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POLICY MANUAL

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Record of Adoption, Amendments, and Evaluation

Notes	Adoption	Amendment	Evaluation
Annual Residential Clean up Policy	#029-2016 April 12, 2016		
Anti-Harassment Policy	#029-2016 April 12, 2016		
Hours of Business Policy	#029-2016 April 12, 2016		
Complaint Policy	#029-2016 April 12, 2016		
Emergency On Call Policy	#029-2016 April 12, 2016		
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Vehicle Towing Policy	#029-2016 April 12, 2016		

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Annual Residential Spring Clean-up Policy 2016

1.0 Purpose

An annual residential spring clean-up service has been offered to the residents of Badger for many years. The purpose of this policy is to define the level of service as it concerns the annual residential spring clean-up to ensure consistency and efficiency in the system.

2.0 Scope

This policy shall apply within the municipal boundaries of the Town of Badger.

3.0 Definitions

- 3.1 "Town" means the Town of Badger as incorporated by the *Municipalities Act, 1999* and amendments thereto and includes the Council as defined by the Act.
- 3.2 "Garden Waste" includes waste materials from a garden such as grass clippings, dead branches, bushes, weeds, plants, and other similar materials.
- 3.3 "Bulk Items" means litter, debris, and other materials except those that are not accepted by the Central Newfoundland Waste Management Authority for disposal in the land fill.
- 3.4 "Resident(s)" means a person who resides in the Town of Badger but excludes businesses of all forms, government departments and agencies, and crown corporations.
- 3.5 "Week(s)" means Monday to Friday.
- 3.6 "Garbage Bag(s)" shall have the same meaning as 'garbage bag(s)' as defined under subsection 3 (h) of Central Waste management and its Disposal Regulations.

4.0 Policy

- 4.1 Residents shall be provided an opportunity to dispose of bulk items and garden waste once during a (2) week consecutive period in the month(s) of May and/or June, waste must be sorted in appropriate bags.
- 4.2 Garden waste set out for collection shall be contained in an appropriate clear garbage bags. No black bags will be collected.
- 4.3 Bulk items and garden waste shall be collected as per the following schedule:

Week	Collection Route
1	Residential Drop off available at Town Depot between the hours of 8 am to 12 pm and 1 pm to 4 pm. Monday to Friday.
2	Collection at curbside daily Monday to Friday for 2 consecutive weeks following this schedule: Main Street- River Road- Beothuk- Church Road- Sunset- all Avenues- School Road- Maple- Memorial- Cooke- TCH- others Once pick up has occurred, the town will not be picking up on that street once it has been collected once.

- 4.4 In the interest of cost savings, the Town did endeavour to establish partnerships with scrap metal companies in Badger. Noels Scrap Yard, located on the TCH. A partnership with a single scrap metal company, for the collection and disposal of bulk items deemed to be valuable by the scrap metal company during the annual spring clean-up. In such situations homeowner shall collect and dispose of the bulk items at said location deemed to be valuable by the scrap metal company at no cost to the Town. ***The town of Badger will still transport scrap cars and vehicles to Noels Scrap Yard for residents, please call 539-2406 to arrange the pick-up.***
- 4.5 Residents shall, before 8:00 am on the Monday during the week their bulk items and garden waste are scheduled for collection as per section 4.3, set out for collection the bulk items and garden waste to the curb of the municipal street.
- 5.0 Commencement: This Policy shall come into effect on January 1, 2016.



Anti-Harassment Policy

1.0 Purpose

The Town of Badger realizes and acknowledges the importance of promoting and maintaining a work environment free of harassment. The purpose of this policy, therefore, is to set forth a framework through which harassing conduct can be determined and addressed.

2.0 Scope

This policy shall apply to all employees, councillors, volunteers and any person acting on behalf of the Town of Badger regardless of his/her classification or employment status.

3.0 Anti-Harassment Policy

3.1 What is harassment?

Harassment is any behaviour that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions, comments, or displays. It may be a single incident or continue over time.

Some examples of harassment include:

- (a) Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, social origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristic;
- (b) Unwelcome sexual remarks, invitations, or request (including persistent, unwanted contact after the end of a sexual relationship);
- (c) Displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- (d) Written or verbal abuse or threats;
- (e) Practical jokes that embarrass or insult someone;
- (f) Leering (suggestive staring) or other offensive gestures;
- (g) Unwelcome physical contact, such as patting, touching, pinching, hitting;

- (h) Patronizing or condescending behaviour;
- (i) Humiliating an employee in front of co-workers;
- (j) Abuse of authority that undermines someone's performance or threatens her or his career;
- (k) Vandalism of personal property; and/or
- (l) Physical or sexual assault

The *Canadian Human Rights Act* and the *Provincial Human Rights Act* protect employees and clients from harassment that is related to their race, national or ethnic origin, social origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Disrespectful behaviour, known as "personal" harassment, is also covered in this policy. While it also involves unwelcome behaviour that demeans or embarrasses an employee, the behaviour is not based on one of the protected grounds named above.

Harassment can take place between co-workers, between a manager and employee, between people of the opposite or of the same sex, between an employee and a client, or between an employee and a job applicant.

3.2 What isn't harassment?

Consensual banter or romantic relationships where the people involved agree with what's happening is not harassment. Appropriate performance reviews, counseling, or discipline by a supervisor or manager are not harassment.

3.3 Where harassment happens?

Work-related harassment can take place in the workplace itself, or outside of the workplace in a situation that is in some way connected to work. For example, employees (and clients) must be protected from harassment during delivery trips, off-site meetings, business trips, and any other event or place related to employment or when the employee is present in the course of employment.

3.4 Complaint Procedures

(a) Speak up

If you believe you are being harassed, speak up right away. If possible, tell the person that you are not comfortable with their behaviour, and want it to stop. Usually, that will be all you need to do. You can speak to them directly, or write them a letter (date it and keep a copy). In addition, tell someone you trust what is going on.

(b) Keep notes

Record all unwelcome or harassing behaviour. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment. (c)
Report it

If the harassing behaviour occurs again, or if you are unable to deal directly with the person harassing you, report it to the person designated to receive complaints. The anti-harassment person is the Town Manager. If that person is involved in the complaint, please see the Mayor, personally. If for some reason you are unable to report harassment to someone at the Town of Badger, in the case of sexual or physical assault - go to the police. For all matters, you have the option to go directly to the Provincial Human Rights Commission.

