

Town of Point Leamington Policy Manual 2015

Adopted: April 13, 2015

Town of Point Leamington

Policies

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Copies of the by-laws are on file at the Town Office

Town of Point Leamington

Policies

Alcoholic Beverages (Town Premises)

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

Town of Point Leamington
Policies
Ambulance Service/Board

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

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

The Town Office is responsible for all record keeping of the Ambulance Service. The Auditor will audit all books with the Town Office audit.

Town of Point Leamington

Policies

ANIMALS

Adoption of Animal Protection Act and Dog Act.

New Dog Control - regulations adopted.

Town Clerk - Licences for dogs.

Town of Point Leamington

Policies

BUILDINGS

Adoption of Building Act.

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

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

Permits not required for interior work on buildings unless original purpose for the building is changed.

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

Anyone in town moving a building is to make sure a permit is issued or the property owner will be held responsible/liable.

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

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

Anyone building on a service line would be responsible for any problems that could occur.

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

No construction or digging to start unless a permit has been issued.

Residents will incur a \$ 50.00 charge, over and above regular price, for any buildings erected without obtaining proper permits.

All commercial buildings must have a “permit to occupy” from Council.
Approval must first be received from Government Services and Lands.

Watershed - No approval for cabins within ½ km of edge of Big Lake water supply.

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

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

Town of Point Leamington

Policies

Council Matters

Pay per diem for each Councillor and spouse attending the MNL convention. Councillors using own vehicle will be paid half of the mileage claim unless car pooling. Can be paid in advance. Council to determine if employees are to attend MNL conventions.

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

Guidelines for Travel & Meals as set down by Provincial Government will be followed.

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

All citizen complaints should be in writing, signed and tabled in council.

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

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

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

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

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

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

Beginning January 2006 there will be an annual remuneration paid to council. Mayor - 3000.00, Deputy Mayor - 1200.00, Councillors - 1000.00 each.

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

Council Matters (cont)

Summer Schedule to Labour Day (June, July and August). One meeting monthly unless otherwise necessary.

Approval to send copies of Minutes to Provincial Archives of NL.

Town of Point Leamington

Policies

Christmas Light Up & Santa Claus Parade

At the discretion of Council:

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

LIGHT UP

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

SANTA CLAUS PARADE

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

Judging will be determined by Council on an annual basis.

Town of Point Leamington

Policies

Disability

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

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

Town of Point Leamington

Policies

Donations

Annual donations of the following amounts will be given to support the Point Leamington Library Board, \$150.00, Point Leamington Academy Awards Program \$150.00, and Safe Grad \$150.00.

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

**Town of Point Leamington
Policies**

Waste Disposal Facility

Anti-Litter Act adopted.

All boxes must be tied or folded and placed in bags for pick up.

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

Garbage to be picked up from the recreational areas.

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

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

Annual Clean-up will be determined by Council.

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

Five (5) garbage bags per household permitted. Clear Bags and Blue bags as per Central Newfoundland Waste Management Policy.

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

Town of Point Leamington

Policies

Employees

Maintenance Man responsible for regular check of local roads as well as garage & permits etc.

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

Duty of maintenance man to check roads to see when sanding is necessary.

Sick Leave: 1 1/4 sick days per month, to expire at the end of fiscal year. No accumulation of sick days. Employees require a note after 3 consecutive sick days. Can be taken anytime throughout the year (annual amount).

Holidays: Must be taken on year given unless approved by Council. Holidays to be taken rather than being paid by Council. Council to be notified of Vacation prior to leave taking - at least one meeting before. Holidays - same as Provincial Government. Council must be notified of holiday schedule before March 31.

Vacation Time:

1 - 4	Years continuous service	2 weeks
5 - 9	Years continuous service	3 weeks
10 - 15	Years continuous service	4 weeks
16 +	Years continuous service	5 weeks

Summer Office hours in effect from May 24 weekend to Labor Day weekend.

Insurance: Council pays 2/3 and Employees 1/3(which will include total LTD costs).

Pension: Council pays 1/2 and Employees 1/2.

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

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

Christmas Bonuses will be tabled in Council meeting each November.

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

Project workers are not to use the Town equipment without permission.

Town will rent or purchase any tools we need rather than borrowing and replacing.

Town vehicles will not be allowed to leave the Town Office for breaks. Breaks will consist of 15 minutes in the morning and evening.

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

The town will pay up to \$ 300.00 per year upon submission of receipts for coveralls and CSA approved boots for maintenance man and permanent part-timer.

Maintenance Employees to wear safety equipment as per Occupational Health & Safety requirements.

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

Bereavement Leave... Paid for 3 days if mourning period is on working days.

Paid for 1 day if mourning period is on days off.

Maintenance Staff are required to keep detailed log of daily activities.

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

Town Vehicles are to be driven by town staff only.

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

Maintenance will do daily checks of water at pumphouse. Only One person will do this unless necessary to have two.

Town of Point Leamington

Policies

Finance

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

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

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

Town will pay \$ 10.00 to anyone bringing items from out of town at the town's request.

