

TOWN OF BRIDGETOWN- POLICY #5

CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS

1. PURPOSE

The Public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Town of Bridgetown.

2. STANDARDS OF CONDUCT

Members shall uphold the law and at all times:

- a) Seek to advance the common good of the municipality as a whole while conscientiously representing the communities they serve;
- b) Perform the functions of office truly, Faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - i. **Integrity** – giving the municipality's interests absolute priority over private individual interests;
 - ii. **Honesty** – being truthful and open;
 - iii. **Objectivity** – making decisions based on a careful and fair analysis of the facts;
 - iv. **Accountability** – being accountable to each other and the public for decisions taken;
 - v. **Leadership** – confronting challenges and providing direction on the issues of the day.
- c) Uphold this Code as a means of promoting the standards of behavior expected of Members and enhancing the credibility and integrity of Council in the broader community.

3. COUNCIL RESPONSIBILITIES

The Council (or its designated committee) will:

- a) Review the municipality's Code of Conduct as required and make any amendments considered appropriate;
- b) Review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

4. MEMBER RESPONSIBILITIES

CONDUCT TO BE OBSERVED

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by0laws of the municipality as well as all applicable provincial and federal laws. As public servants. Members must observe a high standard of morality in the conduct of their personal or financial interests.

DEDICATED SERVICE

All members should faithfully work towards developing programs to address the needs of the citize4ns in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

RESPECT FOR DECISION-MAKING PROCESS

All Members recognize the responsibility of the Mayor or Warden to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

CONDUCT AT MEETINGS

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

GIFTS AND BENEFITS

No member shall show favouritism or bias toward any vendor, contractor or others doing business with the municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

USE OF PUBLIC PROPERTY

No member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

OBLIGATIONS TO CITIZENS

No Member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

INTERPERSONAL BEHAVIOUR

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

COMMUNITY REPRESENTATION

Members shall observe a high standard of professionalism when representing the municipality and in their dealings with members of the broader community.

5. GOOD GOVERNANCE

Members accept that effective governance of the municipality is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the municipality to function as a good corporate citizen.

6. GOVERNMENT RELATIONSHIPS

Members recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the municipality.

7. CONFLICT OF INTEREST AVOIDANCE

Members are committed to making decisions impartially and in the best interests of the municipality and recognize the importance of fully observing the requirements of the *Municipal Conduct of Interest Act, R.S.N.S., c. 299 with regard to the disclosure and avoidance of conflicts of interest.*

8. REPORTING BREACHES

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or municipal employee who, acting in good faith, brings forward such information.

9. CORRECTIVE ACTION

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council

may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

10. COMPLIANCE WITH CODE

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the *Municipal Election Act, R.S.N.S. 1989, c.300*.

THIS IS TO CERTIFY that this policy was
duly passed by a majority vote of the
whole Council at a duly called Council
meeting held on the 15th day of April,
2009.

GIVEN under the hand of the CAO and
under the seal of the Town of Bridgetown
this 15th day of April, 2009.

John F. Langmead
Chief Administrator Officer

ATTACHMENT A

STATEMENT OF COMMITMENT TO COUNCILLOR'S CODE OF CONDUCT

I, (Full Name) _____ declare that

As a Councillor for the _____ I acknowledge

and support the Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 2009

Before me:

Chief Administrator Officer
TOWN OF BRIDGETOWN

TOWN OF BRIDGETOWN - POLICY #6

FIRE CALL PUBLIC WORKS EMPLOYEES

Council expects the Town Public Works Employees to attend and assist with the fire apparatus when fire calls are made.

APPROVED BY TOWN COUNCIL ON APRIL 2, 1975

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz

Date

Chief Administrative Officer

TOWN OF BRIDGETOWN - POLICY #7

SPECIAL COUNCIL MINUTES

That copies of all minutes of special meetings be distributed to Councillors prior to the regular monthly meeting.

APPROVED BY TOWN COUNCIL ON FEBRUARY 2, 1976

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz

Date

Chief Administrative Officer

TOWN OF BRIDGETOWN - POLICY # 9

POLICY ON RECOGNITION OF PROCLAMATIONS

PURPOSE:

To establish procedures for the recognition of proclamations by Town Council.

OBJECTIVES:

- To identify how the Town will address requests by community groups, charities, government organizations and other societies to proclaim days or weeks in their name or event.

POLICY:

- The Town Council will not make any formal proclamations of any kind at Council or Committee of the Whole meetings.

Town staff shall write to the group, individual, government organization or society indicating that our policy is not to acknowledge any proclamations.

Approved by Town of Bridgetown Town Council on August 24, 2011

Darrell Hiltz
Chief Administrative Officer

Date

TOWN OF BRIDGETOWN - POLICY #10

RECREATIONAL PROPERTY OWNED BY TOWN

The following "Statement of Policy" be adopted by Council and incorporated in the minutes as follows:

Statement of Policy re the Recreational Property owned by the Town of Bridgetown
situate on the West side of Chipman Avenue, in the Town of Bridgetown

The land in question was deeded by Walter W. Chipman to the Town of Bridgetown on January 6th, 1947 and recorded in the Registry of Deeds for the County of Annapolis on January 10th, 1947 in Book 206 at Page 286.

The Deed of conveyance restricted the use to which the land could be put as a result of the inclusion in the Deed of words "in trust for use as a Tennis and/or Quoit Club forever."

At the time of the Deed of Conveyance, the land in question was probably still used for quoits and tennis. These activities ceased either about the time of the conveyance or shortly thereafter. A few years later, the Bridgetown Lawn Bowling club commenced to use the land for lawn bowling. Lawn bowling then faded somewhat as a sporting activity in the Town. However, in the late 1960's, lawn bowling revived as a sporting activity and the Bridgetown Lawn Bowling Club has achieved remarkable success both Provincially and nationally. The Club membership has increased appreciably and a considerable amount of money has been expended on the greens and clubhouse situate on the lands. Most of the property is used for this activity.

The restriction contained in the Deed came to light very recently. The Town Council, being conscious of its obligations regarding the restriction contained in the Deed, requested the Town Solicitor to make application to the Court in the hope and expectation of obtaining a Court Order which might allow or permit more varied or a wider number of recreational activities on the property in question. The Town Solicitor has advised the Town that the chances of obtaining such an Order were minimal at the best and he advised against making this approach to the Courts.

New tennis courts have recently been donated to the Town and constructed on land situate near the High School on Granville Street East.

Quoits as a recreational activity has ceased to exist. It ceased to exist as a recreational activity in the late 1940's or early 1950's. It should be added at this point that the Town Council did not become aware of the restrictive use to which the land could be put until the latter part of 1977.

This Council after considering all the circumstances has decided to permit the Bridgetown Lawn Bowling Club to use this Land or Property in question for Lawn Bowling. /2

RECREATIONAL PROPERTY OWNED BY THE TOWN
POLICY #10
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The Town Council, with reluctance, because of the restriction contained in the Deed, nevertheless strongly urges that all future Councils of this Town, continue to allow and permit the Lawn Bowling Club to use the land in question for lawn bowling so long as such activity shall remain strong and organized.

The Council further recommends to all subsequent Councils that they shall make available a portion or portions of park lands now owned or which in the future may be owned by the Town, to any group of citizens of this Town who may be interested in playing the game of quoits and who are prepared to organize a Club for this purpose and to install quoit beds for the enjoyment of this recreational activity.

APPROVED BY THE TOWN COUNCIL AT THE REGULAR MONTHLY MEETING ON SEPTEMBER 26TH, 1978.

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz
Chief Administrative Officer

Date

TOWN OF BRIDGETOWN - POLICY #12

SUSPENSION OF DRIVING PRIVILEGES

1. Any employee of the Town who is required to drive in the normal course of his employment and who loses his driving privileges shall be suspended without pay for the period of the suspension or revocation.
2. An employee may, if he has vacation credits, take his vacation during the period of suspension or revocation.
3. A suspension or revocation in excess of six months shall be cause for discharge from employment.
4. Suspensions or revocations in excess of nine months in any thirty-six month period shall be cause for discharge from employment.
5. All employees of the Public Works Department and such other employees of the Town as may from time to time be designated by the Town Council shall be employees required to drive in the normal course of employment for the purposes of this policy.

APPROVED BY TOWN COUNCIL FEBRUARY 1, 1982

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz
Chief Administrative Officer

Date

The Town of Bridgetown- Policy #13

Tangible Capital Assets Policy

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1.0 PREAMBLE

It is the Policy of the Town of Bridgetown to record, in the accounts of the Municipality, the tangible capital assets controlled by the Municipality with appropriate assets classes and threshold amounts for each class and capitalize these tangible capital assets and allocate their costs to future accounting periods through an annual amortization expense in accordance and in compliance with The Public Sector Accounting Board of the Canadian Institute of Chartered Accountants (CICA) - section PS 3150. See attached section PS3150-Tangible Capital Assets. In the event of a discrepancies or disagreement between this policy and CICA Standards Section PS3150-Tangible Capital Assets, the CICA Standards Section PS3150-Tangible Capital Assets shall prevail.

2.0 TERMS

This policy outlines the accounting for tangible capital assets in the accounts of the Town of Bridgetown. The objective of this policy is to ensure that tangible capital assets are recorded appropriately and accurately. All municipal departments, corporations, agencies and utilities deemed to be part of the Town of Bridgetown will be required to adopt this tangible asset policy. All entities to which this policy is applicable are responsible for implementation and operation of an internal control system that ensures that tangible capital assets are accounted for in accordance with this policy.

3.0 ASSETS

Assets, in general, must have three characteristics:

1. They embody a future benefit that involves a capacity singly or in combination with other assets to provide services.
2. The Municipality can control access to the benefits.
3. The transaction or event giving rise to the entity's right to or control of the benefit has already occurred.

3.1 POLICY DIRECTIVES

3.1.1 INCLUSIONS

Land	Streets, roads and curbs
Land Improvements	Signs
Municipal Buildings	Traffic and street lights
Electronic Data Equipment	Sidewalks
Small Equipment (>\$2,500 and <\$10,000,)	Sewer lines
Pool Assets (Electronic data equipment)	Pool Assets (Office Furnishings)
Pool Assets (Tools)	Other Pool Assets (Benches, street furniture and playground equipment)
Machinery and Equipment (>\$10,000)	Lagoons
Vehicles	Solid waste facilities and cells
Buses and vans	Utilities
Wharves	Computer software programs
Capital Leases	

3.1.2 EXCLUSIONS

Intangibles	Works of art and historical treasures
Land & other assets acquired by right	Natural resources such as forest, water and mineral resources.

3.2 Component Approach

It will be the policy of the Town of Bridgetown to use the COMPONENT APPROACH when recording the infrastructure assets of the municipality. Infrastructure assets are tangible capital assets that are normally comprised of a number of components to form complex network system.

4.0 USEFUL LIFE

Useful life is the estimate of the period over which a tangible asset is expected to be used by the Municipality. The life of a tangible capital asset may extend beyond the useful life of a tangible capital asset to a Municipality. Other than land, the life of a tangible capital asset is finite and is normally the shorter of physical, technological, commercial and legal life. Useful life does not necessarily need to be measured in units of time. Useful life can also refer to the number of units of production that can be obtained from a tangible capital asset by the Municipality. The following table shall be used when determining the useful life of the assets of the Municipality:

ASSET TYPE	USEFUL LIFE RANGES
Land (Class I,II,III,IV,V VI & VII)	Indefinite
Land improvements	20 years
Municipal Buildings	40 years
Building plants	20 years
Operating plants	20 years
Electronic Data Equipment	3 years
Office Furnishings	3-5 years
Small Equipment	3-5 years
Pool Assets	3-5 years
Machinery and Equipment	5-10 years
Vehicles	5 years
Computer Software Programs	1-5 years
Wharves	25 years
Street, roads and curbs	25 years
Traffic and Street Lights	25 years
Signs	10 years
Sidewalks	20 years
Sewer Lines	50 years
Lagoons	50 years
Solid waste cells	See PSAB 3270 – based on volume. Useful life at time when capacity of each cell to accept solid waste is reached.
Work in Progress (see note 1)	Not Applicable
Utilities	Set Range
Capital leases	Depends on Asset Type

Note 1: Some assets go through a period of construction before they are ready to be put in use. Costs related to assets under construction are accumulated in the assets under construction class and transferred to a regular asset class when the asset is ready for use. Assets under construction are not amortized. Separate asset under construction classes will be established as needed to correspond to the related asset class.

5.0 THRESHOLDS

Generally, the threshold amount for each category represents the minimum cost an individual asset must have before it is to be treated as a tangible capital asset and added to the proper asset class balance. The threshold amount is to be used as a guide in addition to professional judgment. The following thresholds in the chart below are the minimum values that the Town of Bridgetown should use when determining whether or not to capitalize a tangible capital asset. The Municipality can decide to use a larger threshold if they so choose.

Effective April 1, 2009 the minimum threshold of the Town of Bridgetown shall be \$2,500. Items whose value is below \$2,500 shall be expensed.

Revenue <\$5,000,000.	Revenue >\$5,000,000 and <\$15,000,000	Revenue >\$15,000,000
Minimum Threshold \$2,500.	Minimum Threshold \$5,000	Minimum Threshold \$10,000

5.1 ASSETS POOLS

Where there are a large number of assets that fall below the \$2,500 capitalization threshold, which when taken together will be worth a material amount and if omitted will result in a significant or material understatement of the Municipality's net worth, the following shall apply. On a continuous basis, recorded annually and taken individually, the following assets shall be taken together to form the following assets pools:

A. ELECTRONIC DATA EQUIPMENT:

1. Computer desktops (>\$1,000 and <\$2,500).
2. Laptop computers (>\$1,000 and <\$2,500).
3. Printers (>\$1,000 and <\$2,500).
4. Computer screens. (>\$1,000 and <\$2,500).
5. Plotters. (>\$1,000 and <\$2,500).
6. Other electronic data components. (>\$1,000 and <\$2,500).
7. Audio Visual equipment. (>\$1,000 and <\$2,500).

B. OFFICE FURNISHINGS:

1. Desks. (>\$1,000 and <\$2,500).
2. Chairs. (>\$1,000 and <\$2,500).
3. Filing cabinets. (>\$1,000 and <\$2,500).
4. Photo copiers. (>\$1,000 and <\$2,500).
5. Shredders. (>\$1,000 and <\$2,500).

C. TOOLS:

1. All power tools, manual tools or other maintenance apparatus individually acquired which are greater than \$1,000 and less than \$2,500 for the operations of the Solid Waste Facility and Public Works Department.

D. OTHER:

1. Benches
2. Park furniture
3. Playground equipment
4. Fitness equipment
5. Other Recreation equipment
6. Street furniture

5.2 EXCEPTIONS

At the expiration of the redemption period or if no redemption period exists property acquired (vested) at a tax sale shall be recorded at the price paid at the time of the Tax Sale including outstanding taxes, plus interest and expenses. **The cost of a contributed asset is equal to its fair value at date of contribution.** For those properties acquired at a tax sale or obtained through other means in which no historical value or purchase price is available, the value of the property will be recorded at nominal fee of \$1.00.

On January 1, 1982 the Town of Bridgetown joined with the other municipalities of Annapolis County to form the Annapolis Valley Regional School Board (AVRSB). Under the agreement, all school buildings on hand at December 31, 1981 will remain assets of the municipality but will be under the operational control of the Annapolis Valley Regional School Board (AVRSB) until such time as the board no longer requires the asset for school purposes. At that time control will revert back to the municipality. As of December 31, 1981 the following school buildings were under the control of the Annapolis Valley Regional School Board (AVRSB).

1. Bridgetown Regional Elementary School (BRES)
2. Bridgetown Regional High School (BRHS)

6.0 AMORTIZATION METHOD

6.1 STRAIGHT LINE METHOD

Straight line method is a method of amortizing a tangible capital asset where amortization is considered as a function of time instead of a function of usage. Whereas the assets economic usefulness is the same each year and repairs and maintenance expense is essentially the same each period, the periodic charge is the same in each year of the useful life of the asset.

The amortization method for the Town of Bridgetown shall be the **Straight Line Method**.

6.2 USAGE BASED METHOD

At the Solid Waste Management Facility, the solid waste cells shall be amortized by means of a **Usage Based Amortization**, as per PS3270 which recommends the operating life of the site be based on volume. This method assumes that an asset deteriorates on the basis of usage. This method requires that the upset limit be specific up front, and that the annual usage be accurately measured and logged.

For most of the tangible capital assets acquired or constructed during a fiscal year, the amortization shall begin in the next fiscal year in which the asset is available for use.

7.0 TOWN OF BRIDGETOWN UTILITY – TANGIBLE CAPITAL ASSETS

Effective April 1, 2007 a new Water Utility Accounting and Reporting Handbook was released by the Nova Scotia Utility and Review Board requiring all financial statements for water utilities in Nova Scotia to be in accordance with the requirements of the handbook and the Canadian Institute of Chartered Accountants ("CIAC") Standards as outlined in the Public Sector Accounting ("PSA") Handbook. It shall be the policy of the Town of Bridgetown to follow the reporting requirements of the Water Utility Accounting and Reporting Handbook.