(d) Informal procedures

You may want to proceed informally at first. This means you can ask the designated person to help you communicate with the other person, or to speak to them on your behalf, without going through actual mediation or a formal complaint. The informal approach may not always be possible or successful, but when it is, you may be able to resolve the situation quickly.

(e) Mediation

It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation. If a qualified person from outside the organization is available to act as a mediator, and the complainant and alleged harasser agree, that person will attempt to help the parties settle the complaint. If no one is available, the designated person may help settle the complaint if the parties agree. The mediator should not be involved in investigating the complaint, and should not be asked to represent the employer at any stage of any proceeding related to the complaint.

Either part has the right to refuse mediation. You are the only one who can decide if mediation is appropriate for you. Do not agree to it if you feel pressured into it, or feel that you are at a disadvantage of vulnerable because of your age, sex, race, colour, religion, sexual orientation, economic position, or for any other reason. If someone suggest mediation but you are uncomfortable with it, you can say no, and it will not be part of the complaint process. If mediation does become part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone they choose.

(f) The investigation

If you want to go ahead with a formal complaint, it will be investigated by a Committee appointed by Council, except when the matter is criminal in nature and in such a case the police is the required avenue. This Committee will investigate the complaint thoroughly, and it will interview the complainant, the alleged harasser, and any witnesses. All employees have a responsibility to cooperate in the investigation.

Both you and the alleged harasser have the right to be accompanied by someone with whom you feel comfortable during any interviews or meetings.

An investigation will involve:

Prepare a Summary Report of the investigation.

(g) Substantiated complaints



Complaint Policy and Procedure

1.0 Purpose

The Town of Badger receives complaints from residents and businesses regarding a variety of matters arising from municipal programs and services. The policies and procedures herein prescribed establish an administrative framework to ensure an orderly and timely service to the respective complainant.

2.0 Scope

This policy shall apply to all complaints received by the Town of Badger

3.0 Definitions

3.1 'Complaint' means a formal expression of discontent, regret, pain, censure, resentment, or grief regarding a program or service delivered or offered by the Town of Badger that has been submitted to the Town of Badger through the *General Complaint Form* that is attached to this policy and procedure as appendix A.

3.2 'Complainant' means a resident or business that has registered a complaint with the Town of Badger in accordance with this policy.

3.3 'Office Administrator' is the Office Administrator employed by the Town of Badger

3.4 'Clerk' is the Town Clerk for the Town of Badger

3.5 'Town Manager' is the Town Manager for the Town of Badger

3.6 'Town' means the Town of Badger as incorporated under the *Municipalities Act, 1999*.

3.7 'Council' means the Town Council of the Town of Badger

3.8 'Department' means the Administration, Public Works and Recreation Departments.

4.0 Policy

4.1 Complaints shall be heard and addressed by the Town in accordance with this policy and procedure.

4.2 Where a complaint is referred to Council in accordance with this policy and procedure, the Office Administrator shall ensure the complaint has been duly signed by the complainant. Complaints that have not been signed by the complainant shall not be heard or addressed by Council; however, such complaints shall be heard and addressed by the Town Clerk/Manager or Office Administrator in accordance with this policy and procedure.

4.3 Notwithstanding any provision under this policy and procedure, the Town shall not process or address anonymous complaints. For greater certainty, where part one (1) has not been completed in full on the *General Complaint Form*, the complaint shall be disregarded.

5.0 Procedure

5.1 Complaints in official form shall be processed as follows:

(a) Once received, the complaint shall be reviewed by the Town Clerk/Manager to determine its nature and substance. Within 24 hours from the date/time the complaint is received, the Manager shall refer the complaint to the head, supervisor or lead hand, as the case may be, of the appropriate Department for investigation and action.

(b) The Department head, supervisor or lead hand shall have 72 hours from the date/time the complaint is received by him/her to investigate and address the complaint and return part 4 of the *General Complaint Form* to the Office Administrator.

(c) The Office Administrator, upon receiving part 4 of the *General Complaint Form* from the Department head or supervisor, shall immediately;

(1.a.a) Advise the complainant, if necessary, and complete part 5 of the *General Complaint Form* where the complaint has been resolved; or

(1.a.b) Refer the complaint to Council or the Town Manager, as the case may be, when the complaint has not been resolved.

(d) Where a complaint must be referred to Council, the Town Manager shall add the complaint to the agenda of the next meeting of Council.

5.2 On a monthly basis Town Clerk/Manager shall prepare a *Complaints Summary Report* and shall provide the report to council at its next regular meeting,

Town of Badger – Complaint Form (Appendix A)

General Complaint Form

By completing this form you can assist to identify and solve community problems and concerns. All information contained on this form will be reviewed by the Office Administrator and will be treated in a confidential manner.

Part 1: Complainant Personal Information

Date of Complaint: _____

Name (first/last): _____

Civic Address: _____

Contact numbers: _____ (home) _____ (cell)

Email address: _____

Preferred method of communication (please select only one):

☐ Mail

☐ Home Phone

☐ Cell Phone

☐ Email

Part 2: Complaint Information

Please describe your problem or concern below.

Identify the location of this problem or concern below.

When does this problem or concern occur?

Days of week: _____

Time (s) of day: _____

How often have you observed this problem or concern?

- Once
- Between two (2) and five (5) times
- More than five (5) times

Please provide details to better enable us to address your concern:

Part 3: Complainant Signature and Declaration

NOTE: This complaint shall not be reviewed or considered by Council unless signed by the complainant.

By signing this form in the space below I certify the above information to be correct and accurate to the best of my knowledge. I further authorize the Town to use this information in any proceedings, legal or otherwise, that may be necessary to address the problem/concern raised in this complaint.

Complainant Signature

Date



Emergency On-Call Policy

1.0 Purpose

The Town of Badger requires an on-call system after standard working hours to ensure the general welfare of the municipality is protected in the event of an emergency situation. For the most part, this responsibility falls to the senior employees of the Town, but it functions in the absence of policy resulting in ambiguity and confusion. Furthermore, Council recognizes that it cannot expect a single employee to be on-call 24 hours per day, seven (7) days per week. This responsibility must be equally shared to ensure there is a reasonable expectation of work commitment beyond the standard working hours. As such, this policy defines what is considered an 'emergency situation' and it sets in place formal structure surrounding on-call for employees.

2.0 Scope

This policy applies to the Town Manager, Town Maintenance personnel and the Public Works Supervisor.

