave benefits are provided to protect an employee from loss of pay in the event of an illness which prohibits his/her attendance at work.

- a. Sick leave will accumulate at the rate of twenty one (21) days of each completed year of service, commencing from the date of employment.
- b. Employees who begin their employment on or after November 1, 2011 will accumulate sick leave at the rate of twelve (12) days of each completed year of service, commencing from the date of employment.
- c. Sick leave may be accumulated. No cap.
- d. Sick leave with pay in excess of three (3) consecutive working days at any one time shall not be awarded to an employee unless he/she has submitted a medical certificate to the supervisor. In any event,

the employer reserves the right to request a medical certificate for any period of sickness.

- e. Each manager must notify their supervisor as soon as possible but not later than fifteen minutes after their schedule starting time, that the employee is not reporting to work.

15.0 MATERNITY LEAVE

- a. An employee who has completed her probationary period with the employer shall be eligible for maternity leave without pay at the beginning of her sixth month of pregnancy. The maximum amount of maternity leave that shall be as per federal legislation.
- b. The employee shall resume her former position and salary upon return from maternity leave, with no loss of accrued benefits.
- c. The Town retains the rights to require an employee to commence maternity leave if the state of her health, in the opinion of her physician, becomes incompatible with the requirement of her job.
- d. The employee may elect to take annual leave as part of her maternity leave, but is not required to do so.
- e. Maternity leave will be administered in accordance with applicable legislation.
- f. Dates for the commencement of maternity leave and for returning to work should be agreed upon by the employee and the employer. Changes to either agreed upon dates require at least two (2) weeks notice, where possible.

16.0 PARENTAL LEAVE

- a. Employees may take parental leave as per federal legislation.
- b. Dates for the commencement of parental leave and for returning to work should be agreed upon by the employee and the employer. Changes to either agreed upon dates require at least two (2) weeks notice, where possible.
- c. The employer will protect the position and accrued benefits of the employee only for the period of parental leave.

17.0 BEREAVEMENT LEAVE

Employees are entitled to receive five (5) consecutive days bereavement leave in the event of the death of the employee's child or spouse.

Employees are entitled to receive three (3) consecutive days bereavement leave in the event of the death of the employee's parent, brother, sister, grandchild, mother-in-law, father-in-law, daughter-in-law, brother-in-law, or sister-in-law, grandmother or grandfather.

Where the funeral occurs outside the Province, leave shall include reasonable travel time, not to exceed two (2) days without pay. In exceptional circumstances the Chief Administrative Officer may approve additional days without pay.

Employees on annual leave at the time of bereavement will be granted bereavement leave and their annual leave will be adjusted accordingly.

18.0 PAID JURY OR COURT WITNESS DUTY LEAVE

Leave of absence without loss benefits or pay will be granted to an employee who serves as a juror or witness in any court. The employer will only pay the difference between the wages (if any) paid by the court and those normally paid by the employer.

Time spent shall be considered as time worked at the appropriate rate of pay.

19.0 COURSE REIMBURSEMENT POLICY

The purpose of this policy is to encourage and enable staff to upgrade their skills, knowledge and qualifications relevant to the work which they do with the Town.

Subject to budgeting restrictions, the following is the procedure/process:

- a. Employee Sought – Where an employee seeks course training. Applications for training will be made prior to commencement of the course by the employee to the Chief Administrative Officer. Upon concurrence, the Chief Administrative Officer will correspond to Council with a recommendation to include the purpose/benefit of the

training and the total estimated cost. Upon certification of successful completion of the course, the employer will reimburse the employee 75% of course registration costs only. No payments will be made if the program is not successfully completed. Employees will work for the Town of Conception Bay South for one year following completion of the course training. If an employee leaves the service of the Town of Conception Bay South prior to one year following the completion of the reimbursed program of study, all expenses may be deducted from his/her final payment of compensation.

- b. Employer Sought – Where the employer seeks course training. Applications for training will be made by the Chief Administrative Officer after consultation with the employee. Upon receipt of written consent from the employee, the Chief Administrative Officer will forward a recommendation to Council supporting the request and including the purpose/benefit of the training and the total estimated cost. The employer will pay 100% of the course costs unless the course is not successfully completed for which the employee will be required to repay the Town 50% of the course costs. Other costs that will be absorbed by the employer, regardless of successful completion, are as follows:
 - a. Course Materials
 - b. Travel costs where non-convention travel is required or it is deemed by the employer it is unreasonable for the employee to absorb such costs.
 - c. Meals as per the approved per diem schedule.