Appendix A: Classification of Capital Assets

Land: Real property in the form of a plot, lot or area. Includes all expenditures made to acquire land and to ready its use for use where the improvements are considered permanent in nature and includes purchase, closing costs, grading, filling, draining and clearing, removal of old buildings (net of salvage), assumption of liens or mortgages and any additional land improvements that may have an indefinite life. The costs associated with improvements to land are added to the costs of the land if those improvements can be considered permanent (such as re-grading or filling of the land).

Excludes forest, water and other mineral resources and land held for resale (a separate non-financial asset). Land includes land for administrative buildings, parks, playgrounds, fields, open space, treatment plants.

Land associated with roads, sewer lines, and sidewalks are assumed to be part of:

Types:

- | | |
|------------|--|
| Class I | Land vested at Tax Sales on or before March 31, 1980. |
| Class II | Land vested at Tax Sale after March 31, 1980. |
| Class III | Land acquired prior to January 1 st 1980. |
| Class IV | Land purchased for Future Economic development |
| Class V | Land purchased for Municipal Industrial or Commercial purpose including Industrial parks. |
| Class VI | Land purchases or acquired through land trades with the Province |
| Class VII | Land donated to the Municipality to be recorded at fair market value at the time of acquisition if acquired a nominal value. |
| Class VIII | Land acquired by other means and for other purpose other than those listed above. |

Land Improvements: Land improvements consists of betterments, site preparation and site improvements (other than buildings) that ready the land for its intended use, which generally decay or breakdown over time. Land improvements that are movable and can degrade or deplete over the course of time through use or due to the elements, should be separately capitalized and their value amortized over the useful life of the improvement. Examples are: solid waste site development, retaining walls, soccer fields, parking lots, grading at works yards whose purpose is to serve as a base for maintaining infrastructure.

Municipal Buildings: Structures that provide shelter from the elements. Includes capital and betterments to buildings owned by the municipality. Includes equipment is not capable of being moved. Examples are: sport facilities, office buildings, and libraries.

Buildings/Plants: Structures that provide shelter from the elements and are use to provide sewer or water treatment. Includes capital and betterment to buildings owned by the Municipality. Includes equipment that is not capable of being moved.

Machinery and Equipment: An apparatus, tool, device, implement or instruments that likely use energy (human, electrical, hydroelectric fuel, or thermal) to facilitate a process,

function or completion of a task. It may be installed within a building but is generally capable of being moved and reinstalled at a different location. Included in this category are heavy duty vehicles. Construction vehicles; buses, boats (excluding ferries) and compost bins.

Vehicles: All other means of transportation, usually having wheels for transporting persons or things or designed to be towed behind such apparatus.

Wharves: Self - explanatory

Streets, Roads & curbs: Cost of materials and labour used to construct roads.

Signs: Cost of material and labour used to construct and erect signs.

Sewer lines: Cost of materials and labour used to construct sewer lines.

Lagoons: Cost of materials and labour used to construct lagoons.

Solid Waste Facilities: Cost of materials and labour, other than those costs associated with land, used to construct solid waste facilities.

Computer Hardware and Software: Consists of all equipment and programs that can be considered a component of, is typically attached to, or communicates with an information system. A computer program, hardware system or subsystem, or computer component with single-unit costs of \$5,000 or more shall be capitalized.

Utilities: All item, except land and building, associated with a water utility such as piping (transmission lines), steel storage tanks, dams, wells, water meters, hydrants, and pumps are included in the Utilities category. The land and building associated with a water utility will be set up in the respective Land and Building category.

Work in Progress: Cost associated under construction or in an uncompleted process of acquisition and are not yet in service.

Capital Leased Asset: A capital leased asset is valued at the net present value of future lease payments. It is recorded as an asset acquisition if the value meets the applicable asset class threshold. If the value does not meet the applicable asset class threshold, it is charged to expenses.

Appendix B: Glossary

Accumulated Amortization

Accumulated amortization is the total of amortization charges to date on a tangible capital asset or group of tangible capital assets.

Amortization

Amortization is a systematic and logical process of recognizing the expense associated with using a tangible capital asset during a fiscal period. Amortization is often thought of as depreciation.

Asset Class

An asset class is a grouping of tangible capital asset that is similar in nature and useful life. "Buildings" is an example of an asset class. Asset classes form the basis for the general ledger accounts and the summary presentation of tangible capital assets by major groupings in the financial statements.

Assets Pools

A large number of assets that fall below the \$5,000 capitalization threshold, which when taken together will be worth a material amount and if omitted will result in a significant or material understatement of the municipality's net worth. Examples may be appropriated are:

1. Computers
2. Benches and street furniture
3. Playground equipment
4. Office furniture & equipment
5. and held power tools
6. Printers, copiers & fax machines.

Betterment

Betterment is a cost incurred that either increases the capacity, extends the useful life, or reduces the operating cost of a tangible asset.

Capital Lease

A capital lease is a lease with terms and conditions that substantially transfers all the "benefits and risk" of ownership to the lessee (i.e. the municipality), without necessarily transferring legal ownership as defined by the CICA Handbook, Section 3065.03.

Capitalization

Capitalization is the process of recording an eligible expenditure as a Tangible Capital Asset, or including it as part of the cost of a Tangible Capital Asset.

Capitalization Threshold

The capitalization threshold is minimum dollar amount that the municipality will use in determining whether expenditure should be capitalized as a Tangible Capital Assets addition or expensed in the current year.

Capitalized Interest

Capitalized interest is the interest and carrying charges owed on the debt to external parties that is included as part of the cost. Only interest that is directly attributable to the development and construction of a tangible capital asset can be capitalized. The capitalization of interest ends when the asset is put in use.

Component

A component is a Tangible Capital Asset that forms part of a larger and wider tangible capital asset. Components are normally associated with infrastructure assets. The paved road is one component of the entire road and street infrastructure, which also includes the right of way (i.e. land), grade, street signs, etc. A water pump is one component of the water supply system. The component approach to Tangible Capital Assets is the opposite of the single asset approach.

Cost

Cost is the gross amount of consideration directly attributable to acquire, construct, develop, or better a Tangible Capital Asset.

Declining Balance Method

The declining balance method is an approach of amortizing a tangible asset where amortization is considered as a function of usage instead of a function of time. The periodic charge is a constant percentage of the unamortized cost so that the depreciated cost approaches zero by the retirement date. This method reflects a higher amortization charge in the early years of use, since the amortization is calculated by applying the identified rate to the annually declining net book balance.

Disposal

Disposals result when ownership of a tangible asset is relinquished. Disposal reduces the cost of the tangible assets and accumulated amortization to zero.

Fair Value

Fair value is the amount of consideration that would be agreed upon in an arms length transaction between knowledgeable, willing parties who are under no compulsion to act.

Financial Assets

Financial Assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations. Financial assets include cash, accounts receivable, temporary investments, and portfolio investments. Tangible Capital Assets are non-financial assets.

Intangible Assets

Intangible assets are assets that have no physical form or substance. Goodwill, patents, and copyrights are examples on intangible assets. PSAB does not recognize intangible assets. Intangible assets should not be included with tangible capital assets. Software licenses are tangible capital assets.

Infrastructure

Infrastructure assets are tangible capital assets that are normally comprised of a number of components to form complex network systems. Infrastructure assets are different from general capital assets in terms of access and consumption. The public has unlimited access to infrastructure assets and the benefits of the asset are consumed directly by the public. The municipality normally restricts public access to general capital assets. General capital assets are used by the municipality to provide services to the public. Infrastructure assets include roads, streets, bridges, water systems, sewers and surface water control devices such as dams, canals, levies, and erosion control devices.

Materiality

Materiality is the point where a misstatement or aggregate of misstatements in financial statements would influence the decision of a person who is relying on the financial statements. Material misstatements in financial statements can arise from departures from GAAP, errors, fraud, inappropriate accounting estimates, and omissions of necessary information.

Net book Value

The net book value of tangible capital assets is the cost, less the accumulated amortization and the amount of any write-downs.

Operating Lease

An operating lease is a lease, in which the lessor does not transfer substantially all the benefits and risk to ownership of property.

Network System

Network system is a term used to refer to infrastructure that has "linear" assets arranged in a continuous or connected network. Network systems normally mean roads, water systems and sewers.

Residual Value

Residual value is the estimated net realized value of a Tangible Capital Asset at the end of its useful life. The colloquial term for residual value is "scrap" value.

Straight Line Method

Straight line method is a method of amortizing a tangible capital asset where amortization is considered as a function of time instead of a function of usage. Whereas the assets economic usefulness is the same each year and repairs and maintenance expense is essentially the same each period, the periodic charge is the same in each year of the useful life of the asset.

Tangible Capital Assets

Tangible Capital Assets are non-financial assets having physical substance that:

1. are used to provide goods and services;
2. have an economic life beyond one year;
3. are used on a continuous basis; and
4. are not for sale in the ordinary course of operations.

Usage Based Method

At the Solid Waste Management Facility, the solid waste cells shall be amortized by means of a **Usage Based Amortization**, as per PS3270 which recommends the operating life of the site be based on volume. This method assumes that an asset deteriorates on the basis of usage. This method requires that the upset limit be specific up front, and that the annual usage be accurately measured and logged.

Useful Life

Useful life is the estimate of the period over which a tangible asset is expected to be used by the municipality. The life of a tangible capital asset may extend beyond the useful life of a tangible capital asset to a municipality. Other than land, the life of a tangible capital asset is finite and is normally the shorter of physical, technological, commercial and legal life. Useful life does not necessarily need to be measured in units of time. Useful life can also refer to the number of units of production that can be obtained from a tangible capital asset by the municipality. The following table shall be used when determining the useful life of the assets of the municipality:

Write-down

A write-down is a reduction in the cost of an asset to reflect a decline in the asset's value. A Tangible Capital Asset should be written down whenever the benefits associated with the asset are less than its net book value. A write-down can never be reversed.

SECTION PS 3150

tangible capital assets

Additional Resources

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PURPOSE AND SCOPE

- .01 This Section establishes standards on how to account for and report tangible capital assets in government financial statements. 1(1)
- .02 Tangible capital assets are a significant economic resource managed by governments and a key component in the delivery of many government programs. Tangible capital assets include such diverse items as roads, buildings, vehicles, equipment, land, water and other utility systems, aircraft, computer hardware and software, dams, canals, and bridges.
- .03 This Section does not apply to intangible assets, natural resources, and Crown lands that have not been purchased by the government.
- .04 Government capital grants and government transfers of tangible capital assets would be accounted for in accordance with GOVERNMENT TRANSFERS, Section PS 3410.

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DEFINITIONS

.05 The following definitions have been adopted for the purposes of this Section:

(a) **Tangible capital assets** are non-financial assets 2(2) having physical substance that:

(i) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;

(ii) have useful economic lives extending beyond an accounting period;

(iii) are to be used on a continuing basis; and

(iv) are not for sale in the ordinary course of operations.

(b) **Cost** is the gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of a developer charge, is considered to be equal to its fair value at the date of contribution. Capital grants would not be netted against the cost of the related tangible capital asset. The cost of a leased tangible capital asset is determined in accordance with LEASED TANGIBLE CAPITAL ASSETS, PSG-2.

(c) **Fair value** is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

(d) **Net book value** of a tangible capital asset is its cost, less both accumulated amortization and the amount of any write-downs.

(e) **Residual value** is the estimated net realizable value of a tangible capital asset at the end of its useful life to a government.

(f) **Service potential** is the output or service capacity of a tangible capital asset, and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life.

(g) **Useful life** is the estimate of either the period over which a tangible capital asset is expected to be used by a government, or the number of production or similar units that can be obtained from the tangible capital asset by a government. The life of a tangible capital asset may extend beyond the useful life of a tangible capital asset to a government. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial and legal life.

ACCOUNTING

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- .06 Governments need to present information about the complete stock of their tangible capital assets and amortization in the financial statements to demonstrate stewardship and the cost of using those assets to deliver programs and provide services.
- .07 ♦ *Tangible capital assets should be accounted for and reported as assets on the statement of financial position.* [APRIL 2005]
- .08 Works of art and historical treasures are property that has cultural, aesthetic or historical value that is worth preserving perpetually. Works of art and historical treasures would not be recognized as tangible capital assets in government financial statements because a reasonable estimate of the future benefits associated with such property cannot be made. Nevertheless, the existence of such property should be disclosed (see paragraph PS 3150.42(e)).

Measurement

Cost

- .09 ♦ *Tangible capital assets should be recorded at cost.* [SEPT. 1997]
- .10 The cost of a tangible capital asset includes the purchase price of the asset and other acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs, and duties. The cost of a constructed asset would normally include direct construction or development costs (such as materials and labour) and overhead costs directly attributable to the construction or development activity. The activities necessary to prepare a tangible capital asset for its intended use encompass more than the physical construction of the tangible capital asset. They include the technical and administrative work prior to the commencement of and during construction.
- .11 The cost of each tangible capital asset acquired as part of a single purchase (for example, the purchase of a building and land for a single amount) is determined by allocating the total price paid for all of the tangible capital assets acquired to each one on the basis of its relative fair value at the time of acquisition.
- .12 Many tangible capital assets, particularly complex network systems such as those for water and sewage treatment, consist of a number of components. Whether a government decides to record and account for each component as a separate asset will be determined by the usefulness of the resulting information to the government and the cost versus the benefit of collecting and maintaining it.
- .13 When, at the time of acquisition, a portion of the acquired tangible capital asset is not intended for use, its costs and any costs of disposal, net of any estimated proceeds, are attributed to that portion of the acquired tangible capital asset that is intended for use. For example, the cost of acquired land that includes a building that will be demolished

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includes the cost of the acquired property and the cost of demolishing the building.

- .14 Governments may receive contributions of tangible capital assets. The cost of a contributed asset is considered equal to its fair value at the date of contribution. Fair value of a contributed tangible capital asset may be estimated using market or appraisal values. In unusual circumstances, where an estimate of fair value cannot be made, the tangible capital asset would be recognized at nominal value.
- .15 The cost of a tangible capital asset that is acquired, constructed or developed over time includes carrying costs directly attributable to the acquisition, construction or development activity, such as interest costs when the government's policy is to capitalize interest costs.
- .16 Carrying costs incurred while land acquired for building purposes is held without any associated construction or development activity do not qualify for capitalization.
- .17 Capitalization of carrying costs ceases when no construction or development is taking place or when a tangible capital asset is ready for use in producing goods or services. A tangible capital asset is normally ready for productive use when the acquisition, construction or development is substantially complete.
- .18 Determining when a tangible capital asset, or a portion thereof, is ready for productive use requires consideration of the circumstances in which it is to be operated. Normally it would be predetermined by a government by reference to factors such as productive capacity, occupancy level, or the passage of time.
- .19 Costs of betterments are considered to be part of the cost of a tangible capital asset and would be added to the recorded cost of the related asset. A betterment is a cost incurred to enhance the service potential of a tangible capital asset. In general, for tangible capital assets other than complex network systems, service potential may be enhanced when there is an increase in the previously assessed physical output or service capacity, where associated operating costs are lowered, the useful life of the property is extended or the quality of the output is improved.
- .20 This definition of a betterment is more difficult to apply to tangible capital assets that are complex network systems and are very long-lived, such as highway and water systems, because identifying expenditures that would extend their lives may not be practicable. For example, expenditures on road systems to widen the roads or add to the number of lanes expand the capacity of the road system to provide services and are clearly betterments. On the other hand, expenditures incurred to maintain the originally anticipated service potential of a road, or its estimated useful life, are more in the nature of maintenance.
- .21 For complex network systems, therefore, the following basic distinctions can be used to identify maintenance and betterments:
 - (a) Maintenance and repairs maintain the predetermined service potential of a tangible

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capital asset for a given useful life. Such expenditures are charged in the accounting period in which they are made.

- (b) Betterments increase service potential (and may or may not increase the remaining useful life of the tangible capital asset). Such expenditures would be included in the cost of the related asset.

Amortization

- .22 ♦ *The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use by the government.* [SEPT. 1997]
- .23 ♦ *The amortization of the costs of tangible capital assets should be accounted for as expenses in the statement of operations.* [SEPT. 1997 *(3)]
- .24 Land normally has an unlimited life and would not be amortized.
- .25 Most tangible capital assets, however, have limited useful lives. This fact is recognized by amortizing the cost of tangible capital assets in a rational and systematic manner over their useful lives. Amortization expense is an important part of the cost associated with providing government services, regardless of how the acquisition of tangible capital assets is funded. Information about a program or activity's total costs is relevant to any assessment of the benefits the program or activity provides.
- .26 Different methods of amortizing a tangible capital asset result in different patterns of cost recognition. The objective is to provide a systematic and rational basis for allocating the cost of a tangible capital asset, less any residual value, over its useful life. A straight-line method reflects a constant charge for the service as a function of time. A variable charge method reflects service as a function of usage. Other methods may be appropriate in certain situations.
- .27 Where a government expects the residual value of a tangible capital asset to be significant, it would be factored into the calculation of amortization.
- .28 The useful life of a tangible capital asset depends on its expected use by the government. Factors to be considered in estimating the useful life of a tangible capital asset include:
 - (a) expected future usage;
 - (b) effects of technological obsolescence;
 - (c) expected wear and tear from use or the passage of time;
 - (d) the maintenance program;
 - (e) studies of similar items retired; and
 - (f) the condition of existing comparable items.

