Town of SLAVE LAKE

TOWN OF SLAVE LAKE

Council Policy

Department:	Administration	Policy No:	ADM.CAO-23.1006
Policy Title:	Naming Development Areas, Roads, Parks, Trails and Municipal Facilities	Issue Date:	11-14-2023

1. POLICY OBJECTIVES

The purpose of this policy is to:

1.1. Provide criteria to determine which development areas, roads, parks, trails, and municipal facilities will be named and which will not.

1.2. Provide Guidelines to assist in choosing names.

1.3. Provide an official list of names with provisions for regular updating.

1.4. Provide standards for signing for those things that have been named.

2. POLICY STATEMENT

The Town of Slave Lake recognizes that in assigning names a municipality has an important and unique opportunity to recognize the communities' heritage and unique character. It is also an opportunity to recognize the contribution of individuals, organizations, and businesses made toward the municipality's facilities, parks, and trails. This policy provides general guidelines for Town's consideration when establishing new or changing existing names of development areas, roads, parks, and trails. This policy provides general development areas, roads, parks, trails, roads, and municipal facilities.

3. DEFNITIONS

3.1. Applicant:
Means an organization, community league, the development industry, civic department or member of the public.

3.2. Chief Administrative Officer (CAO):
Means the manager of the Town of Slave Lake or designated as employed by the Town.

3.3. Council:
Means the Council of the Town of Slave Lake, in the Province of Alberta

3.4. Community Association:
Means a group of people organized to represent the area in which they live.

3.5. Existing Road:
Means a development road owned by the Town of Slave Lake and used a public road.

3.6. Honorary Naming:
Means allowing a name for a street without actually changing the official civic address.

3.7. Municipal Facility:
Means any building, structure, or area of land owned by or under the direction and control of the Town of Slave Lake including but not limited to; cemeteries, storm water management facilities, wastewater treatment facilities, libraries and civic buildings.

3.8. Names Reserve List:
Means a compilation of names maintained by the Naming Advisory Committee Secretary and approved by Council.

3.9. Naming Advisory Committee:
Means a Committee formed as per the current Naming Advisory Committee Bylaw.

3.10. Parks/Trails:
Means an are of land used for active and/or passive recreational activities under the ownership and control of the Town of Slave Lake.

3.11. Proposed Road:
Means land shown as a proposed road on a Tentative Plan of Subdivision that will be filed or registered in the Alberta Land Titles Office.

4. RESPONSIBILITIES

4.1. Council

(a) To approve amendments to the policy for naming development areas, roads, parks, trails and municipal facilities.

(b) To decide if related costs will be assumed by the applicant or incurred by the Town of Slave Lake to rename a development area, road, trail or a municipal facility. Costs include the design, production, and installation of street signs.

(c) To approve the applicant's cost waivers incurred by the Town of Slave Lake to assign an honorary name to a road. Costs include the design, production, and installation of street signs.

(d) To approve or not approve the application for a name.

(e) To approve amendments to the Naming Bylaw or policy as per the Naming Advisory Committee recommendations.

(f) To appoint members to the Naming Advisory Committee.

4.2. General

(a) The name of a person, group, event, thing, or feature shall be selected from the "Names Reserve List" when appropriate.

(b) Subject to subsection a, preference will be assigned to those names that have been on the "Name Reserve List" the longest and have not been selected, whenever possible.

(c) Notwithstanding subsection a and b, the name of the person not identified on the "Names Reserve List" may be assigned to a development area, road, park, trail, or municipal facility when unique or extenuating circumstances warrant, providing the name of the person complies with the criteria for honoring a person.

(d) The name, other than a person, may have a historical significance to Slave Lake or reflect early pioneers and pioneering groups who

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ADMINISTRATION POLICY

Department:	Administration	Policy No:	ADM.GEN-23.1000
Policy Title:	Donation and Sponsorship Recognition Policy	Issue Date:	10-16-2023

1. PURPOSE

The purpose of this policy is to establish guidelines for recognizing and expressing gratitude to individuals, organizations, and entities that generously donate assets to the Town of Slave Lake.

2. POLICY STATEMENT

The Town of Slave Lake recognizes the importance of donor support in improving community welfare and infrastructure. This policy aims to ensure transparency, fairness, and consistency in acknowledging and appreciating donors for their contributions.

3. DEFINITIONS

Donation: a voluntary gift of an asset, goods, services or monetary for which the donor receives no direct benefit of any kind.
Donor: a person who donates monetary, goods, services or an asset.
CAO: Chief Administrative Officer

4. GUIDELINES

1. **Town Council Approval:**
   Town Council has signing authority for sponsorship agreements equal to or greater than $80,000.

2. **CAO Approval:**
   The CAO has signing authority for sponsorship agreements lesser than $80,000.

3. **Director Approval:**
   Directors has signing authority for sponsorship agreements of $40,000 or less.

4 . Eligibility for Recognition:

a. The Town of Slave Lake will acknowledge donors who donate assets of significant value, including but not limited to monetary donations, buildings, land, equipment, art, or other valuable assets that enhance the Town of Slave Lake's functioning or community well-being.
b. Donations may be made by individuals, corporations, non-profit organizations, or other entities.

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Administration	Policy No:	ADM-GEN-23.1001
Policy Title:	Boardroom Bookings	Issue Date:	11-14-2023

1. PURPOSE

1.1. To ensure security and cleanliness of premises, bookings of Town Office Board Rooms, and proper usage of meeting rooms.

2. POLICY STATEMENT

2.1. The Town of Slave Lake will make available meeting rooms within the Town Office, to Boards and Committees of Council, and Town Staff.

3. DEFINITIONS

3.1. Town Council Chambers

Located in the Town Office building. Accessed from the Lobby of the Government Centre, or through The Marten Mountain Board room.

3.2. Marten Mountain Board Room:

The Board Room that is locate between the Council Chambers and the Administration Offices. Access is given by the front reception desk doors.

3.3. Sawridge Board Room:

The board room that is located in the lobby of Town Government building. Accessed from the Lobby of the Government Centre.

3.4. Dog Island Board Room:

The Board Room is located directly next to the Marten Mountain board room. Accessed is given by the front reception desk doors.

4. RESPONSIBLITIES

4.1. Procedure and Responsibility

Group	Responsible
Town Staff	Person organizing meeting
Town Council / Committee	CAO and Executive Assistant
Town Boards & Committees	Town Staff member on the board/committee, or in their absence the Town Councillor on the board/committee.
Community Groups	Staff person organizing meeting.

Staff members who book a boardroom are responsible for cleaning and the security of the room, including the locking of the room doors and exterior doors.

All boardroom bookings must have a Town Employee or Councillor in attendance who will be responsible for all clean up and security of the boardroom.

Boardroom bookings are for the purpose of conducting Town of Slave Lake business, unless authorized by the Chief Administrative Officer.

5. USAGE AND CAPCITY

5.1. Town Council Chambers.

5.1.1. The Council Chambers is used in the evenings of the first, second, and third Tuesday of each month for Town of Slave Lake Council meetings.

5.1.2. Can be used for Public Open Houses, focus groups and other council related events.

5.1.3. May be used as overflow when other meeting rooms are booked.

5.2. Marten Mountain Board Room

5.2.1. Meeting room that has seating for up to 6 individuals.

5.3. Sawridge Board Room

5.3.4. Meeting Room has seating for up to 15 individuals.

5.4. Dog Island Board Room

5.4.1. Meeting room that has seating for up to 7 individuals.

6. PROCEDURES

6.1. Staff

6.1.1. Staff wishing to book board rooms, can use the calendar portion of Microsoft Outlook.

6.1.2. Bookings may be bumped in favor of higher priority with CAO approval or by mutual agreement.

6.1.3. The Executive Assistant is responsible for coordinating meeting room bookings if a conflict arises.

7. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor		
Chief Administrative Officer		

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: ADMINISTRATION	
EFFECTIVE DATE: JULY 9TH 2019	**REVISED DATE:**
SUPERSEDES: D.D 010	**MOTION NUMBER:** # 241 -19

TITLE: COMMUNITY AND FACILITY ELECTRONIC SIGNS POLICY

POLICY STATEMENT:

The Town of Slave Lake will provide advertising opportunities to the community with the use of two (2) community electronic signs, and five (5) facility electronic signs located in the Town of Slave Lake Government Centre, Multi-Rec Centre and the Northern Lakes Aquatic Centre. The purpose of the electronic signs, and facility electronic signs are to assist with communicating with residents and visitors about local events and important messages. All messages on the signs will follow relevant Town of Slave Lake bylaws including but not limited to the Land Use Bylaw.

POLICY OBJECTIVES:

The purpose of this policy is to ensure there is a procedure for:

1. Ensure clear understanding is provided to the community as to the acceptable uses and messaging placed on the signs;
2. minimize discrepancies related to messaging and use of the signs;
3. facilitate another effective communication tool for important community messaging;
4. provide a consistent, fair and transparent process;
5. allow for efficient use of Town resources.

Brian Vance, CAO

July 9, 2019
Date Approved

TITLE: COMMUNITY AND FACILITY ELECTRONIC SIGNS POLICY

PROCEDURE

Definition

1. Act

"Act" shall mean the Municipal Government Act, RSA 2000, C. M-26, as amended.

2. CAO

"CAO" shall mean the Chief Administrative Officer of the Town of Slave Lake, or his authorized representative.

3. Council

"Council" shall mean the duly elected Town Council.

4. Communications Coordinator

"Communications Coordinator" shall mean the administration staff member who will monitor and update the Community Electronic Signs and the Facility Electronic Signs as needed.

5. Community Sign

"Community Sign" means any sign intended to advertise primarily community or service organization events or functions.

6. Digital Sign

"Digital Sign" means a network of customizable digital displays that can be controlled electronically using a computer allowing the content to be altered remotely. Examples of digital signs include indoor and outdoor LED signs and displays, moving message boards i.e. chasing borders, letters and symbols, variable message signs and electronic message centres. Digital Signs may contain Animated and Motion Graphics. A Digital sign can mean a component of a sign or the entire sign.

7. Facility

"Facility" shall mean one of the following locations:

A) Multi-Rec Centre;
B) Northern Lights Aquatic Centre ;
C) Legacy Centre;
D) Town of Slave Lake Government Office.

8. Facility Electronic Sign

"Facility Electronic Sign" means an electronic sign located within a Town Facility.

A) Multi Rec Centre;
B) Slave Lake Regional Library;
C) Northern Lights Aquatic Centre;
D) Town of Slave Lake Government Office.

9. Message

"Message" means the advertisement that will be displayed on the Community Electronic Sign, and the Facility Electronic Sign.

10. Park

"Park" shall mean one of the following locations:

A) Charity Park;
B) Fournier Place Park;
C) Hilda Eben Park;
D) Kinnettes Park;
E) Kinsmen Pine Park;
F) Maple Crescent Park;
G) Poplar Grove Park;
H) Schurter Park;
I) Sinclair Sports Field;
J) South West Park;
K) Spruce Park.

11. Point of Sale Advertising

"Point of Sale Advertising" means advertising that relates to the name of the occupier of the firm, the nature of the business conducted and/or the goods produced, and/or the main products and services sold or obtainable at the premises on which the advertising is displayed.

12. Public Service Sign

"Public Service Sign" means a sign intended to provide public safety education or awareness for a non-government, public health, policing, or crime prevention organization.

13. Sign

"Sign" means any word, letter, model, picture, symbol, device or representation used as, or which is in the nature of, wholly or in part, an advertisement, announcement or direction, and its supporting structure. This definition does not include Major Digital Sign and Minor Digital Sign.

14. Third Party Advertising Sign

"Third Party Advertising Sign" means a sign that contains copy directing attention to a business, commodity, service or entertainment that is conducted, sold or offered elsewhere than on the site where the sign is located.

15. User

"User" means an organizations or community group, business, political group, or governmental organization.

TITLE: COMMUNITY AND FACILITY ELECTRONIC SIGNS POLICY

PROCEDURE

Responsibilities

1. Town Council:

Approves the Community Electronic Signs and Facility Electronic Signs Policy and any amendments thereto.

2. Chief Administrative Officer (CAO):

Ensures the Community Electronic Signs and the Facility Electronic Signs Policy is implemented and followed.

3. Communications Coordinator:

Creates and implements signs as per the request of the user. Ensures that the requested message is in accordance with the Community Electronic Sign and Facility Electronic Signs Policy.

Standards/Guidelines

All standards and guidelines shall be in accordance with the Town's prevailing Bylaws and related Provincial Legislation.

Procedures

Community Electronic Signs

1. The Town of Slave Lake Communications Coordinator will approve all messages placed on the signs, to ensure compliance with this policy, and the Town's Land Use Bylaw.
2. The Town reserves the right to modify, edit and/or remove messages if an emergency occurs.
3. The user will be responsible to provide their message to the Town of Slave Lake. The message will be created by the Communications Coordinator, or supplied by the user to the Town, and once approved by the user the message will be posted on the Community Electronic Signs the following Monday, or on a date agreed upon by the user and the Town.
4. Messages should be received a minimum of three (3) business days prior to the air date. Messages received without three (3) days' notice will not be guaranteed posting as requested.
5. Frequency of the users message will be at the discretion of the Town.
6. Community Electronic Signs can include:
   A) Non Partisan Political views;
   B) Third Party Advertising
7. Community Electronic Signs shall not include:
   A) Partisan Political views;
   B) Religious view:
   C) Profanity;
   D) Sexual content;
   E) Slanderous messaging

8. The Town of Slave Lake will not be responsible for any sign malfunctions beyond its control, including power interruptions, technical and or program malfunctions.

Facility Electronic Signs

1. The Town of Slave Lake Communications Coordinator will approve all messages placed on the signs, to ensure compliance with this policy, and the Town's Land Use Bylaw.
2. Priority will be given to messages displaying emergency information
3. The user will be responsible to provide their message to the Town of Slave Lake. The message will be created by the Communications Coordinator, or supplied by the user to the Town, and once approved by the user the message will be posted on the Facility Electronic Signs the following Monday.
4. Messages shall be received a minimum of three (3) business days prior to the following Monday. Messages received without three (3) days' notice will not be guaranteed posting as requested.
5. Frequency of the users message will at the discretion of the Town.
6. The Town reserves the right to modify, edit and/or remove messages if an emergency occurs.
7. Facility Electronic Signs can include:
   A) Non Partisan Political views;
   B) Third Party Advertising
8. Facility Electronic Signs shall not include:
   A) Partisan Political views;
   B) Religious view:
   C) Profanity;
   D) Sexual content;
   E) Slanderous messaging.
9. The Town of Slave Lake will not be responsible for any sign malfunctions beyond its control, including power interruptions, technical and or program malfunctions.

