Committee of the Whole (CoW)
AGENDA
December 3, 2025 at 6:00 pm

1. CALL TO ORDER

2. PRESENT

3. REGRETS

4. ABSENTS

5. ADDITIONS TO AGENDA

6. APPROVAL OF AGENDA

7. DISCLOSURE OF CONFLICT OF INTEREST ISSUES

8. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES
- i. Committee of the Whole – November 5, 2025 **(TAB 1)**

9. PRESENTATIONS
- i. Service Award

10. PUBLIC INPUT

11. NEW BUSINESS
- i. Annual Reappointments **(TAB 2) DM**
- ii. Repeal and Replace Employee Wellness Policy **(TAB 3) DM**
- iii. Repeal and Replace Accounts Receivable Policy For Non-Tax and Non-Water Utility Revenue Policy **(TAB 4) DM**
- iv. Review OH&S Policy **(TAB 5) DM**
- v. Repeal and Replace Anti-violence and Harassment Policy **(TAB 6) DM**
- vi. Water Budget **(TAB TO FOLLOW) DM**

12. UNFINISHED BUSINESS
- i. Truth and Reconciliation Discussion / Strategic Plan
- ii. Council Engagement Session - Update

13. CORRESPONDENCE

14. IN CAMERA
Under Section 22(2) of the *Municipal Government Act*:

Approval of Minutes
i. Committee of the Whole November 5, 2025 In-camera **(TAB A)**

Business Items
i. Labour relations and contract negotiations

15. ADJOURNMENT

NEXT MEETINGS:

Planning and Heritage Advisory Committee	Dec 1 @ 4:00 pm
Board of Police Commissioners	Dec 10 @ 10:00 am
Environment Advisory Committee	Dec 10 @ 3:00 pm
Valley Regional Services Board of Directors Interim Board	Dec 17 @ 10:30 am
Council	Dec 17 @ 6:00 pm
Annapolis Royal Legion New Year Levee	Jan 1 @ 12:00 pm

Committee of the Whole Meeting
Unapproved Minutes
November 5, 2025 at 6:00 pm

1. Call to Order	Deputy Mayor Sybil Skinner-Robertson called the meeting to order at 6:00 pm. Roger Lindala advised that the live streaming notice was not required to be read.
2. Present	Mayor Amery Boyer (virtual), Councillor Adele MacDonald (virtual), Councillor Lynn Myers, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, CAO Sandi Millett-Campbell (virtual), Director of Finance (virtual) (left at 6:21 p.m.) and Recording Secretary Kim Dunning Two members of Council and CAO attended virtually due to a NSFM conference Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	In-camera New Business ii. Personnel matters In-camera New Business iii. Labour relations and contract negotiations
6. Approval of Agenda	**MOTION #CoW2025-11-05-01** It was regularly moved and seconded to approve the agenda with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	**MOTION #CoW2025-11-05-02** The September 3, 2025 minutes were approved as presented by unanimous consent.

9. Presentation

None.

10. Public Input

None.

11. New Business

i. Q2 Operating Budget
DoF Robinson gave an overview of the Q2 Operating Budget.

ii. Q2 Capital Budget
DoF Robinson gave an overview of the Q2 Capital Budget. Councillor Myers asked about the remainder for internet tower completion and DoF Robinson responded that the remainder will be spent when parts arrive.

iii. Q2 Water Utility Budget
DoF Robinson gave an overview of the Q2 Water Utility Budget.

iv. Town Owned Properties
CAO Millett-Campbell advised that there is a request for Council to write off final taxes for Town-owned properties.

MOTION #CoW2025-11-05-03
It was regularly moved and seconded to recommend Council approval of the write-off for roll #00092398 and roll #04997409 final taxes in the amounts of $856.24 and $3,956.01 respectively for tr Town-owned properties. **Motion carried.**

v. Water Credit
CAO Millett-Campbell advised that this credit has been on the town's books for a number of years and Finance staff are tidying up accounts payable.

MOTION #CoW2025-11-05-04

It was regularly moved and seconded to recommend to Council write off of the credit balance of $160.00 of H.R.I001, absorbing it into income. **Motion carried.**

vi. Water Utility Receivable Collection Procedure Policy
CAO Millett-Campbell advised that the changes are formatting, removal of the cost of the on-off provision as this is now included in the Fines and Fees Policy, and the Town is currently working on updating policies.

MOTION #CoW2025-11-05-05
It was regularly moved and seconded to recommend to Council the repeal of Water Utility Receivables Collection Policy 2024-4 and its replacement Utility Receivables Collection Policy #2025-17 dated November 2025. **Motion carried.**

vii. 2023-24 FCIs
For information only.

viii. Annapolis Royal Clean Up
CAO Millett-Campbell stated that the Annapolis Royal Fall clean-up will be held on November 8, 2025 at 10:00 am, meeting at the Market Square.

1. Clean Foundation Engagement Session
CAO Millett-Campbell advised that there is an engagement session at the Annapolis Royal Fire Hall on Wednesday, November 19, 2025 from 1:00 pm.

12. Unfinished Business

2. Council Engagement Session – November 24, 2025 (4:15 pm to 6:30 pm)
CAO Millett-Campbell advised that the Shoreline Restoration Project will have a table at the Engagement Session. Deputy Mayor Skinner-Robertson advised that they will not be able to attend. CAO Millett-Campbell added that staff and the Project Lead will be there to answer any questions on this project, and that this will not be a presentation. Mayor Boyer asked

about the communications plan and where we are, as this was previously discussed. It was agreed to include the communications plan for the Engagement Session. Councillor MacDonald suggested getting more information from the public, a list of all of the communications channels that are active, etc. Councillor Myers added that a paper survey could be an idea, and Councillor MacDonald suggested putting up a poster to get residents involved. Recording Secretary Dunning asked how many people they are expecting to attend, and it was agreed to order for 30 people. Staff will work on the communications plan.

ACTION: Book coffee/snacks for engagement session
NAME: Recording Secretary Dunning
DUE: November 7, 2025

ACTION: Work on current channels of communication
NAME: CAO Millett-Campbell
DUE: November 17, 2025

13. Correspondence

i. The Academy – Thank You Letter
For information only. Town of Annapolis Royal has received a thank you letter regarding the planting of trees on the St. George Street lawn.

ii. Property Assessment and the *Municipal Modernization Act* (Bill No. 141)
For information only. The Town has received an update on the Property Valuation Services Corporation (PVSC) and the Municipal Modernization Act (Bill No. 141).