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.29 ♦ *The amortization method and estimate of the useful life of the remaining unamortized portion of a tangible capital asset should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.* [SEPT. 1997]

.30 Significant events that may indicate a need to revise the amortization method or the estimate of the remaining useful life of a tangible capital asset include:

- (a) a change in the extent to which the tangible capital asset is used;
- (b) a change in the manner in which the tangible capital asset is used;
- (c) removal of the tangible capital asset from service for an extended period of time;
- (d) physical damage;
- (e) significant technological developments;
- (f) a change in the demand for the services provided through use of the tangible capital asset; and
- (g) a change in the law or environment affecting the period of time over which the tangible capital asset can be used.

Write-downs

.31 ♦ *When conditions indicate that a tangible capital asset no longer contributes to a government's ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value.* [SEPT. 1997]

.32 ♦ *The net write-downs of tangible capital assets should be accounted for as expenses in the statement of operations.* [SEPT. 1997 *(4)]

.33 ♦ *A write-down should not be reversed.* [SEPT. 1997]

.34 A government would write down the cost of a tangible capital asset when it can demonstrate that the reduction in future economic benefits is expected to be permanent. Conditions that may indicate that the future economic benefits associated with a tangible capital asset have been reduced and a write-down is appropriate include:

- (a) a change in the extent to which the tangible capital asset is used;
- (b) a change in the manner in which the tangible capital asset is used;
- (c) significant technological developments;
- (d) physical damage;
- (e) removal of the tangible capital asset from service;
- (f) a decline in, or cessation of, the need for the services provided by the tangible capital

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asset;

- (g) a decision to halt construction of the tangible capital asset before it is complete or in usable or saleable condition; and
 - (h) a change in the law or environment affecting the extent to which the tangible capital asset can be used.
- .35 The persistence of such conditions over several successive years increases the probability that a write-down is required unless there is persuasive evidence to the contrary.
- .36 When the tangible capital asset no longer contributes to the government's ability to provide goods and services, it would be written down to residual value, if any. This would be appropriate when the government has no intention of continuing to use the asset in its current capacity, and there is no alternative use for the asset.
- .37 In other circumstances, it will be necessary to estimate the value of expected remaining future economic benefits. Where a government can objectively estimate a reduction in the value of the asset's service potential to the government, and has persuasive evidence that the reduction is expected to be permanent in nature, the tangible capital asset would be written down to the revised estimate of the value of the asset's remaining service potential to the government.

Disposals

- .38 ♦ *The difference between the net proceeds on disposal of a tangible capital asset and the net book value of the asset should be accounted for as a revenue or expense in the statement of operations. [SEPT. 1997 *(5)]*
- .39 Disposals of government tangible capital assets in the accounting period may occur by sale, destruction, loss or abandonment. Such disposals represent a reduction in a government's investment in tangible capital assets, regardless of how that investment is reported.

PRESENTATION AND DISCLOSURE

- .40 ♦ *The financial statements should disclose, for each major category of tangible capital assets and in total:*
- (a) *cost at the beginning and end of the period;*
 - (b) *additions in the period;*
 - (c) *disposals in the period;*
 - (d) *the amount of any write-downs in the period;*
 - (e) *the amount of amortization of the costs of tangible capital assets for the period;*
 - (f) *accumulated amortization at the beginning and end of the period; and*

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(g) net carrying amount at the beginning and end of the period. [APRIL 2005]

- .41 Major categories of tangible capital assets would be determined by type of asset, such as land, buildings, equipment, roads, water and other utility systems, and bridges.
- .42 • *Financial statements should also disclose the following information about tangible capital assets:*
- (a) the amortization method used, including the amortization period or rate for each major category of tangible capital asset;*
 - (b) the net book value of tangible capital assets not being amortized because they are under construction or development or have been removed from service;*
 - (c) the nature and amount of contributed tangible capital assets received in the period and recognized in the financial statements;*
 - (d) the nature and use of tangible capital assets recognized at nominal value;*
 - (e) the nature of the works of art and historical treasures held by the government; and*
 - (f) the amount of interest capitalized in the period. [SEPT. 1997]*

TRANSITIONAL PROVISIONS FOR LOCAL GOVERNMENTS

- .43 This Section applies to local governments for fiscal years beginning on or after January 1, 2009. Earlier adoption is encouraged.
- .44 This Section applies to all tangible capital assets.
- .45 When, during the period of transition, a local government has information on some but not all categories of its tangible capital assets, the local government would disclose information in accordance with TANGIBLE CAPITAL ASSETS OF LOCAL GOVERNMENTS, PSG-7.
- .46 All government tangible capital assets would be recorded in a government's accounting system according to this Section. The information recorded would include the actual or estimated original cost of the tangible capital assets, their estimated useful lives and the related estimated accumulated amortization. When recording the initial value of a tangible capital asset for the purposes of applying this Section, consideration would be given to whether the net book value of the tangible capital asset is in excess of the future economic benefits expected from its use and, therefore, whether a write-down is required to establish more appropriate cost and accumulated amortization amounts for the asset.
- .47 When a government does not have historical cost accounting records for its tangible capital assets, it will need to use other methods to estimate the cost and accumulated amortization of the assets. It may be possible to derive information for recording tangible capital assets from records of government departments that manage those assets. A government would apply a consistent method of estimating the cost of the tangible capital

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assets for which it does not have historical cost records, except in circumstances where it can be demonstrated that a different method would provide a more accurate estimate of the cost of a particular type of tangible capital asset.

- .48 Some government tangible capital assets that are still in use by the government may not have any unamortized cost remaining because of their age and the amortization period set for that type of tangible capital asset. A record of such tangible capital assets would, however, need to be set up for asset control purposes. If a government has the information to estimate the historical cost and accumulated amortization of such fully amortized assets, then that information would be recorded in the accounting records. If a local government does not have this detailed information on its fully amortized assets, it would disclose them at an initial value equal to their residual value, where material and previously known. Otherwise it would disclose them at a nominal value.

Certification for Town of Bridgetown Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]:

August 17, 2011

Date of Passage of Current Policy: August 24, 2011

I certify that this *Capital Asset Policy* was adopted by Council as indicated above.

CAO

Date

TOWN OF BRIDGETOWN - Policy #14

Public Participation Program

Rationale

The following policy ensures an avenue for public input into amendments to the Municipal Planning Strategy and/or Land Use Bylaw.

Policy Statement

- 1) The Council of the Town of Bridgetown prescribes that for Municipal Planning Strategy amendment applications and for any related Land Use Bylaw amendments, a Public Participation Program shall follow the following procedure once referred to the Planning Advisory Committee:
 - (a) The CAO notifies Development Officer and Chair of the Planning Advisory Committee;
 - (b) The Development Officer and Chair set the meeting date.
 - (c) The Development Officer places a public advertisement (1) in local newspaper which specifies date, time and place of meeting, the matter to be discussed, the specific property (if any) affected and notes that information is available from the Town Office during regular business hours or at the meeting;
 - (d) Development Officer notifies all landowners within a 200-foot radius of affected area by personal service or regular mail. Notice has content of advertisement;
 - (e) Planning Advisory Committee meets. Prior to any discussion among Panel members, any citizens in attendance are afforded an opportunity to ask questions and obtain further information about the application.
- 2) Council may, in any matter, choose to extend the public information process more widely, require more advertisements or more information in the advertisement or otherwise vary the public information process so long as the minimum set out above is met. Council would normally do so in matters of major importance, including significant amendments or revision to the Planning Strategy.
- 3) In the case of a land use bylaw amendment or development agreement not requiring Ministerial approval, Council allows the CAO to refer the application to the Planning Advisory Committee for recommendation and to set and advertise a date for a public hearing before Council.

Previous Policies

The previous policy _____
approved _____ is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the ____ day of _____, 200__.

GIVEN under the hand of the CAO and under the seal of the Town of Bridgetown this _____ day of _____, 20__.

John Langmead
Chief Administrative Officer

TARIFF OF FEES & EXPENSES FOR ELECTION OFFICERS

Made Pursuant to Section 139 of The Municipal Elections Act

1. Returning Officer:

For all services and expenses in connection with an election, compensation equivalent to current salary on an hourly basis for time spent in excess of regular office hours.

2. Deputy Returning Officers:

For services and expenses in connection with an election; a daily allowance of one hundred and twenty-five dollars (\$125.00) plus \$10.00 per hour after the poll closes.

3. Enumerators:

For services and expenses required in the enumeration of electors, the sum of sixty-five dollars (\$65.00) plus thirty-five cents (\$0.35) for the name of each elector properly included in the Enumerators Index Sheets.

4. Revising Officer:

The Returning Officer shall act as Revising Officer at the aforementioned compensation. If unable to, a Revising Officer shall be appointed for all services performed in connection with the revision of names, at a daily allowance of one hundred dollars (\$100.00).

5. Poll Clerks:

For all services and expenses in connection with an election, a daily allowance of one hundred dollars (\$100.00) plus \$9.00 per hour after poll closes.

- 6.** For stationary, postage, courier services, election supplies, ballot boxes, long distance charges, cartage of election supplies and other incidental outlays necessary in conducting an election, the amount actually and reasonably spent, supported by vouchers.

7. Printing Expenses

The printing, numbering and binding or stitching of ballot papers, the actual cost incurred, supported by vouchers and for the printing of election lists, the actual costs, supported by vouchers.

8. Recounts or Controverted Elections

For required attendance by the Returning Officer at a recount or hearing of a complaint regarding a controverted election, compensation as previously stated.

Approved at a regular meeting of Town Council June 8, 2004
Revised at an emergency meeting of Town Council October 4, 2005
Revised at a regular meeting of Town Council..... February 12, 2007
Approved at a regular meeting of Town CouncilAug 25, 2008

John Langmead
Chief Administrative Officer

**TOWN OF BRIDGETOWN - POLICY #17
TREE COMMITTEE ENFORCEMENT**

BE IT RESOLVED as a recorded resolution of the Town of Bridgetown:

1. THAT the Tree Committee may enter upon any lands within the Town for the purpose of spraying the trees thereon with insecticides and fungicides as approved and recommended by the Forestry Service of Canada;
2. THAT the Tree Committee may enter upon any lands within the Town for the purpose of inspecting the trees thereon to determine whether the same are in a diseased condition or damage to such an extent that they constitute a hazard to the safety of persons or property;
3. THAT the Tree Committee may, where a tree or limb on lands of the Town is, in the opinion of the committee, hazardous to persons or property, or so affected by disease or insect infestation as to endanger the life and health of trees in the vicinity, to remove the tree or limb;
4. THAT the Tree Committee may, where a tree or limb thereof on private lands within the Town is, in the opinion of the committee, hazardous to persons or property, or so affected by disease or insect infestation as to endanger the life and health of trees in the vicinity, order the owner of such lands to remove the tree or limb within thirty days of service upon the owner of a copy of the order.

BE IT FURTHER RESOLVED that the Town of Bridgetown support the efforts of the Tree Committee to control the spread of Dutch Elm Disease and otherwise improve the Town.

APPROVED BY TOWN COUNCIL AT A REGULAR MEETING HELD ON MONDAY EVENING JUNE 1, 1998.

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz
Chief Administrative Officer

Date



Town of Bridgetown - Policy #19 Council Remuneration and Expense Policy

The purpose of this policy is to establish the rate of remuneration for Town of Bridgetown elected officials, what will be reimbursed as business expenses, and the schedule of remuneration.

1. The remuneration of the mayor is Nine Thousand One Hundred Dollars (\$9,100.00) per annum with an increase equivalent to the Consumer Price Index on April 1 each year, as calculated for the Town per Human Resource Policy #6-10. One third of the mayor=s remuneration is an allowance for expense incidental to the discharge of the duties of the mayor as an elected officer of the Town.
2. The remuneration of the deputy mayor is Five Thousand Three Hundred Dollars (\$5,300.00) per annum with an increase equivalent to the Consumer Price Index on April 1 each year, as calculated for the Town per Human Resource Policy #6-10. One third of the Deputy Mayor=s remuneration is an allowance for the expense incidental to the discharge of the duties of the Deputy Mayor as an elected officer of the Town.
3. The remuneration of each councillor is Four Thousand Two Hundred Dollars (\$4,200.00) per annum with an increase equivalent to the Consumer Price Index on April 1 each year, as calculated for the Town per Human Resource Policy #6-10: Employee Compensation and Review Policy. One third of each councillor=s remuneration is an allowance for the expense incidental to the discharge of the duties of a councillor as an elected officer of the Town.
4. Any remuneration to which any member of the council may be entitled because that member is nominated or appointed by the council to a board, commission or other position, or is otherwise appointed as a representative of the town, shall be paid to the Town.
5. Expenses incurred by the members of the council on Town business shall be reimbursed as outlined in Human Resource Policy #6-20: Travel, Meal and Miscellaneous Allowances Policy.
6. Remuneration and allowances for expenses shall be adjusted equivalent to the Consumer Price Index on April 1 each year, as calculated for the Town per Human Resource Policy #6-10: Employee Compensation and Review Policy.
7. That the remuneration allowance is to be made on a quarterly basis.

CERTIFICATE

Approved by Town Council: April 5, 1999
Revised: December 13, 2004

Notice to Council: January 8, 2013
Approved by Town Council: January 22, 2013

I, Rachel L. Turner, hereby certify that Policy #19, the Council Remuneration and Expense Policy, was approved by Town Council on January 22, 2013 and that Council was given seven days prior notice.

Rachel L. Turner
Town Clerk

Date

TOWN OF BRIDGETOWN - POLICY #20

DISCLOSURE POLICY DIRECTION: MINUTES OF COUNCIL AND COMMITTEES

1. Approved minutes of council and committee meetings are public documents.
2. Unapproved minutes of council and committee meetings are not official records of those meetings. Unapproved minutes drafted by staff may be disclosed to the public on request or in accordance with established distribution policies where:
 - a) the unapproved minutes have been checked by the Town Clerk in accordance with the Clerk's responsibilities pursuant to Section 33 of the *Municipal Government Act*;
 - b) the unapproved minutes are clearly marked "**DRAFT UNAPPROVED**".

APPROVED BY THE TOWN COUNCIL AT A SPECIAL MEETING HELD ON TUESDAY, SEPTEMBER 7TH, 1999.

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz
Chief Administrative Officer

Date

TOWN OF BRIDGETOWN - POLICY # 21

NAMING OF STREETS

The following shall be the policy of the Town of Bridgetown regarding the naming of streets:

NEW STREETS

Assessment Criteria:

Prior to the naming of any new street within the town consideration shall be given to the following:

- the zoning of the area where the street to be named is located
- any historical significance associated with the area
- whether the street is a collector, arterial or local
- any existing pattern in respect to the naming of other streets in the community

Community input sought::

Suggestions from the community may be sought through an advertisement in the local paper or the distribution of a flyer to residents through the post office.

Naming of the Street:

The naming of a street shall take place in the following manner:

An advertisement shall be placed in the local paper advising:

1. The location of the proposed street to be named
2. The name to be given to the new street
3. The date, time and location of the meeting at which the street will be named

RENAMING OF EXISTING STREETS

In addition to the procedures established for the naming of NEW STREETS the Town of Bridgetown shall:

1. Consult with the property owners of the street
2. Assess the impact on any existing civic addressing systems eg: 911
3. Obtain a written report from the planning department on any zoning or land related matters which may need to be considered in regard to the renaming of an existing street

Notification:

Once the Town council has approved the naming of a new or renaming of an existing street within the Town of Bridgetown the following communication process shall be followed:

1. An appropriate advertisement shall be placed in the local paper circulating within the town advising of the naming or change and the effective date of the change
2. The assessment department be notified of the naming or change and the effective date of the change
3. The planning department be notified and the effective date of the change
4. All emergency services for the community be notified and the effective date of the change

APPROVED BY TOWN COUNCIL AT A REGULAR MEETING HELD ON FEBRUARY 7, 2000.

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz
Chief Administrative Officer

Date

TOWN OF BRIDGETOWN - POLICY # 22

BE IT RESOLVED by the Town Council for the Town of Bridgetown that the following policy be adopted as a policy of the Town pursuant to the provisions of the Workers' Compensation Act, as amended October 1, 1992:

POLICY RESPECTING HIRING CONTRACTORS PURSUANT TO THE WORKERS' COMPENSATION ACT

The hiring of contractors or subcontractors in a mandatory industry will only be on presentation of an up-to-date WCB of Nova Scotia Clearance Letter.

NOTES:

Contractors and subcontractors who operate in mandatory industries and who are not individually registered with the WCB are considered to be our workers for WCB purposes. We must provide coverage for them and include the labour portion of the contract in our total assessable payroll calculation at the end of each quarter. We may not hold back any portion of the contract for WCB premiums. The contractor is not liable for this premium.

