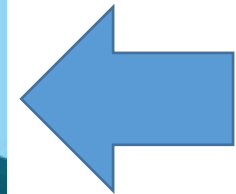
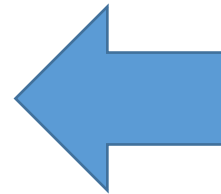
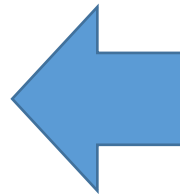
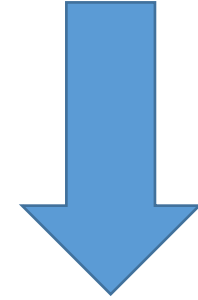


The logo for the Town of Paradise features the words "TOWN OF" in a small, white, sans-serif font positioned above the word "Paradise". "Paradise" is written in a large, white, elegant serif font with a prominent, sweeping tail on the letter 'e'. A decorative white wave-like flourish arches over the top of the text. A small, white sun icon with rays is placed above the letter 'd' in "Paradise".

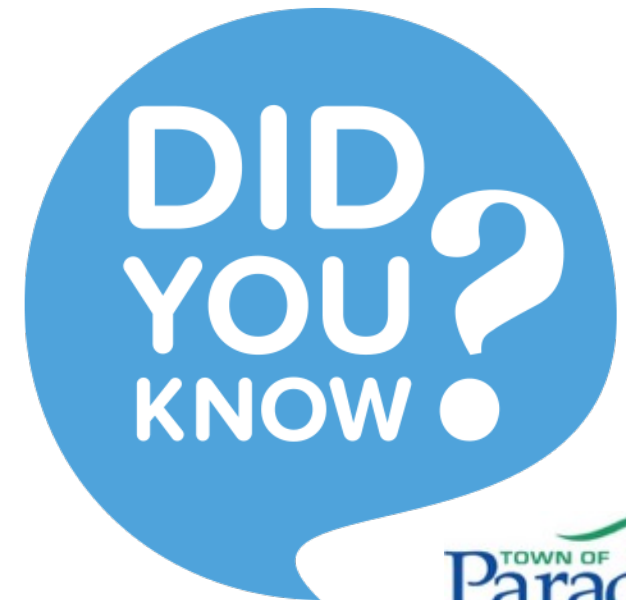
TOWN OF
Paradise

MUNICIPAL POLICIES: Current and Relevant – MNL Symposium



Paradise 101

- Population: ~21,000
- ~150 per permanent employees (seasonal fluctuations)
 - Administration, Infrastructure & Public Works, Recreation & Community Services, Corporate Services, Planning and Protective Services
 - Management, Non-Unionized Non-Management, and Unionized employees
- Operating budget \$37.3M + \$12M Capital
 - \$7.1M of operating budget (19%) for Regional Services
- 72 policies
 - 33 Corporate Services
 - 13 Infrastructure and Public Works
 - 10 Planning and Protective Services
 - 16 Recreation and Community Services



MUNICIPAL POLICIES: Current and Relevant – MNL Symposium

CORPORATE SERVICES (CS)

- CS-001 [Code of Conduct Policy](#)
- CS-002 No Smoking Policy
- CS-003 Scent Awareness Policy
- CS-004 Confined Space Procedure
- CS-005 Tax Exemption/Incentive Policy
- CS-006 Occupational Health and Safety Policy
- CS-007 Travel Policy for Management and Non-Union Staff
- CS-008 Disability Management Policy
- CS-009 Progressive Discipline Policy
- CS-010 Overtime Policy for Union Employees
- CS-011 Prescription Safety Glasses Policy
- CS-012 Town Merchandise Policy
- CS-013 [Records Retention Policy](#)
- CS-014 Contractor Safety Policy
- CS-015 [Respectful Workplace & Harassment Policy](#)
- CS-017 Attendance Management Policy and Program
- CS-019 [Video Surveillance Policy](#)
- CS-020 Purchasing Policy and Procedures
- CS-021 [Donation Policy](#)
- CS-022 [Employee Use of Social Media Policy](#)
- CS-023 Compensation Policies – Management & Non-Management/Non Union Employees only
- CS-024 [Remote Meeting Attendance Policy](#)
- CS-025 [Email Voting/Polling Policy](#)
- CS-026 [Employee Recognition Policy](#)
- CS-027 Working Alone Policy
- CS-028 Brownfield Development Grant Policy
- CS-029 [Corporate Social Media Policy](#)
- CS-030 [Media Relations Policy](#)
- CS-031 [Alcohol and Drug Policy](#)
- CS-032 Early and Safe Return to Work Policy
- CS-033 Accident /Incident Policy