14. In-camera
Under Section 22(2) of the Municipal Government Act:

MOTION #CoW2025-11-05-06
It was regularly moved and seconded to move into camera at 6:32 pm to approve the in-camera minutes of September 3, 2025, to discuss labour

relations and contract negotiations and personnel matters. **Motion carried.**

MOTION #CoW2025-11-05-08
It was regularly moved and seconded to move out of camera at 7:03 pm. **Motion carried.**

15. Next Meeting
December 3, 2025

16. Adjournment
The meeting was adjourned at 7:04 p.m.

_____	_____
Deputy Mayor Sybil Skinner-Robertson	Recording Secretary Kim Dunning

APPOINTMENT	DRAFT MOTION
By-Law Enforcement Officer for VWRM	…that Council appoint Dale Roberts as the Valley Waste-Resource Management Bylaw Enforcement Officer for the term ending December 31, 2026.
Animal Control Officers	…that Council appoints Ashley Gervais and Amanda Lewis as the Animal Control Officer for the term ending December 31, 2026.
Fire Inspector	…that Council appoint Hank Sawchuck as Town of Annapolis Royal's Fire Inspector for the term ending December 31, 2026.
Building Inspector	…that Council appoint Mark Jamieson as the Town of Annapolis Royal's Building Inspector for the term ending December 31, 2026.
Occupational Health and Safety (OH&S) Representative	… that Council appoint Donna Neath as the Occupational Health and Safety Representative for the term ending December 31, 2026.
Overall Director Responsible Charge	…that Council appoint Ken Knox as the Overall Director Responsible Charge for the water and wastewater system as per the Environment Act until December 31, 2026.
Planner	… that Council appoint Chris Millier as the Town of Annapolis Royal Planner for the term ending December 31, 2026.
Town Crier	… that Council appoint Christine Connolly as the Town Crier for Annapolis Royal for the term ending December 31, 2026.

Pool Committee	… that Council appoints Martin-Henri Villeneuve, Lesley Hodder and Kendall Burtch to the Pool Committee for a term of one year until December 31, 2026.
Environment Advisory Committee	…that Council appoints Gillian Kerr to the Environment Advisory Committee for a term of two years ending on December 31, 2027.
Civic Addressing Coordinator	… that Council appoint Ken Knox as the Civic Addressing Coordinator for the Town of Annapolis Royal for the term ending December 31, 2026.
Traffic Authority	… that Council appoint Chief Mark Kane as the Traffic Authority for the Town of Annapolis Royal for the term ending December 31, 2026.
Development Officer	… that Council appoint Ken Knox as the Development Officer for the Town of Annapolis Royal for the term ending December 31, 2026.
Natal Day Committee	… that Council appoint xxxxxxxx as the Natal Day Committee member for the Town of Annapolis Royal for the term ending December 31, 2026.
Twinning Committee	… that Council appoint xxxxxxxx as the Twinning Committee member for the Town of Annapolis Royal for the term ending December 31, 2026.

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Repeal and Replace The Employee Wellness Policy

DATE: November 20, 2025 **PROPOSED BY:** CAO Millett-Campbell

TAB # & REFERENCES	Current Policy # 2008-05
BACKGROUND	The policy was created in 2008 and with a recent staff review found that items in the current policy were not what is the current practice. Staff compared other municipalities policies in the draft before you. Staff have updated the policy and added a couple of new options for employee retention; changes have been highlighted to see the differences. The new policy will allow staff to have two events each year, and allocating funds will be done through the budget process each year.
PROPOSAL	Staff are requesting that Council rescind the current Employee Wellness Policy and recommend to Council the new draft policy.
BENEFITS	Through this policy, staff aim to create a healthy, respectful, and collaborative work environment where employees feel valued, supported, and equipped to thrive both personally and professionally.
DISADVANTAGES	Budget restrictions
COSTS & SOURCE OF FUNDING	Proposing $500 a year
STRATEGIC PLAN INITITIVE	Employee Retention- Be a desired employer.
CAO REVIEW/ COMMENTS	This will allow staff to get together as a team twice a year. A small budget item to inspire a good work environment.
DRAFT MOTION/ RECOMMENDATION	…to recommend to Council to repeal and replace the Employee Wellness Policy # 2025-16 dated December 2025.

CAO'S INITIALS: smc **TARGET DECISION DATE:** December 2025

Town of Annapolis Royal
Policy

TITLE: **Employee Wellness**		
POLICY NO.: 2025-16		SUPERSEDES: **2008-5**
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.:	

Policy Statement:

1. **Purpose**
The purpose of this Policy is to encourage support and offer health related programs that will assist employees in improving their own physical, mental and emotional wellbeing.

2. **Definitions**
In this policy:
2.1. "Town" means the Town of Annapolis Royal.
2.2. "Employee" means any permanent member of staff (full-time and part-time).

3. **Objectives**
The object of this policy is to guide the provision of programs and incentives to support employee wellness both in and outside the workplace:
3.1. The organization is committed to ensuring that all wellness programs and resources are accessible, inclusive, and supportive of every employee's wellbeing.
3.2. Accessibility is a core principle of our wellness policy, ensuring all employees have equitable opportunities to participate in and benefit from wellbeing initiatives.
3.3. Our wellness policy promotes an inclusive environment where all employees can access the resources and support necessary to maintain their health and wellbeing.
3.4. The organization upholds accessibility within all wellness initiatives to foster a supportive and inclusive culture of

wellbeing for every employee.

4. **Responsibilities**

Management

5.1. Provide a work environment that will foster employee health and well-being.

5.2. Support health initiatives and the development of health-related programs and incentives for employees.

Employees

5.3. Participate in programs and incentives for employees.

5.4. Build their knowledge, skills and abilities to take control over their well-being.

5. **Workplace Guidelines**

5.1. To facilitate this policy the Workplace Guidelines will:

5.1.1. Offer each "employee" one day off per fiscal year to participate in an individual wellness initiative, whether it be for mental and/or physical health;

5.1.2. Staff members are eligible for a 50% fee reduction on all active programs provided through the Town Recreation Department as well as a 50% fee reduction on membership fees for Town-owned recreation facilities. The rebate for active programs provided by the Town Recreation Department may also be extended to immediate family members of employees. This incentive can be applied to programs and facilities that currently exist as well as programs and facilities that may be created in the future.

5.1.3. All employees are encouraged, when possible, to use active modes of transportation (walking/cycling) when travelling to work or work-related functions.

6. Council will determine the budget allocation for employee wellness through the Town's annual budget process. This allocation will include funding for two employee wellness lunches each year. All expenditures from the wellness budget will require approval from

the CAO.