3.0 Definitions

Unless the context otherwise requires, these words shall have the following meaning as it concerns the *Emergency On-Call Policy*:

- 3.1 'Emergency Situation(s)' means a situation or event that is or has the potential to cause damage to property, particularly as it relates to municipal infrastructure, or persons. Without limiting the generality of the latter, examples of an emergency include any event as defined in the Town's *Emergency Management Plan*, water/sewer main line breaks or blockages, and infrastructure issues in general.
- 3.2 "Town" means the Town of Badger as incorporated by the *Municipalities Act, 1999* and amendments thereto and includes the Council as defined by the Act.
- 3.3 "Employee(s)" means the Town Manager, Town Clerk and the Public Works Supervisor.
- 3.4 "On-call or On-Call Duty" means being available outside of the standard work week to respond to emergency situations. This includes assessing the situation or event and determining whether a municipal response is required. If the latter is the case, the person on-call must coordinate municipal resources (i.e. organize labour) to deal with the situation or event.

4.0 Policy

- 4.1 The town reserves the right to decide on whatever period is required to ensure there is continuity in the on-call system, employees shall be on-call for emergency situations outside of the employees' standard work week. For example, River watch Program initiation may require a call policy to be enforced.
- 4.2 Employees shall equally rotate the on-call duty on the following basis:
 - (a) On-call duty shall be held and rotated on a 1 week basis. The Town Manager shall prepare and circulate a schedule on this premise.
 - (b) Employees on vacation leave or compensatory time-off shall be exempt from the on-call duty provided the employee submitted a two (2) week notice beforehand. In such a case, the on-call duty shall advance to the next person in rotation.
 - (c) On-call employees are not required to remain within the municipal boundaries; however, they must be accessible at all times.
 - (d) The on-call schedule created or revised in accordance with subsection 4.2 (a) shall be circulated internally within 24 hours of its creation or revision.
- 4.3 This Policy does not abrogate or derogate the duties and responsibilities of the Public Works Supervisor as it concerns the coordination of snow clearing operations.



Popes Point Municipal Park Policy

1.0 Purpose

This policy sets forth the operating policies for the Popes Point Municipal Park, which is a tourism establishment owned/operated by the Town of Badger.

2.0 Scope

This policy shall apply to all employees and campers associated with the Popes Point Municipal Park.

3.0 Definitions

- (a) 'Town' means the Town of Badger as incorporated by the *Municipalities Act, 1999* and amendments thereto and includes the Council as defined by the Act.
- (b) 'Park' means the Popes Point or The Point, Municipal Park.
- (c) 'Camper(s)' means a person or group of persons who are camping site at the Municipal Park.
- (d) 'Camping Site/Site' means a camping site in the Municipal Park.
- (e) 'Camping Unit' means a RV, Tent, or similar equipment.

4.0 Hours of Operation

The Park shall open in May and close on immediately following the closure of the annual Salmon Recreational Fishery Schedule. The hours of operation shall be determined by the Town Manager subject to the resources available.

5.0 Checkout Time

The checkout time for the Park shall be at the discretion of the camper, however must not be after 9pm daily or before 7am daily. Campers must ensure their site is cleared of litter and debris prior to checkout.

6.0 Registration

The Town will allow usage for the Park subject to the following:

- a) General registration of occupants are made by calling the Town office at 539-2406.
- (1.a.i) Notification of usage can be made by contacting the Town Office during its regular hours of operation.
- b) Registering at town office is essential to ensure the safety of the citizens of Badger. The town reserves the right to know who is staying at the park therefore, you must register at town office with valid I.D.

9.0 Parking

RV's cannot be parked on the grass or within 2 meters of the riverbank. No vehicle should be parked in the roadway or no unauthorized camper parking shall be anywhere inside town limits. Every camper staying at the park must first register with identification with the town office between the hours of 9am and 4pm Monday to Friday.

10.0 Quiet Hours

Quiet hours shall begin at 10:00 pm. At this time noise must be reduced to a minimum. Campfires, however, may continue until 12:00 am provided noise is kept to a minimum. Campfires must be contained with fire pits only.

11.0 Alcohol

Alcohol must be kept in a secure location on the camper's site at all times. Campers shall not be permitted to travel about the Park with an opened alcohol container. Persons under the influence of alcohol who cause a disturbance will be removed from the Park's premises immediately.

12.0 Pets

Pets are permitted to be kept in the Park; however, campers must clean-up after their pets at all times. Furthermore, such pets must be maintained on a leash or in another secured fashion. A camper who disregards this policy and, subsequently, Park personnel must clean-up after his/her pet, will be charged \$20 for this service.

13.0 Garbage

All garbage must be put in receptacles owned by campers. Campers are responsible to remove their garbage from the provided receptacle and removal off site will be at the user's responsibility.

14.0 Open Fires

Open fires shall only be permitted in the designated areas in fire pits. Trees within the Park cannot be cut under any circumstances. Campers are responsible to bring their own wood supply to the Park. If available, campers may purchase such supplies at local stores.

15.0 Children

Parents or guardians must take care of their children at all times. The Town shall not be responsible for the supervision of children.

16.0 Security and Lost/Stolen/Damaged Property

There shall be no security provided at the Park. Campers are advised to take all necessary precautions to ensure their personal property is protected and secured at all times. The Town assumes no responsibility for lost, stolen, or damaged property. Campers use the facilities and services **at their own risk**.

17.0 Campsite Cleanliness

It is the responsibility of campers to keep their campsites clean. Garbage and other used materials must be kept in the provided garbage receptacles. **Absolutely no contamination of the surrounding rivers will be tolerated** and if caught, persons or person will be reported to the Police for prosecution.

18.0 Damages to the Campgrounds and Campsite

Campers shall be responsible for any damages they cause to the Park. Where such damages are noted, town employees shall investigate the matter and file a damage report with the Town Manager within 48 hours after the damage was noted. The camper identified as causing the damages will be invoiced accordingly.



Donation/ Sponsorship Request Policy

1.0 Purpose

The Town of Badger recognizes that many programs, services and projects are best provided through volunteers efforts of the community organizations and that ideally, those organization would operate as self-sufficient units. A donation to community organizations and causes demonstrates council's commitments to working with these organizations and people which provide beneficial programs to our community. As part of the program, organizations should be encouraged to work toward decreasing reliance on municipal funding.

This policy establishes eligibility requirements, identifies the types of funding available and outlines application requirements. Council will budget \$1000.00 per year on a fiscal basis for donation limits.

