

# POLICY BOOKLET

August 2018

## PURPOSE

The purpose of this booklet is to provide readers with a summary of Township policies.

The vision of the Township has been identified in its two comprehensive policy documents - the Official Plan and the Economic Development Strategy. This vision is echoed throughout the policies found in this booklet and is always considered when new policies are adopted. While these over-riding policies are not included here, both the Official Plan and Economic Development Strategy are available in full form on the municipal website – [www.twpec.ca](http://www.twpec.ca).

For more information on the Township's policies, please contact Township staff.

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# Closed Meeting Procedures

Bylaw 2011-31 adopted April 2011

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The purpose of closed meetings is to give Council and staff the ability to discuss confidential or legal matters. The following are some of the legislated reasons why a closed meeting may be held:

- The sale or purchase of land at the negotiation stage
- Personal matters about an identifiable individual, including municipal or local board employees
- Labour negotiations or collective bargaining
- Matters pertaining to litigation

All confidential documents are retained in the Township's records. Minutes of closed meetings are kept by staff and reviewed and approved in the next closed session. Council is prohibited from passing motions in closed session, so any actions taken are discussed in open session through the "report out" by the Mayor or Chair. Closed meetings are held in accordance with the *Municipal Act 2001, c.25* as amended.

# Community Grant Program Policy

Bylaw 2015-51 adopted September 2015

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The Community Grant Program provides limited financial assistance to organizations and community groups within the municipality for activities and special events. The funds provided by the municipality are in recognition of the positive contribution these groups make to the community.

Council determines how much money will be reserved for this fund each year based on various factors that are determined through the budget process. In some cases, grants can also be in-kind in nature such as using Township property at reduced or no cost, waiving of permit fees, or loaning equipment/material or personnel to an organization at no charge.

Community organizations are encouraged to apply for financial and in-kind assistance through the Township's Community Grant Program. Application forms are available online in early January of each year and must be submitted by the third Friday in March.

Requests for financial assistance exceeding \$2,000 require a formal presentation to Council.

Municipal staff is not authorized to permit the use of facilities, including photocopying, at no charge unless Council has approved a request through the grant and donation program.

# Council and Committee Procedures

Bylaw 2017-51 adopted October 2017

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## **Council Meetings**

Council meets on the fourth Monday of each month at the Township office in Spencerville at 6:30 pm. In the month of December, the regular meeting of Council is on the second Monday. Special meetings may be called by the Mayor at any time in accordance with the municipality's notice bylaw.

Council **agendas** are drafted by the CAO/Clerk under the direction of the Mayor. Items may be added to the agenda if approved by the Mayor prior to the meeting and also approved as an amendment to the agenda by unanimous consent of Council.

**Delegations** wishing to make a presentation to Council must inform the Clerk in writing no later than 4:00 pm on the day of the regular Council meeting. Delegations will have a maximum of 10 minutes to address Council. If the subject of the delegation does not already appear on the current agenda, the delegation may be referred to a subsequent committee meeting.

**Presentations** to Council are organized to present information to Council and are generally directed to committee meetings. Presenters will be given 15 minutes to make their presentation. There is a maximum of three delegations or presentations at any one meeting.

People attending a meeting can ask **questions** for clarification with respect to items on the agenda. A total of 20 minutes is allotted for

question period. The Mayor or Chair has the power to decline inappropriate questions and to terminate question period.

**Minutes** will include administrative details such as the place, date, time and names of participants. Minutes must record the decisions or directions of Council without note or comment. Written minutes of meetings are the official record and must be approved by Council. Upon approval, they will be made available to the public on the Township website. Council and Committee of the Whole meetings are videotaped and uploaded to the Township's YouTube channel in accordance with the Meeting Recording Policy.

The Mayor or Chair has the power to ask a person to be seated or leave the meeting if their **conduct** is seen as disrespectful or inappropriate.

### **Committee Meetings**

Generally, Committee and Board meetings function under the same administrative rules as Council meetings. Terms of reference and appointees for the various types of Committees are established under separate bylaw(s).