MUNICIPAL POLICIES: Current and Relevant – MNL Symposium

INFRASTRUCTURE & PUBLIC WORKS (IPW)

PWE-001	Hydrant Use Policy
PWE-002	Residential Garbage Coverage Policy
PWE-003	Waiving Fees for Churches Policy
PWE-004	Arterial and Collector Road Lane Closures Policy
PWE-005	Installation of Sidewalks Policy
PWE-006	Hiring Snowclearing Equipment Policy
IPW -007	Road Cut Policy
PWE-008	Policy on the Installation of Culverts
PWE-009	Sewer Service Repair Policy
PWE-010	Well Contamination (Salt) Policy
<u>PWE-011</u>	<u>Snow Clearing Policy</u>
PWE-012	Temporary Water Connection Policy
IPW -013	Waste Disposal Assistance Program

PLANNING AND PROTECTIVE SERVICES (PPS)

PPS-001	Discretionary Use Policy
PPS-002	Revocation of Orders Policy
PPS-003	Variance Application Policy
PPS-004	Landscaping in New Developments Policy
PPS-005	Private Road Signage Policy
PPS-006	Foundation Elevations & Lot Grading Policy
PPS-007	Issuance of Building Permits in Subdivisions Policy
PPS-008	Subsidiary Apartments & Apartments Construction and Removal Policy
PPS-009	Use of Brushcutters and Mulchers Policy
PPS-010	Accessory Building Permit Policy



MUNICIPAL POLICIES: Current and Relevant – MNL Symposium

RECREATION AND LEISURE (RL)

- RL-001 Athletic Field Closure Policy
- RL-002 Fundraising Group Rental Policy
- RL-003 Neighbourhood/Block Party Policy
- RL-004 Special Events Policy
- RL-005 Volunteer Application Policy
- RL-006 Fitness Center Policy
- RL-007 Program Behavioral Support Plan Policy
- RL-008 Recreation Facility Rental Policy
- RL-009 After School Program Policy
- RL-010 Disclosure Policy
- RL-011 Recreational Trail Policy
- RL-012 Ice Rental & Box Office Agreement
- RL-013 Ice Rental Policy**
- RL-014 Helmet Policy, Paradise Double Ice Complex
- RL-015 Personal Training Policy
- RL-016 Playground Inspection and Maintenance Policy



MUNICIPAL POLICIES: Current and Relevant – MNL Symposium

- Every policy has the same format and numbering scheme.

Title:

Department:

Approval Date:

Revised Approval Date:

Internal/External:

Policy Number:

Implementation Date:

Revised Implementation Date:

- Background, Objective/Purpose, Definitions, Scope, and Approvals.
- Review yearly, or when required.
- All Acts and/or legislation trumps policy.
- Departments also have Standard Operating Procedures (SOPs).

Pros and Cons

Pros:

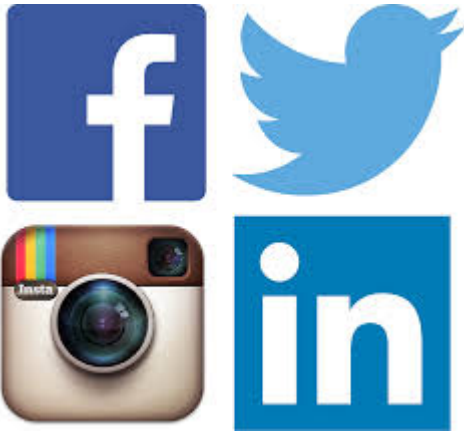
- Ensures fairness and consistency
- Can help prevent legal problems (prevent negative occurrences)
- Guides employees and expectations are clearly documented
- Allows for efficient management and council meetings (donation policy, purchasing policy)

Cons:

- Time for creation and review
- Limits rapid decisions
- Risk if you have a policy and do not follow

Social Media, the Media, and the Town of Paradise

- Employee Use of Social Media (CS-022), Corporate Social Media Policy (CS-029) & Media Relations Policy (CS-030)



Facebook – Town of Paradise
Twitter - @townofparadise
Linkedin – Town of Paradise, NL
Instagram – nl_Paradise

Employee Use of Social Media (CS-022)

