

TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on April 16, 2024 at 7:00 p.m. at the Niverville Community Resource and Recreation Centre. In attendance were Mayor Myron Dyck, Deputy Mayor Chris Wiebe and Councillors Nathan Dueck, Bill Fast and Meghan Beasant.

Res#83-24 Agenda	B. Fast – M. Beasant BE IT RESOLVED that the agenda be approved subject to the following addition: New Business 10 c. NHCSI Advisory Board Update "Carried"
Res#84-24 Minutes	B. Fast – M. Beasant BE IT RESOLVED that the minutes of the regular Council meeting held on April 2, 2024 be approved as presented. "Carried"
Res#85-24 Table Agenda	N. Dueck – C. Wiebe BE IT RESOLVED that the Council meeting agenda be tabled and that Council sit in accordance with <i>The Municipal Act</i> to hold a Public Hearing for the Town's 2024 Financial Plan. "Carried"
Res#86-24 Resume	C. Wiebe – B. Fast BE IT RESOLVED that the Public Hearing for the Town's 2024 Financial Plan be closed and Council resume its former order of business (7:13 p.m.) "Carried"
Res#87-24 Summer Schedule	C. Wiebe – B. Fast BE IT RESOLVED that the following regular Council meetings are cancelled: July 2, 2024, August 6, 2024 "Carried"
Res#88-24 HR1-19	M. Beasant – B. Fast BE IT RESOLVED that Council approves a revision to Policy HR1-19, the Operations Clothing Policy, which has been amended to be a Town Clothing Policy for all staff, copy of which is attached hereto as Schedule "A". "Carried"
Res#89-24 HR3-24	N. Dueck – C. Wiebe BE IT RESOLVED that Council approves Policy HR3-24, Festive Season Celebrations For Employees, being a policy to provide authorization for Town management to plan a festive season social event for Town Staff, Recreation Staff, Clinic Staff and the Niverville Fire/EMS Staff, with budgeted amounts as per resolution hereafter, copy of which is attached hereto as Schedule "B". AND BE IT FURTHER RESOLVED that Council repeals Policy HR1-14, Christmas Gifts for Service Providers. "Carried"
Res#90-24 HR1-17	M. Beasant – B. Fast BE IT RESOLVED that Council approves a revision to Policy HR1-17, the Social Media Policy, which has been amended to reflect current uses, copy of which attached hereto as Schedule "C". "Carried"

Res#91-24
NHC
Signage

B. Fast – M. Beasant

WHEREAS the Niverville Heritage Centre has requested approval for a permanent sign on two, 6 x 6 posts, approximately 15 feet from the ground with a 5' x 10' sign surface, a temporary sandwich sign to identify a regular and reoccurring event linked to the Event Centre, and a mobile sign, all of which will be located on the west side of the Heritage Centre Campus;

AND WHEREAS general signs in the Recreational Community Complex zone shall be determined by Council;

THEREFORE BE IT RESOLVED that Council approves the permanent sign on two, 6 x 6 posts, approximately 15 feet from the ground with an unlimited size for the sign surface and a temporary sandwich sign to identify a regular and reoccurring event linked to the Event Centre, both of which will be located on the west side of the Heritage Centre Campus.

“Carried”

Res#92-24
A2-15

C. Wiebe – B. Fast

BE IT RESOLVED that Council approves a revision to Policy A2-15, the Noise Exemption Policy, which has been amended to change the requirements for obtaining approval for an exemption, copy of which attached hereto as Schedule “D”.

“Carried”

Mayor Myron Dyck commented that he had sat in with Eric (CAO) on the delegation with a neighbouring municipality who is wanting to be part of the RSR Wastewater Coop and that he will be attending another Capital Region special meeting next week, which was called at the previous meeting due to municipalities feeling like they had not had enough time to review the material. Mayor Dyck noted that he has been contacted by the High School to judge their grade 9 politics course (2nd week in May) as well as being a judge at their parade. He also advised that together with Eric, they would be going to the RM of De Salaberry to do a presentation on the RSR project. Mayor Dyck congratulated the (Niverville) Chamber on their tremendous AGM that they had this past Friday and also noted that he had met with Minister Moses, Minister of Economic Development, as a means of introduction so that they now know who we are and that the door is open if we want to have ongoing communication.