Payments:

1. Users of the Community Electronic Signs and Facility Electronic Signs will be required to pay for their advertisement upon receipt of their invoice.
2. Late charges may apply as per Town of Slave Lake Collection Procedures Policy C.b 003.
3. Users with an outstanding invoice of 30 days will not be able to use the Community Electronic Signs and the Facility Electronic Signs until receipt of payment is made in full.

4. Users who pay their invoice after the 30-day notice, will be required to pay for any new message, before ad is posted.

Advertising Rates

1. Fees for advertising on the Facility Electronic Signs and the Community Electronic Signs are outlined in Town of Slave Lake Bylaw #19-2019
2. The CAO, or the administrative designate, has the authority to waive any user fees for the Community Electronic Signs or the Facility Electronic Signs.

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: ADMINISTRATION	
EFFECTIVE DATE: May 21, 2019	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:** # 184-19

TITLE: SUBSTANCE USE AND FITNESS FOR DUTY

POLICY STATEMENT:

The Town is committed to the health, safety and wellness of its Employees, contractors and the public, and to protecting all inventory and assets placed in its care. The Town recognizes and accepts the responsibility to provide its Employees with a safe, healthy and productive work environment.

Employees have the responsibility to report to work in a suitable mental and physical condition, which will allow them to perform their job tasks productively and safely. The use of illegal drugs and the inappropriate use of alcohol, cannabis, and medications can have serious impacts in the workplace.

In recognition of the potential negative effects substance abuse and/or misuse poses on its objectives of health, safety and security, The Town has implemented this Substance Use and Fitness for Duty Policy

POLICY OBJECTIVES:

The purpose of this policy is to:

1. To reinforce The Town's commitment to provide healthy and safe work environments at its worksites that are free from the hazards posed by Employees who are not fit for duty, which can negatively impact anyone who might be present at or in the vicinity of those worksites, including other Employees, contractors, and members of the public

Brian Vance, CAO

May 21 2019.
Date Approved

POLICY OBJECTIVES CONTINUED

2. To establish The Town's expectations of its Employees for appropriate behavior relating to alcohol, drugs, and medications, and to include potential consequences for non-compliance with those expectations
3. To provide consistent guidelines for all Employees
4. To provide a means for supporting Employees who voluntarily seek help for problems relating to alcohol and/or drugs, and for educating Employees on the dangers of drug and alcohol abuse

PROCEDURE

Definitions

1. Alcohol:

   The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl
2. Cannabis:

   Cannabis as defined in the Controlled Drugs and Substances Act and the Cannabis Act, as those may be amended from time to time, and any derivatives of cannabis
3. Drug:

   Any substance, including alcohol, cannabis, illicit drugs, solvents, inhalants or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For the purposes of this Policy, drugs of concern are those that impair a worker's ability to perform their job tasks safely and productively
4. Drug paraphernalia:

   Any kind of tool, product material, or equipment of any kind which is used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, concealing, containing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance
5. EAP:

   Employee Assistance Program
6. Employee:

   All seasonal, part time, full time, and salaried persons appointed pursuant to the Municipal Government Act (R.S.A. 2000). Employee in this Policy also relates to Town Volunteers and Town Councillors and should be addressed accordingly
7. Employer:

   The Town of Slave Lake
8. Employer Business:

   All business activities undertaken by Employees in the course of performing duties for the Employer, whether conducted on or off Employer premises
9. Employer Worksite:

   Any worksite to which Employees have been assigned for the purpose of conducting business for the Employer
10. Fitness for Work/Duty:

    Being able to safely and acceptably perform assigned duties without any limitations resulting from the use or after-effects of alcohol, cannabis, illicit drugs, or medications
11. Illicit drug:

    Any drug or substance that is not legally obtainable and whose use, sale, possession, purchase, or transfer is restricted or prohibited by law (for example, street drugs such as methamphetamine, heroin, and cocaine)

12. Medication:

    A drug obtained legally, either over-the-counter, or through a doctor's prescription

13. Serious Work-Related Incident:

    Those defined by the Occupational Health & Safety Act, Section 40, subsection (2) as requiring notification to a Director of Inspection

14. Substance:

    Alcohol, legal/illegal drugs, non-prescription drugs, over-the-counter medication and prescription drugs

15. Supervisor - the individual accountable for a particular facility, department or area, including Managers and others in supervisory positions directly responsible for the performance of individuals

16. The Town:

    The Town of Slave Lake

17. Treatment:

    A process in which an individual is participating in recovery related activities, which may include periods of absence away from work

18. Under the influence:

    Under the influence of drugs (including but not limited to prescription drugs, and cannabis), alcohol or any controlled substance for the purpose of this Policy is defined as the use of one or more of these substances to an extent that an Employee is:

    a) unable to perform in a productive manner;
    b) in a physical or mental condition that creates a risk to the safety and well-being of the individual, other Employees, the public or Employer property; or
    c) displaying signs or symptoms of substance abuse such as smell of alcohol on breath, slurred speech, and atypical behaviour.

Responsibilities

1. Administrative Services Coordinator / Health and Safety Coordinator

   Support Directors, Managers and Supervisors in the interpretation and application of this Policy and related guidelines.

   Maintain, review, renew the Policy, and inform the appropriate stakeholders when substantive changes to the Policy or procedures occur.

   Manage service providers who are contracted to perform duties related to procedures for managing substance use in the workplace (e.g., Substance Use Professional, EAP provider, contracted medical provider, etc.).

   Consult with leaders, employees, contractors and volunteers regarding the policy and procedures.

2. Chief Administrative Officer (CAO):

   Review this Policy and make necessary changes as needed.

   Ensure that resources for the implementation and maintenance of this Policy, its objectives and procedures are available to the organization.

3. Directors/Supervisors/Managers:

   Understand the objectives and procedures of this Town of Slave Lake's Substance Use and Fitness for Duty Policy.

   Educate the Employees on this Policy.

   Provide a copy of this Policy to current Employees and to new Employees prior to commencement of employment.

   Monitor job performance and discuss deteriorating work performance with the Employee.

   Take corrective action in accordance with established practices for dealing with performance or safety concerns.

   Remove Employees from performing safety-sensitive duties if there are indications of a safety risk.

   Inform the Employee about community resources and EAP services, and make referrals when indicated.

   Provide accommodation to Employees who need temporary alternate placement while seeking substance abuse treatment and participating in aftercare.

4. Employees

   Read, understand, and comply with this Town of Slave Lake's Substance Use and Fitness for Duty Policy.

   Arrive at work fit for duty and meet satisfactory work performance and attendance standards.

   Perform the duties of their job in a safe manner without risk to their co-workers, the public or the environment.

   Report their use of prescription or over-the counter medication that may affect their ability to safely perform the duties of their job to their Supervisor, before starting their shift.

   Exercise the right to refuse work in situations where they believe that a co-worker is putting themselves or others at risk because of substance abuse to the point that health or safety is compromised as per the requirements of the Alberta Occupational Health and Safety Act.

   Use EAP or other resources to resolve behavioural or health problems which adversely affect their work performance.

Standards/Guidelines

1. This policy applies to all of The Town's Employees, and includes Volunteers, Contractors, and/or Consultants while they are engaged in the Employer's business working on and/or off Employer premises or worksites, and operating Employer vehicles and equipment. Violations of this policy will result in disciplinary action up to and including termination of employment.

2. All individuals working for the Employer have a shared responsibility for workplace safety. Employees are encouraged to look out for other Employees, Contractors or visitors in terms of fitness for duty and safety. They are expected to take appropriate action to ensure no individual remains in an unfit condition on the Employer's premises such that they may endanger themselves or others, by notifying their Supervisor or another member of management of the situation.

3. This policy stresses the importance of prevention and early identification of potential problem situations. Information is available on health and safety hazards of alcohol and drug use, and the process to access resources for assistance with an alcohol or drug problem, or any other problem that may be affecting work performance.

4. It is recognized that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency or emerging alcohol or drug problem are required to disclose that information to the Employer, and encouraged to seek advice and follow appropriate treatment promptly before job performance is affected or violations of this Policy occur. An Employee's failure to disclose a dependency before their performance is affected, and/or before some other breach of this Policy occurs, may result in disciplinary action (up to and including termination).

5. Voluntary disclosure of an alcohol or drug problem will not in and of itself result in discipline. In this situation, the Employer is prepared to assist the Employee, starting with a referral for an alcohol and drug assessment.

6. Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this policy. Investigations into a possible Policy violation, including testing, or entry into the disciplinary process cannot be avoided by a request for assistance with a problem or by disclosure that the Employee is already involved in a treatment program. Accessing assistance for a problem at an early stage is the priority.

7. All Employees who are candidates for primary treatment (for example, residential or out-patient treatment) for alcohol or drug problems will be expected to enter into a written agreement to support their recovery. It will outline the conditions governing their return to the job, and the consequences for failing to meet those conditions. One of those aftercare conditions may include periodic testing based on the advice of a Substance Abuse Professional (SAP) and/or testing facility.

8. Where a medical professional, SAP, or other counseling professional advises there is a risk that an Employee could not do their job safely, the Employee will be removed from duty until they are able to safely perform their job tasks upon returning to work. Work schedules will be adjusted within reasonable limits to accommodate any period of time the Employee is required to attend the treatment or counseling program.

9. Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns (for example, where there is deemed to be a potential for risk to self, others, or the organization).

10. To minimize the risk of unsafe and unsatisfactory performance due to the use of alcohol or other drugs, the following standards have been set out and apply to everyone when on Employer business, premises and worksites including when operating a motor vehicle. The only exception to the prohibition on handling alcohol or illicit drug possession below is Police personnel, Peace Officers and/or staff when performing their duties. Everyone is expected to report fit for work, and remain fit throughout their work day or shift, including when scheduled to be on call.

11. The Following are prohibited:

Illicit Drugs

d) Use, possession, distribution, offering or sale of illicit drugs or illicit drug paraphernalia;
e) Possession of prescribed medications without a legally obtained prescription, and distribution, offering or sale of prescription medications (trafficking);
f) Reporting for work under the influence of illicit drugs; and
g) Presence in the body of illicit drugs as determined through the testing program.

Alcohol

a) Reporting for duty under the influence of alcohol. No alcohol shall be consumed for at least 8 hours prior to reporting to work and/or while assigned on call;
b) Consumption of alcohol during the work day, including during meal periods and breaks;
c) Possession, distribution, offering or sale of beverage alcohol;
d) Having a Blood Alcohol Concentration (BAC) test result of 0.05% (50 milligrams of alcohol in 100 millilitres of blood); and
e) Use of alcohol within eight hours of an incident or until tested or advised by the Employer that a test is not required.

Cannabis

a) Reporting for duty under the influence of cannabis. No cannabis shall be consumed for at least 24 hours prior to reporting to work and/or while assigned on call;
b) Use of cannabis during the work day, including during meal periods and breaks;
c) Possession, distribution, offering or sale of cannabis;
d) Having a urine screening Blood-Drug Concentration (BDC) test result of 50 ng of THC per mL of blood or greater; and
e) Use of cannabis within twenty-four hours of an incident or until tested or advised by the Employer that a test is not required.

12. Employees covered by this policy may use alcohol and/or cannabis after the work day (for example, when on travel status, at a training event or seminar, or in any other business-related situation), provided the formal business is completed, they use alcohol and/or cannabis responsibly, in compliance with the standards set out above, and they are not returning to work for at least 8 hours after they last consumed alcohol, or 24 hours after they last consumed cannabis or the combination of alcohol and cannabis.

13. Medications

    Everyone is expected to use prescription and over-the-counter medications responsibly. The intentional misuse of medications (for example, using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction), while on Employer business, premises, or worksites is prohibited. Medications of concern are those that inhibit or may inhibit an Employee's ability to perform their job safely and productively.

    Employees are expected to investigate (through their doctor or pharmacist) whether a medication can affect safe operation and take appropriate steps to minimize associated risk. Employees must report any requirements or modified work to their supervisor and follow any recommended course of action to minimize health and safety risks.

14. On-Call Work

    Employees receiving standby pay for on-call situations are expected to be fit for work and in compliance with these standards. If unexpected circumstances arise where an individual is requested to perform unscheduled services while under the influence of alcohol, medication, and/or other drug, it is the responsibility of that individual to decline the call.

Policy and Procedures

1. Performance Management

   The normal process of performance management will continue to be emphasized. Employees with apparent performance problems will be reminded that they should access assistance if a personal problem is affecting their job performance.

2. Unfit for Work/Duty Situations

   In all situations when there are reasonable grounds to believe an Employee is unfit to be at work, responsible escort procedures will be followed. The Employee will be escorted to a safe place and given an opportunity to explain why they appear to be in a condition unfit for duty. If the Supervisor conducting the interview still believes the Employee is in a condition unfit for normal duty, and after consultation and agreement of a second person where possible, the Supervisor may take any of the following actions:

   a) referral of the Employee for medical attention if there are immediate medical concerns (doctor, local hospital or clinic); and/or
   b) referral of the Employee for an alcohol and drug test if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation

The Employee will be provided with transportation to the collection site or hospital/clinic depending on the circumstances, and then to their place of residence, or to the care of another person. The Employee may be temporarily held out of service with pay or reassigned pending completion of any investigation and, depending on the test result, a fitness for duty assessment may also be required.