7. **Employee Assistance Program**
Employee Assistance Program (EAP) is one of the largest national Employee Assistance Program providers in Canada. They are recognized for responding to ever changing needs of organizations and can adapt and design programs to meet specific requirements. To access the confidential Employee Assistance Program, call 1-800-268-7708.

8. **Repeal and Replace**
A policy, known as the Employee Wellness Policy #2008-5 adopted by Town Council on June 16, 2008, is hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the_____ day of _____ 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the _____ day of _____ 2025.

_____

Sandi Millett-Campbell
Chief Administrative Officer

TOWN OF ANNAPOLIS ROYAL
POLICY

Title: Employee Wellness
Policy No.: 2008 - 5 **Supersedes:** N/A

Effective Date: June 16, 2008 **Approval By Council Motion No.:** 5

1.0 Purpose:

Wellness programs have been demonstrated to improve morale, reduce absenteeism, and add to the health and longevity of each participant. Wellness programs are instrumental in keeping people on a healthy living path, especially in office environments where the employees are sedentary for significant period of the day.

1.1 Eligibility:

All staff members of the Town of Annapolis Royal and the Annapolis Royal Police Department, with the exception of summer students, are eligible for this program.

1.2 Benefits for the Employee

A healthy lifestyle impacts every part of the day-to-day work environment. Corporate wellness programs translate into fewer injuries, less human error, and a more harmonious office environment. They also demonstrate that the Town is concerned about employee general health and well being.

A wellness program will also help reduce stress. Stress from the workday also affects personal relationships and physical and mental health.

Taking advantage of programs offered not only will help employees accomplish more during work hours; it will give them more energy and patience for home and personal life as well.

1.3 Benefits for the Employer

Statistics show that a healthy workplace increases employee morale, improves the ability to attract and retain key people, all the while having more alert and productive employees. Other benefits are improved health and general wellness of staff, resulting in a reduction in the number of sick days. In effect, a wellness program will help employees become happier, healthier, and more productive.

1.4 Introduction

The purpose of this program is to maintain and improve the lifestyle, fitness and health and safety of all employees through promoting well-being and ensuring employee fitness for work.

This program is a small step in the direction of increased physical activity for Town staff and represents a minimal financial commitment by the Town.

The program is not limited to the items outlined within; this is merely a guide to provide examples of what can be included. There are several ways that an employee can increase or maintain his/her well-being. A wellness program will also differ for individuals based on their own level of wellness. Various options have been explored for the convenience and benefit of employees. All copies are provided within the employee wellness package. This is not a comprehensive list of available activities, but will provide employees with a sample of activities and opportunities to choose from.

1.5 Background

During a recent review of Town policies, it was agreed by staff and Council that the Town should eliminate such policies as smoking cessation and the Weight Watchers subsidy and instead adapt a general wellness or well-being program/policy. This program is the result.

1.6 Objectives

The objectives of this program are to:

- develop, in consultation with employees, workplace specific programs and procedures to address lifestyle, fitness and health and safety issues;
- Monitor fatigue levels, hours of work and implement appropriate management programs;
- Encourage employee wellness and pro-actively manage risk of illness;
- Encourage employees to take periodic annual leave to maintain the life balance between work, family and friends;
- Communicate to all employees methods to access appropriate assistance for any issue that may impact fitness for work;
- Actively promote exercise, healthy eating and a smoke free environment to improve or maintain employee well-being;
- Provide confidential employee assistance and counseling services for the benefit of all employees.

2.0 WELLNESS PROGRAM

Today it is widely recognized that a healthy employee is a more content and productive employee, missing fewer days due to illness and stress. Both employees and employers have a responsibility for creating a healthy workplace. Employees are expected to arrive for work in good physical and mental health, and the employer is expected to provide an environment that allows employees to maintain that good health and enjoy their work. The Town has outlined the following incentives for the benefit of employees:

2.1 Fitness and Recreation

The Town encourages all staff members to pursue healthy lifestyles, including physical fitness. In order to allow full participation in Town organized and other fitness type programs, staff members are offered the following incentives:

2.1.1 *Town Recreation Programs and Facilities*

Staff Members are eligible for a 50% fee reduction on all active programs provided through the Town Recreation Department as well as a 50% fee reduction on membership fees for Town-owned recreation facilities. The rebate for active programs provided by the Town Recreation Department may also be extended to immediate family members of employees. This incentive can be applied to programs and facilities that currently exist as well as programs and facilities that may be created in the future.

2.1.2 *Walk Break*

Employees are granted a maximum of 15 minutes to incorporate a walk break during the work day, in addition to existing breaks. This break can be added to the regular lunch period or taken at another time during the day. The onus is on the employee to make any necessary arrangements with supervisors or colleagues to ensure that the break does not interfere with work load or services provided.

2.1.3 *General Recreation and Fitness*

All employees are encouraged, when possible, to use active modes of transportation (walking/cycling) when traveling to work or work-related functions.

2.2 Shower Facilities

Offering shower facilities supports physical activity by removing a barrier. The Town Hall is currently equipped with a shower that is in need of repair and is under utilized. Through this program, the Town is committed to repairing the existing shower and making the area available to staff for their use.

2.4 Stress Management

Stress reduction is important to overall health and job productivity. It is important to monitor, and to deal with stress levels on a regular basis to prevent cumulative effects.

Identifying unrelieved stress and being aware of its effect on our lives is not sufficient for reducing its harmful effects. Just as there are many sources of stress, there are many possibilities for its management.

Taking advantage of healthy lifestyle options, as offered in this policy, can also assist in reducing stress levels. The Employee Assistance Program can also offer more in depth advice and Counselling.

2.4 Addiction

An addict is defined as someone who has a recurring compulsion to engage in some specific activity. Typically, the term 'addiction' will immediately bring to mind a person who is addicted to drugs or alcohol. If unacceptable conduct is linked to an 'addiction', the Town may consider disciplinary action. This program does not treat problems but rather offers help and referral to the appropriate resource.

The Town's Employee Assistance Program can refer employees to professional counselors who can assist them in resolving a wide range of personal problems, including additions.

2.4.1 *Addiction Support Groups*

Considering the broad range of possible addictions, it is impossible to identify each and offer a specific incentive for treatment. Addiction support groups are available to address many possible addictions.

2.5 Nutrition

In its efforts to create and maintain a healthy workplace, the Town will make the following efforts towards healthy eating among employees:

- offer healthy snack options during meetings, staff gatherings and other work related events;
- make time and space available for a speaker to present healthy eating options;
- ensure that healthy options are provided at all staff functions outside of the workplace;
- provide healthy drink options during the regular working day; and
- provide a copy of Canada's Food Guide to each employee and keep copies for reference.

