

Preface

The Municipal Policy Handbook provides a working document for Council and the Administration of the Town of Port au Port East. It contains policies to guide the actions of the Town in the handling of local affairs and also provides a framework for the delegation of decision making, eliminates misunderstandings, reduces uncertainties and enables goals and objectives to be met. Some latitude is allowed in decision making, depending upon circumstances, otherwise it would be considered a rule or procedure. However, in making decisions, the intent of the policy must be followed.

Policy: The political direction of a municipality, which describes the clear objectives and the form of administrative measures.

The policies in the Municipal Policy Handbook are intended to:

- Promote common understanding of Council's policy objectives
- Provide direction to allow Administration to meet Council's policy objectives
- Facilitate better and more timely decisions
- Ensure uniformity in the interpretation and implementation of policy
- Allow personnel to know what is expected of them
- Ensure that similar situations are handled consistently
- Promote delegation of decision making to the level that must face the problem or situation when it arises
- Encourage coordination and integration of actions and plans within and across functional areas and departments

Interpretations

Unless the context otherwise requires, the following interpretations will apply:

- a. **“Act”** means The Municipalities Act
- b. **“Aquiesces”** means to agree
- c. **“Animal”** means any domestic animal.
- d. **“Council”** means the Town Council of the Town of Port au Port East
- e. **“Commercial Service”** means any service other than domestic services, or industrial service herein defined.
- f. **“Customer”** means any person, firm or corporation who or which contracts to be supplied with water from the system.
- g. **“Expurge”** mean to erase.
- h. **“Inspector”** means any person appointed as such by Council.
- i. **“Municipality”** means the Town Council of the Town of Port au Port East.
- j. **“Property Owner”** means any person, firm or corporation who or which contracts to be supplied with water by the system.
- k. **“Quorum”** means having at least three (3) members of Council present.
- l. **“Reservoir”** means the public water supply reservoir of the Town of Port au Port East.
- m. **“Street Reservation”** means the land reserved by Council for a highway, street, lane or sidewalk. (33 ft. from the centre of the street)
- n. **“System”** means the public water supply of the Town Council of Port au Port East as owner and operator of plant and equipment for the production, transmission, delivery, or furnishing of water to or for the public.
- o. **“Tender”** means an advertised request for offers from individuals, groups or business entities on goods to be purchased or services to be provided or any combination thereof. In all cases, tender documents shall be issued by the Town in which a detailed description shall be given of the project, task or function.
- p. **“Town”** means the Town of Port au Port East as defined by Order-In-Council dated the 16th day of December, 1952 or any amendments thereto made or continued under the provisions of the Act.
- q. **“Vehicle”** means a device in or upon which a person or property be transported or drawn upon a highway.