Res#93-24
Accounts

N. Dueck – B. Fast

BE IT RESOLVED that cheque nos. 44062 to 44122 totalling \$822,462.63 be hereby approved for payment.

“Carried”

Res#94-24
BL863-24
2nd Reading

B. Fast – C. Wiebe

BE IT RESOLVED that Council gives second reading to the 2024 Financial Plan Bylaw 863-24 as presented.

“Carried”

Res#95-24
BL863-24
3rd Reading

N. Dueck – C. Wiebe

BE IT RESOLVED that Council gives third reading and passes the 2024 Financial Plan Bylaw 863-24 as amended.

“Carried”

In Favour: M. Dyck, C. Wiebe, N. Dueck, B. Fast, M. Beasant

Res#96-24
HR2-20

N. Dueck – B. Fast

BE IT RESOLVED that Council approves a revision to Policy HR2-20, the Work Alone Policy, which has been amended to add the Office/Clinic Staff, copy of which attached hereto as Schedule “E”.

“Carried”

Res#97-24
Noise
Exemption

M. Beasant – B. Fast

WHEREAS a request for a noise exemption was received from Gillian Groening to host a private event at 2 Errington Place on June 22, 2024, from 7 pm to 11 pm; THEREFORE BE IT RESOLVED that Council approves a noise exemption for Gillian Groening to host a private event at 2 Errington Place on June 22, 2024, from 7 pm to 11 pm subject to the applicant notifying their adjacent neighbours as per revised Policy A2-15, Noise Exemption Policy.

“Carried”

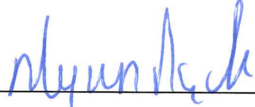
Councillor Nathan Dueck advised that he had had the pleasure to be invited to the 3rd Advisory Board meeting for Niverville Health Care Services, a public Board that has representation from different municipalities, the business community, Southern Health, and a few other locations. Councillor Dueck noted that he had a good opportunity to listen to how the Board works and was thoroughly impressed by the amount of talent and reach of the Board throughout our community, region, health authority and into our provincial government, and expressed kudos to everyone who helped form this Board and that it looks incredible. During the meeting, the Board reviewed basic scenarios which were ideas to help Council grow our existing Open Health, and Councillor Dueck praised their ability to “blue sky” which was beyond where we were at a year ago and felt that it will work out really well. Councillor Dueck also requested that the Board be included on the Open Health website because they are so instrumental and so that community members know who to approach when they have ideas.

Res#98-24
Adjourn

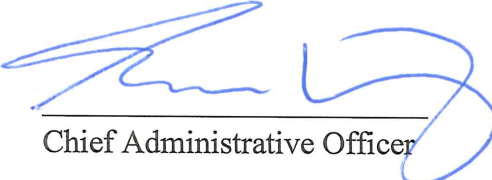
M. Beasant – B. Fast

BE IT RESOLVED that the meeting be adjourned. (7:33 p.m.)

“Carried”



Mayor



Chief Administrative Officer

Schedule "A"



Town Of Niverville-Human Resources

Policy No. HR1-19:	<u>Town Clothing Policy</u>	
Effective Date:	<u>January 8, 2019</u>	Resolution# <u>7-19</u>
Revision Date:	<u>May 7, 2019</u>	Resolution# <u>137-19</u>
Revision Date:	<u>April 21, 2020</u>	Resolution# <u>126-20</u>
Revision Date:	<u>March 2, 2021</u>	Resolution# <u>51-21</u>
Revision Date:	<u>April 16, 2024</u>	Resolution# <u>88-24</u>

Background: The Town strives to provide all staff personal protective equipment (PPE) when they start their employment with the Town of Niverville. It is expected that all employees will wear the PPE provided during work hours to provide a standard level of appearance. It is recommended that steel toe footwear be used where there is a potential for foot injuries. The policy that follows sets the guidelines and expectations for all staff.