If the subcontractor is registered with the WCB but cannot provide us with a Clearance Letter indicating that it is in good standing, then we and the contractor are jointly liable for any premium associated with the contract. In this case, we may withhold the amount of the WCB premium paid on the contractor's behalf from the contract. We must include the labour portion of the contract in our assessable payroll and pay premiums to cover the subcontractor. If the subcontractor pays, or it is determined that the subcontractor has already paid its premiums to the WCB, the subcontractor may request a refund or account adjustment from the WCB.

If the subcontractor is working in an industry for which coverage is not required, no premium is payable for the contractor and the contractor is not covered in case of accident.

If a subcontractor that works in a mandatory industry is hired and cannot provide a WCB Clearance Letter, the assessable wages associated with the work are to be included in the assessable payroll and therefore the Town will be paying the contractor's premiums. Should there be a Workers' Compensation Claim during the contractor's employment with the Town there will be an increase in the WCB premiums.

RECONFIRMED BY TOWN COUNCIL AT REGULAR MEETING HELD ON JANUARY 18, 2012.

Darrell Hiltz
Chief Administrative Officer

Date



Town of Bridgetown Policy #23 Occupational Health & Safety Policy

Commitment

This policy is a commitment by the Town of Bridgetown to co-operate with its employees to provide a workplace where the personal health & safety of each employee and member of the public is of primary concern and importance. The objective of this commitment is to minimize the number of workplace injuries and illnesses through effective health and safety programs, policies and procedures. The enduring goal shall be “zero accidents” in the Town of Bridgetown workplace. The Town is committed to providing a healthy and safe work environment for its employees and members of the public and will take every precaution reasonable under the circumstance to ensure the health and safety of everyone at or near the workplace.

Reasoning

The Town of Bridgetown believes that providing a safe and healthy work environment is essential to reducing workplace injuries and emotional stress levels. When undertaken as a core value, a safe work environment will contribute to making a more effective and efficient workplace by increasing the personal job satisfaction of employees, reduce lost time incidents, and equipment downtime.

Co-operation

The Town of Bridgetown, through all levels of management, will co-operate with the Occupational Health & Safety Committee and/or the Health & Safety Representative and employees to create a healthy and safe work environment.

Responsibilities

The Town of Bridgetown will provide appropriate training, equipment and facilities to all employees to ensure they can work safely and identify all potential hazards in the workplace. As an employer, the Town of Bridgetown will ensure that all employees at all levels in the organization understand the importance of internalizing safe work practices to protect themselves, their co-workers and the public at all times.

CERTIFICATE

Approved by Town Council: December 11, 2012

Notice to Council: November 6, 2012.

I, Rachel L. Turner, hereby certify that Policy #23, the Occupational Health & Safety Policy, was approved by Town Council on December 11, 2012 and that Council was given seven days prior notice.

Rachel L. Turner
Town Clerk

Date

TOWN OF BRIDGETOWN - POLICY #24

Council Meetings and Procedures

General

1. The procedural requirements in this Policy complement and supplement, but do not replace, the requirements contained in the Municipal Government Act.
2. In this Policy, unless the context otherwise requires,
 - (a) "business days(s)" means a day when the Town office is open for business;
 - (b) "Chair" means the presiding officer;
 - (c) "Council" means the Council of the Town of Bridgetown;
 - (d) "Council Member" includes the Mayor unless the context indicates otherwise;
 - (e) "majority" means more than one-half, unless the context indicates otherwise;
 - (f) "quorum" means a majority of the maximum number of persons that may be elected to the council.

Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to Section 4, regular meetings of Council shall be held
 - (a) at the Bridgetown Fire Hall, 31 Bay Road
 - (b) on the fourth Tuesday of every month
 - (c) commencing at 7:00 p.m.

4. Regular meetings of Council may be rescheduled, relocated or canceled:
 - (a) by resolution, including a contingent resolution, of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (b) upon presentation of a written request signed by a majority of the councillors; or
 - (c) by the Chief Administrative Officer on request of the Mayor, owing to unforeseen circumstances.
5. Additional or special meetings of Council may be convened
 - (1) by resolution, including a contingent resolution, of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - (2) by the Mayor owing to unforeseen circumstances.
6. Specific notice to Council Members and to the public need not be provided of
 - (a) meetings held pursuant to section 3;

but, subject to any statutory relaxation of notice requirements, three days notice shall be specifically provided for other meetings to Council Members in the manner described in sections 7 and 8 and to the public in the manner described in section 9.
7. Notice of meetings shall be provided verbally, by telephone or voice mail, or in writing (including electronic mail or facsimile messages) to each Council Member.
8.
 - (1) Within 10 days following the first meeting of Council after a municipal election or by-election, each elected Council Member shall provide to the Town Clerk
 - (a) a telephone number which the Council Member has, and will maintain and/or
 - (b) an electronic mail address or facsimile telephone number which the Council Member has, and will maintain.
 - (2) Each Council Member will be assigned a mail box duly labeled with the Council Member's name located at the Town Hall.
 - (3) The Council Member shall be deemed to have received any notice within one business day of it being sent or left pursuant to this section.

9. Notice of meetings shall be provided to the public by posting at the Town Hall a "Notice of Council Meeting" containing the time, date and place of the meeting and on the Town's official website.

Conduct of Meetings: General

10. It shall be the duty of the Chair to:
 1. open the meeting of Council by taking the chair and calling the Council Members to order;
 2. receive and submit to Council motions properly presented by a Council Member;
 3. may speak his or her opinion on any matter prior to a vote by Council;
 4. may sum up the debate prior to a vote by Council;
 5. put to vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
 6. decline to put a vote, a motion which infringes upon the rules of procedure;
 7. restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
 8. enforce, on all occasions, the observance of order and decorum;
 9. call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 10. inform the Council when necessary, or when referred to, on a point of order;
 11. permit the Chief Administrative Officer to speak on any point upon request;
 12. permit proper questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any debate;

11. declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and
 12. adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent.
11. At Council meetings, unless a majority consents to a different order for that meeting, Council shall conduct business in the following order:
1. call to order;
 2. public hearings;
 3. presentations;
 4. approval of agenda, including additions or deletions;
 5. approval of minutes from previous meeting(s);
 6. administration reports;
 7. department and other reports;
 8. committee updates;
 9. correspondence;
 10. date of next meeting;
 11. citizens forum;
 12. adjournment.
12. At the time the agenda is put forward for approval the Chair shall inquire of Council Members whether they have any new or other business. Council Members having such business shall then identify it for the Chair. Every effort shall be made to have items prepared for the agenda prior to distribution of the agenda and supporting package.
13. Every Council Member, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Council Members raise their

- hands to speak, the Chair shall designate as the Council Member who has the floor.
14. When a Council Member wishes to explain, the Council Member shall raise a hand and ask leave of the Chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
 15. No Council Member shall speak more than ten minutes upon any matter at one time, without the leave of Council.
 16. During a meeting Council may adjourn for short periods or move to another place, without ending the meeting.
 17. The minutes shall be kept by the Clerk and shall:
 - (a) record the time when any Council Member joins or leaves a meeting which is in progress;
 - (b) contain all resolutions, decisions by consensus and motions, and shall record the outcome of each vote;
 - (c) mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.
 18.
 - (1) At every regular meeting of the Council the approval of the minutes of the last preceding regular meeting, and any subsequent meetings and any deferred minutes shall be an item of business;
 - (2) Council may defer approval of minutes (except deferred minutes) until the next regular meeting of the Council;
 - (3) The minutes as corrected and approved shall be entered into the minute book.

Conduct of Meetings: Motions and Voting

19. The Chair shall state every question properly presented to Council and before putting it to a vote, shall ask "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question, after which no Council Member shall be permitted to speak upon it.
20. The usual form of voting on any question shall be by the Chair calling for "yeas" and "nays", but any Council Member, before or after a voice vote can call for, and obtain through the Chair, a show of hands, and any two Council Members can call for, and obtain through the Chair, a recorded vote with each Council Member's vote entered into the minutes.

21. A motion must be seconded and then repeated by the Chair or read aloud before it is debated. The Chair may direct that the motion be put in writing.
22. After reading of a motion by the Chair or Town Clerk, it shall be open for discussion.
23. A motion may at any time before the Council has voted on it be withdrawn by the mover with the consent of the seconder.
24. When any question is before the Council, the only motions in order shall be:
 - (a) a motion in amendment of the original motion;
 - (b) a motion to refer the question, including the motion and amendment if one is moved, to any committee;
 - (c) a motion to defer the consideration of the question either indefinitely or to a specified time;
 - (d) a motion to close the debate at a specified time;
 - (e) a motion that the question be put to a vote;
 - (f) a motion to adjourn;
25. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
 1. to refer to a committee;
 2. to defer the consideration of the question;
 3. to close the debate at a specified time;
 4. that the question be put to a vote;
 5. to adjourn;

any of which may be moved either to the original motion or to the amendment of the original motion.

26. A motion:

(1) that the debate be closed at a specified time; or

(2) that the question be put to a vote,

shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not itself be put to a vote until every Council Member who has not spoken on the question and claims a right to speak has been heard.

27. A motion to adjourn shall always be in order except in the following cases:

(1) when a Council Member is in possession of the floor;

(2) when the "yeas" and "nays" are being called;

(3) while the Council Members are voting; or

(4) when the adjournment was the last preceding motion.

28. The following questions shall be decided without debate:

(1) a motion to reconsider;

(2) all motions as to priority of business or as to the suspension of the order of the day;

(3) application to speak more than the prescribed number of times;

(4) a motion to allow any person other than the Council Members to address the Council;

(5) a motion to postpone to a specified time or day;

(6) a motion to lay on the table when claiming a privilege over another person; and

(7) a motion to adjourn.

29. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.

30. Any notice of motion given by a Council Member for a subsequent meeting may, in the absence of the Council Member giving such notice, be taken up by any other Council

Member.

31. Unless reconsideration is moved at the next meeting the right of reconsideration is lost.
32. No discussion of the main question shall be allowed on the motion for reconsideration.
33. The following matters are not eligible for reconsideration;
 - (1) a motion approving the first or second reading of a By-law enactment, amendment or repeal;
 - (2) a motion to decide upon a matter which was the subject of a statutory hearing by Council;
 - (3) a matter which has been reconsidered once; and
 - (4) a vote to reconsider.

Conduct of Meetings: Points of Order

34. It shall be the duty of the Chair, and the privilege of any Council Member, to call any Council Member to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
35. When a Council Member is called to order, the Council Member shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
36. A point of order is not debatable amongst other Council Members, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Council Member shall speak more than once.
37. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council Chambers, are not debatable but are appealable to Council by any Council Member. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
38. No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

39. If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat.
40. If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.
41. Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
42. Persons who are not Council Members or officers or employees of the Town shall observe silence and order in the Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council Chambers.
43. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers with or without conditions.
44. An order of the Chair to expel a person from the Council Chambers constitutes a direction from the Town to leave the premises for purposes of the Protection of Property Act and other applicable laws.
45. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to ruling of the Chair, having regard to general principles of parliamentary procedure.
46. Any of the rules of order may be suspended in its operation by the unanimous consent of the Council Members present.

Clerk's Annotation for Official Policy Book

APPROVED Town Council Meeting – December 4, 2000

REVISED DATE Town Council Meeting – November 9, 2004

REVISED DATE Town Council Meeting – November 23, 2005

REVISED DATE Town Council Meeting – September 8, 2008

RECONFIRMED DATE Town Council Meeting – January 18, 2012

DATE OF NOTICE Town Council Meeting – November 6, 2012

REVISED DATE Town Council Meeting – December 11, 2012

Rachel L. Turner
Chief Administrative Officer

Date



Town of Bridgetown Policy #25 Respecting Tax Exemption for Charitable and Non-Profit Organizations

1. This Policy shall be known as the Tax Exemption Policy passed under Section 71 of the Municipal Government Act.
2. The real property of the organizations or institutions named in Schedules "A" and "B" of this policy that would otherwise be classified as commercial property shall be exempt or taxed in accordance with the particular schedule.
3. The partial or total exemption provided in Section 2 shall apply only to that portion of the real property specified in the schedule.
4. When a property, or part thereof, listed in a schedule ceases to be occupied by the association or for the purposes set out in the schedule, then the partial or total exemption from taxation shall cease and the owner of the real property shall immediately be liable for the real property tax on such real property or part thereof for the portion of the year unexpired.
5. This policy shall have effect commencing in the municipal taxation year 2012/13.

SCHEDULE "A"

Properties of non-profit organizations which are either community-oriented, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations and which in the opinion of Council provide an active service through programs or maintenance of the property to the Municipality that might otherwise be a responsibility of Council which are to be taxed under Section 71(1)(b) of the Municipal Government Act to the extent set out in the last two columns of this schedule.

OWNER	PROPERTY	EXTENT OF APPLICATION	EXTENT OF EXEMPTION
Bridgetown Area Historical Society	James House Museum 12 Queen Street	The Whole	100% of commercial property tax. Area rates for other municipal services will be charged

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SCHEDULE 'B'

The Council may, by policy, to the extent and under the conditions set out in the policy, provide that the tax payable with respect to all or part of the taxable commercial property of any non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization named in the policy be reduced to the tax that would otherwise be payable if the property were a residential property, inclusive of area rates as set out in 71(2) of the Municipal Government Act as is determined by Council from year to year to the extent set out in column three.

OWNER	PROPERTY	EXTENT OF APPLICATION	EXTENT OF EXEMPTION
Bridgetown Curling Club	land, building, stock, & equipment McKenna Street	The Whole	The residential rate applied rather than the commercial rate. Area rates for other municipal services will be charged

CERTIFICATE

Approved by Town Council: October 17, 2012.

Notice to Council: September 12, 2012.

I, Rachel L. Turner, hereby certify that Policy #25, the Tax Exemption Policy, was approved by Town Council on October 17, 2012 and that Council was given seven days prior notice.

Rachel L. Turner
Town Clerk

Date

TOWN OF BRIDGETOWN - POLICY #26

MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW

USER FEE POLICY

The Council of the Town of Bridgetown prescribes the following user fee policy:

Applications shall be accompanied by the necessary permit fee and estimate of advertising costs, payable to the Annapolis District Planning Commission.

As attached ADPC Fee Schedule – effective July 1, 2008.

APPROVED BY THE TOWN COUNCIL AT THE REGULAR MONTHLY MEETING HELD ON May 12, 2008.

John F. Langmead, CAO



Town of Bridgetown

Human Resource Policies

Policy # 27

Approved By Council
October 17, 2012

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TOWN OF BRIDGETOWN

Human Resource Policy

1-10 Human Resource Management Policy

Category: Human Resource Management & Planning
Policy Number: 1-10
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

It is the policy of the Town of Bridgetown to recognize the importance and value of the development, maintenance, and application of a comprehensive program of human resource management.

1.0 Specific Objectives

The Town of Bridgetown seeks to:

- a) **promote understanding of** the terms, conditions, requirements and policies governing employees of the Town of Bridgetown
- b) **clarify the authority for, and purpose of,** all policies currently in use, or those new policies required, for the effective and efficient operation and administration of the Town of Bridgetown
- c) **ensure that** consistent, fair, and equal treatment of all employees in the Town of Bridgetown will be attained through the application of approved policies
- d) **ensure that** human resource policies will be updated on an ongoing basis in order to reflect changes in society, provincial legislation, and economic circumstances
- e) **define** responsibilities and working relationships throughout the Town of Bridgetown
- f) **encourage** ongoing professional development of all employees.

The human resource policies adopted by the Town of Bridgetown are designed to serve as a guide for all Town of Bridgetown personnel with respect to the human resource management function. A copy of each policy will be maintained in a policy manual, which will be easily accessible by all employees of the Town of Bridgetown. Copies of the policy manual will be available to each member of Council and to all Town of Bridgetown personnel. As well, an up-to-date master copy will be maintained by the CAO or designate.

2.0 Definitions



TOWN OF BRIDGETOWN

Human Resource Policy

- a) **Town of Bridgetown:** The use of this term with respect to employees, means all employees of the Town of Bridgetown, from all departments and commissions.
- b) **Conflicting Laws, Policies, etc.:** These policies and practices shall be applied to all Town of Bridgetown employees, where they are not in conflict with or superseded by any Provincial or Federal Legislation or Town of Bridgetown Bylaw.

3.0 Responsibilities

3.1 The Council will:

- a) ensure that the Town of Bridgetown has in place a comprehensive human resource management system

3.2 The Chief Administrative Officer (or designate) will:

- a) administer the human resource policies of the Town of Bridgetown
- b) develop and maintain a comprehensive human resource policy manual which will serve as the official guide in handling human resource management matters
- c) identify necessary revisions to the human resource policies and, in consultation with other managerial and supervisory staff, recommend revisions to Council for consideration
- d) ensure the implementation and application of the Town of Bridgetown's human resource policies and establish a mechanism which will facilitate employee awareness and understanding of the approved human resource policies of the Town of Bridgetown
- e) ensure that any proposed amendments to this policy are reviewed by the Town of Bridgetown's solicitor

3.3 Department heads, managers, supervisory personnel and all other Town of Bridgetown employees will:

- a) acquire a good working knowledge of the policies contained in this manual
- b) apply these policies in an equitable and fair manner at all times, utilizing sound judgment
- c) advise the immediate supervisor of revisions, deletions, or additions to the Town of Bridgetown's human resource policies which are considered appropriate
- d) encourage awareness of the Town of Bridgetown's human resource policies
- e) encourage a positive attitude towards employment with the Town of Bridgetown
- f) promote excellence in Town of Bridgetown service delivery



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Human Resource Policy

All proposed changes to the Town of Bridgetown's human resource management policies will, after due consideration, be referred to Council for review, amendment, and adoption.