2.0 Scope

This policy **shall** apply to funding or donation requests from:

- Chartered Service Groups within the Town of Badger
- Organizations based in the town who have a mandate to provide direct benefits, programs or services to town residents.
- Town based youth groups or service clubs
- Other municipalities
- Hospitals or schools in the region
- ***Donations already included in this Policy:***
- Avoca Breakfast Program ✓
- VOCM Cares Happy Tree ✓
- Central Regional Health Care Centre ✓
- Local Christmas Food Hampers ✓
- MNL Annual Convention (entertainment night) ✓
- Canadian Cancer Society ✓
- Canadian Red Cross ✓
- High School Graduation Committee & Pizza Party

3.0 The Town of Badger will **NOT** consider requests from the following:

- Any group or organization, charitable or not, which is located **outside the area of the town** and does **NOT** provide a direct benefit to the residents of Badger.
- The town does not donate to individuals.

4.0 Policy

A. Limitations: Funding through the town is limited in each calendar year to the maximum of \$1000.00 once this ceiling has been reached, no other requests will be considered.



Hiring Policy

1.0 Purpose

This policy sets forth the framework for hiring.

2.0 Scope

This policy shall apply to all hiring.

3.0 Definitions

3.1 'Town' means the Town of Badger as incorporated under the *Municipalities Act, 1999*.

3.2 'Manager' means the Town Clerk/Manager for the Town of Badger who has been appointed in accordance with the *Municipalities Act, 1999*.

3.3 "Employees" refers to employees and management employees.

3.4 "Advertisement period" refers to the period of time the Town has issued an hiring notice in accordance with subsection 4.1 and is soliciting applications from employees or prospective employees.

4.0 Policy and Procedures

4.1 Where a job becomes vacant or is created by the Town, the Town Clerk/Manager shall issue a hiring notice in accordance with this policy. The hiring notice shall contain the following information:

- (a) Job title.
- (b) Job summary.
- (c) Job duties and responsibilities.
- (d) Qualifications.
- (e) Salary/Wage.
- (f) Working conditions.

4.2 The Town Clerk/Manager shall ensure the advertisement period is at least five (5) business days in duration.

- 4.3 The hiring notice issued in accordance with subsection 4.1 shall be displayed in the Town Hall, Town Website, and the Canada Post Outlet in the town of Badger. The Town Clerk/Manager may use other methods to inform potential employees of the hiring notice.
- 4.4 Candidates who are interested in job as advertised in the hiring notice must submit an application, comprised of a resume and cover letter, before the close of the advertisement period.
- 4.5 The Manager shall screen applications to determine the applicants who possess the required qualifications for the job. The Manager shall subsequently act as follows:
 - (a) Where there are more than two (2) applicants who possess the required qualifications, the Town Manager shall proceed to compile resumes and inform council of the qualified applicants.
 - (b) Where there is one (1) applicant who possesses the required qualifications, the Manager, when satisfied the applicant is capable of executing the job professionally and effectively, shall hire the applicant.
- 4.6 Where no applications are received by the close of the advertisement period, the Manager shall proceed with re-issuing a second hiring notice.
- 4.7 The Manager may delegate some or all of his/her responsibilities under this policy to another management employee.
- 4.8 Where it deems appropriate, the Badger Town Council may, by secret ballot select the successful candidate.
- 4.9 Notwithstanding any further section, the Badger Town Council shall retain **absolute** hiring authority in relation to the following jobs: (Section 59 of the Municipalities Act 1999)
 - (a) Town Clerk/Manager
 - (b) Department Heads.
 - (c) Fire Chief Appointment
 - (d) Relief Town Clerk
 - (e) Superintendent of Works
- 4.10 Where a vacancy occurs in one of jobs listed in subsection 4.10 (a) or a new job is created by Council, the Mayor shall call special meeting of council to fill the vacant position.
- 4.11 The successful applicant shall be placed on a six (6) month probationary period. This policy is extended to the following: Fire Chief, Deputy Fire Chief, all employees and volunteers. At any point during the probationary period the Council may terminate the successful applicant's employment without cause.

Programming expenditures – expenditures which Town of Badger has an option as to when, or if, to incur and, as such, require prior authorization, **exceeding a \$300.00 limit**. These include such things as:

- part time contract
- food and transportation
- space rental
- communications
- outreach
- events

Emergency expenses – Town Manager has the authority to incur emergency expenses without council's authorization in **emergency situations** expenses which have to be incurred immediately because a delay will risk property damage, endanger personal safety or result in significant financial loss however, he or she must notify the council immediately, and report to the next meeting of the council

III. POLICY

1. The Town Clerk/Manager shall expend Town of Badger funds each fiscal year in accordance with the Town of Badger Annual Budget and policies.
2. The Town Clerk/Manager **may not**:
 - a. Use funding provided for personnel expenses for non-personnel expenses; or
 - b. Use funding provided for non-personnel expenses for personnel expenses.
3. The Town Clerk/Manager shall maintain financial records and books of account respecting services provided by the town in a manner consistent with Generally Accepted Accounting Principles.
4. The Town Clerk/Manager shall provide Council with documents listed under Section 215 of the Municipalities Act 1999 when requested, ample time will be given for the retrieval of the requested documents.
5. The Town Clerk/Manager will provide regular financial and management reporting as an important part of spending control as described in Part IV.

IV. SPENDING PROCEDURES

Spending by the Town Clerk/Manager

1. The Town Clerk/Manager will normally act as the Purchasing Agent for the town.
2. The Town Clerk/Manager will have authority to spend **within** the operating budget and **spending caps** set out by council, on a category by category basis. The Town Clerk/Manager will require prior council approval for:
 - the creation of new staff positions or the filling of staff vacancies; or
 - Contracts or agreements which bind the town to the purchase of goods or services.
3. As soon as the Town Clerk/Manager becomes aware of:
 - a potential or actual year-end deficit; or
 - an unfunded liability;
 • He or she must notify the council immediately, and report to the next meeting of the council with recommendations for any budget revisions, additional controls or proposed recoveries.

Emergency Expenses

1. Notwithstanding restrictions set out above, an *emergency expenditure* may be approved by designated staff members, namely, the town manager, without a spending limit.
2. All *emergency expenditures* **must** be reported to the next meeting of the council.

a. Competitive Quotes

3. All Purchasing Agents will ensure that competitive quotes are obtained for any services, supplies or capital purchases exceeding \$1,000.00 and any ongoing expenses exceeding \$2,000 over twelve months.
4. Three quotations, if possible, are to be received and reviewed, with the lowest quote that maintains reasonable quality to be selected.
5. Efforts should be made to obtain the most reasonable prices for purchases below \$1,000.00.