Policy:

Operations Uniform:

At the beginning of **permanent** (Classification A or B) employment in the Operations Department with the Town, each employee will be given the following articles:

- i) Coveralls (2)
- ii) Hoodie
- iii) T-Shirts (3)
- iv) Rain Suit
- v) Winter Jacket
- vi) Insulated hip waders

Operations staff (Classified A or B) are eligible for a \$20 allowance each year from initial purchase (staff must provide proof of purchase; this is a taxable benefit to the employee) for the purchase of gloves.

All standard issue articles (excluding T-shirts) must be returned to the Town upon termination of employment relationship with the Town. Failure to return articles may result in deduction from final pay.

All employees in Operations, regardless of employee classification, are required to wear high visibility clothing and steel toe footwear at all times while on the job.

At the beginning of **seasonal** (Classification C or E) employment in the Operations Department with the Town each employee will be given the following articles:

- i) T-Shirts (2)
- ii) Reflective Vest

All standard issue articles (excluding T-shirts) must be returned to the Town upon termination of employment relationship with the Town. Failure to return articles may result in deduction from final pay.

All employees in Operations, regardless of employee classification, are required to wear high visibility clothing and steel toe footwear at all times while on the job.

Engineering Uniform:

At the beginning of permanent employment in the Engineering Department with the Town, each employee will be given the following articles:

- i) Hoodie
- ii) T-Shirts (3)
- iii) Winter Jacket

All standard issue articles (excluding T-shirts) must be returned to the Town upon termination of employment relationship with the Town. Failure to return articles may result in deduction from final pay.

It is expected that all engineering staff wear steel toe footwear and the supplied high visibility clothing when performing duties outside of the office.

At the beginning of **seasonal** employment in the Engineering Department with the Town each employee will have access to:

- i) Reflective Vest

It is expected that all engineering staff to wear steel toe footwear and the supplied high visibility clothing when performing duties outside of the office.

Recreation Department:

At the beginning of **permanent** (Classification A or B) employment in the Recreation Maintenance department with the Town, each employee will be given the following articles:

- i) Hoodie
- ii) T-Shirts (3)
- iii) Winter Jacket

In order to perform their duties outside in parks or around Town, part-time (Classification C or E) employees will be provided the following articles:

- i) Reflective vest

It is expected that staff will wear the supplied PPE when performing duties both inside or outside the facility. High visibility clothing must be worn while working on the arena ice, outside the facilities, when collecting garbage throughout Town, and working in the parks. Steel toe footwear must be worn when using the ice re-surfacer or the snow blower.

Staff working outside in children's camps are exempt from the requirement to wear a reflective vest.

Administrative Staff:

In order to perform their duties outside of the office, Administrative employees will have access to:

- i) Reflective vest

It is expected that staff will wear the supplied high visibility clothing when performing duties outside of the office.

All Departments:

For employees whose tasks require them to wear protective footwear, the following will apply:

For Employee Classified A or B, CSA approved (Green Triangle) safety footwear will be required. A \$200 allowance will be available every two (2) years from initial purchase (staff must provide proof of purchase and CSA certification to Town; this is a taxable benefit to the employee).

For Employees Classified C or E, CSA approved (Green Triangle) safety footwear (excluding rubber boots) will be required. Purchase will be requested and approved by the Manager or Supervisor. A \$100 allowance will be available every two (2) years from initial purchase (staff must provide proof of purchase and CSA certification to Town; this is a taxable benefit to the employee).

It is expected that all staff will wear appropriate PPE while working outside and as per the task Safe Work Procedure.

All standard issue articles (excluding T-shirts) must be returned to the Town upon termination of employment relationship with the Town. Failure to return articles may result in deduction from final pay.

Where a specific article of clothing is provided as part of the uniform, no other substitute article shall be worn during work hours.