4.0 General Provisions

Human resource management policies, which are approved and adopted by the Council of the Town of Bridgetown will, unless otherwise noted, apply to all employees of the Town of Bridgetown and their related agencies. Any policies which do not refer to all employees of the Town of Bridgetown, will be so noted.

5.0 Organization for Human Resource Management

Overall administration of the human resource management function, as outlined in the policies adopted by the Town of Bridgetown will, unless otherwise determined by Council, be the responsibility of the Chief Administrative Officer. For the purposes of this policy, the position responsible will be hereinafter referred to as the "*Chief Administrative Officer*." Nothing in this policy will restrict the Chief Administrative Officer from delegating responsibility for the human resource management function to one or more staff members of the Town of Bridgetown.



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Human Resource Policy

1-20 Human Resource Services Policy

Category:	Human Resource Management & Planning
Policy Number:	1-20
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to recognize the benefit of human resource planning.

1.0 Specific Objectives

The objectives of this policy are to:

- a) review a vacant position with a critical eye to determine if the vacancy presents an opportunity to improve business processes, allocate resources in a more effective way, or update the job profile to better reflect the current and foreseeable demands of the job.
- b) provide an accurate record of past, current, and anticipated changes in the Town of Bridgetown's human resource requirements
- c) enable managers to perform accurate budgetary and financial planning, for both current and future years

2.0 Definitions

- a) **Approved Position:** full time and/or permanent seasonal position which has been approved by the Town Council and included in the organizational structure of the Town of Bridgetown.
- b) **Person-years:** refers to one unit of 1,820 hours per year, based on a five-day work week, fifty-two weeks a year at eight hours per day (or one unit of 2,080 hours for employees working 40 hours per week).
- c) **Person-years are used*:**
 - when staff are retained (including permanent, temporary, part-time, casual/students, seasonal, and help supplied by private agencies and employees on contract)
 - for employees on sick leave or vacation leave
 - on a straight-time basis to indicate hours of overtime worked
- d) **Wage and Salary Expenditure:** refers to all monies and costs allocated by the Town of Bridgetown for the remuneration of employees and the payment



TOWN OF BRIDGETOWN

Human Resource Policy

of fees for individuals retained by personal service contract. Wage and salary expenditure includes:

- All monies allocated to all employees, including the employer's share of statutory contributions and deductions, pension contract, group insurance and employer benefits
- Money paid to employees for shift differentials, call-back pay, and standby pay
- Other monies expended on employees, as defined by wage and salary expenditure, but not covered previously

** Person-years are not used when employees are on leave without pay, including maternity leave.*

3.0 Responsibilities

1.1 The Council will review, amend, and approve:

- a) increases in the number of approved positions within the Town of Bridgetown organization



TOWN OF BRIDGETOWN

Human Resource Policy

2-10 Job Descriptions Policy

Category:	Position Classification and Evaluation
Policy Number:	2-10
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to promote a clear understanding of the duties and responsibilities of all positions in the Town of Bridgetown. Descriptions for each position in the Town of Bridgetown will be developed and maintained through consistent, formal reviews.

1.0 Specific Objectives

The objectives of this policy are to:

- a) translate the organizational goals and objectives into action by defining and delegating the responsibilities and duties to the appropriate Town of Bridgetown employee
- b) provide a basic source of information to be used for:
 - recruitment
 - training and professional development
 - performance management
 - compensation
- c) define the responsibilities and duties of each position within the Town of Bridgetown as it relates to the organizational goals and objectives.
- d) provide each employee with a clear understanding of the responsibilities and duties of each person.
- e) ensure that employees perform an equitable share of the duties.

2.0 Definitions

- a) Position/ Job Description – an outline of the duties and responsibilities.
- b) Statement of Qualifications – describes the basic requirements for the position (i.e. education, experience, competencies etc.) and is used for publicizing vacancies, screening applications, and for evaluating strengths and weaknesses.
- c) Critical Accountabilities – criteria that identify the “bottom line” for the job, and describe the required outcome of successful performance. These are often



TOWN OF BRIDGETOWN

Human Resource Policy

used in senior positions, are limited to five or six areas, and are specific to their order of importance.

Note: The critical accountabilities should always be ordered by order of importance, from most important to least important, in order to allow incumbents to focus on what is most important first.

3.0 Responsibilities

1.1 The Council will:

- a) review, amend, and adopt changes to the Town of Bridgetown's job descriptions for the Chief Administrative Officer.



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Human Resource Policy

3-10 Equal Opportunity Employment Policy

Category:	Equal Opportunity Employment
Policy Number:	3-10
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to ensure a commitment to the principle of equal access to employment, remuneration, promotion, and training based on job-related factors such as performance, knowledge, ability, and experience.

1.0 Specific Objectives

The objectives of this policy are to:

- a) ensure that the Town of Bridgetown's staffing process and human resource management practices are applied in a fair and consistent manner to all employees and to all applicants seeking employment with the Town of Bridgetown
- b) provide a procedure through which employees and applicants can address incidents of alleged infringement to the *Equal Opportunities Employment Policy*.

2.0 Definitions

- a) **Discrimination:** can be direct or indirect; can target one person or a group of people; and includes discrimination on the basis of race, colour, ancestry, religion, creed, ethnic, national or aboriginal origin, gender, age, physical or mental disability, sexual orientation, marital status, family status, source of income, irrational fear of contracting disease, political belief, affiliation or activity, association with those having characteristics listed above, and any other described discrimination as contained in the Human Rights Act of the Province of Nova Scotia.

3.0 Responsibilities:

1.1 The Council will:

- a) review, amend, and adopt changes to the *Equal Opportunity Employment Policy*



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4-10 Recruitment and Hiring Policy

Category:	Staffing
Policy Number:	4-10
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to ensure that the most suitably qualified candidates are hired to fill vacant positions in the Town of Bridgetown.

All hiring will be undertaken in accordance with the approved policies of the Town of Bridgetown. Each employee of the Town of Bridgetown participating in the hiring process will seek to maintain the principles of equal opportunity and merit with respect to the selection of candidates for all vacant positions.

1.0 Specific Objectives

The objectives of the Recruitment and Hiring Policy are to:

- a) establish clear guidelines and standards for the recruitment, interview, selection, and orientation processes
- b) ensure that all recruitment and selection activity is carried out in accordance with the following principles:
 - merit
 - equity
 - equal opportunity
 - fairness
 - consistency
 - in accordance with the requirements and characteristics of the position being filled
- c) promote a positive public image through the application of the above principles
- d) ensure that an adequate range of candidates are attracted for Town of Bridgetown position vacancies

2.0 Definitions

- a) **Permanent Position:** a position which has been approved by the Chief Administrative Officer and is provided for in the Town of Bridgetown's



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organizational structure as a permanent position within the budget approved by Council.

- b) **Temporary, Contract or Casual Position:** a position which is not a permanent position, as provided for in the Town of Bridgetown's organizational structure
- c) **Vacant Position:** a position which has been established and approved in the course of the budget process but for which there is currently no incumbent

The following definitions of an "employee" will apply:

- a) **Full-time Employee:** an individual who has been appointed to a permanent position and who has successfully completed the required probationary period (see *Probationary Period Policy #5-30*), and who works the defined person years (see *Planning Policy #1-20*).
 - o **Exempt Employee:** Employees who are exempt from payment for overtime. {i.e. Department Heads (Directors) and Supervisory Staff}
 - o **Non-Exempt Employee:** Employees who are not exempt from payment of overtime. These employees receive overtime premium pay for work over their normal weekly hours of work.
- b) **Probationary Employee:** an individual who has been appointed to a position but who has not completed the required probationary period (see *Probationary Period Policy #5-30*); or has been placed on probation through a disciplinary or corrective action.
- c) **Casual Employee:** an individual who has been hired to perform temporarily the duties of a permanent or probationary employee on vacation or leave, or to fill a position that is not normally in the Town of Bridgetown's organizational structure on an as-needed basis.
- d) **Seasonal Employee:** a full-time or part-time employee who works less than the full year and who is seasonally laid off and recalled.
- e) **Temporary Employee:** an individual who is filling a temporary position or is hired for a definite period of time, either full-time or part-time.
- f) **Part-time Employee:** an individual who consistently works less than the normal full work week and who is normally paid on an hourly or daily basis.
- g) **Contract Employee:** an individual who has been appointed for a defined period of time, subject to the terms and conditions of a specific contract.
- h) **Student Employee:** an individual who has been hired for a specifically defined term and who, at the conclusion of that defined term, will be returning to study at an academic institution.

3.0 Categories

There are two categories of competition:

- a. **Internal Competition:** will normally be used, at the discretion of the Town of Bridgetown, for specific positions for which there are candidates considered to be qualified currently within the employ of the Town of Bridgetown.



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Competition for these positions is closed to all but those individuals currently employed by the Town of Bridgetown. If no successful applicant is found through this process, the position vacancy will be posted as an open competition.

If an employee feels that the hiring decision was not conducted fairly, the decision may be appealed in accordance with the *Employee Grievances Policy* #9-10.

- b. **Open Competition:** will be used at the discretion of the Town of Bridgetown when it is considered that situations warrant open competition because qualified applicants are not available through the internal process, or when it is not certain whether there are qualified applicants currently working for the Town of Bridgetown. This competition will be open to both internal and external applicants.

Merit Principle: is the hiring of the candidate who, for any vacancy, is most suitably qualified to meet the requirements of the position.

Equal Opportunity: the promotion of equal access to employment, promotion, and training for all employees, free from discrimination and based solely on job-related factors such as performance, knowledge, and ability (see *Equal Opportunity Employment Policy* #3-10).



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5-10 Staff Orientation Policy

Category: Employment
Policy Number: 5-10
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

It is the policy of the Town of Bridgetown to ensure that new employees are familiar with the areas of the Town of Bridgetown's operation of which they should have knowledge, and to assist the employee in becoming an integral part of the Town of Bridgetown workforce as quickly as possible.

1.0 Specific Objectives

The objectives of this policy are to:

- a) provide an overview of municipal government and its relationship with other levels of government;
- b) familiarize new employees with general Town of Bridgetown and departmental operating procedures, goals, rules, and regulations that pertain to that employee in the performance of their job
- c) familiarize new employees with the duties and responsibilities of their new jobs, working relationships to subordinates and senior staff, and acquaint new employees with the physical location and facilities of Town of Bridgetown departments and other members of staff, particularly as they pertain to the performance of the new employees' duties and responsibilities
- d) encourage a high level of morale, teamwork, and motivation between new and existing staff members of the Town of Bridgetown
- e) demonstrate the commitment of the Town of Bridgetown to the well-being of its employees



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5-20 New Employee Safety Orientation Policy

Category: Employment
Policy Number: 5-20
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

As part of the Town of Bridgetown's continued commitment to Occupational Health & Safety as it relates to all employees and the organization as a whole, all new employees will be given a safety orientation by the immediate supervisor on commencement of employment.

1.0 Specific Objectives

The objectives of this policy are to:

- a) Familiarize new employees with their rights with respect to safety in the workplace
- b) Familiarize new employees with the general Town of Bridgetown and departmental operating procedures, goals, rules and regulations that pertain to safety in the performance of their job
- c) Demonstrate the commitment of the Town of Bridgetown to the safety of its employees



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5-30 Probationary Period Policy

Category:	Employment
Policy Number:	5-30
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to ensure that a period of probation for employees appointed to Town of Bridgetown positions as a result of competitions, promotions, transfers, or reclassifications, is implemented.

1.0 Specific Objectives

The objectives of this policy are to:

- a. ensure that measures are taken to evaluate a new employee's performance in a position prior to permanent employment or the performance of a permanent employee who has been promoted or transferred to a new position, or the performance of a permanent employee who has been placed on probation due to disciplinary action
- b. encourage fair and uniform treatment of all employees with respect to probation
- c. impart a better understanding of the principles and objectives of the probationary period in the Town

2.0 General Provisions

All employees in the various groups are classified as "probationary" employees during the following periods:

- Department Head level and above: up to one-year probationary period as negotiated.
- Supervisory Level: six to twelve month probationary period.
- Non-Supervisory Personnel: three to six month probationary period.



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6-10 Employee Compensation and Review Policy

Category:	Employee Compensation and Review
Policy Number:	6-10
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to ensure that employees are provided with information on salaries, wages and benefits offered by the Town of Bridgetown and that they are adequately remunerated for the work they undertake for the Town of Bridgetown

1.0 Specific Objectives

The objectives of this policy are to:

- a) impart a better understanding of the principles of salary administration
- b) maintain and monitor, through periodic reviews and surveys, salary levels and benefits to ensure consistency with those of the local area and those of other municipal units in the province or region
- c) provide a means to regularly review each individual's progress in a position, recognizing achievements and suggesting areas for possible improvement
- d) determine a uniform structure of relationships which will adequately compensate each employee for work performed and provide opportunities for advancement and promotion
- e) encourage consistency and equity with respect to salaries and benefits and further to ensure that job/position hierarchy is properly developed and reflective of the organizational structure
- f) develop and implement a system of total compensation so that all members of the Town of Bridgetown staff will be remunerated fairly with reference to their specific duties, responsibilities and job requirements, as well as their level of total compensation relative to other employees of the Town of Bridgetown
- g) provide incentives, through the proper administration of salaries and other means of compensation, for each individual to put forth his/her best effort on the job.

2.0 Definitions

- a) **Consumer Price Index:** A measure of the rate of price change for goods and services bought by Canadian consumers. It is the most widely used indicator of price changes in Canada



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- b) **Promotion:** The movement of an employee to a position in a class or level with a higher maximum salary or wage and an increased level of duties/ responsibilities.
- c) **Demotion:** The movement of an employee to a position in a class or level with a lower maximum salary or wage and a decreased level of duties/ responsibilities.
- d) **Transfer:** The movement of an employee from one position to another position of equal value within the pay-range system.
- e) **Re-evaluation:** The examination of a position's duties and responsibilities to determine whether a position should be reclassified to another level and salary range.
- f) **Reclassification:** A reclassification is based upon a change in the duties and responsibilities assigned to a position either on an identifiable date or gradually over a period of time. The change in duties may result in the position being moved to a pay range with either a higher or lower maximum salary or wage. The position may remain in the same pay range or level if the change in duties or responsibilities is not significant enough to warrant movement.
- g) **Pay Range:** A range of pay for a level of duties with a minimum and a maximum and one or more rates of pay in between. The level of pay will be established in accordance with performance and, in some cases, seniority.
- h) **Step:** A salary rate within a pay range established for a position.
- i) **Increment:** The difference between one salary rate and the next higher salary rate within a pay range established for a position.
- j) **Base Rate:** The rate or range established for a position, not including any premiums for non-standard hours, shifts or service pay.
- k) **Area of Comparability:** Reflects the necessity of hiring and retaining staff in particular professions and skill groups. For most jobs in the Town of Bridgetown, the areas of comparability will be other municipal units of similar size and complexity in the province or region. For senior employees, or for employees whose job is relatively rare, the area of comparability might cover a larger area or include other organizations in the MUSH (Municipalities, Universities, Schools, and Hospitals) sector.
- l) **Total Compensation:** For purposes of this policy, the Town of Bridgetown recognizes that total compensation is comprised of:
 - **direct remuneration:** primarily salaries and overtime compensation
 - **indirect remuneration:** vacation benefits, group insurance, pension contributions, and sick leave (if not included in primary salary)
- m) **Levels of Compensation:** The objective will be to provide equivalent levels of compensation to employees based upon levels of duties and responsibilities performed. The Town of Bridgetown will not attempt to follow precisely the details and changes in detail of compensation packages of other Town of Bridgetown employers in the region. The Town of Bridgetown will maintain



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total direct and indirect remuneration, or total compensation, at levels relative to the designated comparable employers.

n) **Relativities:**

- **external relativities:** the relation of the levels of total compensation paid by the Town of Bridgetown relative to comparable employers, i.e. other municipal units and/or organizations will be reviewed independently every four (4) years
- **internal relativities:** the relation of all employees within the organization. For the purposes of this policy, the objective will be to provide an internal system of total compensation that remunerates employees fairly with reference to their job duties and responsibilities. This will be reviewed every two (2) years.

2.0 Responsibilities

2.1 The Council will:

- a) review, amend, and adopt changes to the *Employee Compensation Policy*
- b) authorize any changes in the overall compensation and benefits provided to the Chief Administrative Officer
- c) approve or amend employee compensation plans as provided by the Chief Administrative Officer

3.0 Salary Administration for Employees

- a) Each employee will automatically receive an increase representative of the current CPI rate subject to budgetary consideration and approval by the Chief Administrative Officer.