3.0 Vacation

All staff members are encouraged to take all of their vacation entitlement annually to ensure that they get a break from work. All permanent Town employees are entitled to vacation with pay as outlined in section 3.13 of the Human Resources Manual.

4.0 Sick Time

As indicated in section 3.12 of the Human Resources Manual, permanent full time employees shall accumulate sick leave at a rate of 1.5 days per month to a maximum of 150 days.

5.0 Health and Safety

The Town is committed to maintaining a healthy and safe work environment. To this end, employees must:

- Follow all proper health and safety procedures when carrying out jobs;
- Comply with all Town policies, all relevant laws and regulations governing workplace health and safety; and
- Take reasonable care to protect themselves and others who may be affected by their actions or omission.

The Town regards health and safety as a priority, and will ensure that effective policies and practices are in place to protect the health, safety and well-being of employees. A copy of the Town's Occupational Health and Safety Manual will be provided to all employees.

6.0 Employee Assistance Program

Employee Assistance Services (EAS) is one of the largest national Employee Assistance Program providers in Canada. They are recognized for responding to ever changing needs of organizations and can adapt and design programs to meet specific requirements.

To access the confidential Employee Assistance Program, call 1-800-268-7708.

7.0 Website Links

For you information, the following links have been included in this policy.

www.wellnesssolutions.ca

http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/

The Town encourages you to complete the tests provided. The Myers Briggs test helps to identify individual personality traits and can assist in understanding differences between people. It is a useful tool for self knowledge. The Health Risk Assessment will be kept on file so that you future assessments can be compared to the original. These comparisons may assist you in choosing programs that will assist you in maintaining or achieving a higher lever of wellness.

Mayor

June 23, 2008

Date

Chief Administrative Officer

June 23, 2008

Date

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Repeal and Replace the Accounts Receivable Policy for Non-Tax and Non-Water Utility Revenue

DATE: November 21, 2025 **PROPOSED BY:** CAO Millett-Campbell

TAB # & REFERENCES	Draft Policy Current Policy # 2013-05
BACKGROUND	The policy was created in 2013 and with a recent staff review, it found that the credit card payment is missing. Definitions were added and in Section 5.3.4 payments by credit cards are added.
PROPOSAL	Staff are requesting that Council rescind the current policy and recommend to Council the new draft policy.
BENEFITS	Keeping up to date records and reviewing the policy by staff.
DISADVANTAGES	None perceived
COSTS & SOURCE OF FUNDING	n/a
STRATEGIC PLAN INITITIVE	Make policies and pass resolutions and by-laws on behalf of the Town (MGA Sections 47-49)
CAO REVIEW/ COMMENTS	Continuing to align the policies and by-laws with the actions of staff. This makes sure that all residents are receiving the same service by staff.
DRAFT MOTION/ RECOMMENDATION	…to recommend to Council to repeal and replace the Accounts Receivable Policy for Non-Tax and Non-Water Utility Revenue # 2025-18 dated December 2025.

CAO'S INITIALS: smc **TARGET DECISION DATE:** December 2025

TOWN OF ANNAPOLIS ROYAL

POLICY

Title: **Accounts Receivable Policy for Non Tax and Non Water Utility Revenue**	
Policy No: **2025-18**	Supersedes: **2013-5**
Effective Date :	Approved by Council Motion #:

1. Purpose

The Accounts Receivable policy of the Town of Annapolis Royal works to ensure the prompt, effective, and efficient collection of all non tax and non water utility revenues due to the Town. It provides a standard and consistent policy for collecting accounts receivables, and for dealing with delinquent and defaulting payers. This also allows the municipality to have greater control over cash flow and liquidity.

2. Authority

The Town has the authority to charge interest on accounts in arrears as allowed by provincial legislation (MGA Section 49, 1(a)).

3. Definitions

3.1. "Delinquent Accounts" A delinquent account is a financial account where a payment has been missed or paid after the due date

3.2. "Write-off" The accounts receivable asset is reduced to a value of zero and removed from the books entirely

3.3. "Reminder Notices" A reminder notice is a communication that serves as a prompt for an action, event, or deadline. It is commonly used to remind customers about overdue payments

3.4. "Credit Balance" A credit balance is an amount of money owed to the customer by the Town or a positive amount of funds in an account, which is the opposite of a debit balance where the customer owes money to the Town

4. Scope

The Accounts Receivable policy of the Town of Annapolis Royal applies to all general receivables (non tax and non water utility) due to the Town.

5. Procedure and Implementation

5.1. Billing and Collection Process

The Town issues invoices on a timely basis. If an account is outstanding greater than thirty days, this receivable is considered to be in arrears. The interest rate charged on accounts receivable in arrears is one and a half percent per month. Interest is added to outstanding accounts on the first day of each month.

Reminder notices are sent to the customer of the outstanding account when they enter arrears as well as each subsequent month, showing the account balance and the interest charge. Once a balance becomes ninety days past due and the Finance Department has exhausted all collection efforts, Final Notice will be sent once more to the customer that they are in arrears. Every attempt will be made for telephone or personal contact to inquire further about the account and to ensure that the customer understands the consequences of non-payment. In the event that payment is not received within thirty days of this Final Notice, the account may be turned over to the collection agency for further action.

The payments are applied first against all accrued interest with the remaining being applied to the principal in the order of the oldest to the most recent.

5.2. Delinquent Accounts

Where the above steps have failed and the account is greater than one hundred and twenty days, the account may be sent to the collection agency, and those additional costs will be borne by the customer.

Every effort will be made to negotiate an acceptable repayment schedule. In order to utilize all means available to collect outstanding receivables, alternate arrangements may be made with the Town to discharge the account in certain situations. If the balance outstanding is greater than $500.00 the arrangement must be approved by the Chief Administrative Officer or authorized designate.

The Town reserves the right to reject a program registration or Town facility rental if there is a balance on the individual or group account.

5.3. Method of Payment

Payments may be made in the following ways:

5.3.1. Post-dated cheque*

5.3.2. Register for online bank payments with your bank

5.3.3. Cash or cheque*

5.3.4. By credit card (online on the Town's website)

* Payments may be completed at the Town Office or by mail to:
P. O. Box 310, Annapolis Royal, NS B0S 1A0

5.4. Write-Off

An account is deemed to be uncollectible after all internal and external means of collection have been exhausted. All uncollectible accounts will be reported to Council for approval prior to write-off.

5.5. Credit Balance

Any credit balance will be applied as a reduction to any outstanding invoices on the account. In the absence of such, the credit balance should be refunded to the payer by cheque or secured bank transfer. No refunds will be made by cash, credit or debit cards.