# Council Code of Conduct

Bylaw 2010-70 adopted December 2010  
Amended by Bylaw 2011-14 and 2016-62

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The purpose and intent of this Policy is to establish guidelines for ethical and interpersonal standards of conduct for Members of Council.

Members of Council shall at all times seek to advance the common good of the community, which they serve.

Members of Council shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability

The Township has a comprehensive Workplace Violence and Harassment Policy included in the council code of conduct. The considerations of the Workplace Violence and Harassment Policy are reviewed annually and all Township representatives are trained on its contents and implementation.

# Council Record Keeping Policy

Bylaw 2016-80 adopted November 2016

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The purpose of this policy is to ensure that accurate records relating to the activities and decisions of the Mayor and Council Members in the course of their council duties are created, captured, managed and disposed of appropriately to meet the organization's needs, the requirements of the Municipal Freedom of Information and Protection of Privacy Act and the Office of the Information and Privacy Commissioner of Ontario recommendations.

This policy applies to the Mayor and Council Members of the Township of Edwardsburgh Cardinal, including records and emails of the Mayor and Council Members when acting in relation to municipal affairs of the municipality.

# Meeting Recording Policy

Bylaw 2017-54 adopted October 2017

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The purpose of this policy is to establish and provide for ease of access and transparency of the legislative process by providing public availability of the video recordings held at the Township of Edwardsburgh Cardinal.

The Township of Edwardsburgh Cardinal may make video recordings of Regular and Special Council meetings and Committee of the Whole meetings except those meetings or parts of meetings identified as a closed session meeting/in camera meeting pursuant to the *Municipal Act, 2001*.

In accordance with the *Municipal Act, 2001*, minutes of meetings are to be recorded without note or comment by the Clerk or designate. The keeping of a video record of meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

# Pregnancy and Parental Leave Policy for Members of Council

Bylaw 2018-30 adopted June 2018

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The purpose of this policy is to provide guidance on how the Municipality addresses a Council Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

# Use of Corporate Resources Policy

Bylaw 2018-30 adopted May 2018

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The Township of Edwardsburgh Cardinal is committed to ensuring accountable and transparent election practices relating to the use of corporate resources during the municipal election. It is essential that Members of Council, Candidates and Township employees maintain the highest standards of ethical conduct.

The purpose of this policy is to provide a consistent approach and direction regarding the use of corporate resources during the municipal election campaign period in accordance with the *Municipal Elections Act, 1996*. This policy will ensure that municipal operations, equipment, supplies, staff time, events and facilities or other resources are used for non-partisan purposes and are not used for election campaign related purposes or activities.

# Accessible Customer Service Policy

Bylaw 2009-41 adopted June 2009

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The Township believes that everyone should have equal access to goods and services regardless of disability. Municipal staff is trained to provide customer service to people with disabilities using a variety of methods which include assistive devices, providing documents that meet accessibility standards, and supporting the use of service animals without discrimination.

Staff will be trained on an on-going basis when legislation or procedures change regarding accessibility. The Township welcomes feedback and the form for providing it is on the website. Verbal feedback is also welcomed. For further information contact the Deputy Clerk.

# Complaint Handling Policy

Bylaw 2016-52 adopted July 2016

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This policy is intended to enable the Township of Edwardsburgh/Cardinal to promptly and effectively address program and service delivery concerns raised by members of the public. The policy will assist the Township in providing excellent service to the public and contribute to the continuous improvement of operations. The Township strives to increase customer satisfaction by:

- Providing a timely and accurate response to complaints; and,
- Using complaints as an opportunity to improve program and service delivery issues.

The Township of Edwardsburgh Cardinal will deal with all complaints promptly, courteously, impartially and professionally. All complaints will be treated with respect and will not receive adverse treatment or any form of reprisal.

It is the responsibility of the complainant to attempt to resolve concerns by dealing with the Department Head directly involved with the issue where appropriate.

It is the responsibility of all Township employees to attempt to resolve issues or concerns before they become complaints and identify opportunities to improve municipal services.