Once salary scales have been established, they will be increased annually by the increase in the cost of living (increase of the Consumer Price Index) in order to recognize the decrease in the purchasing power of money and in order to maintain the standard of salary scales established by policy. The CPI factor used for this calculation will be the average CPI for Nova Scotia as reported by Statistics Canada for the twelve month period – March of the prior year to February of the current year. This factor will be used as a guide. CPI increases will be effective as of the first of each fiscal year – April 1st.



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6-20 Travel, Meal and Miscellaneous Allowances Policy

Category:	Employee Compensation and Review
Policy Number:	6-20
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to reimburse elected officials and Town of Bridgetown employees, or other approved representatives of the Town for travel, meal and other approved expenses associated with travel when on approved Town of Bridgetown business. Reimbursement shall be for all reasonable and appropriate expenses for travel, meals, and accommodations while on Town of Bridgetown business.

1.0 Specific Objectives

The objectives of this policy are to:

- outline which expenses of Town of Bridgetown employees and elected officials are eligible for reimbursement
- outline the process for reimbursement for expenses incurred through travel and on other Town of Bridgetown business
- receipts are required for reimbursement of all travel expenses unless otherwise stated below

2.0 Definitions:

- Town of Bridgetown Business:** Any legitimate conduct of business for the purposes of the governance and administration of the Town of Bridgetown which includes, but is not limited to:
 - a function, meeting, seminar, or conference associated with any Provincial or Federal Government department or agency,
 - a function sponsored by a training or educational institution,
 - a function sponsored by the Union of Nova Scotia Municipalities, Towns' Caucus, Federation of Canadian Municipalities, Association of Municipal Administrators, Canadian Association of Municipal Administrators, Recreation Association of Nova Scotia, Tourism Industry Association, a regional development authority or professional association,
 - meetings with representatives of other municipal units,



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- trips to and from locations outside the Town of Bridgetown for securing supplies or services for work-related purposes, or consulting with other groups or individuals
 - travel by recreation and tourism staff relating to Town of Bridgetown sponsored recreation and tourism programming.
- (b) Travel Expense: Includes but is not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, gratuities, taxi, parking, bridge tolls, and work-related phone calls and faxes. Items excluded are vehicle fuels and vehicle operating costs including repairs to personal vehicles.
- Mileage will be reimbursed at the rate used by the Provincial Government for its travel reimbursement (receipts not applicable) (this was previously amended by Council to go with the Provincial mileage rate on January 18, 2012).
- (c) Staff travel expense reports must be approved by the respective Department Head. Travel expense reports for Mayor, Councilors and Department Heads must be approved by the Chief Administrative officer. Travel expense reports for Chief Administrative Officer must be approved by Mayor (or designate).
- (d) Alcoholic beverages are not eligible for reimbursement.



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6-30 Hours of Work Policy

Category:	Employee Compensation and Review
Policy Number:	6-30
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to clearly outline for its employees the expected and regular hours of work which includes issues such as overtime, meeting attendance, office closure, and inclement weather.

1.0 Specific Objectives

The objectives of this policy are to:

- a) establish the Town Office hours of operation
- b) clearly define the hours of work regularly expected of all employees
- c) familiarize employees of the different classifications of overtime and payment of such

2.0 Definitions

The following definitions of “overtime” will apply

- a) **Exempt Employees:** employees who are not eligible to accumulate overtime hours.
- b) **Voluntary overtime:** that overtime worked, in excess of normal weekly hours of work, at the employee’s discretion.
- c) **Involuntary overtime:** those hours worked, in excess of the normal weekly hours of work, at the direction of the Department Head.
- d) **Overtime for Meetings:** those non-exempt employees who are required to attend meetings beyond their normal work hours (as part of the responsibilities of their positions) will be compensated for the actual hours worked, at 1 and ½ times their hourly rate.
- e) **Week:** the period between midnight on Saturday and midnight on the following Saturday.

3.0 Business Hours

The core business hours for the Town of Bridgetown are between 8:30 a.m. and 4:30 p.m. from Monday to Friday, excepting statutory holidays or other closures as deemed by the Chief Administrative Officer. Different parts of the operations may have longer hours in order to provide a necessary level of service to the public.



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Accordingly, the standard work week for administrative employees is 35 hours per week and 40 hours per week for outside employees.



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6-40 Vacation Leave Policy

Category:	Employee Compensation and Review
Policy Number:	6-40
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to establish a policy for providing annual vacation benefits for Town of Bridgetown employees which shall include vacation time off or vacation payment compensation.

This policy will not apply to any employee with a current employment contract with the Town unless the contract or agreement contains a direct reference to this policy.

1.0 Specific Objectives

The objectives of this policy are to:

- a) determine the vacation entitlements of employees based on years of service with the Town of Bridgetown
- b) define how and when vacation entitlements are calculated and awarded
- c) outline public holidays which the Town of Bridgetown will generally be closed to the public

2.0 Definitions

Refer to Policy #4-10 Recruitment and Hiring Policy for Employee Classification definitions.

3.0 General Provisions

1.1 Vacation Entitlements

- a) The Town of Bridgetown vacation year begins April 1st and ends March 31st of the following year. Term and contract employees shall have vacation entitlements outlined in their employment letter from existing policy entitlements. Full-time employees are granted vacation with pay in accordance with years of completed service as follows:
 - Ten (10) days at commencement of employment (less than one year of service to March 31 will be prorated based on this entitlement);
 - Fifteen (15) days commencing with the month in which the employee's second (2) year anniversary of continuous employment occurs;



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- Twenty (20) days commencing with the month in which the employee's seventh (7) year anniversary of continuous employment occurs.
 - Twenty-five (25) days commencing with the month in which the employee's fifteenth (15) year anniversary of continuous employment occurs.
- b) Permanent part-time and permanent seasonal employees shall be granted vacation with pay on a pro-rata basis.
- c) Casual, seasonal, part-time and temporary employees shall be paid vacation pay on a pro-rata basis but shall not take vacation time off. Payment will be in that amount of 4% of gross pay earned in any given pay period and added to each pay cheque or direct deposit. Employees who fall under these classifications may, subject to Department Head approval and operational requirements, take unpaid leave during their employment.
- 1.2 Public Holidays
- a) Holidays shall be granted to full-time employees for each of the following:
- | | |
|------------------------------------|--------------------|
| ▪ New Year's Day | ▪ Labour Day |
| ▪ Good Friday | ▪ Thanksgiving Day |
| ▪ Easter Monday | ▪ Remembrance Day |
| ▪ Victoria Day | ▪ Christmas Day |
| ▪ Canada Day | ▪ Boxing Day |
| ▪ 1 st Monday in August | |

... and any other day legally proclaimed as a holiday by the Federal, Provincial or Municipal (Town) Government. The holiday shall be observed on the day in which it falls unless the Holiday falls on a weekend, in which case an alternate day will be designated. On the last working day preceding Christmas Day and New Year's Day all locations will close at 12 noon on an annual basis.

- b) Only employees who are actively working are entitled to be paid for holidays. Employees on Workers Compensation and unpaid leaves of absence shall not be paid for holidays. If an employee is sick on a holiday, the employee shall be paid for the holiday but no sick pay shall be deducted.



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6-50 Sick Leave Policy

Category:	Employee Compensation and Review
Policy Number:	6-50
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to establish a policy for awarding and use of sick leave benefits.

This policy will not apply to any employee with a current employment contract with the Town unless the contract or agreement contains a direct reference to this policy.

1.0 Specific Objectives

The objectives of this policy are to:

- a) determine the sick leave benefits of employees
- b) define how and when sick leave benefits are accumulated and used.

2.0 Employees who are eligible for group insurance benefits accumulate sick leave credits of one and one-half (1.5) days per month up to a maximum of 120 days without loss of normal pay. Sick leave is available to employees who are medically unable to work due to sickness or injury. Sick leave is not available for any absence compensable under Workers Compensation.

3.0 All permanent seasonal or part time employees will be granted a prorated portion of one and one-half (1.5) days sick leave per month based on the percentage of working days completed in that month.

4.0 No payment will be made to any employee in settlement of or in payment of any sick leave accumulation or portion thereof.



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6-60 Leave of Absence Policy

Category:	Employee Compensation and Review
Policy Number:	6-60
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

The Town of Bridgetown recognizes that an employee may, at certain times, require a leave of absence from work and will attempt to cooperate with employees, where possible, in granting such requests for leaves. An employee's job performance, the impact on Town operations, and the employee's length of service are factors that will be considered when a request for leave is made.

This Policy applies to all permanent employees for the Town of Bridgetown. Temporary and casual employees are not eligible for leaves of absence.

1.0 Specific Objectives

The objectives of this policy are to:

- a) familiarize employees with the various types of leaves of absence that are available for the Town of Bridgetown employees

2.0 Absenteeism

Absenteeism shall not be confused with leaves of absence. All absences from regular working hours shall be termed excused or non-excused. All approved leaves of absence shall be classed as excused absences. Cases of unexcused absences from work, such as continual reporting late to work, leaving early from work or any unapproved absence during working hours, are matters of performance appraisal and discipline.

3.0 Types of Leave

3.1 Bereavement Leave

- a) For a death in the employee's immediate family (spouse, common law partner, same-sex partner, parent, legal guardian, child, and sibling including step relations) the employee shall be granted five (5) consecutive working days leave with pay. Where the burial is outside the province, additional time shall be granted for travel up to a maximum of three (3) days.



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- b) For the death of an employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, grandson or granddaughter, the employee shall be granted five (5) consecutive working days leave with pay.
- c) For the death of an employee's relative not in his immediate family (grandfather, grandmother, brother-in-law, sister-in-law, aunt and uncle), the employee shall receive two (2) days leave with pay.
- d) Four hours leave (without loss of pay) will be granted to employees to attend funerals of other relatives.
- e) At the discretion of the Chief Administrative Officer, the Town Office may be closed for employees to attend the funeral of a former or fellow employee, or current councillor.
- f) Employees shall be granted one-half ($\frac{1}{2}$) day leave of absence without loss of wages to attend a funeral as a pallbearer.
- g) Employees may, at the discretion of the Chief Administrative Officer, use sick leave benefits beyond the above noted bereavement leave, should the individual circumstance warrant and sick leave credits are available.



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6-70 Employee Benefits Policy

Category:	Employee Compensation and Review
Policy Number:	6-70
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the purpose of this policy to provide group insurance and other benefits to the Town of Bridgetown employees.

1.0 Specific Objectives

The objectives of this policy are to:

- a) provide and familiarize employees with the various group insurance, financial and other health and medical benefits that are available to through employment with the Town of Bridgetown.

2.0 Definitions

- a) **Employee Assistance Program (EAP):** confidential short-term counseling and advisory services, provided through an external provider, for Town of Bridgetown employees, Council members and their immediate families.
- b) **Group Insurance:** includes health, dental, long term disability, accidental death and dismemberment, and life insurance.

3.0 General Provisions

- a) All eligible permanent full-time and permanent part-time employees shall participate in the group insurance benefit program according to the carrier's policy.
- b) The employee shall pay 50% of the costs of monthly premiums and the Town will pay the remaining 50%. In cases where it is advantageous (for income tax purposes) for the employee to pay 100% of the premiums for a particular benefit, the Town will pay an increased percentage of other benefit premiums in the plan to a maximum of 50% of the total plan premiums.

4.0 Pension Plan

- a) All eligible permanent full-time and permanent part-time employees shall participate in the pension plan program and shall contribute 5% of base earnings and the employee shall contribute 5% of base earnings to the pension



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plan. Deductions from employees are to be made from each pay cheque or direct deposit with remittances to be made by the Town to the Pension Company on a monthly basis.



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7-10 Training and Development Policy

Category: Employee Training and Development
Policy Number: 7-10
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

It is the policy of the Town of Bridgetown to promote a climate within the organization, which recognizes the importance of staff training and professional development for employees.

1.0 Specific Objectives

The objectives of this policy are to:

- a) ensure the continued growth in skills and abilities of Town of Bridgetown employees so as to ensure that the employees are capable of initiating and utilizing the most appropriate modern practices and techniques in the conduct of Town of Bridgetown business
- b) provide a consistent and equitable method of meeting the training, development, and professional needs of employees in accordance with Town of Bridgetown requirements
- c) provide appropriate cross-training of staff to ensure business continuity
- d) to budget an amount of 3.5% of the total payroll annually toward the training of staff and elected officials, which will be included in the annual budget process.



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8-10 Code of Ethics Policy

Category: Employee Conduct
Policy Number: 8-10
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

It is the policy of the Town of Bridgetown to ensure that Town of Bridgetown employees:

- a) are aware of what constitutes a conflict of interest or breach of trust
- b) are aware of the level of conduct and integrity which is expected of Town of Bridgetown employees

1.0 Specific Objectives

The objectives of this policy are to:

- a) provide Town of Bridgetown employees with guidelines for identifying potential conflicts of interest and breaches of trust
- b) help ensure that Town of Bridgetown employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust
- c) promote high standards of professional conduct and values among Town of Bridgetown employees

2.0 Responsibilities of Town of Bridgetown Employees and Officials

- a) Town of Bridgetown employees and public officials are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the policies and bylaws of the Town of Bridgetown as well as all applicable federal and provincial laws. As public servants, they must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.
- b) **Dedicated Service:** All officials and employees of the Town of Bridgetown should faithfully work towards developing programs to address the needs of its citizens. In the course of their duties, officials and employees should strive to perform at a level which is expected of those who work in the public's interest.
- c) Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full co-operation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.



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- d) **Soliciting Appointments:** Soliciting members of Council directly or indirectly in order to obtain preferential consideration in connection with any appointment to the Town of Bridgetown service will disqualify the candidate from further consideration for the appointment.
- e) **Use of Public Property:** No employee will request or permit the use of Town of Bridgetown-owned vehicles, equipment, materials, or property for personal convenience or profit, except where such privileges are granted to the general public.
- f) **Obligations to Citizens:** No employee will grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- g) **Conflict of Interest:** No employee, whether paid or otherwise, will engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties. Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. Over and above the provisions below, employees shall follow the provisions of Conflict of Interest found within the Municipal Government Act of Nova Scotia. The following are situations which constitute conflicts of interest for Town of Bridgetown employees:
 - **Incompatible Employment:** No employee will engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their official duties or would impair his/her independence of judgment or action in the performance of his/her official duties.
 - **Disclosure of Confidential Information:** No employee will, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Town of Bridgetown; nor will he/she use such information to advance the financial or personal interest of him/herself or others.
 - **Gifts and Favours:** In keeping with established private-public business practices, no employee will show favouritism or bias toward any vendor, contractor, or others doing business with the Town. Employees are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the Town that would tend to influence them in the proper discharge of their official duties.
 - **Representing Private Interests before a Town of Bridgetown Agency:** No employee whose salary is paid in whole or in part by the Town of Bridgetown will appear on behalf of private interests before any agency or court of the Town of Bridgetown without the consent of the Chief Administrative Officer. The employee will not represent private interests in any action or proceeding against the interests of the



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Town of Bridgetown or in any litigation to which the Town of Bridgetown is party. Furthermore, no employee will accept compensation or a retainer, which is conditional upon the actions of a Town of Bridgetown agency.

- **Contracts with Town of Bridgetown:** No officer, agent or employee of the Town of Bridgetown will have any interest, direct or indirect, in any legal Town of Bridgetown contract issued by him/her or by any public committee, board, commission or department of which they are a member, agent, or employee.

However, an officer, agent, or employee of the Town of Bridgetown may enter into a legal contract with the Town of Bridgetown or any agency thereof for the sale and purchase of supplies, materials, or equipment or for the construction of public improvements if:

- they are not authorized by law to act on behalf of the Town of Bridgetown or any agent thereof in the awarding of the contract
 - the tender is let in a written, public, and openly competitive manner
 - all bids received and all documents pertaining to the awarding of the contract are made available for public inspection for at least three (3) months following the date of the awarding of the contract
- h) **Disclosure of Interest:** Any Town of Bridgetown employee who has a financial or personal interest in any proposed Council legislation, and who participates in discussion with or gives an official opinion to Council, will disclose on the records of Council the nature and extent of the interest.
- i) **Political Activity:** No employee of the Town of Bridgetown will perform work, either volunteer or paid, on behalf of any political party or candidate during his/her hours of employment with the Town of Bridgetown.

3.0 Reporting Breaches of this Code

Employees who have reason to believe that this *Code of Ethics Policy* has been breached in any way are encouraged to bring their concerns to the Chief Administrative Officer or Town of Bridgetown Council. No adverse action will be taken against any employee who, acting in good faith, brings forward such information.

4.0 Corrective Action

Violation of this *Code of Ethics Policy* by a Town of Bridgetown employee may constitute a cause for corrective action (see *Employment Conduct Policy #8-20*). Any reported violation of this policy will be subject to investigation by the Chief Administrative Officer and/or Council in the case of the Chief Administrative



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Officer. If an investigation finds an employee guilty of a breach of the *Code of Ethics Policy*, the corrective action pursued against the employee will be commensurate with the nature and severity of the violation.