3. Alcohol and Drug Testing

All Employees will be subject to testing in the following circumstances:

a) Reasonable Cause: Testing will take place whenever an Employer representative has reasonable grounds to believe that the actions, appearance or conduct of an Employee, while on duty, are indicative of the use of drugs or alcohol. The decision to test shall be made by a Supervisor, with concurrence of a second trained person, whenever possible (for example, another Supervisor, Director or preferably the Administrative Services Coordinator). The basis for the decision will be documented as soon as possible after action has taken place. The referral for a test will be based on specific, personal observations resulting from, but not limited to, such indicators as:

(i). Observed use or evidence of use of a substance (for example, smell of alcohol and/or cannabis);

(ii). Observed signs of drug and alcohol impairment;

(iii). Erratic or atypical behavior of the Employee;

(iv). Changes in the physical appearance of the Employee;

(v). Changes in the behavior of the Employee; or

(vi). Changes in the speech patterns of the Employee.

b) Post Incident: Alcohol and drug testing is required after a serious work-related incident as part of a full investigation into the circumstances. The decision to refer an Employee(s) for a test will be made by the investigating Supervisor, with concurrence of a second trained person, whenever possible (for example, another Supervisor, Director, or preferably the Health and Safety Coordinator). The following procedures apply:

(i). the need for a test must be documented as part of the preliminary investigation as soon as practicable after the triggering event;

(ii). a test will not be necessary if there is clear evidence that acts or omissions of Employee(s) could not have been a contributing factor (for example, structural or mechanical failure);

(iii). Employee(s) referred for a test will only be those who are identified, with reasonable grounds, as having been directly involved in the chain of acts or omissions leading up to the event; and

(iv). Employee(s) to be tested must not use alcohol or drugs until after the test has been completed or until they have been advised that a test is not required.

Since all Employees may be subject to testing after a serious work-related incident, they are to report the situation to their immediate supervisor as soon as possible after the incident and participate fully in any subsequent investigation.

On-Road incidents: Anyone who operates a vehicle for the Employer is subject to testing after a serious incident, or one requiring hospitalization. Any Employee involved in an on-road incident as noted above is required to report the situation to their immediate supervisor as soon as possible after the incident and participate fully in any subsequent investigation.

Other Situations: At their discretion, the Employer may require a post-incident test after any other significant work accident, incident, or near miss as part of a complete investigation. Failure to report any job-related accident, incident, or near miss is considered a serious violation of this policy.

Other significant incidents would be those causing:

(i). a fatality or serious personal injury to a member of the public;

(ii). an environmental spill with significant implications; or

(iii). significant loss or damage to property, equipment or vehicles

c) Return to Duty – Post Violation: In those situations where employment is continued after a policy violation, individuals will be required to pass a return to duty test and may be subject to unannounced testing for a minimum of two (2) years as a condition of continued employment.

d) Return to Duty – Post Treatment: Any Employee assuming duties after primary treatment for an alcohol or drug problem which resulted from a performance-related incident will be required to pass a return to duty test. In addition, they may be subject to unannounced testing with a case-specific program designed to support their ongoing recovery.

The specified

Failure to Test: Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Employer, a confirmed attempt to tamper with a test sample, or failure to report an incident which may require testing, are considered serious violations of this policy.

Table 1 - Urine Drug Concentration Limits*

DRUGS OR CLASSES OF DRUGS	SCREENING CONCENTRATION EQUAL TO OR IN EXCESS OF NG/ML	CONFIRMATION CONCENTRATION EQUAL TO OR IN EXCESS OF NG/ML
AMPHETAMINES	**500**	**–**
- **AMPHETAMINE**	**–**	**250**
- **METHAMPHETAMINE**	**–**	**250**
- **MDMA**	**500**	**250**
- **MDA**	**–**	**250**
CANNABIS (MARIJUANA METABOLITE)	**50**	**15**
COCAINE METABOLITE	**150**	**100**
OPIOIDS		
- **CODEINE**	**2000**	**2000**
- **MORPHINE**	**2000**	**2000**
- **HYDROCODONE**	**300**	**100**
- **HYDROMORPHONE**	**300**	**100**
- **OXYCODONE**	**100**	**100**
- **OXYMORPHONE**	**100**	**100**
PHENCYCLIDINE (PCP)	**25**	**25**
6-ACETYLOMORPHINE	**10**	**10**

Source: Construction Owners Association of Alberta and Energy Safety Canada, 2018.

4. ***Note:** This list of classes of drugs is not exhaustive, and the Employer reserves the right to test for other substances not included in this table.

5. Possession of Alcohol and Drugs

The Employer reserves the right to investigate any situation when there are reasonable grounds to believe that alcohol or illicit drugs are present on Employer premises in violation of this policy.

Supervisors are responsible for identifying situations where a search is justified based on a combination of indicators that could include behavior, odor, or presence of paraphernalia. They will be responsible for advising their Director of the situation, who, in conjunction with the CAO and the RCMP may take the appropriate steps to investigate the situation.

6. Impaired Driving Charge

Employees who operate a motor vehicle on behalf of the Employer are required to observe all safety, traffic, and criminal laws of this Province and Federal Jurisdictions, including the maintenance of a valid driver's license for the required class operation.

Any loss of license must be reported immediately to Management, and the Employee will no longer be qualified to drive on behalf of the Employer.

In addition, Employees must inform their Supervisor immediately if they have been charged with an impaired driving offense when operating a vehicle on behalf of the Employer. Impaired driving would include, but not restricted to, exceeding the legal BAC in that jurisdiction, driving while impaired, or refusal to blow into a breath analyzer. Receipt of a charge will result in a full investigation, and discipline appropriate to the situation.

7. Violations / Disciplinary Guidelines

All Employees will have access to this Policy. The Employer views the rules contained in this Policy to be of the utmost importance. Any deviation from the above terms will result in disciplinary action that may include immediate dismissal. Any resulting dismissal will be considered as "dismissal with cause" and not subject to notice or remuneration in lieu.

In all situations, an investigation will be conducted to verify that a Policy violation has occurred before disciplinary action is taken. Therefore, Management has the authority and discretion to hold out of service, with pay, any Employee who is believed to be involved in an incident that could lead to disciplinary action pending the results of the investigation. The appropriate discipline in a particular case depends on the nature of the policy violation and the circumstances surrounding the situation.

Should the Employer determine that employment will be continued in a specific circumstance, the Employee would be required to enter into an agreement governing their continued employment, which may require any or all of the following actions, or any other condition appropriate to the situation:

a) temporary removal from their position;
b) assessment by an SAP to determine the need for a structured treatment program;
c) adherence to any recommended treatment, monitoring, and aftercare program;
d) maintenance of sobriety and satisfactory performance on return to duty;
e) successful completion of a return to duty test;

f) ongoing unannounced testing for a period determined on a case by case basis; and

g) no further violations of the policy

Failure to meet these conditions including a second violation of the policy may result in termination of employment in accordance with the return to duty agreement. (see Appendix A)

APPENDIX A – Return to Duty Agreement

Return to Duty Agreement

By signing this agreement, I accept and agree to the following terms and conditions that will govern my continued employment with, and my return to work with the Town of Slave Lake (hereafter TOSL).

I. Treatment

1. I acknowledge that my work performance and/or behavior have resulted in the need for intervention and have provided a basis for the termination of my employment with the TOSL. As a consequence, and in order to avoid the termination of my employment, I voluntarily accept the terms of this agreement.
2. I agree to submit to an immediate evaluation by a health care professional designated by the Employee Assistant Program (EAP) service provider.
3. I will follow all treatment recommendations of the EAP designated professional, including, without limitation, entry into a residential treatment program.
4. I understand that I am responsible for all costs associated with the treatment program to the extent they are not covered by insurance.
5. I will authorize regular progress reports from medical professionals to be made to the TOSL regarding my continuing care recommendations and compliance.

II. Return to Work

1. Upon completion of the recommended treatment program, I understand that the TOSL will return me to employment.
2. Upon my return, I will review all aftercare requirements and recommendations with the TOSL (on a need to know basis).
3. I understand and acknowledge that my return to work will be conditioned upon my strict compliance with the following:
   (a) Treatment recommendations made by the substance abuse professionals with whom I have been working. Upon completion of my treatment program, a summary of those recommendations will be prepared and attached as Exhibit A to this agreement, and I will re-execute it at that time consistent with medical authorization;
   (b) Complete abstention from all mood-altering substances except in strict accordance with the written authorization of a licensed physician who has been advised in advance of my treatment for substance abuse and who has reviewed any such prescription in advance with my substance abuse counselors; and
   (c) Regular attendance at required or recommended rehabilitation programs.
4. For a period of two years from the date of my return to work, I agree to submit to testing to detect the presence or use of drugs and/or alcohol, on any basis including random or unannounced, and at the times and on the terms that are communicated to me by the TOSL management. I understand that at the conclusion of the two-year period the TOSL, in its sole discretion, may extend the period during which I will submit to drug testing for an additional year.
5. I understand and acknowledge that I continue to be bound by and must adhere to all standards of professionalism, behavior, and performance that are required of employees of the TOSL, including but not limited to those set out in the TOSL's policy manual.
6. This agreement does not guarantee my employment or compensation for any period of time, nor does it in any way alter my status as an employee. I understand and acknowledge that strict adherence to these terms and conditions are a requirement of my continued employment with the TOSL and that any violation of the terms of this agreement will result in my immediate termination.

By my signature below I confirm that I have reviewed and considered these terms and accept them voluntarily as a constructive part of my recovery. I also acknowledge that these terms are being provided to me as an alternative to the termination of my employment with the TOSL. I understand that I may withdraw my consent at any time during the term of this agreement, but acknowledge that withdrawing my consent is a voluntary termination of my employment.

_____ _____

Signature # 1 (at the time of intervention) Date

_____ _____

Signature # 2 (upon return to work and incorporating aftercare recommendations) Date

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: ADMINISTRATION	
EFFECTIVE DATE: SEPT. 03, 2019	**REVISED DATE:**
SUPERSEDES: C.A.002	**MOTION NUMBER:** # 291-19

TITLE: WORKPLACE HARASSMENT AND DISCRIMINATION

POLICY STATEMENT:

The Town of Slave Lake is committed to promoting equality, diversity and an inclusive and supportive environment for its staff and volunteers, and affirms the rights of individuals to be treated with respect and dignity.

Harassment, discrimination, and the promotion of hatred will not be tolerated from any person within or outside of the work site, including customers, clients, other employers, supervisors, workers, and members of the public.

Freedom from harassment and discrimination is a fundamental human right in the workplace.

POLICY OBJECTIVES:

The purpose of this policy is to:

1. Provide a policy against workplace harassment and discrimination, meaning that harassment or discrimination of any sort is deemed completely unacceptable and is not tolerated under any circumstance.
2. Ensure all Town staff and volunteers have a full understanding of what harassment or discrimination is and encompasses.
3. Ensure that if harassment or discrimination does occur, staff and volunteers shall be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively.
4. Provide measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns.

Brian Vance, CAO

September 3, 2019
Date Approved

TITLE: WORKPLACE HARASSMENT AND DISCRIMINATION

PROCEDURE

Definitions

1. Complainant:

   An individual or group of individuals who submit a complaint. A Complainant may be a third party having knowledge of an incident of discrimination or harassment.

2. Discrimination:

   The denial of individual rights and freedoms in a manner which contravenes the Canadian Charter of Rights and Freedoms and the Human Rights, Citizenship and Multiculturalism Act for the Province of Alberta. It is a legislated right that every person in Alberta is protected from discrimination under the following grounds: race, marital status, religious beliefs, family status, colour, age (18 years and over), gender, ancestry, physical disability, place of origin, mental disability, source of income, and sexual orientation.

3. Employee:

   Refers to all seasonal, part time, full time, and salaried persons appointed pursuant to the Municipal Government Act (R.S.A. 2000). Employee in this policy also relates to Town Volunteers and Town Councillors and should be addressed accordingly

4. Harassment:

   Conduct exhibited once or repeatedly, that offends, demeans, belittles, or humiliates another person and that the person exhibiting the conduct knew or ought reasonably to have known would be unwelcome

   Specific types of harassment/discrimination may include, but not be limited to:

   a) Emotional: Shunning, shouting, being accusatory, excluding, or tormenting.
   b) Homophobic: Any harmful speech or conduct focusing on the issue of a victim's alleged or actual sexual orientation.
   c) Physical: Pushing, kicking, hitting, tripping, punching, or using any other sort of violence against a victim.
   d) Racist/Intolerant: Taunts, slurs and/or physical threats directed around a victim's race, religion or ethnicity.
   e) Sexual: Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments.
   f) Verbal: Name-calling, ridiculing, using words to attack, threaten or insult, spreading rumours.

   Please note that an instance of harassment or discrimination may fall into more than one "category" listed above.

5. HSC

   Joint Health and Safety Committee

6. Incident:

Any situation that may be considered a condition of harassment or discrimination and is reported as the victim or as a witness

7. Person in authority:

   The first person in authority, who may be an executive officer, manager or supervisor.

8. Respondent:

   the harasser or person against whom a complaint is made. The Complainant says that the Respondent is responsible for the conduct they are concerned about.

9. Retaliation:

   Can be any action taken against an individual in retaliation for:

   a) having invoked this policy whether on behalf of oneself or another individual;
   b) having participated or cooperated in any investigation under this policy; or
   c) having been associated with a person who has invoked this policy or participated in these procedures.

10. Sexual harassment:

    Unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which:

    a) implicitly or explicitly makes submission to such conduct a term or condition of an individual's work.
    b) affects access to services or employment.
    c) creates a hostile or offensive environment which interferes with an individual's work.
    d) intimidates, embarrasses, coerces or humiliates the victim. Harassment is not a relationship of mutual consent.

11. Town:

    Refers to the Town of Slave Lake

12. Violence:

    Any incident where a person is abused, threatened or assaulted related to circumstances at work, i.e., abusive statements, threats, assaults, intimidation, coercion, robbery, situations between co-workers and/or with customers, and all forms of harassment.

Responsibilities

1. Administrative Services Coordinator:

   Is responsible for coordinating all reported incidents. Receive a copy of all records filed. Any Employee may request the Administrative Services Coordinator to be present at any stage of the reporting process. Ensure consistency with municipal policy and procedures.

2. Chief Administrative Officer (CAO):

   To review this policy and make necessary changes as needed. To assure that all Employees are familiar with this and all personnel policies and that they are followed accordingly. If an incident is filed, shall follow Policy guidelines in a timely manner. Shall appoint those responsible for conducting investigations into complaints of harassment and/or discrimination, as deemed necessary.

3. Director:

   Assist the immediate Supervisor in the implementation of their respective duties and assure that all Employees are treated in a fair and equitable manner. If an incident is filed shall follow those guidelines addressed in this policy and follow them in a timely manner.