# Delegation of Authority Policy

Bylaw 2011-30 adopted April 2011

Amended by Bylaw 2015-58 adopted September 2015

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The CAO/Clerk, Treasurer, and Department Managers have defined levels of authority granted to them by Council in order to perform their duties and ensure the municipality operates efficiently. Examples of delegated authority include spending limits where the budget has already been approved and hiring and dismissal of staff.

Authority and powers are granted within limitations of procedures and by-laws adopted by the Township as well as the *Municipal Act 2001, c.25* as amended.

# Employee Code of Conduct

Bylaw 2007-29 adopted May 2007  
Amended by Bylaw 2009-76 and 2011-13

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The Township is committed to providing residents with a high standard of customer service and professionalism. The code of conduct applies to municipal staff and extends to all departments of the municipality. All employees are expected to be aware of, and comply with, this code of conduct.

Employees are expected to accurately and adequately communicate the decisions of Council, even if they disagree with that decision, so that respect for the process is fostered.

All Township employees must abide by the Human Rights Code and treat every person with dignity, understanding and respect. Employees must be professional, courteous and objective in all interactions.

Employees must only use Township property for activities associated with the discharge of their duties, unless proper authorization has been granted.

It is every employee's responsibility to ensure that all Township information is properly secured and used only in the course of their duties.

A conflict of interest may occur when, in the course of an employee's duties, the employee is called upon to deal with a matter in which the employee has a personal and/or financial interest. Any behavior which is, or could be perceived as, a conflict is prohibited.

Employees must make workplace decisions based on impartial and objective assessment of each situation. Therefore, employees may not offer or accept any gifts, favours, hospitality or entertainment that could reasonably be construed as being given in anticipation of future, or recognition of past, “special consideration” by the Township.

The Township encourages employees to take part in community activities. However, such service may place the employee in a real or perceived conflict of interest situation and employees are expected to continually assess their involvement and expected decision-making responsibilities in light of their employment with the Township.

Township employees must ensure that their personal lives and their official duties co-exist independently of each other. The Township prohibits any employee from giving preferential treatment to relatives or friends, or to organizations in which relatives or friends have an interest, financial or otherwise.

Use of alcohol and drugs in the workplace is strictly forbidden and is subject to disciplinary action. The Township has a comprehensive Workplace Violence and Harassment Policy included in the employee code of conduct, as required under the *Occupational Health & Safety Act*. The considerations of the Workplace Violence and Harassment Policy are reviewed annually and all Township representatives are trained on its contents and implementation.

# Flag Protocol Policy

Bylaw 2016-60 adopted September 2016

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This policy is intended to provide a uniform and consistent protocol for the raising, displaying and flying a flag at half-mast at all properties and facilities owned and operated by the Township of Edwardsburgh Cardinal.

The policy outlines flag-lowering procedures as well as detailing specific circumstances under which Township flags will be flown at half-mast.

# Hiring Policy

Bylaw 2015-17 adopted May 2015  
Amended by Bylaw 2018-16 April 2018

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The objective of the policy is to:

- Provide equal treatment with respect to employment, without discrimination
- Uphold fairness and integrity in the hiring and selection process from the submission of applications to offer of employment
- When requested, provide accommodation to candidates who have a disability to ensure fairness and equality in the hiring process

## **Protocol**

Selection criteria will be based upon work experience, ability, qualifications and skills of those applying for a position. An applicant may be disqualified due to a bona fide occupational requirement or when accommodations put the Township at extreme financial hardship.

In the event two candidates are equally qualified in their application, the Township will give preference to the one who does not need to relocate for the position.

## **Nepotism**

The Township will not favour relatives of current or previous employees over other candidates. In the event that the preferred candidate is related to a current or past employee, the approval of the CAO or Port General Manager is required.

When relatives of employees or members of Council are being considered, the following applies:

- No one is to be shown favour or bias because of their relationship
- The best interests of the municipality must be paramount
- Conflicts of interest must be avoided
- Relatives must not be in a direct reporting relationship

### **Hiring Procedure**

Applications require a cover letter and resume. Positions are advertised on the Township or Port website, newspaper and/or by other means as appropriate. A short list of candidates will be determined by the CAO, Department Manager and/or Port GM based on a thorough review of resumes submitted. Interviews and reference checks are conducted to determine the preferred candidate.