Town of Point Leamington

Policies

Fire Department

Fire Department By-laws adopted.

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

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

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

Outdated equipment can be sold to Firemen at a nominal fee as set by Fire Dept. and Council.

Council will pay for purchases made by Fire Dept. with a purchase order number only.

If a fire occurs outside the Town's jurisdiction (from Western Arm to Pleasantview), sufficient equipment & firefighters are to remain in Town in case of a fire within the town boundaries.

Fire Chief allowed to attend Conventions along with 2 firefighters. Current policy is to pay up to \$ 1000.00 for costs upon submission of invoices.

New members of Fire Dept. must be 18 and over with a doctor's note.

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

Fire Dept. Policy guidelines adopted.

Firefighters under the age of 25 or with any other driving restrictions are permitted to drive the fire vehicles under the guidelines of our insurance.

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

Council will pay the cost of doctors medicals for anyone becoming a member of the Fire Dept.

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

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

Fire Department Policies

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

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

The bank deposits will be done every two weeks when necessary. The treasurer is to pass the money into the Town Office by noon on Thursday of that week.

All spending is required to be documented into the minutes.

Because the Municipalities Act requires Councillors to be resilient in paying taxes, the members of the Fire Department and other volunteer departments are required to have taxes paid by year end. Any new applicant must not be in arrears.

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

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

Fire Hall Rental Stipulations

1. No smoking, alcohol or drugs allowed.
2. Those renting responsible for clean up.
3. Rental of lounge only - garage rental would require a further decision of committee.
4. Any rental interfering with private enterprise would have to be reviewed.
5. Any damages - responsibility of persons renting.
6. Rentals - Commercial Rate \$ 100.00 per day, Residential Rate \$ 50.00 per day
7. Fire Dept. has priority over use of hall. 7 days notice will be given (if possible) should this become necessary.
8. Rental can be cancelled at any time if warranted.
9. Rental will be reviewed every 3 months.
10. Rental for Birthday parties - \$ 30.00.
11. Volunteer members of Arms of Council may rent at one half the regular cost - for their immediate family members only.

Fire Department members will be paid \$ 10.00 per meeting for a maximum of 26 meetings. Also a \$ 300.00 bonus for Chief and \$ 200.00 bonus for Assistant Chief will be given at year end.

Town of Point Leamington Policies

Fuel

Locks will be placed on the fuel tanks at the Fire Hall and the Town Hall.

Council will support the local service station.

Town of Point Leamington

Policies

Heritage Council

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

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

The bank deposits will be done every two weeks when necessary. The treasurer is to pass the money into the Town Office by noon on Thursday of that week.

All spending is required to be documented into the minutes.

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

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

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

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

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

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

Town of Point Leamington

Policies

Honoraria

Policy on honorarium for volunteers and volunteer dinner:

Volunteers mean members of Council as well as appointed members of the volunteer Arms of Council. At the discretion of Council. In any given year - all members will receive an honorarium and be invited to the volunteer dinner provided criteria as follows is met.

a. **New Members**

New volunteer members that are not publicly elected must have served the required six month probationary period by December 25 in that year in order to be given an honorarium.

b. **Current Members**

Current members - In order to be given an honorarium in any given year the following will apply to those who leave throughout the year:

Up to five years of service - must serve the first six months in the year.

Six to ten years of service - must serve first three months in the year.

Over 10 years - Decision will be made by Council upon written recommendation from the applicable department.

c. **Members inactive due to illness**

Those who have become inactive due to illness will be treated as active for twelve months from the first day of their illness.

After being inactive twenty four months from the first day of disability, the guidelines of a new entrant must be followed - e.g. new application, medical, etc.

d. **Member serving various organizations:**

A person serving on various departments will receive only one honorarium.

e. **Volunteer Dinner**

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

f. **Volunteer Week**

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

Town of Point Leamington

Policies

Land & Property

Policy on Expropriated land. Titles will be given to residents already living there when they pay for the cost of the survey.

Gate to be placed across the road to the pump house.

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

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

All Requests for joining properties will only be approved at Council discretion.

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

All additional properties will be charged the minimum rate.

Town of Point Leamington

Policies

Office Fees

Photocopies 25 cents per page.

Fax Charges \$ 1.00 per page (incoming or outgoing)
 \$ 2.00 per page (within Canada - outside NL)
 \$ 3.00 per page (outside of Canada)

Town will pay someone \$ 10.00 whenever they bring out items from Grand Falls-Windsor at our request.

Tax Certificates - \$ 20.00

Returned Cheques - \$ 20.00

Interest Charges - 1% per month on overdue accounts.

Summer Hours Schedule - May 24 (whatever the long weekend falls on) - Labour Day.

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

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

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

Building Permit Fees

Residential/Commercial Repairs & Sheds	\$ 10.00
New Residential Construction including extensions	\$ 15.00
New Commercial Construction including extensions	\$ 20.00

Town of Point Leamington

Policies

Parks

Water side of Park area is designated as Day use only.