6. Repeal and Replace

A policy known at Accounts Receivable Policy for Non Tax and Non Water Utility Revenue #2013-5 adopted by Town Council on the September 16, 2013 is hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on _____ day of _____, 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the _____ day of _____, 2025.

_____

Sandi Millett-Campbell
Chief Administrative Officer

TOWN OF ANNAPOLIS ROYAL

POLICY

Title: **Accounts Receivable Policy for Non Tax and Non Water Utility Revenue**	
Policy No: **2013-5**	Supersedes: ---
Effective Date : **September 16, 2013**	Date approved by Council Resolution: **September 16, 2013**

Intent:

The Accounts Receivable policy of the Town of Annapolis Royal works to ensure the prompt, effective, and efficient collection of all non tax and non water utility revenues due to the Town. It provides a standard and consistent policy for collecting accounts receivables, and for dealing with delinquent and defaulting payers. This also allows the municipality to have greater control over cash flow and liquidity.

Scope:

The Accounts Receivable policy of the Town of Annapolis Royal applies to all general receivables (non tax and non water utility) due to the Town.

Procedure and Implementation:

1. **Billing and Collection Process**

   The Town issues invoices on a timely basis. If an account is outstanding greater than thirty days, this receivable is considered to be in arrears. At this point, the Town has the authority to charge interest on accounts in arrears as allowed by provincial legislation [MGA S49, 1(a)]. The interest rate charged on accounts receivable in arrears is one and a half percent per month. Interest is added to outstanding accounts on the first day of each month.

   Reminder notices are sent to the customer of the outstanding account when they enter arrears as well as each subsequent month, showing the account balance and the interest charge. Once a balance becomes ninety days past due and the Finance Department has exhausted all collection efforts, Final Notice will be sent once more to the customer that they are in arrears. Every attempt will be made for telephone or personal contact to inquire further about the account and to ensure that the customer understands the consequences of non-payment. In the event that payment is not received within thirty days of this Final Notice, the account may be turned over to the collection agency for further action.

The payments are applied first against all accrued interest with the remaining being applied to the principal in the order of the oldest to the most recent.

2. Delinquent Accounts

Where the above steps have failed and the account is greater than one-hundred and twenty days, the account may be sent to the collection agency, and those additional costs will be borne by the customer.

Every effort will be made to negotiate an acceptable repayment schedule. In order to utilize all means available to collect outstanding receivables, alternate arrangements may be made with the Town to discharge the account in certain situations. If the balance outstanding is greater than $500.00 the arrangement must be approved by the Chief Administrative Officer or authorized designate.

The Town reserves the right to reject a program registration or Town facility rental if there is a balance on the individual or group account.

3. Method of Payment

Payments may be made in the following ways:

a) Post-dated cheque*
b) Register for online bank payments with your bank
c) Cash or cheque*

* Payments may be completed at the Town Office or by mail to:
P. O. Box 310, Annapolis Royal, NS B0S 1A0

4. Write-Off

An account is deemed to be uncollectible after all internal and external means of collection have been exhausted. All uncollectible accounts will be reported to Council for approval prior to write-off.

5. Credit Balance

Any credit balance will be applied as a reduction to any outstanding invoices on the account. In the absence of such, the credit balance should be refunded to the payer by cheque or secured bank transfer. No refunds will be made by cash, credit or debit cards.

Mayor

Oct 4/2013
Date

Chief Administrative Officer

SEPTEMBER 26, 2013
Date

TOWN OF ANNAPOLIS ROYAL

POLICY

Title:

Policy on **OCCUPATIONAL HEALTH AND SAFETY**

Policy No.: **Supercedes:** N/A

2001-1

Effective Date: November 19, 2001 Approval By Council Motion No.

Scope:

This policy will apply to the Town of Annapolis Royal and its employees.

Definitions:

N/A

Policy Statement:

The Town of Annapolis Royal is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. To express this commitment, we issue the following policy on occupational health and safety.

As the employer, the Town Council is responsible for the health and safety of its employees in the workplace and will make every reasonable effort to provide a healthy and safe work environment. The Town Council is dedicated to the objective of eliminating the possibility of injury and illness.

The Town Council is committed to taking all reasonable precautions to prevent harm to workers.

All Managers and supervisors will be given appropriate training and held responsible for ensuring that any employees under their supervision follow this policy. All managers and supervisors are held accountable for ensuring that colleagues and employees use safe work practices and receive appropriate training to protect their health and safety.

The Town will co-operate with the Safety Representative and employees to create a healthy and safe work environment.

The employees of the Town will be required to support this organization's health and safety initiative and co-operate with the Safety Representative and with others exercising authority under

the applicable laws.

It is the duty of each employee to report to the supervisor as soon as possible any hazardous conditions, injury or illness related to the workplace. Also employees must protect their health and safety by complying with applicable acts and regulations and to follow policies, procedures, rules and instructions prescribed by the Town.

The Town recognizes the employees' duty and responsibility to identify hazards and supports and encourages employees to play an active role in identifying hazards and offering suggestions or ideas to improve the health and safety program.

Endorsement:

This policy has been developed with the cooperation of the employees and is endorsed by the Town Council for the Town of Annapolis Royal. The policy was reviewed with staff on August 19, 2004.

Mayor

Nov 22/07
Date

Chief Administrative Officer

November 22, 2007
Date

This policy has been reviewed with the OH&S representative on this date There are no updates to this policy. This remains the current Policy.

Date: Dec 19 2024 *CAO:* Millett Campbell

Date: _____ *CAO:* _____

Date: _____ *CAO:* _____

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Repeal and Replace Anti-Violence in the Workplace Policy

DATE: November 20, 2025 **PROPOSED BY:** Sandi Millett-Campbell

TABS & REFERENCES	Draft Anti-violence and Harassment in the Workplace Policy 2019-05 Anti-violence in the Workplace Policy
BACKGROUND	As of September 1, 2025, the Stronger Workplaces for Nova Scotia Act requires every employer to implement a written workplace harassment prevention policy. CAO Millett-Campbell attend a workshop on the new regulations, and it was suggested that municipal units could combine the anti-violence with the anti-harassment policy. Staff have been working on a combination of the two policies for Council approve. This is a new OH & S requirement and there will be training with the Leadership team and all staff on the new policy once approved.
PROPOSAL	Repeal the current Anti-Violence in the Workplace policy and replace it with the new Anti-Violence and Harassment in the Workplace policy.
BENEFITS	Committing to providing a safe work environment that is free from violence and harassment for all employees and or third-party personnel. Outlining the procedure if an occurrence is reported.
DISADVANTAGES	None perceived
COSTS & SOURCE OF FUNDING	n/a
STRATEGIC PLAN INITIATIVE	Governance 2. Employee Retention- Be a desired employer.
STAFF REVIEW/ COMMENTS	Draft policy was reviewed by Leadership Team.
CAO REVIEW/ COMMENTS	Staff attended training and compared other municipal units' policies to compile draft a policy for the Town to approve.
DRAFT MOTION/ RECOMMENDATION	…to recommended to Council to repeal the Anti-Violence in the Workplace policy #2019-05 and replace it with the Anti-Violence and Harassment in the Workplace Policy # 2025-19.