### **Hiring Decisions**

The CAO, Treasurer, Port GM or Department Managers have authorization to make hiring decisions.

# Municipal Asset Naming/Renaming Policy

Bylaw 2017-47 adopted September 2017

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The purpose of this policy is to establish and provide the Township of Edwardsburgh Cardinal with a consistent and efficient process and criteria for the naming and renaming of any municipal assets, such as: streets/roads, facilities, parks, buildings, properties, or open spaces, while respecting the need for public notification/consultation. The policy will help to ensure that the application has the proper information and criteria to determine the validity of a request for a commemorative name.

The final decision for the naming/renaming of municipal assets and streets will rest with Council.

# Personnel Policy (Non-Union)

Bylaw 2013-57 adopted November 2013  
Amended by Bylaw 2016-83 in November 2016

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The Township believes in a competitive and affordable strategy that will enable it to attract, retain and motivate highly qualified employees who contribute to the success of the municipality.

Through this policy, Council has established the general terms pertaining to employment, benefits, job classifications and salaries of non-union municipal employees.

Employment terms for Union employees are addressed through the collective bargaining process.

# Posttraumatic Stress Disorder Policy

Bylaw 2017-36 adopted July 2017

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Volunteers, employees and committee members are important components of the operation and wellbeing of the Township of Edwardsburgh Cardinal. Council's mission is to ensure that best efforts are made to support these people, and their families, through proactive education, awareness of and access to assistance.

This support will come from internal processes, procedures and training as well as through collaborative efforts with our neighbouring municipalities and other levels of government. An Employee Assistance Program benefit is in place for volunteers and employees of the Township.

The Township of Edwardsburgh Cardinal recognizes the importance of a creative, productive, effective and healthy workplace. This can be achieved by developing policies and a program that supports the mental health, wellbeing and psychological safety of all employees and volunteer firefighters. The Township has established an organization-wide program for a safe and secure workplace which also addresses stigma which may be associated with mental illnesses.

# Proclamation Policy

Bylaw 2016-33 adopted May 2016

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This policy establishes and provides a process to encourage public awareness and provide recognition for events and activities significant to the Township of Edwardsburgh/Cardinal. This policy provides directives as to how to provide and communicate requests and defines those types of events and activities to be considered for proclamation.

All requests for proclamations are to be directed to, and processed by, the Clerk.

# Public Notice Policy

Bylaw 2015-16 adopted November 2015

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The Township has a responsibility to keep its residents informed by communicating notices of public meetings in a timely manner.

Notices to the public will state the meeting purpose, date, time and location. These notices will be posted on the municipal website, through social media and in the local newspaper where time permits.

In emergency situations the Mayor and CAO/Clerk have the authority of Council to waive the notice requirements, but must make every effort to provide as much notice as possible.

# Records Retention Policy

Bylaw 2011-73 adopted September 2011

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The Township has a retention policy in place to regulate the length of time each record must be retained, the date when a document can be discarded and which department a specific document belongs to.

The Municipal Auditor has approved the retention schedule and it has been created in accordance with Provincial legislation.

# Return to Work Policy

Bylaw 2011-84 adopted November 2011

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The Township of Edwardsburgh Cardinal is committed to providing a safe workplace for employees. Preventing work-related illness and injury is a primary goal. The Township and its employees are committed to co-operating and participating in the return to work program.

The early and safe return to work program strives to provide accommodation for employees who are temporarily or permanently unable to return to their duties as a result of an occupational injury or illness. The program provides opportunities for employees to perform their regular jobs with modifications, or, when available, to perform alternate work that meets their specific functional abilities.

# Social Media Policy

Bylaw 2015-56 adopted September 2015

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The Township uses various methods to communicate with the public, its stakeholders, partners and the media. Social media offers an additional way for the municipality to deliver public information and customer service.

The social media policy outlines the terms of use as well as rules for Council and municipal staff in regard to posts, messages and general communication through social media.