Replacement Rotation:

Each item within the uniform will be replaced at the following intervals:

- | | | |
|------|----------------------|--------------------------|
| i) | Coveralls | Five (5) Years |
| ii) | Hoodies | Three (3) Years |
| iii) | T-Shirts | Three (3) Years |
| iv) | Rain Suit | Ten (10) Years |
| v) | Winter Jacket | Five (5) Years |
| vi) | Insulated hip waders | as determined by Manager |

The employee may purchase additional clothing items from the Town at their own cost.

Appearance:

The uniform must be maintained in a clean, professional and presentable manner (free of holes or tears). Shorts (minimum inseam 7”) may be worn by staff to perform certain tasks at the discretion of their manager and as per the task Safe Work Procedure, however, staff are then required to have long pants available in case their task changes.

The Manager has the authority to send any staff member home without pay upon arrival at work in his or her uniform in sub-standard condition.

Substandard Appearance:

Failure to maintain the uniform will result in the following discipline process:

- 1st Instance: verbal warning from Manager
- 2nd Instance: written warning in permanent employment record
- 3rd Instance: sent home without pay
- 4th Instance: sent home without pay and placed on probation for six (6) months with no opportunity for pay increase or promotion during this period
- 5th Instance: termination (must have had three instances in last 12 months)

Employees who have had a period of twelve (12) months with no instances will move back one level for each year with no incidents.

Schedule "B"



Town of Niverville-Human Resources

Policy No. HR3-24: Festive Season Celebrations For Employees

Effective Date: April 16, 2024

Resolution# 89-24

Revision Date: _____

Resolution# _____

Purpose: The Town endeavors to host at least one social event per calendar year for employees/members. This policy provides authorization for Town management to plan a festive season social event for Town Staff, Recreation Staff, Clinic Staff and the Niverville Fire/EMS with budgeted amounts per resolution hereafter.

Employees that fall under multiple departments are not budgeted for multiple events and may choose the one event that they wish to attend (unless approved by the CAO).

Employee Classification A/B/E (Term):

2024 – \$133.50 / employee
2025 – \$137.00 / employee
2026 – \$139.50 / employee

Employee Classification D - Fire Department:

2024 – \$100 / employee
2025 – \$105 / employee
2026 – \$110 / employee

Employee Classification C – Casual Employees

2024 – \$30.00 / employee
2025 – \$35.00 / employee
2026 – \$35.00 / employee

Employee Classification E (Seasonal) are not eligible.

Individual service providers and current seasonal staff will receive gift cards in recognition of their service set at a rate of \$30.

Please reference Policy HR2-16 Expenses Policy-Town paid or Reimbursed for ineligible expenses.

Definitions:

- Classification A – employees who work a year-round regular workweek of 40 hours or more per week.
- Classification B – employees who work a year-round regular workweek between 20 and 40 hours.
- Classification C - employees who work a year-round regular or irregular workweek between zero and 40 hours per week.
- Classification D – those who are a current member of the Niverville Fire / EMS team.
- Classification E – employees that are hired to work for a season, generally referencing the spring/summer season or the fall/winter season with Operations/Recreation Services or employees who are hired to work for a specific term, including parental leaves.

Schedule "C"



Town Of Niverville-Human Resources

Policy No. HR1-17:	<u>Social Media Policy</u>	
Effective Date:	<u>July 18, 2017</u>	Resolution# <u>224-17</u>
Revision Date:	<u>April 16, 2024</u>	Resolution# <u>90-24</u>

Social Media Policy & Guidelines

I. Introduction

Social media now plays an important role in society, with it being the primary mode of communication and connection for many citizens. The Town of Niverville recognizes this and sees social media as an important asset for the Town. It can help us build community with citizens, share information effectively and in real-time, improve communication regarding a wider range of issues, and build a more cohesive, connected community.

In this, the Town has both the expectation and a responsibility to ensure the integrity and presentation of information posted on its affiliated social media accounts and the content that is attributed to the Town, its departments, its staff, and its officials.

This policy sets forth general guidelines that will inform all social media usage by the Town and its departments, staff, and officials. This policy may be amended from time to time and is meant to be read in conjunction with all other applicable policies and procedures from the Town of Niverville.