4. Employee:

   Shall be familiar with this and all personnel policies. An Employee who has a complaint, or has witnessed an incident, is expected to report the incident to their Supervisor immediately. If an Employee feels intimidated with the individual in question they may take the issue to their Director or Administrative Services Coordinator for remediation.

5. Supervisor:

   Shall address any and all problems or complaints in an expeditious and fair manner to resolve the issue. Turn all reports directly over to their respective Director.

Standards/Guidelines

1. This document is intended as a guide for Directors and staff alike on the common sense approach to ensuring that the policy is implemented in a fair and consistent manner throughout the organization.

2. Harassment/discrimination in the workplace is unwelcome conduct that is offensive in nature and that detrimentally affects the work environment. Examples include, but not limited to:

   a) Unwelcome behavior, remarks, jokes or taunting about a person's race, religious beliefs, color, gender, physical or mental disabilities, marital status, age, ancestry or place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation
   b) Insulting gestures or practical jokes based on any of the above-noted grounds.
   c) Display of racist or offensive pictures or materials.
   d) Physical or verbal assault.

3. Sexual harassment is unwelcome conduct, where the behavior is one-sided and not wanted by the victim. The victim may of any gender. The Respondent may be of any gender. The Respondent ought responsibly to have known that the behavior would be unwelcome. The behavior may occur in any situation involving the employment relationship, whether at, or away from, the workplace.

   Sexual harassment can take many forms, from the subtle to the overt. It may occur once or many times. Examples include, but not limited to:

   a) Suggestive remarks or gestures.
   b) Compromising invitations or requests.
   c) Verbal abuse.
   d) Display of sexually offensive materials.
   e) Unwelcome leering or whistling.
   f) Sexual jokes which cause awkwardness or embarrassment.
   g) Unwelcome inquiries or comments about an individual's sex life.
   h) Unwelcome physical contact or exposure.

4. Filing false claims, determined to be for any reasons, or multiple unfounded claims may be considered a form of harassment and will not be tolerated. Any signs of abuse of this policy will result in disciplinary actions.

Policy and Procedures

1. Procedures when the harassing, discriminative, or threatening behavior is from an external source.

   a) Dealing with escalating behaviours:

      Confusion and frustration: behavior is characterized by impatience. The Employee response can be to:

   - Listen to concerns.
   - Offer to record the complaint for follow-up.
   - Calmly reassure and clarify with factual information.
   - Remind them that the Town of Slave Lake wants them to be satisfied with our services and their concerns are valid and noted.

      Blame and Anger: behavior is characterized by finding fault. Anger is often identified through body language such as pointing fingers and shouting. This signals risky behavior that may escalate quickly. The Employee response should not be to argue with comments made, but to:

   - Listen to concerns.
   - Offer to record the complaint for follow-up.
   - Recommend that a private meeting with a Supervisor could be arranged to discuss solutions to the issue. Often a break from the situation will cause the angry individual to regroup and calm down so that a reasonable solution can be sought.
   - Follow up with an Employee Harassment/Discrimination report (see Appendix A) and notify your Supervisor.

Hostility: behavior is characterized by threats, rage, and out-of-control behavior. The Employee must be concerned with personal safety. Once the situation has been deemed hostile and critical:

- Do not put yourself at risk.
- Notify your Supervisor and follow up with an Employee Harassment/Discrimination report.
- The RCMP should be notified (911) as soon as possible.

Insults and swearing: behavior is characterized by using foul language and/or insults to get their point across.

- Advise the person we want to serve them and are willing to listen to their problem, but we cannot continue to do so until they stop their behavior and they are willing to talk to you in a calm and respectful manner.
- Once the customer calms down, refer to the "confusion and frustration" section (above) for procedures.

b) Dealing with fighting incidents:

(i). All patrons and staff at Town facilities have a right to be free of intimidation and violence. If a fight breaks out in a public facility:

- Do not put yourself at risk.
- The RCMP should be notified (911) as soon as possible.
- Request the fighting to cease.
- Call for additional staff support while waiting for police intervention.
- Notify your Supervisor and follow up with an incident report.

c) Dealing with vandalism incidents:

(i). Vandalism to Town property will not be tolerated. If you catch a person in the act of vandalism:

- Do not put yourself at risk.
- Notify RCMP and Peace Officer if individuals are in the middle of the act.
- If possible, attempt to obtain their name, address, and phone number and the names and contact information of any witnesses.
- If a person is a minor, contact the parents and advise them of the situation.
- Notify your Supervisor and follow up with an incident report.

d) Dealing with weapons:

(i). A weapon is any instrument designed, or used to, intimidate or inflict injury. No weapons are allowed on the premises. If someone with a weapon is encountered:

- Do not put yourself at risk. Ensure the safety of yourself and others.
- The RCMP should be notified (911) as soon as possible.
- Notify your Supervisor and follow up with an Employee Harassment/Discrimination report (see Appendix A).

e) Dealing with someone who is under the influence of drugs or alcohol:

(i). People under the influence of drugs and alcohol can be potentially dangerous to you, themselves, and others. Use your judgment, if a person appears to be out of control or a risk to safety and/or property:

- Do not put yourself, or others, at risk.
- Encourage the person to be seated or leave the building.
- Notify the RCMP (911) as soon as possible.
- Speak calmly to the individual until professional intervention arrives.
- Notify your Supervisor and follow up with an incident report.

f) In the event whereby someone is in a violent situation or an attack from another, they shall fill out the attached Employee Harassment/Discrimination report (see Appendix A) and follow the reporting procedure.

2. Procedures when harassing, discriminative, or threatening behavior is from an internal source.

a) Early resolution:

The objective of early resolution is to resolve any situation or conflict as soon as possible, in a fair and respectful manner without having to resort to the complaint process. Every effort should be made to resolve the problem early with open communication and in a co-operative manner. The use of problem resolution mechanisms such as coaching, counselling and facilitation can in many instances resolve the issue and prevent the situation from escalating to the point where filing a complaint is necessary. An allegation of harassment is serious. If a person working for the Town believes that they have been harassed, the following actions should be taken:

b) Procedures for handling a complaint of harassment or discrimination:

(i). Immediately inform the Respondent that his or her behavior is unwelcome and unwanted. Do so before witnesses, if possible. If the situation makes this difficult, inform the person over the telephone, in writing or through a representative. You may also seek advice from your Supervisor or person in authority. Once you inform the Respondent that the behavior is unwelcome, they will normally stop.

(ii). If the behavior continues, keep a record of the incident(s) (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.

(iii). File a complaint by filling out a *Employee Harassment / Discrimination* form (see appendix A). If, after asking the Respondent to stop their behavior, the harassment continues, report the problem to one of the following individuals:

- Direct Supervisor, or
- Department Director, or
- Administrative Services Coordinator, or
- Chief Administrative Officer.

You also have the right to contact the Alberta Human Rights Commission to file a complaint of sexual harassment and, if circumstances warrant it, a charge of assault may be filed with the RCMP.

Once a complaint is received, it will be kept strictly confidential. The Employee receiving the complaint will forward it immediately to the Director and/or CAO. The Director and/or CAO will appoint the person or persons responsible for conducting the investigation. Those involved will be immediately separated, if necessary, to prevent further incidents, from potential contact and/or conflict. The Respondent will be notified of the complaint. An investigation will be undertaken immediately with a record kept of all statements and related activities. The investigator(s) will prepare a report with synopsis, conclusion, and recommendations and forward it to the Director and/or CAO. The Director and/or CAO will approve appropriate follow-up.

If a Complainant names the CAO as the Respondent, the matter will be referred to an external third-party Investigator.

Note: The Complainant and the Respondent will be asked to provide names of witnesses along with approval to contact them for the investigation.

The Complainant, Respondent, as well as any individuals who may be able to provide relevant information, will be interviewed. All information will be kept in confidence.

If the investigation reveals evidence to support the complaint of harassment, the Respondent will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the Respondent's file. No documentation will be placed on the Complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged Respondent.

Regardless of the outcome of a harassment complaint made in good faith, the Complainant, as well as anyone providing information, and those involved with the investigation, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, and denial of opportunities within the Town or harassment of an individual as a result of their complaint or having provided evidence regarding the complaint.

If the investigation fails to find evidence to support the complaint, the Respondent will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, and denial of opportunities within the Town or harassment as a result of the alleged assault.

The Complainant must express the complaint honestly and accurately. Where it is determined that malicious, false or willfully damaging accusations have been made against an individual, disciplinary action (up to and including dismissal) will be taken against the Complainant and any other Employee making such statements.

c) What to do if you know about, or suspect, an incident of harassment / discrimination:

(i). Discuss your concerns with the recipient of the behavior. Ensure that they want something done about it.

(ii). Encourage the person to bring the incident to the attention of their Supervisor or another person in authority.

(iii). Contact a supervisor, Director, CAO, Administrative Services, or RCMP for advice on the best way to handle the situation.

3. Support for Employees affected by workplace harassment and discrimination:

a) Management will respond promptly, assess the situation and ensure that these interventions are followed:

(i). debriefing (by skilled professional);

(ii). referrals to community agencies, treating practitioner and employee assistance program;

(iii). completion of incident reports, WCB reports (if necessary)

(iv). reporting to police (as required); and

(v). team debriefing

4. Risk assessment

Management (with worker involvement) assesses workplace harassment and discrimination in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

5. Education

New Employees will receive both general and site-specific orientation to the workplace harassment and discrimination policy. In addition, all Employees will receive an annual review of the policy's general and site-specific components.

Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of the HSC.

6. Program Evaluation

The effectiveness of the Workplace Harassment and Discrimination policy is evaluated annually by Management and reviewed by the HSC.

Frontline Employees, Managers and Supervisors are accountable for establishing and implementing the Policy and procedures related to workplace harassment and discrimination. Responsibility for complying with the health and safety policy is part of the job description of Managers, Supervisors and frontline Employees. Included in the health and safety components of job descriptions are Management responsibilities for enforcing policy and procedures, investigating and responding to workplace harassment and discrimination.

7. Accountability

   All workplace parties are accountable for complying with the Policy, measures and procedures related to workplace harassment and discrimination.

8. Records

   All records of reports and investigations of workplace harassment and discrimination are kept for five years.

9. Policy Review

   This workplace harassment and discrimination policy will be reviewed annually.

Appendix A – Complaint Form

Employee Harassment/Discrimination

Private and Confidential

TOWN OF SLAVE LAKE

Instructions for completing this form: This form is intended for the use of Employees only to report complaints and/or incidents they believe violate the Workplace Harassment and Discrimination Policy. Please ensure that you fill out every section of the form accurately, attach any supporting documentation you may have, and ensure that it has been signed and dated. If you are unable to attach relevant supporting documentation, please attach a list detailing the documentation and persons who may be in possession of it. Upon completion of the form, please provide it to management immediately.

If you have questions about which ground may apply to your situation or any other questions related to this Policy, consult with management, Human Resources, and/or contact the Alberta Human Rights Commission (AHRC). The AHRC may be contacted through its confidential inquiry line at 780-427-7661.

Employee (Complainant) Information

First Name	Last Name

☐ Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below.

Single Name

Telephone Number	Alternative Telephone Number
Email	**Work Location**

Details of Person(s) Involved in the Complaint

Person 1

First Name		Last Name
Telephone Number	**Alternative Telephone Number**	**Work Email**

☐ Respondent (alleged to have engaged in wrongdoing)
☐ Witness
☐ Other:_____

Person 2

First Name		Last Name
Telephone Number	**Alternative Telephone Number**	**Work Email**

☐ Respondent (alleged to have engaged in wrongdoing)
☐ Witness
☐ Other:_____

Employee Harassment/Discrimination

Private and Confidential

Details of Person(s) Involved in the Complaint (Continued)

Person 3		
First Name		Last Name
Telephone Number	Alternative Telephone Number	Work Email
☐ Respondent (alleged to have engaged in wrongdoing) ☐ Witness ☐ Other:_____		

Person 4		
First Name		Last Name
Telephone Number	Alternative Telephone Number	Work Email
☐ Respondent (alleged to have engaged in wrongdoing) ☐ Witness ☐ Other:_____		

Complaint Details

Include dates, times, and details of specific behaviour and/or words used. Attach additional pages if necessary.

Employee Harassment/Discrimination

Private and Confidential

Complaint Ground (check all that apply):

☐ Age	☐ Record of Offence
☐ Ancestry	☐ Reprisal
☐ Citizenship	☐ Sex (including Pregnancy & Breastfeeding)
☐ Colour	☐ Sexual Orientation
☐ Creed/Religion	☐ Sexual harassment (Sex)
☐ Disability	☐ Sexual harassment (Sexual orientation)
☐ Ethnic Origin	☐ Sexual harassment (Gender Identity)
☐ Family Status	☐ Sexual harassment (Gender Expression)
☐ Gender Expression	☐ Workplace Harassment
☐ Gender Identity	☐ Level of Literacy
☐ Marital Status	☐ Membership in a Union or Staff Association
☐ Place of Origin	☐ Political Affiliation
☐ Race	☐ None of the above: _____

Employee (Complainant) Signature	Date (yyyy-mm-dd)

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: ADMINISTRATION	
EFFECTIVE DATE: Sept 3, 2019	**REVISED DATE:**
SUPERSEDES: C.a. 002	**MOTION NUMBER:** #290-19

TITLE: WORKPLACE VIOLENCE PREVENTION

POLICY STATEMENT:

The Town of Slave Lake is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our employees from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. The Town will not tolerate any type of violence within the workplace or during work-related activities. The Town is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees and clients. The Town will take every reasonable precaution to protect an Employee from physical injury if we become aware, or believe, that domestic violence is a risk.

POLICY OBJECTIVES:

The purpose of this policy is to:

1. Provide a policy against workplace violence, meaning that violence in the workplace of any sort is deemed completely unacceptable and is not tolerated under any circumstance.
2. Ensure all Town staff and volunteers have a full understanding of what workplace violence is and encompasses.
3. Ensure that if workplace violence does occur, staff and volunteers shall be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively.
4. Provide measures and procedures to protect Employees from the hazard of workplace violence and a process for Employees to report incidents, or raise concerns.