V. INVOICE PAYMENT PROCEDURES

Cheques

1. All cheques are to be pre-numbered. The town manager purchases these cheques, and ensures the cheques are used sequentially.
2. Cheques (other than payroll) are to be presented for signature to council with the supporting invoices and receipts or an accurate reflection of money to be spent. Cheques issued in this format will be reconciled within one month of the release of funds.
3. Cheques are never written payable to "Cash". For prizes awarded for parades, pageants and contests cheques will not be issued until the winners name is known.
4. Blank cheques are never to be signed in advance. Cheques are never to be signed until council has approved the accounts payable ledger.
5. Advance cheques requested are to be supported by a duly completed Cheque Requisition Form, Program Payment Request, signed travel claim or acceptable Invoice, with supporting documentation.

VI. Petty Cash Fund

1. The Town Clerk/Manager is responsible for administering the office petty cash fund and reimbursing the petty cash float.
2. There can be no borrowing or IOU's from the office petty cash fund.
3. Internal Receipt documents is required for each reimbursement of petty cash, to be signed by the recipient of the reimbursement. These requisitions are to be evidenced by proper supporting receipts, etc., and the receipt must have sufficient particulars to know which account to post to.
4. Petty cash reimbursements are made directly to the payee by name, rather than "cash" or "Bearer."
5. Petty Cash receipts must clearly indicate items purchased. Un-itemized cash register receipts are acceptable however a written description on rear of receipts explaining what was required.
6. Petty Cash transactions must not exceed \$100.00 per transaction. Transactions exceeding the listed amount must be preapproved by council. No combinations of petty cash purchases can be used to for the same transaction.
7. Petty Cash Monthly transaction in **total** will not exceed **\$300.00** without prior approval by council.

V. ROLE OF SIGNING OFFICERS

1. Appropriate signing officers must sign every town cheque.
2. The role of the signing officers is **not** to control spending. The purchase is usually already confirmed by council and the signing officers' role is to carefully review the documentation accompanying the cheque, and the cheque itself, to guard against financial errors.

The task of the signing officers is to do the following:

1. ensure that the correct documentation accompanies each cheque;
2. to check that purchases are being made in accordance with towns Financial Controls & Spending Policy;
3. To ensure that cheques are made out for the correct amount.

VI. REPORTING PROCEDURES

Reporting To Council

- The council shall review the following reports prepared by the Town Manager

Balance Sheet

Draft Monthly Financial Report to council

1. As required, the council will be provided with written interpretive notes to accompany the accounts payable ledger to explain actual expenses in each category.

Reporting To Council

1. At its monthly meeting, the council shall receive and review a Monthly Financial Report from the town manager
2. The town manager, or the TM designate, shall advise the council of any potential or actual year-end deficit or unfunded liabilities that may have occurred.
2. The books and ledgers of the Town of Badger, including bank balance, shall be reconciled for each financial report.
3. At council regular monthly meetings immediately following each quarter, the town manager shall receive and review the Quarterly Financial Report.
4. The report for the quarter ending December 31st will include an estimated projection of revenue and expenses for each budget category in the General account for the remainder of the year.



Recreation Rental Fees

1.0 Purpose

The purpose of this Policy is to set forth rental fees for Recreation Products offered through the Town of Badger. Requests for usage at the discretion of Council.

2.0 Scope

This Policy shall apply to all renters of Recreation Products.

3.0 Definitions

3.1 "Recreation Product(s)" includes the Badger Arena, (hereinafter referred to as the 'Stadium'), Softball Field, and the Community Center.

3.2 "General Renter" means a person or group of persons that is requesting use of facilities owned by the Town.

4.0 Rental Fees

Unless otherwise stated, rates are expressed in 'per hour' terms not including taxes.

Facility Requested	General Rate
Stadium	
Softball Field	At the discretion of Council
Community Center	<ul style="list-style-type: none"> ✓ Weddings \$150.00; Anniversaries/Adult Birthdays Parties \$100.00; ✓ (25% down payment upon booking, non-refundable) ✓ Child's Birthday Parties \$30.00; ✓ Showers, Card Games, Bingo, etc. \$50.00 ✓ Kitchen facilities \$25.00 ✓ Community Centre furnishings and equipment are not permitted to be removed from the building.

5.0 Rental Booking Policy

5.1 Rental bookings will be taken by the Town of Badger (hereinafter referred to as the 'Town') Monday through Friday during the regular hours of operation.



Snow Clearing Damages Policy

1.0 Purpose

During snow clearing operations municipal equipment occasionally causes damages to fences, grass, and other property belonging to individuals in the community. The purpose of this policy is to clarify where the municipality will or will not assume liability for damages caused to individual property during snow clearing operations.

2.0 Scope

This policy applies to all residential and commercial property within the municipal boundaries of the Town of Badger

3.0 Definitions

3.1 'Property' means fences, shrubs, flowers, paved driveways, garden ornaments, or any other object including vehicles that may belong to the individual that lies within 2 meters of a main or side road within the Town.

3.2 'Damage(s)' means anything that has altered the appearance, structure, shape, or form of the property listed in subsection 3.1 or of grass.

3.3 'Compensate' means to restore the property to its condition prior to the damage caused by snow clearing operations. This may include replacement or repairs.

3.4 'Individual' means a resident or business located within the municipal boundaries of the Town of Badger.

3.5 "Main or side road" means any road in the Town of Badger that is cleared of snow by municipal equipment.

3.6 'Town' means the Town of Badger, a body incorporated under the *Municipalities Act, 1999*.

4.0 Snow Clearing Damages Policy

4.1 In general, the Town shall not assume liability for damages caused to an individual's property as a result of general snow clearing operations. Nonetheless, the Town may compensate an individual for damages caused to his/her property where the damage was;

- a. not the result of excessive snow falls; and
- b. Caused by Town employees through negligence.

5.0 Administration

5.1 An individual claiming damages as per subsection 4.1 must complete a Snow Clearing Damages Claim in a form (APPENDIX C) prescribed by the Town Manager and submit it to the Town no later than 24 hours after the damage has occurred.

5.2 When the Town receives a Snow Clearing Damages Claim as per the 4.0 Section Snow clearing Damages Policy, the following administrative procedure shall apply:

- a. The Public Works Supervisor is immediately notified.
- b. The Public Works Supervisor completes an investigation and submits a report to the Town Clerk.
- c. The Town Clerk places the matter on the nearest agenda for council to review.
- d. The matter is considered by Council.
- e. The Town Clerk notifies the individual of Council's decision.