CAO'S INITIALS: smc **TARGET DECISION DATE: December 2025**

TOWN OF ANNAPOLIS ROYAL

POLICY

Title: **Anti-Violence and Harassment in the Workplace**	
Policy No: **2025-19**	Supersedes: **2019-05**
Effective Date:	Approved by Council Motion No.

1. Purpose

The Town of Annapolis Royal is committed to a healthy, safe and supportive workplace that is free from Violence and Harassment for all employees. The Town will respond promptly to threats, acts of violence, harassment and acts of aggression by any employee, Councilors, Third Parties.

Every employee and at the Town is responsible for keeping the workplace free from violence and harassment. This includes verbal and physical intimidation, hostile language and actions, verbal and physical threats, bullying or violent behavior by employees, Councillors or Third Parties against self, others or Town property.

An employee, Councillor, or Third Parties that exhibit harassing, violent or threatening behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal from employment, removal from committee, or sanction under Municipal and Provincial legislation or policy.

Any employee, Councillor, or Third Parties may file a complaint under this policy. Complaints by members of the public will be addressed through the Code of Conduct for elected officials and through our Human Resource Procedures and Policy for employees.

2. Authority

This policy is enacted pursuant to sub-section 48(3) of the Municipal Government Act, as amended, and in accordance with Part 27 of the Workplace Health and Safety Regulations (the “Regulations”) under section

82 the Occupational Health and Safety Act.

3. Definitions

3.1 **"CAO"** means the Chief Administrative Officer of the Town of Annapolis Royal.

3.2 **"Third Parties"** Persons who are engaged in work activities at the town workplace who are not direct employees of the Town. They include but are not limited to, volunteers, citizen appointees, members of the public and contractors.

3.3 **"Complaint"** means a formal (written or verbal) allegation against a party of a situation that is unsatisfactory or unacceptable.

3.4 **"Complainant"** means the person who has made a report about another individual whom they believe violated this Policy.

3.5 **"Councillor"** means a member of the Town Council.

3.6 **"Workplace Harassment**" Part 27.1 of the Regulations defines workplace harassment a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades, intimidates, or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace;

3.6.1 *Discriminatory Harassment* or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to the following characteristics in clauses 5(1)(h) to (v) of the *Human Rights Act*: age; race; colour; religion; creed; sex (gender, including pregnancy); sexual orientation; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family status; marital status; source of income; political belief, affiliation or activity; association with another individual or class of individuals having characteristics named above.

3.6.2 Inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually

suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact.

3.6.3 *Psychological Harassment* -Disturbing or Vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affect, or are intended to affect, the dignity or psychological or physical integrity of an employee or third parties. A single serious incidence of such behaviour that has a lasting harmful effect on an employee or third parties may also constitute psychological harassment.

3.7 **"Confidentiality**" Subject to any limits or disclosure requirements imposed by law or required by this Policy, all information, oral and written, gathered, received or compiled through the course of a complaint is to be treated as confidential by the Employer, the Respondent and Complainant, their representatives, and witnesses. Where an Employee is named in a Complaint, the Complaint and the results of any investigation will only form part of the Employee's personnel file if the complaint is substantiated.

Information obtained in relation to a complaint of workplace harassment will also only be disclosed if necessary for the purposes of investigating the Complaint or necessary for the purposes of taking corrective action with respect to the Complaint.

3.8 **"Investigator"** means the person charged with conducting the investigation.

3.9 **"Town"** means the Town of Annapolis Royal.

3.10 **"Respondent"** means the person who is alleged to have violated this Policy.

3.11 **"Workplace"**, for the purposes of this policy, is considered to be any place occupied by an employee, Councillor, committee member, client or citizen where Town business is being conducted as part of their employment or function which includes, but is not limited to, Town offices and sites, Town owned vehicles, work-related social gatherings, on-line or electronic media, work- related functions or other locations

where an employee, Councillor, or Third parties are engaged in activity associated with their employment or conducting Town business, and private homes, businesses or construction sites where employee is conducting town business;

3.12 **"Violence in the workplace"** may include, but is not limited to, the following list of prohibited behaviors directed at or by employees, Councilors, third parties, but does not include any action taken by the employer or supervisor relating to the management and direction of a worker or the workplace:

- **3.12.1** Direct threats or physical intimidation such as shaking a fist at someone, finger pointing, destroying property, or throwing objects.
- **3.12.2** Physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.
- **3.12.3** Verbal or written threats to physically attack an employee, including through electronic media.
- **3.12.4** Intentionally causing damage to the property of another.
- **3.12.5** Implications or suggestion of violence.
- **3.12.6** Harassment or bullying.
- **3.12.7** Intimidation.
- **3.12.8** Unwelcome and/or disrespectful comments, gestures or contact.
- **3.12.9** Stalking.
- **3.12.10** Possession of weapons of any kind on Town property, including parking lots, other exterior premises or while engaged in activities for the Town in other locations
- **3.12.11** Assault of any form as defined under Federal or Provincial statute.
- **3.12.12** Physical restraint, confinement.
- **3.12.13** Dangerous or threatening horseplay.
- **3.12.14** Loud, disruptive or angry behavior or language that is clearly not part of the

typical work environment.

3.12.15 Blatant or intentional disregard for the safety or well-being of others.

3.12.16 Commission of a violent crime on municipal property.

3.12.17 Cyber bullying such as posting offensive or intimidating messages through social media or e-mail and using the Internet to harass, sexually or physically threaten, or maliciously embarrass or exploit someone, or sending inappropriate electronic communications (for example, sexually explicit emails);

3.12.18 Spreading malicious rumors or gossip about an individual or a group.

3.12.19 Swearing at someone or using inappropriate language toward them.

3.12.20 Sexual Violence -making unwanted sexual advances or remarks such as abusive or derogatory remarks or jokes about someone's gender, gender identity, gender expression, sex or sexual orientation, sexual touching, sexual invitations, or requests in return for a promise of a reward (such as a promotion), or displaying offensive posters, cartoons, or images of a sexual nature.