Brian Vance, CAO

September 3, 2019
Date Approved

PROCEDURE

Definitions

Physical assault:

Refers to any physical force or threat of physical force to create fear and control another person. Some examples include: hitting, blocking, shoving, choking, slapping or biting, or pulling hair; threats of violence, and using a weapon or other objects to threaten, hurt or kill.

Sexual assault:

Refers to any unwanted sexual act done by one person to another. Examples include: kissing or forcing/coercing the person into kissing; touching the person's body with or without clothes on; forcing/coercing the person to masturbate; sexual intercourse; penetrating with an object; causing bodily harm; removing or attempting to remove clothing; taking advantage of a position, trust, or authority to get sex; and threatening to harm someone else if the person does not agree to do any of these things.

Threat (verbal or written):

Refers to a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me." A conditional threat involves a condition, for example, "If you don't leave me alone, you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.

Town:

Refers to the Town of Slave Lake

Verbal/Emotional/Psychological abuse:

Refers to a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include: swearing, put-downs/name calling over a period of time, labelling the victim in a derogatory way such stupid, crazy or irrational, acts of humiliation, extreme jealous behaviour, attacking the victim's self-esteem in other ways. It can also include harming pets and damaging property.

Workplace violence:

Includes the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;

the exercise of physical force by a person against another person, in a workplace, that causes or could cause physical injury to the worker;

an attempt to exercise physical force against a worker that could cause physical injury to the worker; and / or

a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

Responsibilities

Administrative Services Coordinator:

In conjunction with the HS Coordinator, ensure a workplace violence prevention plan is in place.

In consultation with the JHSC and the HS Coordinator, facilitate training and education for all Employees.

Coordinate all reported incidents.

Receive a copy of all records filed.

At the request of an Employee, be present at any stage of the reporting process.

Ensure a report goes to WCB of all incidents where an Employee loses time from work.

Ensure consistency with municipal policy and procedures.

Chief Administrative Officer (CAO):

Review this policy and make necessary changes as needed.

Ensure that measures and procedures in the violence prevention program are carried out.

Hold Management accountable for responding to and resolving complaints of violence.

Assure that all Employees are familiar with this and all personnel policies and that they are followed accordingly.

Follow Policy guidelines in a timely manner.

Appoint those responsible for conducting investigations into complaints of workplace violence, as deemed necessary.

Director:

Assist the immediate Supervisor in the implementation of their respective duties and assure that all Employees are treated in a fair and equitable manner.

Facilitate medical attention and support for those involved directly or indirectly.

If an incident is filed, follow those guidelines addressed in this policy in a timely manner.

Employees:

Understand and comply with this workplace violence prevention policy and related procedures.

Participate in education and training programs in order to respond suitably to any incident of workplace violence.

Report all incidents or injuries of violence or threats of violence to the site supervisor immediately. Complete the Workplace Violence and Threat Report.

Inform the JHSC or the site safety representative about your concerns regarding the potential for violence in the workplace.

Seek support when confronted with violence or threats of violence.

If an Employee feels intimidated with the individual in question they may take the issue to their Director or Administrative Services Coordinator for remediation.

Health and Safety Coordinator

Develop a reporting process for incidents of workplace violence.

Assist in the violent incident investigation process, when necessary.

Ensure any fatalities or critical injuries are reported to Alberta OHS.

In consultation with the JHSC and the Administrative Services Coordinator, facilitate training and education for all Employees.

Joint Health and Safety Committee (HSC):

Consult about the development, establishment and implementation of violence prevention measures and procedures.

Make recommendations to Management for developing, establishing and providing training in violence prevention measures and procedures.

Periodically review the workplace violence and harassment prevention program.

Participate in the investigation of all critical violence-related injuries.

Immediately review reports of critical injury or fatality. Outline in writing the circumstances and particulars within 48 hours of the occurrence.

Within four days, review written notices of lesser injuries where any Employee is disabled from performing their usual work or requires medical attention.

Managers / Supervisors:

Enforce policy and procedures and monitor worker compliance.

Investigate all workplace violence using the organization's incident investigation procedure and form, and contact the police as required.

Facilitate medical attention for employee(s) as required.

Debrief those involved in the incident either directly or indirectly, and address all problems or complaints in an expeditious and fair manner to resolve the issue.

Contact human resources to ensure the victimized Employee receives further counselling about their legal rights.

Track and analyze incidents for trending and prevention initiatives.

Immediately report a fatality or critical injury to Alberta OHS, the police (as required), JHSC, HS Coordinator, and investigate with the JHSC. Report the circumstance to all parties in writing within 48 hours.

Issue a report to the Employer and WCB on all lost-time incidents where a worker requires medical care.

Copies of incident information where there is no critical injury must be provided to the HS Coordinator within 48 hours of the occurrence.

Ensure the workplace violence and prevention program is reviewed annually.

Standards/Guidelines

This policy applies to all of The Town's Employees, and includes Volunteers, Contractors, and/or Consultants while they are engaged in the Town's business working on and/or off Town premises or worksites, and operating Town vehicles and equipment. Violations of this policy will result in disciplinary action up to and including termination of employment.

This document is intended as a guide for all Town Employees on the common sense approach to ensuring that the Policy is implemented in a fair and consistent manner throughout the organization.

The Town considers workplace violence to be an unacceptable form of behaviour, which will not be tolerated. The Town is therefore committed to action, which ensures the absence of violence in the workplace. Appropriate disciplinary action will be taken, up to and including dismissal and prosecution, against any individual engaging in workplace violence. Examples of workplace violence include, but are not limited to:

a) Pushing or shoving;
b) Choking;
c) Physically restraining:
d) Striking with any part of the body;
e) Striking with any foreign object;
f) Threats of physical harm;
g) Forced or unwanted proximity into an individual's personal space;
h) Use of a weapon to cause physical harm;
i) Any intentional action resulting in physical injury.
j) Physical or verbal assault.
k) Sexual assault

Expectations

a) Employees and Managers are expected to act towards other individuals professionally and respectfully. As such, the Town believes that the highest standards of conduct among its Employees and Managers are essential to maintain and enhance the public's trust and confidence in the Town.
b) The conduct and language of Town Employees in the workplace must follow acceptable workplace standards while contributing to a positive work environment.
c) Employee conduct must not compromise the integrity or credibility of the Town.
d) Employees must not engage in conduct which tarnishes the reputation of the Town or brings the administration of the Town into disrepute.
e) Employees are to treat each other in the workplace with respect and dignity and must not engage in workplace violence.
f) Everyone is responsible for safe work practices free of workplace violence.

g) Employees who are aware of an incident of workplace violence involving the Employee, co-workers, or member of the public are required to report it to their Supervisor or Manager.

h) Employees are expected to become familiar with and comply with this Policy, to report incidents of workplace violence to their Supervisors or Managers, participate in work site hazard assessments, and implement control measures to mitigate associated hazards as required. Employees are to cooperate with Supervisors, Managers and other Town representatives regarding this Policy

Policy and Procedures

Reporting and Investigation

a) Workers are to report all violence-related incidents or hazards to their Manager or Supervisor. This report can be made confidentially at the Employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).

b) The Manager or Supervisor receiving the report investigates it and ensures that measures are taken to safeguard Employees and curtail the violence or harassment. No report of workplace violence or risks of violence may be the basis of reprisal against the reporting Employee.

c) The Employer reports all injuries to OHS and WCB as required by the Occupational Health and Safety Act and WCB Act.

Response Procedures

a) Using the incident investigation form, the Manager or Supervisor documents all reports of workplace violence, hazards and measures taken to address them.

b) If the resolution of the incident is beyond the authority of a Manager or Supervisor, they must make the CAO or designate aware of the report. The CAO or designate involves other Managers or Supervisors in the investigation as appropriate (e.g., when the incident involves clients or employees under another Manager's or Supervisor's area of responsibility).

c) Management reviews all incident reports, monitors trends and makes recommendations to the CAO or designate for prevention and enhancements to the workplace violence prevention program.

d) These findings are shared with the JHSC, which is consulted about any revision to the violence prevention and training program.

e) The CAO or designate reviews reports of workplace violence and ensures that actions are taken.

f) The Managers or Supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting Employee about the outcome of the investigation to help minimize the chance of similar incidents.

g) If a violent incident results in a critical injury to an Employee, the JHSC representative or HS Coordinator investigates the incident or injury and reports to OHS and JHSC.

Support for Employees affected by workplace violence

a) Management will respond promptly, assess the situation and ensure that these interventions are followed:

(i). facilitation of medical attention;

(ii). debriefing (by skilled professional);

(iii). referrals to community agencies, treating practitioner and employee assistance program;

(iv). completion of incident reports, WCB reports, reports to OHS (critical injury or fatality);

(v). reporting to police (as required); and

(vi). team debriefing.

Risk assessment

Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

Education

New Employees will receive both general and site-specific orientation to the workplace violence prevention program. In addition, all Employees will receive an annual review of the program's general and site-specific components.

Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of the JHSC.

Program Evaluation

The effectiveness of the workplace violence prevention program is evaluated annually by management and reviewed by the JHSC.

Frontline Employees, Managers and Supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence. Responsibility for complying with the health and safety policy is part of the job description of Managers, Supervisors and Frontline Employees. Included in the health and safety components of job descriptions are Management responsibilities for enforcing policy and procedures, investigating and responding to workplace violence.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

Records

All records of reports and investigations of workplace violence are kept for five years.

Policy Review

This workplace violence prevention policy and program will be reviewed annually.

Appendix A – Complaint Form

Workplace Violence Report

PRIVATE AND CONFIDENTIAL

The contents of this report and any attachments are confidential and are intended solely for those named as recipients of this report. It is shared in trust, for the sole purpose of accurately documenting the incident and actions taken in response to the incident, as well as to prevent future incidents. Any further use, reproduction or dissemination of this transmission is strictly prohibited. This report shall be used, retained and destroyed in accordance with Town policies for use, retention and destruction of confidential information.

Workplace Violence Definition

Workplace violence incidents include:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- the exercise of physical force by a person against another person, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker that could cause physical injury to the worker
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

Part A: To be completed by the supervisor/supervisory designate through discussion with the employee who is reporting workplace violence/threat

1. Information regarding employee that is reporting workplace violence/threat

Name (First, Last):	**Phone #:**	**Department:**

Job Title:

2. Type of Workplace Violence Incident

☐ **Verbal threat**	☐ **Written threat (Email or other)**	☐ **Property damage arising from incident (e.g. to vehicle)**
☐ **Threatening behaviours/gestures**	☐ **Bomb threat**	
☐ **Attempted assault**	☐ **Assault causing bodily harm**	
☐ **Other (describe):**		

3. Time incident occurred

Date of Incident (dd-mm-yyyy)	**Time of incident**	**Was Employee working alone?**
	_____ **a.m.** _____ **p.m.**	☐ Yes ☐ No

4. Place where incident occurred

Location name and address:	**Exact site within location/room where incident occurred:**

5. Information regarding the subject (individual identified by employee as source of workplace violence/threat)

Subject name and address (if known):	**Was the Subject an:**
	☐ Employee ☐ Client ☐ Member of the public ☐ Volunteer ☐ Other (specify) _____

Workplace Violence Report

PRIVATE AND CONFIDENTIAL

If unknown, please describe the subject (e.g. male/female, clothing distinct features, etc.):

6. Other employee(s) at risk from incident (additional to employee reported above):			
Name (First, Last):	**Department:**	**Job Title:**	**Phone #:**

7. Witnesses	
☐ YES ☐ NO	
Name (First, Last):	**Phone #:**
Name (First, Last):	**Phone #:**

At this point, the Supervisor provides the Employee who reported the workplace violence an opportunity to describe the details of the incident in his/her own words.
Employee completes Part D.

Part B: To be completed by the Supervisor/supervisory designate during incident investigation

8. Witness reports

Witnesses interviewed ☐ **YES** ☐ **NO** **Attach witness reports**

9. Describe what happened to cause the incident/injury?

10. Factors which led to the incident

11(a). Actions Taken – (i) Management, (ii) Police

(i) Was the On-Call Supervisor called? ☐ Yes ☐ No	Time Called _____ a.m. _____ p.m.	On-Call Supervisor Name

(ii) Were the police called? If Yes, complete all remaining 11(a) sections below.
☐ **Yes** ☐ **No**

By Whom?	Date Called (dd-mm-yyyy)	Time Called	Time Arrived

Workplace Violence Report

PRIVATE AND CONFIDENTIAL

		_____ a.m. _____ p.m.	_____ a.m. _____ p.m.
Police Officer's Name (First, Last):	**Badge #:**	**Division:**	**Police Report # (if known)**
Are CCTV images available? ☐ Yes ☐ No	**Were any of the following activated?** ☐ Alarm ☐ Duress ☐ Lockdown	**Other information:**	

11(b). Medical Aid Information – Please attach all injury reports as necessary			
First Aid administered? ☐ Yes ☐ No	**CPR/AED administered?** ☐ Yes ☐ No	**Emergency Services Contacted** ☐ Yes ☐ No	
		EMS Vehicle Number(s):	**Fire Vehicle Number(s):**

11(c). Actions Taken – Trespass Notice – Please attach copy of Trespass Notice as necessary	
Was a trespass notice issued under the Trespass to Property Act? ☐ Yes ☐ No	**Date Issued/to be Issued**

11(d). Other Actions taken in response to this incident

12. Recommended remedial action to prevent future incidents
Detail recommended action:

13. Provision of Report to JHSC (through co-chairs)/Health and Safety Representative
Name of JHSC Co-chairs/Health and Safety Representative to whom report was provided (please print):
Date provided to JHSC Co-chairs/Health and Safety Representative: _____

Additional Information Attached
☐ Yes ☐ No

Part C – Supervisor/Management Signatures

Form completed by:	**Title:**	**Phone #:**	**Supervisor Signature:**

Incident review by Next Level of Management			
Name (First, Last):	**Title:**	**Phone #:**	**Signature:**

Workplace Violence Report

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Part D – Employee Description of Incident		
Incident Location	**Incident date**	**Incident Time** ☐ _____ **a.m.** ☐ _____ **p.m.**
Employee's description/details		

Name (First, Last) (please print): _____ **Signature :** _____

Date (dd-mm-yyyy): _____

I have decided to provide the details of this incident to my Supervisor verbally but not in writing.