Social Media Use Policy

1.0 POLICY STATEMENT

The Town of Badger supports the use of social media to provide information on, and to promote awareness of, its programs, services, projects, and infrastructure. Social media sites may help provide additional residential service; enhance the profile of municipal programs in the public domain; increase traffic to a website; invite collaboration; obtain feedback; or, network.

The Social Media Use Policy outlines requirements to be followed as Town of Badger employees participate in social media, both as employees and as private citizens.

2.0 APPLICATION

This policy applies to all departments within the Town of Badger including all employees and others acting on behalf of the Town of Badger, such as contractors hired for a specific project or timeframe.

3.0 DEFINITIONS

- A. "Social media" refers to publicly-accessible Town of Badger and third-party hosted social media sites. This includes social networks, video and photo file sharing, social bookmarking, blogs, micro-blogs, podcasting, wikis, twitter, Facebook and other similar tools. It refers to freely accessible online social media tools used to produce, post and interact using text, images, video, and audio to communicate, share, collaborate, or network.
- B. "Department" refers to all departments within the Town of Badger.
 - a) "Employee" refers to any employees, councillors, contractors, volunteer or others acting on behalf of the Town of Badger
 - b) "Authorized content provider" is an employee or volunteers designated by council to contribute to the Town of Badger's presence on social media sites.

4.0 RESPONSIBILITIES

- (a) Town Clerk Manager

1. Ensuring employees, council members and all volunteers are advised of the Policy and Guidelines for Social Media Use;
2. Ensuring requirements of the policy have been met;
3. Designating authorized content providers are selected by TM with prior approval by Council.
4. Consulting with the Badger Town Council in development and implementation of social media channels.

(b) Employees, volunteers and Council

Employees, volunteers and Council are responsible for following all Provincial Government policies, including the Guidelines for Social Media Use, human resource policies, and all Town of Badger policies and procedures affecting conflict of interest, protection of information and privacy, records management and website/internet use.

5.0 POLICY STATEMENTS

(1) The Town of Badger may use social media to promote Town information only provided;

- The use of social media supports the Town's overall communications activity and has been approved by Council and or Town Manager
- Authorized content providers post, monitor, respond, and contribute to social media in a manner that is identifiable as being made by, or on behalf of, the Town of Badger and by authorized content providers;
- The use of social media complies with all applicable laws, and all Town of Badger policies and procedures; and,
- Social media sites are supported with technical and monitoring measures which prevent or ensure the timely removal of abusive, hateful, or defamatory submissions, including information that jeopardizes the privacy of others.

(2) Authorized content providers shall adhere to the following:

- Only official Town of Badger information, not an individual's personal views, are to be communicated.
- An authorized content provider must ensure all content posted on Town of Badger's social media sites, including the official webpage: townofbadger.ca is consistent with an overall communications plan/strategy approved by the council.
- Authorized content providers must monitor the Town of Badger social media sites on a consistent and regular basis.

(3) Employees, as private citizens, shall adhere to the following:

- As private citizens, many employees participate in social media; employees must not represent the Town of Badger on their personal social media sites or on other social media.
- As a private citizen, a Town of Badger employee must make every reasonable effort to make it clear that they are contributing to social media sites as a private individual, and not as a representative of the Town of Badger.
- As a private citizen, employees must not disclose any Town of Badger's information or content that they are not specifically authorized to disclose.
- As a private citizen, when engaging in social media activities, Town of Badger employees or affiliates must use a private e-mail address rather than their municipal e-mail address.
- Personal use of social media must never interfere with work duties.

(4) Departments, Authorized Content Providers, and Employees shall, where applicable, adhere to the *Social Media Use Guidelines* as outlined in appendix A.

Social Media Use Guidelines (Appendix A)

The Social Media Use Guideline summarize communications and operational requirements to be followed as Town of Badger employees participate in, or contribute to, social media. They apply to all Departments including all employees and others acting on behalf of the Town of Badger, such as contractors hired for a specific project or timeframe.

Social media refers to publicly-accessible Town of Badger and third-party-hosted sites. This includes social networks, video and photo file sharing, social bookmarking, blogs, podcasting, wikis and other similar social media.

Benefits of the use of social media by the Town of Badger may include timely dissemination of information to the public; increased public awareness of municipal programs, services, projects, and infrastructure; increased traffic to a website; enhanced collaboration and networking; and additional avenues to obtain feedback.

Communications and Operational Considerations

Social media use must directly support communications and departmental objectives in a positive, measurable way. The use of social media should address a need; social media use is not suitable in all situations. It is also important to consider the resource implications of monitoring and maintaining social media sites.

Communications and Marketing Objectives

- The program's communications plan or marketing objective should align with Town of Badger overall communications planning.
- As with other Town of Badger produced media, social media sites must use the Town of Badger brand in accordance with the graphic standards, which outline the proper usage of the brand signature in regards to colour, font style, size, and placement.
- Consideration should include the ability of the social media channel site(s) to reach the target audience.

Content

- The date or criteria (i.e., after a certain period of inactivity) upon which the content and use of the site will be reviewed or discontinued/removed should be established.
- Ensure there is enough content of interest to provide a steady flow of information.
- Information should be timely and relevant; stale information can be more problematic than no information.

Support

- ▣ Most social media technologies are currently in the public domain and do not belong to the municipality; therefore, a review of any support arrangement, privacy statements and any pertinent documentation, such as Terms of Service, must be done prior to the use of social media.

Resources

- Consider resources required to create content and monitor social media tools. Regular monitoring and updating are crucial to successful social media use.
- While the use of most social media tools, with the exception of in-house applications, does not have an associated cost, it cannot be considered "free." The cost will be the time and resources required to monitor and administer the tools being used.

Monitoring

- A process to deal with feedback, both positive and negative, is required, as well as an approval process established prior to posting responses.

- It is important to measure and track audience use to determine whether particular social media channels are a productive use of time and resources.

Maintaining social media sites

- Content posted should be either information that is appropriate for routine public dissemination or information that has been approved for publication or dissemination by the council in conjunction with the Town Manager/Clerk.
- Authorized content providers responsible for posting and monitoring information should:
 - Review all user-created content before it is posted to the public-facing social media channel site, if the social media tool allows, or as soon as possible after it is posted;
 - Where possible, modify display settings so that user-created content is off the primary landing page; and,
 - Remove abusive, hateful, or defamatory comments or content, including information that jeopardizes the privacy of others.

Re-use of Town of Badger Content

- ▣ Town of Badger images, video and other content posted to social media sites can, and likely will, be downloaded and re-used in other ways on other sites, altered or re-posted to the same or other sites. This should be considered when posting all content.