3.12.21 Workplace violence that is based on any personal characteristic, including, but not limited to, a characteristic referred to in the Canada Human Rights Act or Nova Scotia Human Rights Act.

3.12.22 All members of Council, Council as a whole, managers and supervisors are strictly prohibited from engaging in any form of violence, harassment, or abusive conduct toward employees; this includes the misuse of authority or position to intimidate, threaten, coerce, or otherwise mistreat any employee;

3.12.23 Any other act that a reasonable person would perceive as constituting a threat

3.12.24 Of violence.

3.12.25 It is defined broadly enough to include acts that may be considered criminal.

4. Policy

4.1 Any person experiencing or witnessing imminent danger of personal injury or violence involving weapons should call 911 immediately.

4.2 Any person who is the subject of a suspected violation of the Violence in the Workplace Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to their supervisor, or the CAO of the Town.

4.3 Employees are expected to report any threat or act of violence that they have witnessed, received, or been informed of, to their supervisor, or the CAO; supervisors shall provide written notice of such a report to the CAO.

4.4 In cases where the respondent or complainant is a Councillor, reports shall be made to the CAO.

4.5 In cases where the respondent or complainant is the CAO, reports shall be made to the Human Resource Representative Council Appointed

4.6 Employees or Councillors who commit violent acts or threaten to commit violent acts may be subject to disciplinary action, criminal prosecution and/or civil prosecution as appropriate.

4.7 Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on The Town property, at The Town sponsored events, or other location/event shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

4.8 Acts of violence (as defined in this policy) that occur between employees, councilors' and Third Parties that

do not take place in the workplace (as defined by this policy) are still subject to this policy if:

4.8.1 The behaviour is connected to the work relationship.

4.8.2 The behaviour creates a hostile work environment; or

4.8.3 The behaviour involves intimidation, threats or stalking.

5. Complaint

5.1 Complaint involving an employee or member of the public:

5.1.1 Anyone who believes that they have been the subject of harassment or violence in the workplace will:

5.1.1.1 make a reasonable attempt to resolve the behavior informally by telling the alleged offender that their behavior is unacceptable and unwelcome and clearly stating that this behavior must stop.

5.1.1.2 If the matter is not resolved informally between the individuals, the complainant should immediately inform one of the following: Their Supervisor, or the CAO.

5.1.1.3 Anyone who is a witness to harassment or violence in the workplace should immediately inform one of the following: their immediate supervisor, or the CAO. The witness will be notified if the complaint is resolved informally, or if the matter is progressing to an investigation.

5.1.2 Supervisors and managers who are aware of harassment or violence, including prohibited conduct or any potential for violence in the

workplace are expected to address the situation promptly whether or not a formal complaint has been made. Supervisors and managers are required to proactively address any conduct which could lead to violence or a violent act.

5.1.3 It is important that reports or complaints be made as soon as possible after the alleged incident has occurred so that the issue may be addressed as swiftly as possible.

5.1.4 The complainant may have evidence of harassing, violent or aggressive behavior, but may not wish to lay a formal complaint, if this happens:

5.1.4.1 The CAO, or supervisor (in the case of employees) and the complainant may agree on an informal means of resolving the issue which may include informal meetings or other communications with the person against whom the allegations are made; or

5.1.4.2 The CAO may recommend that an investigation should nevertheless occur as though a formal complaint was in fact laid, even where that recommendation is contrary to the wishes of the complainant. An investigation may need to proceed to see if the allegations are serious or if there have been previous complaints or incidents involving the respondent. The CAO will consider this recommendation in consultation with the Town Solicitor.

5.1.5 Where possible a complaint must be made in writing and include details of:

5.1.5.1 what happened – Description of the events or situation.

5.1.5.2 When it happened-dates and times of events or incidents.

5.1.5.3 Where it happened.

5.1.5.4 Who saw it happen- the names of any witnesses.

5.1.6 In all cases the CAO shall be immediately informed of reports and shall have the final decision on the appropriate course of action.

5.2 Complaint involving a Councillor or the CAO who is either the complainant or respondent:

5.2.1 A councillor or the CAO who believes that they have been the subject of harassment or violence in the workplace will:

5.2.1.1 make a reasonable attempt to resolve the behavior informally by telling the alleged offender that their behavior is unacceptable and unwelcome and clearly stating that this behavior must stop.

5.2.1.2 If the matter is not resolved informally between the individuals, the complainant should immediately inform the Town solicitor.

5.2.2 Anyone who is witnessing harassment or violence in the workplace involving a councillor or the CAO should immediately inform the CAO.

The services of a qualified external investigator shall be engaged. The witness will be notified if

the complaint is resolved informally, or if the matter is progressing to formal investigation.

5.2.3 The Council, CAO, supervisors and managers who are aware of harassment or violence including prohibited conduct or any potential for violence in the workplace are expected to address the situation promptly (not more than 48 hours) whether a formal complaint has been made.

5.2.4 It is important that reports or complaints be made as soon as possible after the alleged incident has occurred so that the issue may be addressed as swiftly as possible.

5.2.5 The complainant may have evidence of harassing, violent or aggressive behavior, but may not wish to lay a formal complaint, if this happens:

5.2.5.1 The investigator and the complainant may agree on an informal means of resolving the issue which may include informal meetings or other communications with the person against whom the allegations are made; or

5.2.5.2 The investigators may recommend that an investigation should nevertheless occur as though a formal complaint was in fact laid, even where that recommendation is contrary to the wishes of the complainant. An investigation may need to proceed into determination if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

5.2.6 Where possible a complaint must be made in writing and include details of:

5.2.6.1 What happened – a description of the events or situation.

5.2.6.2 When it happened – dates and times of

the events or incidents.

5.2.6.3 Where it happened.

5.2.6.4 Who saw it happen – the names of any witnesses.

5.3 In all cases the CAO and Solicitor shall be immediately informed of reports (not more than 24 hours).

6. Investigation and Corrective Action

6.1 Investigations will be completed by the CAO, or other employees appointed by the CAO. In all cases involving a Councillor or the CAO, the investigation shall be completed by a qualified external investigator.

6.1.1 The investigation will include: reviewing the complaint/ allegations.

6.1.2 Interviewing the complainant and respondent to ascertain all the facts and circumstances relevant to the complaint, including dates and locations.