# Asset Management Strategy Policy

Bylaw 2018-47 adopted July 2018

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The Township of Edwardsburgh Cardinal has a mandate to provide a wide range of services. This policy expresses the commitment and intention of the Township's staff to plan, design, construct, acquire, operate, maintain, renew, replace and dispose of the Township's assets in a way that ensures sound stewardship of public resources while delivering valued customer services.

This policy provides clear direction for Asset Management and defines the key principles that reinforce the Township's asset management program.

# Cash Management and Securities Policy

Bylaw 2010-71 adopted December 2010

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Council directs investments of Township cash resources through this policy, which adheres to provincial legislation. The types of investments that are permitted are clearly stated.

Additionally, the policy ensures that the Township gains the best possible rate of return on its cash assets. Periodic audits are conducted by the municipal auditor to ensure that the Township is following the investment guidelines set out in this policy.

# Credit and Collection Policy

Bylaw 2015-50 adopted September 2015

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Council wishes to ensure prompt billing of the tax levy in order to meet the budgetary expenditures of the corporation and also wishes to ensure that collection procedures are appropriate within the requirements of the legislation relative to tax collection.

Therefore, the Treasurer and the Treasury Department are authorized to exercise to the fullest the powers vested in the municipality under the provisions of the *Municipal Act, 2001* as amended with respect to the collection of tax arrears.

The policy consists of the following sections:

- Tax Accounts Collection
- Water/Sewer Accounts Collection
- General Accounts Collection

# Credit Card Policy

Bylaw 2013-62 adopted November 2013  
Amended by Bylaw 2017-43 and Bylaw 2018-07

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Credit cards are issued by the municipality to senior staff who, in the course of their regular duties, are responsible for making purchases on behalf of the Township.

The purpose of credit cards is to make purchases possible which are not covered in purchase agreements or when the Township has not established vendor credit with a supplier.

Cardholders are required to sign an agreement with the Township that specifies what the card is to be used for. Original receipts for purchases must be provided to the Treasury department immediately. Credit cards belong to the Township and, as a result, must be returned immediately upon request, regardless of the reason.

# Debt Management Policy

Bylaw 2017-61 adopted November 2017

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The Township of Edwardsburgh Cardinal recognizes that one of the keys to sound financial management is the development of a formal debt management policy that is integrated into a broader long term financial management plan. The Township will anticipate capital needs through prudent long-term financial planning and reliance on debt will be reduced by adhering to the Reserve and Reserve Fund Policy.

This policy has been designed to establish the parameters regarding the purposes for which debt may be issued, the types and amounts of permissible debt, the timing of issuance and the procedures for managing outstanding debt. This policy will integrate with other long-term planning, financial and management objectives of the Township of Edwardsburgh Cardinal.

# Expense Reimbursement Policy

Bylaw 2017-29 adopted May 2017

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This policy establishes what types of expense claims can be reimbursed to a member of Council or a municipal staff person. Specifically, it outlines reimbursement for conferences, hotel accommodations, meal allowances and mileage. All eligible expense claims must have an original receipt attached to be approved.

The Township only reimburses reasonable out-of-pocket expenses incurred by employees or members of Council in the course of their duties.

# Firefighter Honourarium Policy

By-law 2016-58 adopted August 2016

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Annual honourariums and reimbursement for the volunteer members of the Edwardsburgh/Cardinal Fire Department is based on an hourly and performance-based system. The policy is rewards-based and compensates volunteer members for hours spent at training, fire inspections, community outreach and emergency response situations.

The Fire Chief is responsible for reviewing and approving all honourariums and reimbursements prior to payment.

# Purchasing (Procurement) Policy

Bylaw 2015-57 adopted September 2015

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The purchasing policy explains how the Township proceeds with buying goods or services, awarding contracts, disposing of goods and establishes spending limits of managers.

The municipality encourages local suppliers to provide quotes on goods and services. In the event that a local supplier's quote is equal in price to one from outside the Township, preference will be given to the local supplier so long as the quote meets the criteria requested.