5.0 Revisions

The Town of Bridgetown's *Code of Ethics Policy* and/or the sections contained therein will be reviewed and amended by Council, as recommended by the Chief Administrative Officer, as required.

6.0 General

When administering this policy, employees must adhere to the Municipal Government Act (MGA) or any other provincial Acts governing the Town of Bridgetown and all relevant legislation pertaining to the subjects covered in this policy.



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Human Resource Policy

8-20 Employee Conduct Policy

Category: Employee Conduct
Policy Number: 8-20
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

It is the policy of the Town of Bridgetown to promote and ensure appropriate conduct among staff and to facilitate the fair and consistent treatment of all employees.

1.0 Specific Objectives

The objectives of this policy are to:

- a) encourage positive employee/employer relations by providing for the fair and consistent treatment of staff throughout the Town of Bridgetown
- b) encourage the proper conduct of Town of Bridgetown employees
- c) ensure that all employees of the Town of Bridgetown are aware of their obligations and the consequences of disregarding those obligations
- d) ensure that employee misconduct is dealt with in an appropriate manner

2.0 Definitions

- a) **Corrective Action:** Corrective actions are measures which are applied to an employee in order to address unsatisfactory conduct. This action may consist of:
 - i) measures taken in instances where the employee should be aware of the performance and conduct expected of him/her, and/or where the employee has the capacity to meet the performance or conduct expected, but fails to provide satisfactory performance or conduct
 - ii) measures taken in instances where the employee is not aware of the performance standard. This lack of awareness may reflect a lack of communication between the supervisor and the employee and **may** be considered as a mitigating circumstance in the conduct of investigations and the implementation of corrective actions.



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Human Resource Policy

8-30 Sexual Harassment Policy

Category:	Employee Conduct
Policy Number:	8-30
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

The Town of Bridgetown values its employees and is therefore committed to providing a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices.

Sexual harassment is a form of discrimination based on sex. It is prohibited in Nova Scotia by Section 5(2) of the Human Rights Act and is illegal. Sexual Harassment is offensive, degrading and threatening. The Town of Bridgetown has adopted this policy to make clear that sexual harassment will not be tolerated. This policy applies to all employees and members of Council.

If an employee is subjected to harassment by individuals conducting business with the Town, the Town of Bridgetown acknowledges its responsibility to do all in its power to support and assist the person subject to such harassment.

1.0 Specific Objectives

The objectives of this policy are to:

- a) maintain a working environment that is free from sexual harassment;
- b) alert all employees of the Town to the fact that sexual harassment in the workplace is an offense under the law;
- c) establish a mechanism for receiving complaints of sexual harassment and to provide a procedure by which the Town of Bridgetown will deal with these complaints.
- d) provide education about sexual harassment and the policy.

2.0 Definitions:

2.1 **Sexual harassment** - is defined in the Nova Scotia Human Rights Act and means:

- a) any sexual conduct or a curse or comment that is known or ought reasonably to be known as unwelcome.



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- b) 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
- c) a reprisal or threat of reprisal against an individual for rejecting a solicitation or advance.

While the following list is not comprehensive, sexual harassment may include:

- a) unwelcome remarks, jokes, or innuendoes about a person's body, gender or attire;
- b) displaying of pornographic or other offensive or derogatory pictures or written materials;
- c) unwelcome invitations or requests, whether indirect or explicit, and intimidation;
- d) unnecessary physical contact such as touching, patting, or pinching;
- e) a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance;
- f) leering or other obscene or offensive gestures;
- g) stalking;
- h) sexual assault.

2.2 **Complainant** - the individual who files the harassment complaint.

2.3 **Respondent** - the individual who is named as the alleged harasser in the complaint.

2.4 **Bad Faith** - complaints that are fabricated with the intent of damaging the integrity of an individual or individuals.

3.0 Confidentiality

All sexual harassment inquiries and complaints will be handled in a confidential manner. Where an investigation is required, the investigation will be handled with as much discretion as is consistent with obtaining the information needed to make a decision on the complaint.

4.0 Protection Against Retaliation

Retaliation against a complainant will not be tolerated. No member of management or staff will intimidate, discharge, suspend, or impose any other penalty on, or



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otherwise discriminate against an individual who has made a complaint or given evidence or assisted in any way in the investigation and resolution of a complaint of sexual harassment.

5.0 Bad Faith

The Town is committed to taking any sexual harassment complaint seriously. Employees who make complaints that are fabricated with the intent of damaging the integrity of an individual or individuals will be subject to disciplinary action up to and including dismissal.

6.0 Discipline

- 6.1 Disciplinary action for substantiated complaints will range from a verbal or written reprimand to a suspension or dismissal. A verbal or written warning may include a recommendation for counseling.
- 6.2 A member of management who is in receipt of a harassment complaint or is aware of sexual harassment and fails to take appropriate action will be subject to disciplinary action.



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8-40 Workplace Harassment/Discrimination Policy

Category:	Employee Conduct
Policy Number:	8-40
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

The Town of Bridgetown values its employees and is therefore committed to providing a work environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices. It is the employer's responsibility to keep the workplace free from harassment and discrimination. Therefore, the Town of Bridgetown does not, and employees of the Town of Bridgetown must not, condone any act of harassment or discrimination.

If an employee is subjected to harassment by individuals conducting business with the town, the Town of Bridgetown acknowledges its responsibility to do all in its power to support and assist the person subject to such harassment.

1.0 Specific Objectives

The objectives of this policy are to:

- maintain a working environment that is free from harassment and discrimination;
- alert all employees of the Town to the fact that harassment and discrimination in the workplace is an offense under the law;
- establish a mechanism for receiving complaints of harassment and discrimination and to provide a procedure by which the Town of Bridgetown will deal with these complaints.
- provide education about harassment and discrimination and the policy.

2.0 Definitions:

- 2.1 Workplace Harassment/Discrimination:** harassment and discrimination may be based on race, colour, creed, nationality, aboriginal or ethnic origin, ancestry, religion, age, gender, marital status, family status, source of income, sexual orientation, physical or mental disability, irrational fear of contracting diseases, political belief, affiliation or activity or association with those having characteristics listed above. Workplace harassment/discrimination can be verbal or physical, deliberate, unsolicited, or unwelcomed and may consist of one incident or several incidents. While the following list is not comprehensive, workplace harassment may include:



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- a) unwelcome remarks, jokes, or innuendos in relation to any of the categories mentioned in the above section
- b) displaying of racist or other offensive material
- c) inappropriate requests
- d) intimidation
- e) verbal abuse or threats
- f) practical jokes which cause awkwardness or embarrassment
- g) action intended to clearly undermine the self-respect of an individual
- h) physical assault



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9-10 Employee Grievances Policy

Category:	Employee Grievances
Policy Number:	9-10
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to establish an efficient and fair procedure for the resolution of staff complaints and problems.

1.0 Specific Objectives

The objectives of this policy are to:

- a) provide a means of fair, expedient and equitable treatment of all employees
- b) minimize potential causes of employee dissatisfaction
- c) provide a mechanism for the acceptable solution of problems regarding the Town of Bridgetown's employees

2.0 Definitions

- a) **Grievance:** A complaint which is registered by an employee as a result of an unresolved problem, misunderstanding or disagreement

3.0 Revision to Policies

- a) Any agreed upon changes or revisions to the formal policies utilized by the Town of Bridgetown, which arise as a result of the employee grievance process, will be developed by the Chief Administrative Officer, or designate, and forwarded to Council for review, amendment, and approval.



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10-10 Performance Management Policy

Category:	Performance Management
Policy Number:	10-10
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to ensure that formal and informal performance appraisal processes are developed and implemented for all employees.

1.0 Specific Objectives

The objectives of this policy are to:

- a) establish a process whereby the work performance of each employee in the Town of Bridgetown can be informally evaluated on an ongoing basis
- b) establish standards for quality and quantity of work
- c) provide an annual formal review of each employee's work performance
- d) encourage employees to continually consider their own work performance and to set personal performance standards and goals
- e) assist in identifying specific requirements for the training and development of individual employees or if applicable, groups or categories of employees
- f) permanently record, on an objective basis, the work performance of each employee
- g) encourage the use of a performance appraisal system as a means of determining whether or not salary adjustments are warranted

2.0 Responsibilities

1.1 The Council will:

- a) review, amend, and adopt changes to the *Performance Appraisal Policy*
- b) annually review the performance of the Chief Administrative Officer in accordance with the CAO's employment contract and specific references within the Municipal Government Act



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11-10 Human Resource Records Policy

Category: Human Resource Records
Policy Number: 11-10
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

It is the policy of the Town of Bridgetown to recognize the importance of written and/or computerized records pertaining to human resources and the need for an effective means of the systematic collection, organization, protection, and retrieval of this information.

1.0 Specific Objectives

The objectives of this policy are to:

- a) provide for the systematic collection, retention and retrieval of human resource information, as required
- b) ensure proper handling and confidentiality of this information
- c) ensure that employees are aware of, and provided adequate access to, the appropriate files, records and documents
- d) provide management, with information to make decisions, respecting the human resource policies of the Town of Bridgetown

2.0 Definitions

- a) **Record:** Written and/or computerized documentation of any relevant event.
A record may be a completed form, letter, memo, note or report.

3.0 Expunging of Personnel Records

Files pertaining to disciplinary actions and conduct warnings, for example, will remain part of an employee's permanent record. In the case where an employee leaves the organization, the personnel files should be kept for a period of at least five years, since information may be required for medical and/or pension-related reasons (e.g. leave without pay, breaks in service to the Town of Bridgetown, etc.). All expunged records will be shredded.

4.0 General Enquiries

Responses to general enquiries from other municipal units respecting employee turnover, compensation levels, workforce compensation, the general composition of



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the Town of Bridgetown's workforce, and specific human resource programs and policies will be referred to the person responsible for the function related to the enquiry.

5.0 Other Requests

Other requests for information, including those which exceed the parameters outlined above, will be referred to the Chief Administrative Officer.



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12-10 Awards of Recognition Policy

Category:	Awards of Recognition
Policy Number:	12-10
Effective Date:	November 1, 2012
Approval by Council:	October 17, 2012
Supersedes:	Town of Bridgetown Personnel Policy #27
Amended:	

It is the policy of the Town of Bridgetown to recognize excellence in service delivery and high-quality work performed by the Town of Bridgetown's employees.

1.0 Specific Objectives

The objective of this policy is to ensure that long service, dedication, and special achievements are recognized.

2.0 Retirement and Long-Service Awards

The Town of Bridgetown will annually recognize those employees who are retiring and those individuals who have been employed in the Town of Bridgetown for an extended period of time.



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13-10 Exit Questionnaire and Interview Policy

Category: Exit Questionnaire and Interview
Policy Number: 13-10
Effective Date: November 1, 2012
Approval by Council: October 17, 2012
Supersedes:
Amended:

It is the policy of the Town of Bridgetown to ensure that exit interviews and/or exit questionnaires, are completed by employees who are leaving the employment of the Town of Bridgetown.

1.0 Specific Objectives

The objective of the exit interview or questionnaire is to:

- a) identify reasons why employment is being terminated with a view to improving the Town of Bridgetown work environment

2.0 Definitions

- a) **Exit questionnaire:** a confidential questionnaire which is completed by an employee who is leaving the employ of the Town of Bridgetown
- b) **Exit interview:** a confidential interview conducted by the Chief Administrative Officer or department head with an employee who is leaving the employ of the Town of Bridgetown



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Approved by Town Council of the Town of Bridgetown at a regular meeting held on Wednesday October 17, 2012.

Effective Date.....November 1, 2012

Rachel L. Turner
Chief Administrative Officer

Date

TOWN OF BRIDGETOWN - POLICY #28

COMMITTEE OF THE WHOLE

General

9. The procedural requirements in this Policy complement and supplement, but do not replace, the requirements contained in the Municipal Government Act.
 - 1.
10. All prior versions of Policy #28 are hereby repealed.
 - 2.
11. In this Policy, unless the context otherwise requires:
 - i. "business days(s)" means a day when the Town office is open for business;
 - ii. "Chair" means the presiding officer;
 - iii. "Council" means the Council of the Town of Bridgetown;
 - iv. "Council Member" includes the Mayor unless the context indicates otherwise;
 - v. "majority" means more than one-half, unless the context indicates otherwise;
 - vi. "quorum" means a majority of the maximum number of persons that may be elected to the council;
 - vii. "Town" means the Town of Bridgetown.
12. Council hereby confirms the establishment of the Committee of the Whole as a standing committee of Council.
13. The mandate of the Committee of the Whole is:
 - (1) to discuss, consider, advise and make recommendations to Council concerning the affairs of the Town of Bridgetown that may come before Council, in advance of Council making decisions or taking action on such matters, except where Council determines that consideration by the Committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
 - (a) correspondence;
 - (b) reports and recommendations from other committees of Council;
 - (c) planning matters;
 - (d) first or second reading of Bylaw enactments, amendments or repeals; and
 - (e) matters which are the subject of a statutory hearing by Council.

- (2) to take action on such matters as are lawfully delegated to it by the Town's Bylaws and Policies, or by Council resolution;
 - (3) to take such other steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out its mandate.
6. The Chair of the Committee of the Whole is the Mayor, or the Deputy Mayor in the Mayor's absence; and the Secretary is the Town Clerk or designate.
 7. The Committee of the Whole consists of all Council Members, and membership on the Committee of the Whole automatically extends to Council Members, without the necessity of formal appointment by Council, and automatically terminates upon the termination of a person's status as Council Member.

Time, Place, Date and Notice of Meetings

8. Regular meetings of Committee of the Whole shall be held:
 - (a) at the Bridgetown Fire Hall, 31 Bay Road;
 - (b) on the second Tuesday of every month;
 - (c) commencing at 7:00 p.m.
9. Regular meetings of Committee of the Whole may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council Members and the public as applies to meetings of Council, with any necessary changes for the context.
10. Additional meetings of Committee of the Whole may be convened:
 3.
 - (a) by consensus at a previous Committee of the Whole meeting three or more days in advance of the additional meeting;
 - (b) by consensus of Council at a Council meeting three or more days in advance of the additional meeting; or
 - (c) by the Mayor owing to unforeseen circumstances.
- 8.1.1
11. Notice of meetings shall be provided verbally, by telephone or voice mail, or in writing (including electronic mail or facsimile messages) to each Council Member.
- 4.
- 5.

Conduct of Meetings: General

12. Business of the Committee of the Whole meetings will proceed by consensus rather than formal motion.
13. Conduct of meetings as it pertains to process, quorum, point of order and decorum of both Committee of the Whole members and the public is the same as outlined in Policy #24 Council Meetings and Procedures.

Clerk's Annotation for Official Policy Book

DATE OF NOTICE Committee of the Whole Meeting – February 12, 2013

APPROVAL DATE Town Council Meeting – March 26, 2013

Rachel L. Turner
Town Clerk and Chief Administrative Officer

Date

REQUESTS FOR FUNDING FROM ORGANIZATIONS

PURPOSE:

The purpose of this policy is to set consistent guidelines under which each application for funding is brought to Town Council for consideration, by:

- establishing a procedure for the public presentation of requests for funding;
- establishing a procedure for reviewing requests for funding;
- establishing criteria for evaluating each application.

POLICY:

Article I. Public Presentation of Request

Town Council will provide an opportunity for community organizations to publicly present their application for funding. This will be done by way of a meeting specifically for this purpose, or at a regular meeting of Committee of the Whole or Town Council, as determined by Council.

It will be the responsibility of the organization to provide copies of supporting documentation, in those numbers required by Council, and on that date designated by Council, to ensure that sufficient time has been allowed for review of this information.

It will be the responsibility of the organization to advise the Town Office, prior to the day of the presentation, of any special equipment (i.e. overhead projector, flip charts, etc.) that may be required for this presentation.

It will be the responsibility of the organization to begin the presentation at the designated time, and to not exceed the time allocated (i.e. 10 minutes). Following the presentation, representatives from the organization should be prepared to answer questions of Town Council.

Article II. Procedure for Reviewing Requests

Council shall advise the organization of any additional information required, in order that the request can be fairly reviewed. It will be the responsibility of the organization to ensure that this information is provided to Council in a timely manner.

Council shall advise the organization, that all requests are reviewed as part of the budget process, and all applicants will be advised by the Town of Council=s decision, following the review.

Council shall review each application as part of the budgetary process, evaluating each, based on the criteria below.

As part of its annual budgetary process, Council shall allocate a special fund for discretionary use. This will allow for the immediate granting of funds, should circumstances (of an emergency or pressing nature) dictate that an organization cannot conform to the prescribed *Procedure for Reviewing Requests*.

Article III. Criteria for Review

All applications will be reviewed based on the following criteria:

- Level of responsibility of the Town to provide funding (i.e. people or property service).
- Ability of the Town to provide funding.
- The mandate of the organization and how it affects the citizens of the Town and/or the general community.
- Types of fund-raising that have been done to meet the financial needs of this organization.
- The types of short-term and long-term sustainability expected from this organization.
- External resources available. (i.e. financial, human, etc.).

Deadline for Applications

Deadline for submission of request is March 31st of each calendar year.