- Purpose:
 - Encourage appropriate use of social media.
 - Provide guidance when Town interests may be impacted.
- Scope:
 - All Employees



Employee Use of Social Media(CS-022)

- Guidelines:
 - Must use private email address.
 - No use of Town logo.
 - Clarify that opinions are your own and not necessarily reflect those of the Town.
This disclaimer does not exempt employee from responsibility.
 - All Town policies must be followed.
 - Cannot undermine the employment relationship.
 - Cannot damage reputation of the Town, its officials or employees.
 - Employees can be personally liable.
 - Remind good judgement, common sense, and to respect privacy.
 - Personal conversations should be considered public.
 - Cannot spend significant amount of time at work and interfere with work commitments.
 - Encourage sharing of Town posts.
- Compliance
 - Investigate, and, if appropriate, disciplinary action up to and including termination of employment.

Corporate Social Media Policy (CS-029)

- Purpose:
 - Outline & provide guidance to employees who are authorized to use social media.
 - Informs public of the Town's social media practices.
- Scope:
 - Employees authorized to use social media on behalf of the Town.



Corporate Social Media Policy (CS-029)

- Roles and Responsibilities:
 - Only Communications Division can post to Town website and social media.
- Use of Social Media:
 - Remain neutral.
 - Do not endorse or share third party content.
 - Only content related to Town posted or shared.
 - Regular business hours only – unless deemed an emergency.
 - Inappropriate comments will be removed.
- Compliance
 - Investigate, and, if appropriate, disciplinary action up to and including termination of employment.

Media Relations Policy(CS-030)

- Purpose:
 - Guidance to employees who are authorized to work with the media.



Media Relations Policy (CS-030)

- Roles and Responsibilities:
 - Corporate Services – Communications Division.
 - Town employees not to initiate contacts with media representatives.
 - Media inquires immediately directed to Communications Manager.
 - The Mayor is the official spokesperson for the Town (Act).
 - ATIPPA always a consideration. Do not speak to HR matters, or matters before the courts.
 - Requests responded to during regular business hours unless urgent.
 - Media access coordinated through Communications Division.
 - Emergency Plan integration.
- Compliance
 - Investigate, and, if appropriate, disciplinary action up to and including termination of employment.

Alcohol & Drug Policy (CS-031)

- Purpose:
 - To ensure health and safety of all workers.
 - Protect workplace.
 - Safeguard assets.
- Scope:
 - All employees.
 - Contractors, visitors, consultants.



MUNICIPAL POLICIES: Current and Relevant – MNL Symposium



Alcohol & Drug Policy (CS-031)

- Roles and Responsibilities
 - Employees are expected to report to work sober, well rested and Fit for Work.
 - While on Town premises or engaged in Town business:
 - Use, possess, distribute, or sell alcohol, drugs, mood altering substances that are NOT medications.
 - Have thresholds greater than what is provided by Town. (*Highway Traffic Act*)
 - Use or possess prescriptions not legally prescribed.
 - Sell prescription medication.
 - Misuse medications.
 - Be unfit for work due to after-effects.
 - Employees are expected to investigate medications that can negatively affect their fitness for work, notify the Town, and may require modifications or alternate duties.

Alcohol & Drug Policy (CS-031)

- General Consequences
 - Violation of policy may result in corrective action up to and including termination of employment.
 - Investigation will be conducted before corrective action is taken.
 - Town can reassign or non-disciplinarily suspend during investigation.
- Substance Abuse or Dependence
 - May constitute a disability.
 - Accommodate to the point of undue hardship – *Human Rights Legislation*.
 - Town may require employee to:
 - Complete treatment program
 - Provide a doctor's note on return to work.
 - Attend medical assessment with Town's medical advisor.
 - Complete substance test before returning to regular duties, random testing, and adherence to rehabilitation conditions.
 - Town will be required to:
 - Accommodate to the point of undue hardship.
 - Refer to EAP.
 - Modify schedule to enable treatment.
 - Leave of absence without pay.
 - Provide benefits of existing plans.
 - Delayed discipline until determined accommodation is ineffective

Alcohol & Drug Policy (CS-031)

- Additional Points to remember:
 - New and evolving. (Bill 23 – Highway Traffic Act)
 - Employees cannot determine their accommodation.
 - Training and awareness are key.
 - Treatable conditions – early detection is key.
 - Accommodate.
 - Maintain confidentiality.

Thank You!

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Chief Administrative Officer

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