Accessibility of Information

- ▣ Users of the social media site should be able to readily and easily access necessary and important information regarding Town of Badger programs, sites, facilities, services and policies, without having to register. For example, Town of Badger information should be directly accessible to unregistered users of social media site and/or this information should also be available on the municipality's website.

Access to Information and Protection of Privacy

The collection of identifiable personal information from a social media site and the subsequent use, disclosure and management of that information by Town of Badger employees is subject to the privacy protection provisions of the Access to Information and Protection of Privacy Act (ATIPPA).

While the Town of Badger may scan or monitor published information available on social media sites, they will not attempt to identify the specific author or contributor of information or content unless authorized or permitted by law to do so.

- 4.12 Notwithstanding any other section, job creation partnership projects that are obtained through the Department of Advanced Education and Skills shall not be subject to this policy.



Municipal Vehicle Usage Policy

1.0 Purpose

The purpose of this policy is to set forth clear guidelines regarding the use and operation of municipal owned vehicles.

2.0 Scope

This policy shall apply to all employees who utilize a municipally owned, leased or hired vehicle in their assigned work or volunteer duty.

3.0 Definitions

3.1 "Municipal Vehicle" means a municipally owned, leased or hired automobile.

3.2 "Town" means the Town of Badger as incorporated by the *Municipalities Act, 1999* and amendments thereto and includes the Council as defined by the Act.

3.3 "Travel status" means the absence of an employee from the Town's boundaries for the purpose of carrying out municipal business with the prior approval of the Town Manager and or council.

3.4 "Employee" means an individual hired and employed by the Town.

4.0 General Statement

4.1 Municipal vehicles shall be used for Town business only. Private use is strictly prohibited unless authorized in accordance with this policy.

5.0 Responsibility

5.1 While using and operating a municipal vehicle, employees shall not participate in any activity that may violate provincial or federal laws or this policy.

6.0 Vehicle Usage

6.1 Failure to abide by the following guidelines will result in discipline by Council up to and including, if warranted, dismissal:

- (a) Employees shall only use and operate a municipal vehicle when authorized to do so by Council;
 - (b) employees using and operating a municipal vehicle must have a valid driver's licence;
 - (c) only authorized passengers shall be carried in municipal vehicles;
 - (d) Employees shall comply with the rules and regulations of driving. Any traffic violations shall be the responsibility of the employee and outstanding fines must be paid immediately;
 - (e) safety belts must be worn at all times when operating a municipal vehicle;
 - (f) Employees shall keep and maintain a vehicle usage log in a form (Appendix B) prescribed by the Town Manager. Reports shall be filed with Council on a monthly basis;
 - (g) Employees shall keep municipal vehicles clean and tidy at all times; there will be a strict no smoking policy enforced in all town owned equipment.
 - (h) employees shall ensure municipal vehicles are operating properly and that all scheduled routine maintenance is completed on time;
 - (i) employees shall take all necessary steps to conserve, to the extent possible, fuel; and
 - (j) in the case of an accident involving a municipal vehicle, employees must comply with the procedure as defined by the Town from time to time.
- 6.2 Municipal vehicles assigned to a specific Department must be parked at the end of the regular working day to their assigned locations. **Exceptions to the latter are as follows:**
- (a) For periods during which the employee is expected to be available to respond to an emergency situation after regular working hours **on a consistent basis, the employee may use the municipal vehicle to travel to and from work.** In such cases the municipal vehicle shall be parked at the employee's place of residence and shall **not** be used for private reasons unless authorized in accordance with this policy.
- 6.3 During circumstances where a municipal vehicle is parked at an employee's residence, the municipal vehicle **shall not be mobile for any other reason than official municipal business** unless authorized in accordance with this policy.
- 6.4 Municipal vehicles operated by employees on travel status shall be used for municipal related business only.
- 7.1 Private Use

- 7.2 Any employee or agent acting on behalf of the town, including those in a volunteer position with the Town of Badger, may **not** use a **municipal vehicles or municipal equipment** for **personal or private purposes**.



Outdoor Recreation and Sports Areas Smoke Free Policy

1.0 Purpose

To eliminate smoking at Town Property, outdoor recreation and sports areas within the Town of Badger

2.0 Scope

This policy shall apply to all residents, recreation groups and associations, businesses, and any other individual or group who utilizes outdoor recreation and sports areas within the Town of Badger.

3.0 Definitions

In this policy the term "outdoor recreation and sports areas" means:

- a. The Badger Community Center (including, but limited to the interior of the softball field, softball field bleachers, perimeter around the town hall at a 20 meter distance and Community Centre, playgrounds and stadium)

4.0 Policy

Effective March 1st 2016 all outdoor recreation and sports areas shall be smoke free.

To ensure compliance with this policy, Town employees shall place and maintain signs throughout recreation and sports areas that clearly indicate smoking is not permitted.



TOWN OF BADGER

Financial Controls and Spending Policy

Principles

Definitions

- Mandatory purchases
- Routine Purchases
- Discretionary Purchases
- Programming Expenditures
- Emergency Expenses

Policy

Spending Procedures

Invoice Payment Procedures

- Cheques
- Roles of Signing Officers
- Reporting Procedures
- Reporting to Council

I PRINCIPLES

- to ensure that spending is undertaken according to decisions taken by the council and
- to ensure flexibility in making day to day spending decisions necessary to manage the town of Badger;
- to provide for emergency spending;
- to provide guidelines to control spending; and
- to ensure adequate financial and management reporting

II DEFINITIONS

Mandatory purchases – expenditures which are incurred by the Town of Badger routinely and are not the result of a specific purchase order **are authorized to incur.** These include such things as:

- rent;
- utilities (shared expenses);
- salaries (once a position and salary have been approved);
- insurance (if the coverage is not being changed); and
- Any contracted services, once a contract has been signed and approved by council vote.
- Which would include but not limited to:
 1. Newfoundland Power
 2. Bell Aliant
 3. Bell Mobility
 4. Receiver General for Canada
 5. Municipal Assessment Agency
 6. Central Newfoundland Waste Management Authority (CNWMA)
 7. Western Petroleum
 8. Loder's Irving
 9. Hitech Communications Ltd
 10. BioMaxx Wastewater Solutions
 11. Municipalities Newfoundland & Labrador (annual membership)
 12. Canadian Federation of Municipalities (annual membership)
 13. Professional Municipal Administrators (annual membership)
 14. Newfoundland & Labrador Firefighters Association (annual membership)
 15. Exploits Regional Chamber of Commerce (annual membership)
 16. Recreation NL (annual membership)

Routine purchases – certain expenditures are incurred by Town of Badger on an ongoing basis in the regular course of business, and do not require prior authorization if total of the purchase does **not exceed \$300.00** These include such things as:

- maintenance supplies
- office supplies
- equipment repairs
- material printing and publishing

Discretionary purchases – expenditures which Town of Badger has an option as to when, or if, to incur and, as such, **require prior authorization from council.** These include such things as:

- equipment purchases;
- professional services;
- travel;
- conference fees;
- membership in other organizations where Council is not already a member;
- changes in insurance coverage; and
- signing new contracts for goods or services
- research and development
- All other expenses not approved by council

Available web tools or services may be used to obtain non-identifying anonymous, aggregate or statistical information concerning Town of Badger programs, services or marketing efforts from social media sites.