II. Definitions

1. "Town": Refers to the Town of Niverville
2. "Social Media": Refers to websites, applications, or other such programs connected to the internet that facilitate user participation, networking, collaboration, and communication through the submission of user-generated content in the form of blogs, wikis, posts, images, video content, audio content, or any other form of or combination of medium.
3. "Social Media Account": Refers to is a specific user identity or account that has been registered on a third-party social media platform.
4. "Moderator": Refers to is an employee authorized by the CAO or Director who reviews, authorizes and allows content submitted by Town officials and employees to be posted to Town Social Media accounts.

III. Policy

1. All Town social media accounts shall be:
 - a) Approved by the Chief Administration Officer, or their approved designate; and
 - b) Created and published using approved social media platforms or tools.
2. CAO or Directors have the option of allowing employees to run approved social media accounts or create approved social media content as part of their job duties. CAO or

Directors may allow or disallow employee participation in any social media activities in their departments. Directors may only authorize employees under their direct supervision within their department and realm of responsibility.

3. All Town employees approved to participate in social media activities will fall under a supervisory hierarchy that includes associated rights and responsibilities, strictly regarding social media accounts and content, as per Schedule "A".
4. All Town social media accounts shall adhere to applicable provincial, federal and other applicable Town policies.
5. Content, once posted to a social media account should stay posted, unless it is removed for one of the reasons set forth below, or it is changed to fix spelling, grammar errors, or is no longer applicable.
6. All social media accounts shall clearly indicate they are maintained by the Town and shall have the Town's contact information displayed.
7. The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
8. Town social media content containing any of the following forms of content shall not be allowed for posting:
 - a) Content in support of, or opposition to, political campaigns, candidate or ballot measures;
 - b) Solicitation of commerce;
 - c) Comments or content not topically related to the particular site or blog article being commented upon;
 - d) Profane, obscene, or vulgar language or content;
 - e) Comments or content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, or active military status;
 - f) Comments or content that is threatening or harassing;
 - g) Sexual comments, content, or links to sexual content;
 - h) Conduct or encouragement of illegal activity;
 - i) Information that may tend to compromise the safety or security of the public or public systems;
 - j) Content that violates a legal ownership interest of any other party;
 - k) Protected health information;
 - l) Personnel information; or
 - m) Other information that is not public record or is otherwise privileged from public disclosure.
9. The Town reserves the right to hide or remove any user comments on Town social media accounts that fall under Section III.7.
10. Moderators and Directors shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy. Moderators and Directors are responsible for ensuring that all approved employees under their supervision are trained regarding the terms of this policy.
11. Employees representing the Town or its departments via a social media account must conduct themselves at all times as a representative of the Town or its departments and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the Town or its departments.
12. See Section IV, Employee Guidelines for Use of Town Social Media.
13. No Town or department social media account can endorse vendors, suppliers and/or clients.