When a request for quote is being issued, it will generally be done in writing and it will specify the deadline for response and give a detailed outline of what is being requested. Each supplier will have one opportunity to submit their quote for consideration.

All purchases are made within the current approved budget. If a purchase needs to be made that is outside budget limits, Council approval is required.

The CAO, Treasurer and Port General Manager are authorized to approve purchases under \$50,000 as long as the item is in the annual Council-approved budget. Any purchase exceeding \$50,000 requires Council approval, even if budgeted. Purchases with a value between \$20,000 and \$50,000 require three written quotes.

# Reserves and Reserve Fund Policy

Bylaw 2015-71 adopted November 2015

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This policy is intended to set out the principles, mandatory requirements and guidelines for the establishment, intention, maintenance, management and accounting treatment for Reserves and Reserve Funds, both obligatory and discretionary.

Reserve and Reserve Funds are financial management tools that are an essential part of a sound fiscal policy to address long-term objectives. The ultimate goal is to fully fund the annual capital plan through current reserves while delivering efficient, effective programs to the citizens of the Township of Edwardsburgh/Cardinal.

The key to reserve policies and planning is to balance current and future requirements. Sound programs and financial planning will accommodate future growth while maintaining relatively steady tax rates.

Details of Council and staff responsibilities as well as fund limits are established within the policy.

# Surplus Land Policy

Bylaw 2015-44 adopted July 2015

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This policy outlines the manner in which Council may dispose of Township-owned lands deemed to be surplus to the needs of the municipality. Such lands must be formally deemed surplus by Council at a regular public meeting and notification of the proposed sale must be provided to the public at least 30 days in advance. An appraisal must be obtained prior to disposal.

The sale of land for tax arrears, sale of lands under the *Expropriation Act* and the sale of land in the Township's Industrial Park are exempt from the conditions of this policy.

# Fill Disposal Policy

Bylaw 2016-66 adopted September 2016

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This policy provides guidance for in-house municipal operations on minimizing excavation activities, promoting soil re-use, and encouraging the use of excess soil for beneficial purpose.

Notice of activities where excess soil may be generated is provided on the Township website.

Under this policy, contractors are required to dispose of any fill generated from Township projects in an environmentally responsible manner.

# Fire Prevention Policy

Bylaw 2011-44 adopted June 2011

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This policy provides for the participation of department members in fire prevention and public fire education activities during available hours, and also addresses the types of inspection services that have been approved by Council. It is intended as an affirmative direction to the Fire Chief, Fire Department personnel and the public.

# Fleet Management & Safety Program

Bylaw 2014-33 adopted April 2014

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The operation of motor vehicles is essential to Township business. The safe and efficient operation and maintenance of these vehicles will reduce the likelihood of accidents, breakdowns, delays, injuries to employees and others, and other related problems and costs.

This policy outlines criteria relating to driver training and evaluation, accident reporting and investigation, and vehicle maintenance requirements consistent with Commercial Vehicle Operator's Registration (CVOR) guidelines.

# Helmet Protection Policy

Bylaw 2017-64 adopted November 2017

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The Township of Edwardsburgh Cardinal is committed to the safety of all persons working and utilizing the recreational facility ice surfaces.

The primary objective of this policy is to protect employees from head injuries by mandating that any employee on an ice surface or using the ice resurfacing machine must wear a CSA approved helmet which encourages a positive Workplace Health and Safety environment.

# Minimum Maintenance Standards for Highways Policy

Bylaw 2018-50 adopted July 2018

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Ontario Regulation 239/02 as amended is adopted as the minimum maintenance standards for highways under the jurisdiction of the Township of Edwardsburgh Cardinal.

Authority to declare a significant weather event and temporary highway closure is delegated to the CAO/Clerk and/or the Director of Operations.

# Municipal Alcohol Policy

Bylaw 2013-43 adopted August 2013

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This policy provides for responsible management practices at municipally owned facilities where alcohol may be made available under a Special Occasion Permit (SOP). The sale, consumption or distribution of alcohol at Township-owned facilities is strictly prohibited without a permit. Not all facilities are eligible for permitting.