No objections to Local Churches using facilities at Park for Open-Air Services.

No bikes are allowed on the Otter Pond Boardwalk.

Trailers - No trailer parking near War Memorial or Heritage Centre. Trailers can park at designated RV site for a fee of \$ 10.00 per night or \$50.00 per week.

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

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

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

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

Otter Pond walking trail will be one way only.

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

A Ticket Booth will be placed at R.V. Park and shall be open for 1 hour per day. All proceeds from the R.V. Park will go towards future developments of the Park.

Town of Point Leamington
Policies
Parks & Recreation Committee

Parks & Regulations Adopted.

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

The Town Office is responsible for all record keeping of the Park & Recreation Committee. The Auditor will audit all books with the Town Office Audit.

The bank deposits will be done every two weeks when necessary. The treasurer is to pass the money into the Town Office by Thursday lunchtime of that week.

All spending is required to be documented into the minutes.

All new members of Park & Recreation are to file an application before being appointed by Council.

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

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

Pleasantview residents can become members of the committee but not part of the executive.

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

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

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

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

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

Town of Point Leamington

Policies

Point Leamington Day

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

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

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

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

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

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

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

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

Toll Booth will be designated for Janeway Children’s Hospital unless Council otherwise disagrees.

Game Booths \$ 25.00 Food Booths \$ 75.00

Parade Prizes:

Float Prizes	1 st Place - \$ 100.00	Boat Parade	1 st Place- \$75.00
	2 nd Place- \$50.00		2 nd Place - \$ 50.00

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

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

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

No smoking on festival grounds.

**Town of Point Leamington
Policies**

Projects

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

Town of Point Leamington
Policies
Purchasing

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

Town of Point Leamington

Policies

Rentals

Town equipment will be hired out only when no other equipment is available.

Loader Hire rental would be the same charge as the Department of Works & Transportation.

Travel will be at the Provincial Government rate plus other necessary expenses.

Line Painter - \$ 30.00 per hour with 1 employee and \$50.00 per hour with 2 employees. Additional costs for paint.

Town will purchase necessary equipment and tools when feasible, rather than borrowing or renting private equipment.

Council's policy does not allow rental or loaning of any of the emergency equipment.

Town of Point Leamington

Policies

Roads

Council will only approve the use of new culverts with appropriate size. The approval will be done by the Town Maintenance Department and/or Town Engineer.

Culverts are the responsibility of owner. Installation and approval must be approved by town maintenance.

Council will not be responsible for any damage to fencing built less than 25 feet from the center of the road.

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

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

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

Council will follow guidelines from Department of Highways.

**Town of Point Leamington
Policies**

Smoking

No smoking in any municipal building or vehicle.

No smoking in park areas, playground or where children/youth play.

**Town of Point Leamington
Policies**

Snow Clearing

Residents must not leave their vehicles parked on the side or shoulder of the roads so as to obstruct snow clearing operations.

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

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

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

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

All hydrants will have markers installed for snow clearing.

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

Adoption of the Highway Traffic Act.

Town of Point Leamington

Policies

Street lighting

Council will not take over privately owned street lights.

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

**Town of Point Leamington
Policies**

Taxation/Finance

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

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

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

All cutoffs will occur on the 1st of July.

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

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

Town Taxes & Volunteer Membership

All applicants are required to be in good standing to the Town of Point Leamington for any taxes or fees, when becoming a member of any volunteer department of the town.

Town of Point Leamington

Policies

Travel

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

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

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

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

Town of Point Leamington

Policies

Vehicles/Equipment

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

Charge for hire of loader with Town approved operator will be the same as the Department of Transportation and Works.

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

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

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

Departments of Council must inform Council immediately of any damages that occur to vehicles or property.

Maintenance logs will be kept of all town vehicles.

Town of Point Leamington

Policies

Volunteers

Employees and volunteers to receive honorarium at the discretion of Council.

When Council sponsors any Municipal function or any form of Remuneration for Volunteers, recognition will be given only to active appointed members of recognized Arms of Council.

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

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

Policy on Honorarium for Volunteers and Volunteer Dinner: See Page 20

Any volunteer failing to comply with policy will be dealt with as policy applies to Councillors under the Municipalities Act.

Town of Point Leamington

Policies

Water/Sewer

Water regulations adopted.

Water/sewer bylaws adopted effective March 1, 1991.

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

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

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

Connection Fees - Water \$ 100.00 Sewer - \$ 50.00

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

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

The depth for waterlines should be a minimum of 5 feet.

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

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

Water/Sewer rates for Seniors's moving into a Complex or Seniors Cottages - Council will continue billing until the homes are either re-occupied or removed.

After a business has been deemed closed it will be exempted from the water/sewer rate for the first two years then it will be charged the fee applicable to a vacant serviced lot.

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

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

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

Council is not responsible for anyone having a backup due to drains going into town sewer. Sewer back ups will not be compensated by the town unless liability is proven through insurance.

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

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

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

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

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