20.0 PROFESSIONAL DEVELOPMENT LEAVE

Professional development leave provides the opportunity for employees to keep up-to-date with current information and techniques in their field and to fulfill their continuing education requirements.

Expenses will be reimbursed as per the Council & Management Travel Policy.

21.0 MEMBERSHIP FEES

Management is entitled to hold membership in one professional association related to their work for which the employer will pay the annual membership

fees. Membership fees will be renewed annually and requests for conventions/seminar attendance by managers or other employees will be made directly to the Chief Administrative Officer and be subject to the approval of the Council.

23.0 VEHICLE ALLOWANCE

Where management and non-bargaining/non-management employees are authorized to use their personal vehicle for the employer's business, they shall be paid the Town's rate per kilometer, unless otherwise negotiated as part of their employment contract.

24.0 WORKERS' COMPENSATION

Workers' compensation will be administered in accordance with applicable legislation.

25.0 PENSIONS AND GROUP LIFE BENEFITS

The employer provides a Pension Plan and Group Insurance Plan as per the terms and conditions outlined in the plans.

26.0 ACCESS TO PERSONNEL FILE

Personnel files provide for the maintenance of a confidential record of employment for employees.

Personal records of employees shall be established upon hiring. All information pertaining to their employment shall be placed in that record. No other official record may be maintained.

Access to the personal record of an employee shall be restricted to the employee, staff of Human Resources and to management staff directly involved with the continued employment of the employee.

An employee shall have the right at any reasonable time during regular business hours and upon providing reasonable notice, to have access to and review his/her personnel file.

An employee shall have the right to make copies of any material contained in his/her personnel record.

The custodian of the file shall be present at all times when files are being reviewed and/or copied.

27.0 THEFT OR MISAPPROPRIATION OF TOWN PROPERTY

Employees are advised that theft and/or misappropriation of Town property is cause for immediate discharge.

28.0 SNOWSTORMS/EMERGENCIES

The Chief Administrative Officer is responsible for the disposition of staff in the event of a major storm or emergency.

If the employer requires that certain services be maintained, the Chief Administrative Officer will determine which management and non-bargaining/non-management employees are required to maintain these services.

Management and non-bargaining/non-management employees required to remain at work will continue to be paid at their regular rate of pay for the hours so worked.

29.0 MEDIA POLICY

The Chief Administrative Officer is responsible for the Town's public relations. The Chief Administrative Officer, in conjunction with the Mayor is responsible for informing the public on matters relating to the programs under its jurisdiction. All management and non-bargaining/non-management employees are required to ensure that all requests for information are directed to the responsible department of the Town. In no circumstances should information relating to the Town or its work be released without the proper authorization.

30.0 CHANGES TO THE MANAGEMENT BENEFITS POLICY

Any proposed changes to the Management Benefits Policy will be made at the discretion of Council in consultation with the Chief Administrative Officer.

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

- carried unanimously

Deputy Mayor Murphy referred to the Minutes of the Financial and Administrative Services Meeting held on August 27, 2019. He noted that Councillor Youden declared conflict of interest on an item that was not reflected in the Minutes. He requested the Committee Minutes be updated to reflect the omission.

Councillor Youden declared a conflict of interest for an item included under the blanket recommendation of the Financial and Administrative Services Committee Report – Smiths Shoe and Variety Property. He vacated Chambers at 7:43 p.m. and returned at 7:44 p.m.

17. Financial and Administrative Services Committee Report

Resolution #19-299

Deputy Mayor Murphy/Councillor Davis

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of August 27, 2019 be accepted as presented.

- 7 yeas
- 1 abstention (Youden)
- motion carried

9. RECOMMENDATIONS OF COMMUNICATIONS AND ECONOMIC DEVELOPMENT (Chair, Councillor Darrin Bent)

Presentation of recommendations of meeting held on August 20, 2019

1. Economic Development and Tourism Committee Meeting Report

Resolution #19-300
Deputy Mayor Murphy/Councillor Youden

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee meeting of August 20, 2019 be accepted as presented.

- carried unanimously

10. OTHER COMMITTEE REPORTS

Nil

11. ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Resolution #19-301
Deput Murphy/Councillor Hillier

Be it so resolved that the meeting adjourn.

- carried unanimously

Terry French
Mayor

Tracey Lambert
Administrative Assistant