Name (First, Last) (please print): _____ **Signature:** _____

Date (dd-mm-yyyy): _____

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: ASSET MANAGEMENT TEAM	
EFFECTIVE DATE: JUNE 01, 2021	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:**

TITLE: ASSET MANAGEMENT POLICY

POLICY STATEMENT:

This policy recognizes the importance of the Town of Slave Lake's assets in the provision of service to our community. Without the assets the Town owns, manages, maintains, and invests in, the services that the Town provides to our residents would not be possible. The Town also recognizes that asset management is an ongoing process of planning and renewal to help ensure those assets can serve our community for the future as well.

POLICY OBJECTIVES:

The purpose of this policy is to ensure that The Town of Slave Lake implements the practice of asset management to achieve:

1. A forward-looking perspective of the Town's assets and the services it provides.
2. A basis for informed decision making about assets and service delivery.
3. An action plan to help ensure that our community is more sustainable and resilient.
4. A basis to understand risk and opportunities relating to the Town's assets and service delivery, and,
5. A plan for an integration of costs & funding, now and in the future.

for David Kim, CAO

June 01, 2021
Date Approved

TITLE: ASSET MANAGEMENT

PROCEDURE

Definition

1. **Asset management** – the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.
2. **Asset maintenance** – regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments.
3. **Asset renewal** – the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.
4. **Capital plan** - A multi-year plan (10+ years) that identifies the capital infrastructure projects and their cost to address the current and future service objectives.
5. **Long term financial plan** - A plan that documents the process of aligning financial capacity with long-term service objectives.
6. **Town** – the municipal corporation of the Town of Slave Lake.

Responsibilities

1. **Council** is responsible for approving policies, plans and budgets that affect the overall delivery of service through the Town's assets.
2. The **Chief Administrative Officer** is responsible to ensure that the asset management process is an ongoing planning exercise.
3. The **Asset Management Team** is a team which consists of key members of administration from each department, which is responsible for the day-to-day planning, acquire, management (including the documentation of all assets into software), maintenance, investment, and disposal of the Town's assets.

Standards/Guidelines

1. **Stability** – The Town will manage our assets in a manner that is stable over the long term and is consistent with the long-term community objectives and minimizes.
2. **Forward Looking** – The Town shall operate in a manner that considers the financial effects on future generations and considers changing community circumstances and external economic risks.
3. **Value** – The Town will implement asset management practices that ensure public resources are put to the best possible use and that the full cost of asset ownership is considered in decision making.

TITLE: ASSET MANAGEMENT

Policy and Procedures

1. Asset Acquisition: Decisions to acquire new assets will be based on an understanding that the asset supports the long-term goals of the community and that the full life cost of ownership has been considered and incorporated into future operating and financial plans.

2. Asset Maintenance: For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired service levels and seeks to minimize risk and the life cycle cost of ownership.

3. Asset Renewal/Replacements: Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to the level of service.

4. Funding for Asset Renewals/Replacements: A long term financial plan will be maintained which considers the renewal and replacement of existing infrastructure and the impact to taxation and user fees.

5. The timing for asset renewal/replacement will balance risk with cost and levels of service.

6. The long-term financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds or borrowing.

7. Asset Disposal: The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that community resources can be applied to other uses with greater benefit.

8. Annual strategic, business, & budget plans will consider good asset management principles as they relate to the provision of services.

References and Related Policies:

1. Tangible Capital Assets Policy.

2. Urban Forest and Tree Management Policy

CATEGORY: Administration
POLICY #: C.a. 008
OWNER DEPT: Administration
COUNCIL APPROVAL:

TOWN OF SLAVE LAKE

TITLE: DRESS CODE POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake will portray the most professional and business-like image possible at all times. The Town expects its employees and representatives to help portray this image through their attire. Where the specific requirements of the environment in which the employee works differs from that of the standard business office, then operational issues such as safety and quality control will dictate the appropriate dress standards.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Ensure that employee's clothing is suitable for the conditions and the work being performed, with due regard for personal safety and comfort.

2. Provide appropriate identification for all Town employees when on shift.

3. Ensure that acceptable public image and consistency of dress is portrayed by Town employees.

TITLE: DRESS CODE POLICY

PROCEDURE

1.0 DEFINITIONS

1.01 Dress for Identification:

Uniforms and identification provided by the Town to employees for the purpose of identifying to the public a Town employee on the job.

1.02 Protective Clothing:

As per Provincial/Federal legislation or Town safety policies and procedures.

TITLE: DRESS CODE POLICY

PROCEDURE

2.0 RESPONSIBILITIES

2.01 Town Council :

Approve and adopt policies indicating the general direction and limits of discretion to be used by Town staff in their work.

2.02 Chief Administrative Officer (CAO):

Approve amendments to the dress code to meet the changing requirements of the Town.

2.03 Department Heads:

a. Monitor the dress of employees under their supervision for compliance with dress code.

b. To budget accordingly for clothing requirements.

c. Use discretion where conditions warrant a relaxation of the dress code, providing an acceptable Town image is maintained.

d. Be aware and evaluate changes that are required to the clothing policy and forward them to CAO for approval.

2.04 Employees:

Dress as per dress code policy. Town staff issued clothing must be worn on the job as required, but must not be worn off the job.

TITLE: DRESS CODE POLICY

PROCEDURE

3.0 STANDARDS/GUIDELINES

3.01 An employee should receive any required clothing after the date of probation, except for safety equipment as required.

3.02 The Town of Slave Lake will pay for the cost of all standard issued clothing requirements as per sections 4.06 to 4.11.

3.03 Issued clothing must be worn on duty to identify employee as Town staff at all times.

3.04 All clothing is the responsibility of the employee to whom it is issued, including repair and cleaning. No employee shall wear Town issued clothing at times other than at work or to and from work (work boots excluded.)

3.05 Employees shall be required to preserve issued clothing in order to ensure maximum life expectancy and to ensure a presentable appearance.

3.06 The Town color will be blue for clothing with yellow lettering and the Town logo is to be utilized on all issued clothing. (except those mandated in 3.07)

3.07 For all employees working in the field where a safety hazard is possible, the issued clothing will be bright orange in color with reflective markings and the Town logo is to be utilized as appropriate.

3.08 Town employees wanting to purchase jackets, etc, for personal use with Town logos, other than protective clothing, must have type, style, and color(s) approved by Chief Administrative Officer before proceeding with purchasing.

3.09 If a Department Head, Immediate Supervisor or the CAO identifies dress as not appropriate for the persons position and duties they may require that employee to meet those requirements deemed necessary.

3.10 With the exception of the pool, shorts are not an acceptable form of dress in any department. Field staff may wear shorts under their coveralls.

3.11 Under specific circumstances, the CAO may approve the wearing of shorts, if shorts are of a professional appearance, for a one day event.

TITLE: DRESS CODE POLICY

PROCEDURE

4.0 POLICY PROCEDURES

4.01 All clothing issued that becomes unserviceable because of regular wear, will be exchanged on a regular basis when determined by Department Head. Unusable clothing must be returned before being replaced. Issued clothing lost or damaged beyond acceptable standards for work as determined by department foreman will be the responsibility of the employee to replace or replacement costs will be deducted from the employee's cheque, except as authorized by Department Head.

4.02 As required by Department Head, the employee will purchase safety toed boots, send a cheque requisition via the foreman to accounts payable with proof of purchase along with proof of meeting safety standards (green tag). The foreman will submit a budget code and approval to Director of Finance for reimbursement.

4.03 Safety clothing shall be replaced as required by the Town. Previously issued equipment must be returned prior to being replaced.

4.04 All safety clothing used by the Town with the exception of footwear shall remain the property of the Town and then returned by employee upon termination of employment.

4.05 Office staff who continuously deal with the public or are on premises that are open to the public should observe the following dress code.

a. Males - Dress slacks/shirts, ties (option), sweaters, dress shoes.

b. Females - Dresses, Skirts, coordinated outfits, sweaters, blouses, dress slacks and dress shoes or sandals.

c. Casual Fridays - On all Fridays, unless otherwise requested, employees will be allowed to wear blue jeans and casual tops as long as they are not ripped or torn and the tops are not offensive. (ie. t-shirts with offensive sayings, tank tops, halter tops, strapless tops)

TITLE: DRESS CODE POLICY

PROCEDURE

4.0 POLICY PROCEDURES (cont.)

4.06 Bylaw Enforcement Officer/Special Constable

a. When a full time employee is hired the following uniform will be issued.

1 - all season jacket.

2 - pair of pants (all season material)

6 - shirts (3 long sleeved, 3 short sleeved)

2 - caps (1 winter, 1 summer)

2 - neck ties

1 - rain coat

2 - pair gloves (1 summer, 1 winter)

b. Uniform equipment shall be replaced annually or as required by the Town. Previously issued uniform equipment must be returned before being replaced.

c. Uniforms will be blue in color, with red piping on pants and hat. All logos will be of Town design, with the additions of Bylaw Officer or Special Constable when applicable.

d. Footwear will be black in color, style to be approved by Department Head. This footwear will be paid 100% by the Town once per year.

4.07 Animal Control Officer

a. When a permanent employee is hired the following uniform will be issued.

1 – all season jacket

4 - T-shirts (2 short sleeve, 2 long sleeve)

1 – rain coat

1 - pair of black boots, as approved by Department Head. This footwear will be paid 100% by the Town once per year.

b. Clothing will be blue in color with appropriate Town logo where appropriate.

TITLE: DRESS CODE POLICY

PROCEDURE

4.0 POLICY PROCEDURES (cont.)

4.08 Field Staff

a. The Town will issue to each full time employee the following protective clothing as required.

1 – Town cap (replaced when returned)

2 – coveralls (maximum 2 per year) (bright orange with reflective tape)

1 – helmet liner

1 - hard hat

Provide a $200 boot allowance per year. (Employee to provide proof of purchase along with Green Tag for safety proof.)

2 – gloves, (1 winter, 1 summer) replaced when returned

1 – parka

b. All issued clothing such as coveralls, jackets, uniforms will have approved Town logo crest for identification purposes.

c. Town employees will be provided the following safety and protective equipment as required for specific jobs.

- hearing protection
- eye protection
- safety vests
- rain gear
- hip waders
- chain saw chaps
- insulated coveralls

The above equipment should be returned to store room immediately after the job is completed.

TITLE: DRESS CODE POLICY

PROCEDURE

4.0 POLICY PROCEDURES (cont.)

4.09 Pool Staff

See Appendix 1

4.10 Arena Staff

Will be provided with the following clothing items. Clothing is to be kept in a clean and presentable condition and will be worn while on shift at the facility.

- Town hat
- Town jacket

4.11 Temporary/Casual Employees

a. Will be supplied with personal safety toed footwear.
b. All other safety equipment will be provided for as required by the Town.

TOWN OF SLAVE LAKE

TITLE: WORKING ALONE

POLICY

POLICY STATEMENT:

The Town of Slave Lake recognizes the importance of providing a safe and secure work environment for its employees and the Town will meet all regulatory requirements for staff who work alone.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Promote Employee Awareness and facilitate employee safety when they are working alone.
2. Ensure that The Town of Slave Lake promotes the morale, well-being and security of the employees.
3. Ensure there are safety plans in place for those that work for the Town of Slave Lake.

TITLE: WORKING ALONE

PROCEDURE

1.0 Definitions

1.01 Chief Administrative Officer (CAO):

The Town Manager for the Town of Slave Lake.

1.02 Effective Means of Communications:

Means radio, telephone, or other electronic communication device.

1.03 Employee:

Any individual employed by the Town of Slave Lake, full-time, part-time, and seasonal.

1.04 Hazard Assessment:

The analysis of the risks and hazards, and establishment of a corrective action plan to effectively manage work place risks to life safety and or the environment. The assessment must clearly identify individuals responsible for required actions.

1.05 Immediate Supervisor:

The person designated in the organizational chart to whom the employee is responsible.

1.06 Town:

The Town of Slave Lake as duly incorporated in the Province of Alberta

TITLE: WORKING ALONE

PROCEDURE

2.0 Responsibilities

2.01 Town Council:

Approve policy.

2.02 Chief Administrative Officer (CAO):

a. Administer, review and recommend revisions to the policy guidelines.
b. Ensure that all employees and supervisors are notified of policy changes.

2.03 Administrative Services Coordinator:

Review and maintain policy and ensure that it meets Occupation Health and Safety requirements.

2.04 Directors:

Ensure compliance with all related procedures in their respective departments.

2.05 Employees:

2.05-1 Be familiar with policy and make any recommendations for revision as appropriate.

2.05-2 Participate in the working alone hazard evaluation and risk management decisions with the supervisor.

2.05-3 Follow safe work practices outlined in safe work procedures.

2.05-4 Maintain regular communication as directed by supervisors.

TITLE: WORKING ALONE

PROCEDURE

2.0 Responsibilities (cont.)

2.06 Supervisors:

2.06-1 Identify risks or hazards associated with the work to be performed (hazard assessment) or the environment where the work is to be done.

2.06-2 Conduct and document a (job hazard analysis) hazard assessment for each different (specific) type of work.

2.06-3 Communicate the results of the hazard assessment to all affected workers and others conducting similar work (another hazard assessment is not required).

2.06-4 Provide written working alone procedures for staff working alone, in order to eliminate or minimize identified risks.

2.06-5 Develop effective methods of communication for workers who require emergency assistance (for example: cell phones, radio, pager). When electronic devices are not feasible, an effective contact system must be established (for example: check in procedures, periodic site visits, requiring worker to check in after the completion of specific tasks) and the length of time a worker may be out of contact with a supervisor (the frequency of regular communications) must be based on the result from the hazard assessment and clearly understood.

2.06-6 Document when working alone is permitted and or prohibited and ensure this is effectively communicated to all workers.

2.06-7 Schedule potentially hazardous work for times when supervisors and appropriate help will be available.

2.06-8 Provide adequate staffing (for example: buddy system) for hazardous tasks performed at off-hours or remote locations.