Travel Policy

1.0 Purpose

Councillors, employees and Town volunteers are sometimes required to travel to conduct business on behalf of the Town of Badger. Council recognizes that when these persons are required to travel, his/her accommodations, meals, and transportation should be covered by the Town at reasonable costs. The purpose of this Policy is to outline what costs will be covered by the Town when Councillors, employees and Town volunteers are required to travel to conduct business on behalf of the Town of Badger.

2.0 Scope

This Policy shall apply to the Town of Badger including Council and its Departments.

3.0 Definitions

- 3.1 "Councillor(s)" means the same as the definition in the *Municipalities Act, 1999*.
- 3.2 "Employee(s)" means any individual employed by the Town on a permanent/temporary/causal, full-time/part-time basis including those in and outside the bargaining unit and those working on Government sponsored projects.
- 3.3 "Claimant(s)" means a Councillor, Employee, and/or a person who is conducting business on behalf of the Town of Badger including Firefighters.

4.0 Travel Policy

4.1 **Council Approval Required**

- 4.1.1 Travel must be approved by the Badger Town Council. In situations where it is not practical or feasible to obtain approval from the Town Council, the Town Manager shall be authorized to approve or deny a travel request.
- 4.1.2 Travel approved by the Town Manager as per section 4.1.1 must be reported to Council at the regular sitting immediately following the approval.

4.2 Modes of Travel

- 4.2.1 Acceptable modes of travel to conduct business on behalf of the Town of Badger include air travel, sea travel, travel in private vehicles, and travel in rental vehicles.
- 4.2.2 Notwithstanding section 4.2.1, air travel, sea travel, and travel in rental vehicles are only acceptable modes of travel when the destination is off the Island of Newfoundland Labrador.
- 4.2.3 Where air travel is necessary, the Town shall only cover an economy class seat on a scheduled flight. Where available and practical, Claimants are encouraged to avail of special discounts and advanced booking discounts. The Town shall **not** cover miscellaneous and optional fees that include, but are not limited to, airport fees, and flight change fees.
- 4.2.4 Where sea travel is necessary, the Town shall only cover the cost of a standard passenger fair and, where it is necessary to schedule a night crossing, the cost of a cabin or berth.
- 4.2.5 Where travel in a rental vehicle is necessary, the Town shall only cover the cost of a compact or sub-compact vehicle. In cases where a vehicle rental is deemed necessary, the prior approval of the Council is required before the vehicle can be rented.
- 4.2.6 Where travel in a private vehicle is necessary, the per diem mileage rate shall be fluctuating rate based on fair gas prices at the time of travel paid per km. Provincial Government rate. Administration staff required to use private vehicle for town business will be paid a flat rate Per week as agreed on by council and if further use is required the km rate will apply.
- 4.2.7 Claimants may use taxis or airport buses for transportation. Receipts are required for reimbursement of such expenses. The Town shall also cover taxi fare from and to a hotel or private accommodation to the location of the meeting, conference, function, workshop, event, training seminar, etc.
- 4.2.8 Claimants traveling by private vehicles may claim parking fees for parking a vehicle in a parking garage or parking lot.

4.3 Meals

4.3.1 The Per Diem allowance for meals shall be as follows:

Meal	Per Diem
Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$18.00

4.3.2 Claimants shall not claim a per diem when a meal has been or is being provided as part of the meeting, conference, function, workshop, event, training seminar, etc.

4.4 Accommodations

4.4.1 When overnight accommodations are required, Claimants may stay in suitable commercial accommodations or, where Claimants choose, in private accommodations. The type, standard and cost of commercial accommodations should be reflective of the location and period of time on travel status. Where Claimants choose to stay in private accommodations, the Claimant may claim \$50.00 per night.

4.4.2 Claimants should seek favourable hotel/motel rates when on travel status and take advantage of any special discounts or rates afforded to government employees.

4.6 Other Eligible Expenses

4.6.1 Claimants may claim \$10.00 per night for incidental expenses for every night he/she is on overnight travel status.

4.7 TRAVEL CLAIM FORMS AND ADMINISTRATION

A.

Claimants seeking Travel Claim advances must complete and sign a Travel Claim Expense Form, in a form that is consistent with the requirements of this Policy, before a Travel Claim advance can be considered. Advances can only be issued for meals, incidentals, and, when the exact destination is known, mileage. Travel Claim advances must be approved by the Town Manager before payments are issued.

This Policy shall be administered and enforced by the Town Manager.



Purchase Order Protocol

General Protocols

1. No good or service shall be purchased by the Town of Badger unless a Purchase Order (herein after referred to a 'PO') is issued in accordance with this Protocol or the purchase is approved in advance by an employee with the proper spending authority.
2. Spending authorities for employees shall be prescribed in the Financial Controls and Spending Policy. Employees shall adhere to their respective spending authorities when approving expenditures and issuing POs.
3. A PO shall not be issued unless the good or service is itemized and a spending limit is specified on the PO.
4. Under no circumstances shall an invoice be processed without a PO or the signature of the employee who authorized the expenditure.
5. Approving expenditures in the absence of a PO should only be done in emergency situations. For the purpose of the protocol, an emergency is deemed to be an event that has the potential to cause, or is causing, injury to life, property or public safety.
6. Employees obtaining or issuing POs for the acquisition of goods or services must deliver, or cause to be delivered, within reason, the PO to the respective vendor. Where POs are transmitted by verbal communication to the vendor, the employee providing the PO shall specify the spending limit.
7. Notwithstanding any other section in this protocol, POs or expenses shall not be issued or approved in the advance of an approved budget allocation by Council.