Requests to hold a licensed event must be received by Township staff at least 60 days before the event.

The policy makes provisions for the various types of SOP events and the rules for youth admission, signage, service controls, accountability and insurance.

# Municipal Waste Management Policy

Bylaw 2011-07 adopted April 2011  
Amended by Bylaw 2014-37 in May 2014

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The Township wants to ensure that all garbage being accepted at the municipal transfer station is within the guidelines of what can be disposed of and what is permitted by the Ministry of the Environment. The following is a partial list of those guidelines:

- Waste must be generated from within the Township
- Waste being transported must be secured on the vehicle
- Waste disposal attendants may not accept gratuities
- No prohibited waste will be accepted
- The attendant may refuse access to any person in violation of the guidelines
- No material may be removed from the transfer station
- Construction waste is not permitted

The transfer station is open on Saturdays from 8 am to 12 noon, or as determined by the municipality. The site is closed on statutory holidays.

# Smoking in Municipal Facilities Policy

Bylaw 2017-49 adopted September 2017

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The Township of Edwardsburgh Cardinal prohibits smoking in municipally owned facilities. This includes all buildings, parks and vehicles.

Any person who is caught smoking in a municipally owned building is guilty of an offense and upon conviction, is liable to a fine under the *Provincial Offenses Act*.

# Streetlighting Policy

Approved Action Item dated April 15, 2013

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With the goal of improving public safety on rural and urban streets, Council annually budgets for the installation of new streetlights.

Council has delegated authority to Township staff to select appropriate sites for new streetlights, based on GIS data as well as ratepayer inquiries and Council input.

# Unopened Road Allowances Policy

Bylaw 2015-52 adopted September 2015

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A significant portion of the municipal budget is expended on the maintenance of a road system. Generally, the Township will not grant permission to open any unopened road allowance within the Township in the form of a trail, driveway or a road that is capable of being driven on by a motor vehicle. This is to ensure that new roads are only added on a cost-effective basis and to protect the Township from demands that unopened road allowances be improved and maintained at the expense of the general ratepayers of the municipality.

However, the Township will consider opening an unopened road allowance where, in the opinion of the Director of Operations, the number of potential users justifies it. The initial cost of constructing the road will be at the users' expense and the road must be built to similar standards as existing Township roads which generally will require that the road be paved.

Use of unopened road allowances is restricted as follows:

- May not be used to access single residences and do not count as frontage requirements under the zoning bylaw.
- No structure can be erected on or attached to an unopened road allowance.
- No vehicle, boat, trailer or other object can be stored on an unopened road allowance.
- Specific Council approval is required in order to remove trees, soil or other materials from the road allowance.

- Requests to use or alter a road allowance must be made in writing. If permission is granted, there are specific policies that must be followed, including entering into a license agreement with the Township.
- Requests to close and convey unopened road allowances must be directed to the CAO/Clerk or Director of Operations in writing and all costs (legal, survey, etc.) must be borne by the applicant. No road allowance will be closed where the result will be parcels of land that have no access.

# Video Surveillance Policy

Bylaw 2013-61 adopted November 2013

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The Township is committed to public safety, crime prevention and protection of public assets. When appropriate, the Township may use video surveillance methods in municipally owned buildings and facilities in order to detect crime, theft or unauthorized entry.

Surveillance footage will not be disclosed to any individual or organization, except through the *Municipal Freedom of Information and Protection of Privacy Act* or when required by law. People requesting their own personal information must do so in writing to the Township.

The Township will ensure that the public is notified of the presence of video surveillance systems by posting signs at the perimeter of the area which is under surveillance.

# Winter Maintenance – Level of Service Policy

Bylaw 2014-58 adopted October 2014

Amended by Bylaw 2015-59 October 2015

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This policy establishes and designates responsibility for service priority levels for winter snow clearing, ice control and snow removal operations for specified infrastructure in the Township, including roads and sidewalks.

The Roads Superintendent will coordinate the overall snow and ice control clearing and removal operations with reference to this policy and other Public Works procedures.