14. Employees found in violation of this policy may be subject to disciplinary action.

IV. Employee Guidelines For Use Of Town Social Media

1. **Electronic Communications and Computer Usage Policy.** All employees are responsible for understanding and following the Town's Handbook regulations on Internet and Computer use in addition to this Policy.
2. **Copyright Law.** Employees must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote an excerpt of someone else's work without acknowledging the source, and, if possible, provide a link to the original.
3. **Conflict of Interest.** Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or any of its employees, as defined by C.C.S.M. c. M255.
4. **Protect Confidential Information.** Never post legally protected personal information that you have obtained from the Town or whose dissemination is restricted under applicable Federal or Provincial privacy laws or regulations. Ask permission to publish or report on conversations that occur within the Town. Never post information about policies or plans that have not been finalized by the Town, unless you have received explicit permission from your Director to post draft policies or plans on the department's social media sites for public comment.
5. **Consider Your Content.** As informal as social media accounts are meant to be, if they are on a government domain or a government identity, they are official government communications. Social media accounts will be sought out by mainstream media – so a great deal of thought needs to go into how you will use the social media in a way that benefits both the Town and the public. Employees should not comment about rumors, political disputes, or personnel issues, on Town or departmental social media accounts.
6. **Follow the Town of Niverville and Departmental Branding Guideline.** Social media content published by approved employees of the Town of Niverville and its departments should fall in line with branding guidelines provided by the Director of Communication & Public Relations. We encourage our employees to be creative in the creation of social media post, however the Town of Niverville is a public entity, and therefore must maintain a consistent image. All social media posts should be, at a minimum, conform to the provided branding guidelines.
7. **Handling Negative Comments.** Because the purpose of social media, particularly departmental social media accounts, is to communicate with the public, you should expect that some of the comments you receive will be negative. Please be aware that you are not required to respond to all comments. If do you choose to respond, some effective ways to respond to negative comments include:
 - a) Providing accurate information in the spirit of being helpful;
 - b) Respectfully disagreeing; and
 - c) Acknowledging that it is possible to hold different points of view.
8. **Respect Your Audience and Your Coworkers.** Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in your department's workplace. Do not be afraid to be yourself but do so respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. Do not use your department's social media presence to communicate among fellow Town employees. Do not air your differences with your fellow Town employees on your department's social media accounts.

9. **Use Town Social Media Account or Identity Only to Contribute to your Department's Mission.** When you contribute to your department's social media account or identity, provide worthwhile information and perspective that contribute to your department's mission of serving the public. What you publish will reflect on the Town. Social media sites and identities should be used in a way that contributes to the Town's mission by:
 - a) Helping you and your co-workers perform their jobs better;
 - b) Informing citizens about government services and how to access them;
 - c) Making the operations of your department transparent and accessible to the public;
 - d) Encouraging civic engagement.

10. **Media Inquiries.** Town or department social media identities or sites may lead to increased inquiries from the media. If you are contacted directly by a reporter or a media entity, you should refer media questions to the Director of Communications & Public Relations, or in their absence the CAO or Directors. If none are available, please wait until you can pass the media question on to them.

11. **Personal Comments.** Personal comments shall be strictly prohibited on any Town social media account. Any person authorized to post on any of the Town's social media accounts shall not express his or her own personal views or concerns through such posts. Posting shall only reflect the views of the Town.

12. **Employee or Official Profile.** If you identify yourself as a Town employee or official, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, residents and other stakeholders.

13. **Non-Official/Personal Use.** Town employees who use social media and social networking services and tools for strictly personal use outside of the workplace do not require approval to do so. However, the Town recognizes that these types of tools can sometimes blur the line between professional and personal interactions. Therefore, employees are reminded that as representatives of the Town the above rules and guidelines must be taken into consideration when participating in these services at any time, particularly when identifying themselves as employees of the Town or when context might lead to that conclusion. Employees should use discretion and common sense when employing social media to help prevent inadvertently compromising professional, legal, or ethical standards. As well, employees must never imply that any personal social media accounts are official Town sites, therefore; print media, town graphics, documents, text, or logos shall not be used on any personal social media accounts.

Social Media Policy

This acknowledges that I have received and reviewed the Social Media Policy, with attachments, of the Town of Niverville's ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding use of Social Media are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file

Schedule "A"

of

Policy HR1-17

Social Media Supervisory Hierarchy

This schedule outlines the rights and responsibilities of each level of the social media supervisory hierarchy. This hierarchy is only authoritative regarding social media and social media communications, and only for those employees approved to participate in the Town of Niverville's social media activities. This Schedule will have no bearing on employee hierarchy outside of the duties and responsibilities mentioned in the Town of Niverville "Social Media Policy & Guidelines".

All authorities and responsibilities are subject to the guidelines established within Policy HR1-17 and to be read in conjunction with all other applicable policies and procedures from the Town of Niverville.

All levels of hierarchy will have the authorities and rights of preceding levels but will not be responsible for performing the associated duties, unless otherwise stated.