TITLE: WORKING ALONE

PROCEDURE

3.0 Standards/Guidelines

The Working Alone Policy applies when both of the following conditions exist:

a. A worker is working by himself or herself in an office, vehicle, laboratory, workshop, field site, or any area owned or operated by the Town of Slave Lake.

b. Assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

3.01 Safety Plans:

3.01-1 Safety Plans must be developed for all workers that must or may work alone as part of their required duties. Records of safety plans will be kept by the supervisor responsible for the preparation and/or approval of the plan and a copy in the Town's Health and Safety records. See Attachment I

3.01-2 Include an assessment of all work areas for potential health and safety hazards through a Hazard Assessment.

3.01-3 Identify how hazards will be eliminated or controlled.

3.01-4 Identify an effective means of communication available or emergency contact system for the worker in the event of an emergency.

3.01-5 Specify procedures and effectively communicate the procedures to all affected workers.

TITLE: WORKING ALONE

PROCEDURE

3.0 Standards/Guidelines (cont.)

3.01-6 Working alone is prohibited when the work involves:

a. Confined space entry

b. An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or troubleshooting.

c. Electrical systems rated at more than *750* volts.

d. Welding operation where a fire watcher is required

e. Handling of dangerous animals capable of causing critical injury or paralysis, and life threatening zoonotic diseases.

f. Trenches

g. A portable ladder that exceeds 6 meters in length and is not securely fastened or work with a ladder that is likely to be endangered by traffic

h. The use of fall arrest equipment and scaffold

i. Quick-acting acutely toxic material as described by the Material Safety Data Sheet

j. Use of supplied air respiratory equipment or self-contained breathing apparatus

k. Working in areas where a high risk of drowning may exist

l. Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part or the equipment or its load to make contact with the live power line

m. A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel

n. Tasks, which, based on the risk assessment conducted by the supervisor in consultation with the employee and Safety Services are deemed to require more than one person.

Town of Slave Lake C.a. 009

Procedures for Working Alone or in Isolation

Attachment I

Working Alone Procedures for (position/dept): _____

1. Employee Name: _____ Department: _____
2. Time of Day: _____am/pm To _____am/pm
3. Working Alone Location: _____

4. Safety Measures In Place: Please place a mark in the box nest the appropriate measures addressed

- ☐ Locked Exterior Doors
- ☐ Ready Access to Telephone, Cell Phone, Radio (Circle which one)
- ☐ Limited scope of activity when co-workers not present. (specify)

- ☐ Contact with external person at specific times.
  Intervals of _____ hours
  At time of leaving building or leaving job
- ☐ Utilizing only specified exits
- ☐ Other items specific to position (specify)

5. Method of contact will be by ☐ Phone ☐ Email ☐ Radio ☐ Face to Face

☐ Worker has been advised to contact _____ or call 911

6. If the worker cannot be reached or does not respond within _____ minutes, the designated contact person will arrange for face to face contact to be made with the employee by:

☐ Driving to Facility ☐ Special Constable ☐ 911

Other (explain): _____

7. If the worker encounters an unsafe situation while working alone, the worker is to immediately alert the designated contact person and, if deemed necessary, the police immediately (911).
   Contact Phone No. : _____

8. As part of the worker's orientation, the Supervisor will develop/review and amend procedures in consultation with the worker and Director, and provide copies to the worker, and the designated contact person before the worker commences working alone, with copy to the H & S Committee

9. Working alone procedures developed for this work location will be reviewed at least annually or more frequently if there is a change in work arrangements which could adversely affect the worker's well being, or if the reporting system is not working effectively. The worker and/or the designated contact person shall inform the supervisor, Director, and H & S Committee of concerns they may have with the reporting system.

10. Acknowledgement and Signatures

Worker: *My Supervisor has explained to me the working alone procedures developed for my work location and I have been consulted regarding application and amendments thereto. I understand that these procedures are for my wellbeing and will co-operate with the check-ups initiated by the designated contact person.*

Signature of Worker: _____ Date: _____

Supervisor: *I have explained the working alone procedures to the worker and the designated contact person and have provided both parties with copies of these procedures. I have submitted a copy to H & S Committee.*
Signature of Supervisor:

_____ Date: _____

Director: (approval)

_____ Date: _____

TOWN OF SLAVE LAKE

CATEGORY: Admin.
POLICY #: C.a.011
OWNER DEPT: Town Manager
DATE APPROVED BY
TOWN MANAGER: Mar 13/00

REVISED:

TITLE: Internet Usage Guidelines

POLICY STATEMENT:

The use of information technology within our organization provides us with the tools that permit us to function in an ever increasingly effective and efficient manner. While we have been alert to keep pace with advances in technology and to upgrade our software and hardware regularly, we have not spent enough time thinking about the ways that we make use of that technology.

In what is becoming an increasing problem in many organizations, but as yet has not been identified as a problem with our organization, is the manner in which staff utilizes this technology and in particular access to the Internet.

POLICY OBJECTIVES:

In the absence of any current and specific criteria in this regard, and to ensure it does not become a problem for us at any time in the future, some basic **Guidelines** have been developed to provide the parameters as to the limits and expectations of staff in using the tools with which they are provided.

PURPOSE OF GUIDELINES:

The Internet Usage Guidelines are considered to be very important and each member of our organization is expected to be completely and totally familiar with them.

1.0 POLICY GUIDELINES

This will be the standard by which we will now govern ourselves. These are the standards by which I expect each of us to abide.

2.0 POLICY PROCEDURES

Information Technology Usage Guidelines

o Facts About our System

- Any items stored on the Town systems are the property of the Town of Slave Lake and are subject to review under the direction of the Town Manager.
- Messages, history logs, files, and software applications are NOT private. Under many circumstances, it may be necessary to view this information.
- The cost of using the system is substantially nil. Transferring, viewing or accessing information does not increase the cost to the Town.

Use of the Town's Internet system and internal networks including e-mail, web pages, file transfers, and any other services should be done under the following guidelines:

2.02 *DO*

...use exchange folders for posting various "non-critical" business information notifications including employee items for sale, absences, items wanted, humour, etc.

... follow the rules of etiquette and copyright.

...use good judgment when accessing or distributing information. Remember, logs and files are maintained.

... use the Town system to learn about how to use these technologies and research work-related information. You may use the Town system to follow your own interest, on your own time. However, remember that we are a public institution and are subject to public scrutiny.

2.03 *DON'T*

... use the Town system for any private sector promotion, notifications, or updates unless it is specifically related to the business of the Town of Slave Lake.

... use the system for any illegal activity.

... use the system for any personal gain.

... use the system for anything that would be embarrassing or detrimental to the image of the Town if it were to become public. (Under the new FOIP legislation, these records are easily accessible.)

... forward nuisance e-mails, like virus warnings, to EVERYONE. Send them to the Information Systems Coordinator for authentication. Remember, there are a lot of hoaxes being sent.

TOWN OF SLAVE LAKE

CATEGORY: Administration
POLICY #: C.d. 003
OWNER DEPT: CAO
COUNCIL APPROVAL:
July 5, 2005

REVISED:

TITLE: VENDING OF TOWN-OWNED LAND

POLICY

POLICY STATEMENT:

The Town of Slave Lake will provide an opportunity to all possible purchasers to acquire surplus lands titled to the Town.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Promote growth and the expansion of the tax base.
2. Vacant land sold by the Town will, as a condition of sale, require the purchaser to undertake development in a reasonable, but specific time frame.
3. Set out the general framework under which the municipality vends it's lands.
4. Provide a method of ensuring review of Town owned land assets/uses regularly.
5. Provide an accountable process for vending Town lands.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

1.0 DEFINITIONS

1.01 Lot

A parcel where the boundaries of the parcel are described in a Certificate of Title by reference to a Plan of Subdivision or Legal Subdivision.

1.02 Non-Surplus Lands:

Lands titled to the Town of Slave Lake that have been identified as lands for existing, immediate or future development.

1.03 Public Tender Process:

Refers to the process whereby Surplus Lands are offered for sale to the public where bids are submitted.

The Town of Slave Lake reserves the right to accept or reject any or all public bids and to waive irregularities and informalities at its discretion. The Town reserves the right to accept a bid other than the lowest priced bid without stating reasons. By the act of submitting its bid, the bidder waives any right to contest in any legal proceeding or action the right of the Town to sell the subject lands to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Town deems appropriate. Without limiting the generality of the foregoing, the Town may consider any other factors besides price that it deems in its sole discretion to be relevant to its decision.

1.04 Reserve Bid:

Shall be the lowest bid the Town will accept for a specific parcel of land.

1.05 Surplus Lands:

Lands titled to the Town of Slave Lake that has not been identified for immediate development and are considered under-utilized.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

1.0 DEFINITIONS (Cont)

1.05 Town:

Refers to The Town of Slave Lake.

1.06 Town Owned Lands:

Lands titled to The Town of Slave Lake which includes Surplus Lands.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

2.0 RESPONSIBILITIES

2.01 Town Council :

Approves the sale of Surplus Lands and sets any additional parameters for the sale including a reserve bid for each parcel of land to be vended.

2.02 Chief Administrative Officer (CAO):

Annually review all Surplus Lands and ensures the selling of all lands is conducted in accordance with this procedure and sound legal practices.

2.03 Director of Finance:

a. Obtain an appraised value of Town Owned Lands and recommends the initial sale prices for Town Owned Lands through the CAO to Council.
b. Execute Tender Process
c. Execute and administer the Town of Slave Lake's Sales Agreement to completion, including caveat registration, title change, and receipt of purchase proceeds.

2.04 Planning and Development Officer:

Review requests, either from the public or from Town Council, for the sale or acquisition of lands. Prepare report to Council including a recommendation.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

3.0 STANDARDS/GUIDELINES

3.01 Whenever possible the Town shall utilize a Public Tender Process for the sale of Town Owned Lands.

3.02 The areas addressed in this policy are never all-encompassing and complete. Town Council reserves the right to utilize other legal methods of vending Town Owned Lands where the circumstances surrounding the sale are unique.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

4.0 POLICY PROCEDURES

4.01 Sale of Surplus Lands

4.01-1 Each September, the CAO reviews all Town Owned Lands that appear under-utilized in conjunction with affected Town employees. From this review, a list of recommendations is presented to Town Council.

4.01-2 Town Council approves which Surplus Lands to dispose of and sets any additional parameters for sale.

4.01-3 The Director of Finance will;

a. Prepare an information package for each lot to be sold.

b. Advertise the land for sale as directed by Council, for a tender period of one month.

c. After closing, evaluate the tenders, in comparison to market appraisals received for the lands, and forward a joint-staff recommendation to Town Council.

4.01-4 Town Council approves each land sale.

4.01-5 The Director of Finance arranges complete execution of the Town of Slave Lake's Sales Agreements, places caveats as required, arranges land title transfer and otherwise follows through on the terms of the sales agreement.

NOTE: In the event that the noted lands have been advertised for sale and the Town has not received any bids, the Town may erect a "For Sale" sign on the noted lands and accept tenders received. Those tenders will be evaluated and presented to Town Council with a recommendation from Administration.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

4.0 POLICY PROCEDURES (cont)

4.02 Sale of Non-Surplus Lands

4.02-1 Administration receives a written request, either from the public or from Town Council, for the sale or acquisition of a lot.

4.02-2 Planning and Development Officer reviews request for the sale or acquisition of lands. Prepares a report for Council outlining positive and negative impacts and makes a recommendation.

4.02-3 If Town Council approves of the acquisition or sale of lands, give direction to Administration as to the process to be utilized.

If different than the Public Tender Process.

4.02-4 Council gives Administration direction as to the process they want to be used for sale of property. (i.e. use of Realtors, direct sale to adjoining land owner, etc.)

4.02-5 The process agreed to and a description of the lands in question must be advertised in the local newspaper.

4.02-6 Administration applies procedure outlined by Council for sale of land.

4.02-7 The Director of Finance arranges complete execution of the Town of Slave Lake's Sales Agreement, places caveats as required, arranges land title transfer and otherwise follows through on the terms of the sales agreement.

If it is decided to use the Public Tender Process, follow steps 4.01-3 to 4.01-5.

TOWN OF SLAVE LAKE

CATEGORY: Administration
POLICY #: C.d.004
OWNER DEPT: Administration
COUNCIL APPROVAL:
Nov. 28, 1986

REVISED: August 20, 2008

TITLE: RECORD MANAGEMENT

POLICY

POLICY STATEMENT:

The Town of Slave Lake is committed to maintaining a user friendly and reliable documents management system that provides timely and secure access to information through a streamlined, decentralized, but Town-wide consistent approach.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Ensure effective operation of the Town of Slave Lake's Document Management System.
2. To reduce paper and the physical demands of storing documents.
3. To eliminate redundancy within the filing system.
4. To make access to applicable information quick and reliable while maintaining security and integrity.
5. To set clear expectations of all staff to ensure the establishment and continued operation of a sound document management system.

Revised: August 20, 2008

Approved by: _____
Betty Osmond - CAO

TITLE: RECORD MANAGEMENT

1.0 DEFINITIONS

1.01 Confidential:

Any record which contains personal information about individuals, third-party, commercial, financial, scientific, or technical information supplied either explicitly or implicitly in confidence or other sensitive information as described in the *Freedom of Information and Protection of Privacy Act.*

1.02 Coordinator:

The Records Coordinator as appointed by the Chief Administrative Officer.

1.03 Disposition:

The destruction of records or the transfer of records of enduring value to the Town's Archive files.

1.04 Record:

All sources including, but not limited to, books, documents, sound recordings, videotapes, electronic files, databases, spreadsheets, letters, charts, maps, drawings, photographs, or emails on which information is recorded or stored by graphic, electronic, mechanical, or other means.

1.05 Retention Schedule:

The timetable that identifies the retention period during which a document must be retained before Disposition, and is set forth in Schedule "A" attached to and forming part of this policy.

1.06 Transitory Record:

Transitory records are records of temporary usefulness that are needed only for a limited period of time in order to complete a routine action or prepare an ongoing record. Examples of these are brochures, periodicals, or job postings.

TITLE: RECORD MANAGEMENT

TITLE: RECORD MANAGEMENT

2.0 RESPONSIBILITIES

2.01 Records Coordinator:

2.01.1 Organize off-site disposition of non-current files and ensure safe-keeping of critical permanent records including minutes, land base, and legal documents.
2.01.2 Review and maintain folder structure of record management system for at least the first two levels of folder.
2.01.3 Advise CAO and Directors of any issues arising in relation to application of this policy and related procedures.
2.01.4 Provide recommendations and assistance to senior management in the proper management of records.