6.1.3 Interviewing available witnesses, if any.

6.1.4 Collecting and reviewing any related documentation or evidence.

6.1.5 Making detailed notes of the investigation and maintaining them in confidential file.

6.2 Where the case involves an employee, once the investigation is complete, the investigator will prepare a detailed report of the findings for the CAO. A summary of the findings will also be provided to the complainant and respondent.

6.3 Where the case involves a Councillor, once the investigation is complete, the investigator will prepare a detailed report of the findings and recommendations and submit them to Council and the CAO at an in-camera session.

6.4 Where the case involves the CAO, once the investigation is complete, the investigator will prepare a detailed report of the findings and recommendations and submit them to Council at an in-camera session; if the CAO chooses, they may elect to have legal representation present for the delivery of the report to Council.

6.5 Should circumstances warrant, the respondent's employment, or seat on a committee may be suspended (with pay for employees and Councillors) during all or part of the Town investigation. Where a criminal charge is laid, the Town reserves the right to suspend an employee, Councillor or committee member without pay pending trial.

6.6 No employee, Councillor or committee member shall be subjected to criticism, reprisal, retaliation or disciplinary action from The Town for good faith reporting pursuant to this policy; filing a complaint or providing evidence in bad faith could result in disciplinary action for employees, or suspension of committee seats for committee members and Councillors.

6.7 This policy has the goal of balancing timeliness of the investigation with the concepts of thoroughness and fairness for all involved. Following are the investigation timelines:

- **6.7.1** Once a complaint is received, the investigator will have 14 calendar days to collect statements from victims and witnesses.
- **6.7.2** The respondent will then have 14 calendar days to submit a rebuttal in writing.
- **6.7.3** The investigator will then have 14 calendar days to submit a final report, including checking with complainants or witnesses on statements made by the respondent.
- **6.7.4** Depending on the complexity of the situation, additional time may be allotted for proper research.

6.8 **Corrective Action**- Depending on the findings, corrective action may be taken, including administrative or disciplinary measures, as appropriate in the circumstances, which may include;

- **6.8.1** Official apology to the party concerned
- 6.8.2 Attending training session(s),namely on appropriate workplace behaviours.
- 6.8.3 Any other disciplinary or administrative action appropriate in the circumstances.

6.9 **Refusal to Comply** with the corrective measures or to cooperate with the investigation may constitute a violation of this policy and give rise to disciplinary action up to and including termination of the employment.

7. Third Parties

7.1 This policy also applies to customers, clients and the public who violate this policy. The Town may have limited ability to investigate or control the conduct of these third parties. However, the town will take reasonable action to stop or reduce the risk to its employees, Councillors or committee members of violations of the policy by third parties. Such action may include:

- **7.1.1** posting this policy in a location visible to third parties.
- **7.1.2** removing third party violators.
- **7.1.3** withdrawing Town services.
- **7.1.4** contacting law enforcement.
- **7.1.5** taking legal action against third party violators.

7.2 Where a third party engaged in harassment or workplace violence has been asked to stop and does not, employees are authorized to:

- **7.2.1** end telephone conversations.
- **7.2.2** politely decline service.
- **7.2.3** ask the individual to leave the workplace.
- **7.2.4** seek the assistance of a supervisor or law enforcement.

7.3 All such actions shall be reported immediately, in writing, to the supervisor, or the CAO.

7.4 Where employees are in the private home or business of a client who engages in harassment or workplace violence, employees are authorized to decline service and leave the premises. Where a client has engaged in harassment or workplace violence in the past, or where there is a good possibility of the client becoming violent, employees are encouraged not to attend alone.

8. Rights

8.1 Employees have the right to refuse work if harassment or workplace violence is likely to endanger them. In these instances, employees should immediately contact their supervisor, at which point appropriate measures will be taken to protect the employee and investigate the situation.

9. Policy Review

9.1 This policy shall be reviewed every three years along with Appendix A.

10. Repeal and Replace

The policy known as Anti-Violence in the Workplace Policy #2019-05 adopted by Town Council on October 28, 2019, is hereby repealed and replaced with Anti-violence and Harassment Policy #2025-19.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on _____ day of _____, 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal on the _____ day of _____, 2025.

_____

Sandi Millett-Campbell
Chief Administrative Officer

Appendix A

Town of Annapolis Royal

(enter date)

WORKPLACE HARASSMENT AND VIOLENCE STATEMENT

The Town of Annapolis Royal is committed to providing a respectful workplace, free from Harassment and Violence.

Harassment and/or Violence are actions deemed by the employer to be unacceptable in the workplace. Incidents in which an employee exhibits offensive or violent behaviour to another employee, or group of employees, and where that individual knew, or ought reasonably to have known, the behaviour would cause offence or harm.

All employees are responsible for conducting themselves in a respectful manner that recognizes the rights and upholds the dignity of anyone they encounter in the performance of their duties.

Any form of harassment or acts of violence in the workplace will not be tolerated. Allegations of harassment must be reported to your supervisor or alternately the CAO.

For additional information refer to the Workplace Harassment and Violence Prevention Policy.

_____ _____

CAO Sandi Millett-Campbell Date

285 St George St, Annapolis Royal, Nova Scotia , B0S 1A0 Tel -902-532-2043
email-admin@annpolisroyal.com

TOWN OF ANNAPOLIS ROYAL

POLICY

Title: **Anti-Violence in the Workplace**	
Policy No: **2019-05**	Supersedes: N/A
Effective Date: October 28, 2019	Approved by Council Motion No. **C2019-OCT-28-04**

Purpose:

This policy applies equally to all employees, contractors, public visitors, clients and anyone else whom employees encounter during work.

Policy elements

"Workplace violence" refers to physical acts of violence or threats to harm a person or property. Abusive behaviors, whether verbal, psychological or physical, are also considered violence. More specifically:

- Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem.
- Sexual abuse is any unwelcome verbal or physical assault.

We can't always predict violent acts, but we ask managers and team members to be vigilant. Report any concerns or violent acts as soon as possible. Examples of violent behaviour among co workers include but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behavior
- Concealing or using a weapon
- Sexual or racial harassment

Grievance Procedure

All supervisors and managers are responsible to implement our policies and ensure that all procedures are free of discrimination.

Employees who witness or suspect violence, or are victims of violence, can report to the CAO or their immediate supervisor. It will be investigated quickly and discreetly as our aim is to protect victims from harassment and victimization.

Disciplinary Consequences

The Town of Annapolis Royal doesn't tolerate violence. Any such behavior will trigger appropriate disciplinary action, up to and including termination, removal from boards or committees, as well as potential criminal charges.

Mayor

Interim Chief Administrative Officer

Nov. 4/2019
Date

Nov 4, 2019
Date