- A) Chief Administrative Officer:
 - a. Will be responsible for oversight of the entirety of the Town of Niverville's social media and social media communications.
 - b. Will have authority to override all social media communication decisions made by preceding levels.
- B) Director of Communications & Public Relations:
 - a. Will have authority to create, edit or delete social media accounts.
 - b. Will have oversight of all Town social media strategies.
 - c. Will be responsible for creation and administration of social media policies and procedures.
- C) Directors:
 - a. Will be responsible to appoint moderators and approved employees under their direct supervision, within their department and in their realm of responsibility.
 - b. Will have managing authority over departmental social media accounts.
 - c. Will be responsible for performing the duties of the preceding levels if it would be inefficient to appoint moderators or approved employees.
- D) Moderators:
 - a. Will have authority to approve or reject social media posts proposed by approved employees.
 - b. Will have authority to create, edit or delete social media posts.
 - c. Will be responsible for monitoring departmental social media accounts.
 - d. Will be responsible, in the absence of other means, to provide social media policy training for approved employees.
- E) Approved Employees:
 - a. Will have authority, with proper training and approval from Director, to create social media posts.
 - b. Will be responsible for monitoring social media accounts when moderators are not available.
 - c. Will be responsible, with proper training and approval from Director, to respond to user comments.

Schedule "D"



Town Of Niverville-Administration

Policy No. A2-15:

Noise Bylaw Exemption

Effective Date:

May 5, 2015

Resolution# 153-15

Revision Date:

April 16, 2024

Resolution# 92-24

In order to accommodate requests for noise bylaw exemptions from residents who are planning to host a private outdoor function in a residential zone, Council is adopting a Noise Bylaw Exemption policy.

This policy requires residents wishing to hold private special functions in a residential area which will involve a noise nuisance to apply for an exemption from Council. The request will be brought forward at a Council meeting for a decision and any approval would be subject to compliance with any conditions that Council may choose to add.

Residents who are granted a noise exemption from Council are required to notify their adjacent neighbours of the upcoming event a minimum of 72 hours prior to the event.

Schedule "E"



Town Of Niverville-Human Resources

Policy No. HR2-20:	<u>Work Alone Policy</u>	
Effective Date:	<u>December 15, 2020</u>	Resolution# <u>349-20</u>
Revision Date:	<u>April 16, 2024</u>	Resolution# <u>96-24</u>

Purpose: This policy applies to all staff of the Town of Niverville when a worker is working alone.

All Staff

First aid kits are available at all Town facilities.

Office/Clinic Staff

If office staff are going out of the office alone during normal office hours, they are to let a fellow co-worker in the office know when they are leaving and how long they expect to be out. Staff working alone are to communicate with that same co-worker if they stay out longer than expected. The co-worker is to contact the staff working alone if they do not contact the co-worker within the time frame agreed upon.

Operations/Recreation Staff

Operations or Recreation staff working alone are to agree upon a check in buddy at the beginning of the day and check in with one another at coffee time, lunch time and the end of the day. Should that person not respond in a timely manner they are to contact their supervisor.

General Evening/Weekend Work

If working alone and no other staff are working during the day, that staff member is responsible to arrange for a contact person who they contact at the beginning and end of their shift. The contact person is to know when that staff member's shift is scheduled and contact that staff member should that staff member not contact them shortly after the shift is done.

If working alone but another staff member is also working alone, they are to check in with one another at the start and end of their shift. They are to provide one another with an estimated finish time at the start of their shift.

Staff are required to discuss their personal working alone plan with their manager should there not be someone available for them as a contact person.

Completing tasks that are deemed more hazardous may require more stringent communication procedures or require that staff not be alone when completing them. Consult the Safe Work Practices manual to determine the appropriate working alone procedures required for that specific task.

Minutes of the Public Hearing held on April 16, 2024, at 7:02 p.m. regarding the Town's 2024 Financial Plan. The proposal was duly advertised as per Section 420 of *The Municipal Act*. Mayor Myron Dyck served as chairperson, with Deputy Mayor Chris Wiebe and Councillors Nathan Dueck, Bill Fast and Meghan Beasant in attendance.