Approved at a regular meeting of Town Council..... March 14, 2005

Revised at a regular meeting of Town Council..... February 12, 2007

John Langmead
Chief Administrative Officer

TOWN OF BRIDGETOWN – POLICY # 34

TAX COLLECTION POLICY

Tax collection in a timely and efficient manner is essential to the financial stability of the Town and to equity among ratepayers.

1. Thirty days after the due date of each tax billing, a reminder notice will be sent to every taxpayer in arrears:

Please remit total due immediately.

2. Sixty days after the due date of the final tax billing a second reminder notice will be sent to all taxpayers in arrears:

Please contact the Town Office to avoid preliminary tax sale proceedings.

3. At the end of the fiscal year (March 31) a tax sale warning will be issued to any taxpayer in arrears.
4. Tax sale proceedings will commence in early July according to the procedures set out in the *Municipal Government Act*, beginning at Section 134.
5. In this policy, a taxpayer who has made payment arrangements acceptable to the Chief Administrative Officer is not considered to be in arrears.
6. This policy applies to the collection of taxes, water rates, sewer taxes and other amounts due to the Town.
7. For water rates, a warning of legal action and termination of service within ten days should be issued when the rates are thirty days overdue, and service should be terminated if the rates are forty days overdue.
8. Throughout the collection process telephone and other contact with taxpayers will be used as necessary or advisable to encourage payment.
9. Any payment arrangement must be in writing signed by the taxpayer and the CAO on behalf of the Town. An exchange of letters is sufficient.

10. Failure to observe the terms of a payment arrangement will result in the cancellation of the arrangement and immediate commencement of tax sale proceedings.

Tax Payment Arrangements

An arrangement may be made with a taxpayer who is apparently unable to make full payment of tax arrears (including sewer charges). All arrangements will require payments sufficient to ensure that all tax arrears will be cleared within a reasonable time. In particular, payments must be high enough to ensure current taxes are paid as well as the interest and at least part of the arrears to prevent the taxpayer going further into debt. There is no authority to waive or reduce interest costs. There must be a payment on account when the arrangement is made.

As noted, all tax payment arrangements must be in writing, signed by the taxpayer and the CAO. If tax arrears exceed \$5,000.00 the arrangement must be approved by Town Council.

In the case of **Residential Taxation**, consideration should be given to:

- a) whether the property owner is on social or other assistance
- b) ability to pay (income, net worth, etc.)
- c) any interest a mortgage holder may have in the property
- d) how past arrangements for payment have been handled
- e) having the account current within one fiscal year.

In the case of **Commercial Taxation**, consideration should be given to:

- a) ability to pay
- b) any interest a mortgage holder may have in the property
- c) how past arrangements for payment have been handled
- d) having the account current within one fiscal year.

All payments under a tax payment arrangement must be credited first to any tax not a lien on the property (business occupancy tax) and second to the taxes longest in arrears.

There is no right to a tax payment arrangement. Any such arrangement is at the discretion of the CAO and Town Council.

Other Remedies

Nothing in this policy prevents the use of a warrant to collect outstanding taxes where that procedure is considered appropriate by Town staff.

Some accounts may be referred to a collection agency or to the provincial government at the direction of the CAO.

Tax sale procedures are set out in the *Municipal Government Act* (primarily Part VI).

Note: unless specifically authorized by the Town Council in advance, the Town will not purchase land at a tax sale even if no bid sufficient to pay the outstanding taxes and expenses of sale has been received.

See also the Tax Collection Guide (MGA binder tab 3) but be sure no changes have been made after its effective date.

Transition

1. Where taxes are in arrears for three years, tax sale procedures must be started as required by Section 134 of the *Municipal Government Act* unless the taxpayer and the Town have entered into a tax arrears payment arrangement and the taxpayer is in compliance.
2. Commencing January 1, 2011, tax sale procedures must be started in all cases where taxes are two years in arrears, if there is no tax arrears payment arrangement.
3. Commencing July 1, 2011, tax sale procedures must be started in all cases where the taxes for the immediately preceding fiscal year are unpaid.

APPROVED BY THE TOWN COUNCIL AT THE REGULAR MONTHLY MEETING ON JULY 12, 2010.

John Langmead, Chief Administrative Officer

TOWN OF BRIDGETOWN - POLICY #36

Procurement Policy

Purpose and Objectives

1. To provide guidelines for the procurement of all goods and services for the Town of Bridgetown based on sound management and public procurement practices. Procurement methods shall be open, fair, transparent and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.
2. The Town of Bridgetown is committed to:
 - a) Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value
 - b) Encouraging competition, innovative ideas and solutions, while respecting all Legislative and Trade Agreement obligations
 - c) Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations
 - d) Ensuring that qualified suppliers have equal opportunity to bid on the Town of Bridgetown's procurement activity
 - e) Being accountable for procurement decisions.

Definitions

3. *Atlantic Standard Terms & Conditions*
Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.
4. *Best Value*
Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.
5. *Bid*
A supplier response to a public tender notice to provide goods, services, construction or facilities.

6. *Construction*

The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.

7. *Construction Contract Guidelines*

Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.

8. *Goods*

Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Bridgetown for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.

9. *Facilities (also referred to as Building Leases)*

All building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent.

10. *Procurement Activity*

The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.

11. *Procurement Value*

The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.

12. *Procurement Web Portal*

The public website maintained by the Province of Nova Scotia where all public tender notices are posted.

13. *Public Advertisement*

Advertising a public tender notice on the procurement web portal.

14. *Public Procurement Act (PPA)*

An Act outlining the rules related to the procurement activity of all public sector entities (including municipalities) in the Province of Nova Scotia.

15. *Public Tender*

Procurement for goods, services, construction, or facilities obtained through public advertisement. (See appendix 2 for an outline of the various tools that can be used for public tender.)

16. *Public Tender Notice*

Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.

17. *Services*

Services required by the Town of Bridgetown for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.

18. *Standing Offer*

A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an 'as required' basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.

19. *Sustainable Procurement*

Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:

- a) Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction
- b) Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy
- c) Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

Application

- 20. This policy applies to all procurement activity of the Town of Bridgetown.
- 21. The Chief Administrative Officer of the Town of Bridgetown is responsible for ensuring compliance with this policy.
- 22. All Town of Bridgetown personnel who have responsibility for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

Directives

23. *Low Value Procurement*

- a) Goods up to and including \$25,000
 - b) Services up to and including \$50,000
 - c) Facilities up to and including \$50,000
 - d) Construction up to and including \$100,000
24. For all low value procurement activity with a procurement value as outlined above (excluding taxes), Town of Bridgetown personnel are expected to, as far as practicable, attempt to obtain at least three quotes and award to the supplier offering best value. The only exception to this would be when the Town of Bridgetown personnel are using Alternative Procurement Practices as outlined in this Policy, or are accessing a publicly tendered standing offer.

25. When selecting the list of suppliers to be provided the opportunity to quote, Town of Bridgetown personnel will make every effort to ensure a fair and open process is followed. While Town of Bridgetown personnel are expected to invite only qualified suppliers, they are not to consistently invite bids from only one or a select group of suppliers. Invitations and bidding opportunities are to be equitably distributed among all potential bidders in an area, and all interested and qualified suppliers are to be evaluated on a consistent and equitable basis. Where increased competition is appropriate, Town of Bridgetown personnel may choose to publicly tender for goods, services, construction or facilities that fall within the above thresholds.
26. *High Value Procurement:*
- a) Goods over \$ 25,000
 - b) Services over \$ 50,000
 - c) Facilities over \$ 50,000
 - d) Construction over \$100,000
27. All procurement activity with a procurement value over the thresholds (excluding taxes) outlined above must be obtained through a public tender. See appendix 2 of this Policy for an outline of some of the various tools that can be used for public tender. The only exception to this would be when Town of Bridgetown personnel are using an Alternative Procurement Practice as outlined in the section below, or are accessing a publicly tendered standing offer. All public tender opportunities must be posted on the Province of Nova Scotia Procurement Web Portal. Town of Bridgetown personnel may wish where appropriate to also advertise in local, provincial, or national media; however, there is no obligation to do so. In addition, a notice of tender opportunity may be sent to selected suppliers where required to ensure an adequate degree of competition.

Alternative Procurement Practices

28. In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by Town of Bridgetown personnel stating the rationale permitting the Alternative Procurement Circumstance, and signed by the Chief Administrative Officer. All documents must be filed and maintained for audit purposes. See Appendix 1 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.

Bid Opening, Evaluation, and Award

29. *Bid Opening*

Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

30. *Bid Evaluation*

All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

31. *Award*

The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors request shall be provided in the following areas:

- a) Bidders list
- b) Name of winning bidder
- c) Award price excluding taxes of the winning bidder

32. Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

33. *Supplier Debriefing*

At the request of a supplier who submitted a bid, Town of Bridgetown personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Supplier's bids are not compared to other bids, nor will information on other bids be provided.

34. *Supplier Complaint Process (SCP)*

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the *Public Procurement Act*. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

Fair Treatment for Nova Scotia Suppliers

35. Based on the principle of best value for the Town of Bridgetown and when deemed to be in their best interest, Town of Bridgetown personnel may apply a preference for goods valued up to and including \$25,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the Chief Administrative Officer. Town of Bridgetown personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia Suppliers. Any decision made by Town of Bridgetown personnel should be based on budget considerations, and shall be approved by the Chief Administrative Officer.

Other Considerations

36. *Cooperative Procurement*

Town of Bridgetown personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, natural gas, telecommunications, etc.

37. *Standing Offers*

Town of Bridgetown personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province should Town of Bridgetown personnel wish to make use of the savings opportunities.

Obligations under the *Public Procurement Act*

38. In addition to the areas already covered by this Policy, the following are additional obligations of the *Public Procurement Act* that the Town of Bridgetown personnel are required to adhere to with their Procurement practices.

a) *Terms and Conditions*

Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract

Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

b) *Posting Tender Notices and Awards*

All opportunities subject to a public tender must be advertised on the Province of Nova Scotia Procurement Web Portal. Town of Bridgetown personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

c) *Code of Ethics*

Town of Bridgetown personnel and council must ensure their conduct in relation to procurement activity is consistent with the "Duties of public sector entity employees" in the *Public Procurement Act*. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

d) *Other*

i. *Policy Posting*

Town of Bridgetown personnel will ensure this policy is posted on the town's web site.

ii. *Supplier Development Activities*

Town of Bridgetown personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat

iii. *Regulations*

Town of Bridgetown personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the *Public Procurement Act*.

Appendix 1

Alternative Procurement Approval, Consultation, and Reporting Process

Only those holding the appropriate role/position within the Town of Bridgetown may delegate signing authority.

Low Value:

The Chief Administrative Officer may delegate signing authority for low value alternative procurement transactions to the head of a given business area. No further approvals will be necessary. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions and that all procurement activities by Town of Bridgetown personnel are properly documented and filed for follow up and audit. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement transactions.

High Value:

Town of Bridgetown personnel wishing to make use of a high value alternative procurement practice (with the exception of an emergency) must consult with the Chief Administrative Officer to obtain his or her approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, the Chief Administrative Officer may direct Town of Bridgetown personnel to proceed with the procurement. The Chief Administrative Officer may wish to confer with provincial government procurement officials for discussion, validation, and/or alternative options. The Chief Administrative Officer may delegate signing authority for high value alternative procurement transactions to an Acting Chief Administrative Officer in his or her absence. All appropriate documentation will be maintained on file for audit purposes. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement transactions.

Alternative Procurement Circumstances

No Threshold Restrictions

Town of Bridgetown personnel may use the following Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, with no threshold restrictions:

1. Where an unforeseeable situation of urgency exists and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.
2. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
3. Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.

4. In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
5. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
6. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
7. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
8. For the purchase of goods on a commodity market.
9. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
10. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
11. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
12. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
13. For the procurement of original works of art.
14. For the procurement of subscriptions to newspapers, magazines, or other periodicals.
15. For the procurement of real property.
16. For the procurement of goods intended for resale to the public.
17. For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
18. For the procurement from a public body or a non-profit organization.
19. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation

Threshold Restrictions

Town of Bridgetown personnel may use the following Alternative Procurement practices as described below, up to the high value thresholds of this Policy:

1. For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.
2. For procurement that fosters the development of minority businesses.

Appendix 2

Below is an outline of some of the various tools available for use when issuing a public tender:

Request for Proposal (RFP)

Used when a supplier is invited to propose a solution to a problem, requirement, or objective. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with suppliers may be required to finalize any aspect of the requirement.

Request for Construction (RFC)

Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

Request for Quotation (RFQ)

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally but may sometimes include evaluation criteria.

Request for Standing Offer (RSO)

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

Request for Expression of Interest (REI)

The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.

Clerk's Annotation for Official Policy Book

APPROVED Town Council Meeting – 28 January 2014

DATE OF NOTICE Town Council Meeting – 26 November 2013

Rachel L. Turner
Chief Administrative Officer

Date

TOWN OF BRIDGETOWN - POLICY #37

Documentation of Accounting Policies & Procedures

Policy Statement

1. The Town of Bridgetown is committed to documenting its accounting policies and procedures. A well-designed and properly maintained system of documenting accounting policies and procedures enhances both accountability and consistency. The resulting documentation can also serve as a useful training tool for staff and enhance the audit process.
2. A long-term benefit of having updated accounting policies and procedures is cost savings.

Policy Objectives

3. The Town of Bridgetown is committed:
 - a) To increase accountability & consistency
 - b) To increase communication, an essential component of a comprehensive framework of internal controls
 - c) To give management formal control over accounting policies and procedures
 - d) To limit the time management has to spend on each transaction
 - e) To reduce costs

Policy Principles

4. The Town of Bridgetown will document all accounting policies and procedures in an organized, user-friendly format that is readily available to the public (e.g., posted on the Town's website)
5. Senior management will support the application and upkeep of the documented policies and procedures and will be responsible for overseeing the review process
6. All accounting policies and procedures will be periodically reviewed and updated if necessary

Application

7. This policy applies to all accounting and accounting related policies and procedures of the Town of Bridgetown.
8. As a measure of internal control, accounting procedures will indicate which employees are to perform which procedures, especially who has the authority to authorize transactions and the responsibility for the safekeeping of assets and records.
9. Procedures will be described as they are actually intended to be performed rather than in an idealized form.
10. The policies and procedures should include:
 - a) A clearly stated purpose which explains both the design and purpose of control-related procedures to increase employee understanding of and support for controls.
 - b) An accounting policy approval procedure that will be established and communicated throughout the organization.
11. The Chief Administrative Officer of the Town of Bridgetown is responsible for ensuring compliance with this policy.

Clerk's Annotation for Official Policy Book

APPROVED Town Council Meeting – 28 January 2014
DATE OF NOTICE Town Council Meeting – 10 December 2013

Rachel L. Turner
Chief Administrative Officer

Date

TOWN OF BRIDGETOWN - POLICY #38

Debt Management Policy

Policy Statement

1. The Town of Bridgetown recognizes that the foundation of any well-managed debt program is a comprehensive debt policy. This Debt Management Policy sets out the parameters for incurring debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be incurred.

Policy Objectives

2. Debt levels and their related annual costs are important long term obligations that must be managed within available resources. An effective Debt Management Policy will provide guidelines for a government to manage its debt program in line with those resources.

Policy Principles

3. Incurring Debt
 - a) The Town of Bridgetown has many competing spending priorities for the amount of revenues collected each year. The Town's capacity to incur debt is directly related to its ability to service the payments required on the debt. These include both annual interest and principal payments. Furthermore, the Town's ability to service the payments required is directly linked to the ability of the Town to raise sufficient funds from either taxes or fees.
 - b) The Town of Bridgetown will pay down existing debt for a period of three years before incurring additional debt. Exceptions to this section can be made under the specific conditions listed in section five of this policy.
 - c) This policy shall be reviewed in three years.
 - d) Before changes to this policy can be made a full review of Bridgetown's finances must be presented to Council.
4. Managing outstanding debt

TOWN OF BRIDGETOWN

POLICY #38 – Debt Management Policy

- a) The Town's long term debt is owed to the Municipal Finance Corporation (MFC). When MFC issues debentures to the Department of Finance or capital markets, the Corporation is locked into the same maturity schedule, including principal and interest payments, as the assets it holds from clients. As a result MFC does not normally allow for the early redemption of debentures.
- b) Bridgetown will continue to service its outstanding debt according to the schedules agreed upon at the time the debt was incurred.

5. Timing & Purpose of Debt

- a) The Town of Bridgetown will not incur additional long-term debt except when the capital project:
 - i. maintains current service levels affecting public health, safety or welfare
 - ii. is a legal or regulatory requirement
 - iii. is no net cost to the municipality
 - iv. alleviates an emergency service disruption, and when
 - v. the implication of deferring the project is more expensive than the project itself.

Application

6. This policy applies to all long term borrowing of the Town of Bridgetown.

Clerk's Annotation for Official Policy Book

APPROVED Town Council Meeting – February 25, 2014
DATE OF NOTICE Town Council Meeting – January 28, 2014

Rachel L. Turner
Chief Administrative Officer

Date