Mr. Eric King, Chief Administrative Officer for the Town, advised that for 2024, the financial plan has an average increase of 2.5% on the average house in Niverville, which means \$52.89 for the average house which is assessed at \$324,700. He also noted that the waste collection levy for 2024 will be held flat at \$140.00 per household for the second or third year now.

Mr. King also pointed out that with respect to the department budgets, the community continues to grow and on average, everything is up across the board.

Overall Departmental View on increases:

- General Government - this encompasses Council, Office, legal, auditors and work with the Clinic
- Protective – largely due to the RCMP contract, fire goes up slightly and then some EMO money for the fire chief
- Environmental Health – is for waste collection and recycling and tipping fees continue to increase year over year, and the increase in the number of houses
- Public Health and Welfare – cemetery (no change), but investing money in Hespeler Cemetery to continue to get it ready to accommodate more deceased people
- Environmental Development – largest part is due to work on the annexation and update on the Zoning Bylaw and Development Plan for the Town in 2024
- Economic Development – no real change
- Recreation has gone up slightly, more camps and more programming

Some projects are:

- Open Health Niverville will be expanding to accommodate more doctors, will be increasing square footage and taking on more renovations
- Office – continuing to invest in I.T. and cyber security to protect all the Town's assets
- Protective – continuing to budget for the full operational and administrative costs of the RCMP detachment which should be open sometime in June
- Fire dept – replacing some more uniforms
- Transportation - biggest projects are rebuilding of 4th Avenue South between 1st Street S. and 3rd Street S. and beginning detailed design for the Highway (PR311) which includes the Krahn Road intersection all the way to Wallace Road
- Environmental Health increases are due to cost increases from service providers
- Public Health - Hespeler Cemetery
- Environmental Health – Zoning Bylaw and Development Plan
- Economic Development – continuing work in sponsorship and marketing Niverville as a commercial / industrial hub for the southeast and some Council members will man a booth next Tuesday at a conference
- Recreation - expanded programming offerings and impact of minimum wage and another increase coming in October, which has been accounted for in the budget
- Raw Water Sourcing – ensuring the raw water source is available and accessible for 25-year outlook and the third well should be undergoing testing in the next month or two
- Sewer - in the middle of detailed design of RSR Wastewater Treatment Facility and the plan is to be done detailed design by the end of the calendar year and move into tendering in early 2025
- Water - no watermain work in the budget for this year, that is separate and will be looked at in the middle of May once the survey results have been reviewed, and will also be

reviewing the potential and asks of neighboring municipalities regarding the potential of a southeast coop as a long-term raw water source

2024 Capital Budget Items:

- Purchase of new half-ton truck and engineering vehicle
- Purchase of water tanker late 23/early 24
- Thermal imager replacement for Fire Dept.
- New welcome sign structures and signage at both ends of Town
- Renovating the south end of the Centennial Arena to become a library and lounge for the golf simulators and use of the library during the day
- Continuing with the Grant Park project and getting it ready for public access
- Beginning a pre-design of new fire hall and operations complex and completing the RCMP detachment

Councillor Dueck commented that regarding the Heritage Cemetery, that Council had been looking at working with the United Church and they had asked about attending meetings which may result in a request for money, and questioned whether there was extra money in the budget so that Council could work with them.

Mr. King noted that while there was no extra money, money could be reallocated.

Councillor Dueck questioned the wording of “detachment” for the RCMP and asked for clarification whether it was a detachment or satellite.

Mr. King noted that it is a satellite office, not a full-blown detachment as it doesn’t have jail cells and that there is no “wrong” answer here as “detachment” has been lobbied around and they report to the St. Pierre detachment.

Councillor Beasant commented on the large jump in staff wages and questioned whether it was partly because of minimum wage and new staff members.

Mr. King noted that staffing is lighter now and the increase is purely from minimum wage, which went from ~\$13 to \$15.30, and that there was one staff member who went from part time to full time, with no increase in hours associated with Rec. Mayor Dyck added to the effects of the minimum wage increase, was what it does to “ladder everyone up”.

There was no opposition received to the proposal.

The Public Hearing was closed at 7:13 p.m.