2.02 Chief Administrative Officer

2.02.1 Ensures proper procedures are in place for the proper management care and disposition of municipal records.
2.02.2 Ensures that appropriate resources and training are available to maintain the records management system.
2.02.3 Make final decision with regard to interdepartmental access to municipal records.

2.03 Directors

2.03.1 Fully support, and enforce, records management procedures to ensure the effective placement, storage and retrieval of information and records related to their functional areas
2.03.2 Address any issues related to records management brought to their attention by the Records Coordinator.
2.03.3 Determine security access levels for department related information respective to department staff positions.
2.03.4 Recommend changes to procedures with regard to their respective departments' records to ensure compliance with all regulatory standards.

2.04 Director of Finance:

Assist the Records Coordinator in ensuring the safe-keeping of critical permanent records.

TITLE: RECORD MANAGEMENT

2.0 RESPONSIBILITIES (cont.)

2.05 FOIP Coordinator:

The Freedom of Information and Protection of Privacy (FOIP) coordinator is responsible that all information requests are addressed according to the FOIP Act.

2.06 IT Coordinator:

2.06.1 To implement security requirements and level of access provided for each user and any structural or security changes to the records management system that has been identified
2.06.2 To audit usage of record management system and report any problems or conflicts
2.06.3 To ensure the continued operation of the records management hardware and software including providing disaster recovery, system upgrades and maintenance
2.06.4 To do nightly backups of the records management system to provide disaster recovery
2.06.5 To ensure client access to the records management system is maintained and to ensure continued compatibility and accessibility of records within the system as new technologies emerge.

2.07 Users:

To ensure their own use of the records management system complies with the approved policies and procedures

TITLE: RECORD MANAGEMENT

3.0 STANDARDS/GUIDELINES

It is the goal of the Town to have all records electronically filed and has determined that all non transient records be filed electronically. Exemptions require CAO written approval. A copy of the written approval shall be posted electronically where the record would normally be filed, for future reference.

3.01 Draft/Template documents created electronically are to be stored in the format that they were last maintained in, for example Microsoft Word or Excel.

3.02 Final/Authorized/Approved/Signed documents to be stored in the system from paper, are to be stored in PDF format.

3.03 Physical security shall be established by having the records management server kept in a locked room in a secure building.

3.04 The Chief Administrative Officer, Records Coordinator and the IT Coordinator are the only persons to have administrative rights to make changes to the electronic folders for purposes of record management.

3.05 User level security is to be identified by the employee's respective Director and/or CAO, and will be implemented by the IT Coordinator.

3.06 Each User is responsible for keeping documents in the folders identified by the Electronic Records Management table. These may be amended as necessary by administration. (Appendix I) If there are any questions regarding the location of a document that cannot be resolved by the respective Director then the CAO in consultation with the Records Coordinator will provide the final determination.

3.07 Directors are to review, on a regular basis, their respective areas' records management. Periodic review of Records Management together with the Director and the Records Coordinator will report any findings directly to the person(s) responsible for those documents as the owner of the document(s) is ultimately responsible for the compliance of the Guidelines se by the Records Coordinator.

3.08 Records of each backup are to be kept by the IT Coordinator.

TITLE: RECORD MANAGEMENT

3.0 STANDARDS/GUIDELINES (cont.)

3.09 All electronic systems downtime is to be recorded by the IT Coordinator. This will include the nature of the problem and the appropriate resolution.

3.10 Document Description and naming must be concise, meaningful to others, and comply with requirements as outlined in Appendix I.

3.10.1 File and Folder names must be descriptive of the documents, *abbreviations or codes must be readily understood by regular file users.*

3.10.2 Summary and/or Description fields must be filled out to definitively describe the file or folder.

3.10.3 All custom fields that are applicable to the description of the document must be filled out, for example the legal address or roll number fields.

3.10.4 The first letter of the document name must be capitalized.

3.10.5 The first letter of a proper name is to be capitalized.

3.10.6 Acronyms must be capitalized.

3.10.7 Only one space between words.

3.10.8 No other characters are to be used in the place of spaces (eg underscores).

3.10.9 File names must be descriptive of the content of the document and must not rely on the names of the parent folders for part of the description.

3.10.10 All folders and records that are to be located within the system must be stored in accordance to the records guidelines and the folder structure maintained by the Records Coordinator.

3.10.11 When an item cannot be brought into the digital records system but is necessary to be kept, it will be filed physically and a reference to the physical item and its location will be placed within the records system. This might include items such as maps, plaques or photographs that are too large to be scanned in.

TITLE: RECORD MANAGEMENT

3.0 STANDARDS/GUIDELINES (cont.)

3.10.12 The records retention and scheduling for the Town of Slave Lake will meet or exceed those recommendations of Municipal Affairs as outlined in the Municipal Administrators Handbook, Volume 4 Location R. (Appendix II)

TITLE: RECORD MANAGEMENT

4.0 Filing PROCEDURES

The following rules and procedures are established for the Directors and other staff to support the carrying out of these responsibilities in a consistent and systematic manner.

4.01 Set Up:

4.01.1 All paper stored files will be coloured as follows:

a) White File Folder – annually assigned coloured label – green hanging file represents the temporary yearly file,
b) Blue File Folder – blue label – blue hanging file represents the mandatory yearly (subject) file.
c) Yellow Hanging file represents land base file.

4.01.2 All files follow the same format as all digital filing. (Appendix I for full descriptions).

4.02 Incoming:

4.02.1 Administrative Staff to distribute all daily incoming mail.

4.02.2 Designated department staff person will scan all incoming originals and will file according to the respective filing tree per this policy and then provide the appropriate staff with the original copy. A Director can determine if an original hard copy needs to be retained.

4.02.3 Inactive working/project documents and files are to be filed in designated file areas in the appropriate format.

4.02.4 Documents to be permanently retained must always be filed in folders designated for permanent retention. Items to be filed for permanent records will be marked with an asterisk (*) at the end of their file number.

4.02.5 All digital forms and files will be marked with the file name and file path in the footer of the document.

TITLE: RECORD MANAGEMENT

4.0 POLICY PROCEDURES (cont)

4.03 Outgoing:

4.03.1 All personnel files are under the control of the Administrative Services Coordinator and accessible only to the employee, CAO, and the respective Director. The Director of Finance has access to all personnel file documents relevant to payroll. The immediate supervisor has access to file documents pertinent to hiring, evaluation and discipline. Exceptions to file access must be approved by the CAO.

4.03.2 The FOIP Coordinator shall process and approve all requests for information received under the Freedom of Information and Protection of Privacy (FOIP) Act.

Requests for non-routine information, i.e. information the Town of Slave Lake does not routinely release in the course of its operations, shall be referred to the FOIP Coordinator for approval.

The Chief Administrative Officer and Directors may release non-routine information, at their discretion, subject to the requirements of the FOIP act.

4.03.3 Anyone removing a paper file must sign it out on the applicable "sign out" form.

4.04 Agreement File:

4.05.1 Upon receiving an agreement, the Administration Clerk will assign file number by category letter, number and year. Categories and Agreements listings are found under Administration in the digital filing tree.

Ie. L = Lease; E = Easement

4.05.2 Agreements from 1989 to present are arranged by this system. Agreements previous to 1989 follow a letter/3 digit number system.

4.06 Paper File Maintenance:

4.06.1 File folders will be maintained in a neat and orderly fashion employing the use of a two-hole punch with metal fastener.

TITLE: RECORD MANAGEMENT

4.0 POLICY PROCEDURES (cont)

4.06.2 All paper records will be stored in white file folders in reverse chronological order (most recent on the top).

4.06.3 Our goal is to have a full digital file system as possible and that all paper files will have a corresponding digital file filed accordingly.

4.07 Year-End:

4.07.1 In late December each Department assistant will initiate the set-up of the next year's files, both paper and electronic, plus or minus those files agreed to by assistant and department Director .

4.07.2 Filed records marked with an asterisk (*) will be moved to the Archived drive as appropriate, unless it is an active document then it will be kept in the active drive.

4.07.3 In early January, each file of the previous year containing correspondence on the right-hand side only of the file folder shall be placed into appropriately labeled cardboard file storage boxes. Each box shall be marked with the year it should be destroyed (i.e.. Destroy-2009).

NOTE: This excludes certain ongoing Engineering and Development files (ie. Pre-development working files) which shall not be stored away. They will remain with the new file only to be filed upon completion of the project.

4.08 Land Base File:

4.08.1 As stated in Standards/Guidelines, the Land Base is a permanent on-site filing system. Note: Permanent on-site can also be determined to include digital filing, not necessarily paper filing.

4.08.2 Overall maintenance of the Land Base is the responsibility of the Accounting Supervisor and the Planning Department Assistant.

4.08.3 Any new files (ie. Subdivisions generated by the Planning department) shall be set up by the Planning Department Assistant.

TITLE: RECORD MANAGEMENT

4.0 POLICY PROCEDURES (cont)

4.08.4 Under no circumstances shall a file be removed from the Land Base system. A document may be removed for photocopying purposes only.

4.08-5 Any correspondence received by a specific department shall be filed by the department assistant, or if determined may be destroyed accordingly.

4.09 Retention and Scheduling of Municipal Records:

4.09.1 Record retention shall be as recommended by Alberta Municipal affairs as recorded in the "Municipal Administrator's Handbook" Volume 4. (Appendix II)

4.09.2 In March of each year the Director of Finance and Administrative Services Coordinator will go through all stored files and destroy those that are marked for disposal, based on the recommendations of Alberta Municipal Affairs. Those records to be destroyed shall be done in a manner to assure that the records are unrecognizable and unobtainable, ie. Burned in an incinerator.

NOTE: Stored files include all paper and digital files.

TITLE: RECORD MANAGEMENT

Appendix I

Departments	Sub-Functions (01-10)
- Administration	01 – Policies, Procedures
- Common Forms and all staff Information	02 – Agreements
- Community Services	03 – Related Committees/Boards/ Meetings
- Finance	04 – Associations/Affiliations
- Legislative	05 – Tenders/Purchase agreements
- Operations	06 – General Correspondence
- Planning and Development	07 – Plans, Regulatory and Statutory
- Protective Services	08 - Forms
	09 - Legal
	10 - Public Requests, complaints,

TITLE: RECORD MANAGEMENT

Appendix II

Retention and Scheduling of Municipal Records

In section 214 of the Municipal Government Act (MGA) there is provision for a council to pass a bylaw regarding the destruction of records and documents in the municipality. Therefore, some guidelines need to be established for a suggested retention schedule for the disposition of a number of municipal records.

Generally, there are four reasons for retaining records:

Administrative value — Records have value to the municipality if they assist in the performance of current or future activities. Normally these records lose their value shortly after completion of their activity and therefore few would be retained. An example would be a routine response to an inquiry for information on the date of a council meeting.

Legal value — The value of these types of documents usually does not diminish over a period of time. These documents are usually required by legislation. Bylaws, minutes, and land transactions are examples of this type. Your lawyer can assist you in determining legal value.

Fiscal value — These records relate to financial transactions, such as, financial ledgers, debenture records, audit files, budget files, expenditure files, etc.

Research/Historical value — Records that may contain information on persons, places, and events as they relate to major milestones, history, or development of the municipality and its citizens. These documents are often transferred to the public archives for long-term retention. The 50th anniversary celebration documents would be an example.

The records authorized for closure should be identified as:

- File closed after calendar year ending December 31 **(Calendar year—CY)** • File closed after information is superseded (replaced or take the place of) or obsolete (no longer in use) **(S/O)**

The records for final disposition can be identified as:

- Destroy (D)
- Selective Retention (SR)
- Archives (A)
- Review (R)
- Transfer (T)

TITLE: RECORD MANAGEMENT

All records authorized for disposition should be physically destroyed in the presence of a witness. A written statement, attesting to which records were destroyed should be signed by the official and the witness and retained on file as a permanent record.

You may have material that you wish to have transferred to the Provincial Archives of Alberta, on permanent loan or permanent transfer (donation) basis. The proper authority should be obtained, the material listed, and the listing and covering letter retained on file.

You can contact the Provincial Archives of Alberta at 8555 — Roper Road, Edmonton, Alberta T6E 5W1 or by phone at (780) 427-1750

Should you have a quantity of records and are unsure of their research or historic value, the private manuscript section of the provincial archives, (telephone (780) 427-0069), will agree to view the records and arrange for the transfer of the records if of archival value. There is **no charge** for this service.

If you are required to reactivate documents that have already been scheduled for closure or final disposition, it is suggested that reactivated documents should be kept for the original retention period from the date they were reactivated. This suggestion is due to court rulings.

Records and the Limitations Act

Municipalities should ensure that Chapter L-12 of the Limitations Act is reviewed before implementing a records retention bylaw and disposition schedule.

Specifically, the Limitations Act, states in part that the limitation periods under section 3(1), subject to section 11 is 10 years after the claim arose, whichever period expires first, the defendant, on pleading this Act as a defense, is entitled to immunity from liability in respect of the claim.

And; Judgment for payment of money, section 11 states that if, within 10 years after the claim arose, a claimant does not seek a remedial order in respect of a claim based on a judgment or order for the payment of money, the defendant, on pleading this Act as a defense, is entitled to immunity from liability in respect of the claim.

Records and the Freedom of Information and Protection of Privacy Act

Again municipalities should ensure that the Freedom of Information and Protection of Privacy Act (FOIP) is reviewed before implementing a records retention bylaw and disposition schedule.

TITLE: RECORD MANAGEMENT

A municipality cannot destroy records to evade a request for information under FOIP. Under FOIP, individuals can request, and have a right to, access any record in the custody or under the control of a municipality. This right does not extend to information excepted from disclosure, (i.e. the Act allows municipalities to withhold certain information). If the information can reasonably be severed (removed or blanked out), then a requester has a right of access to the remainder of the record.

Most municipalities have established, by bylaw, a fee structure for copies of routinely available information. The release of other information under a FOIP request must not exceed the maximum amount stipulated in the regulation (Alta. Reg. 200/95). A bylaw must be passed to either adopt the schedule in Reg. 200/95 or something lesser.

A "Record" is defined as a record of information in any form and includes books, documents, maps, letters, papers and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or any mechanism that produces records. Any hand written notes may also be accessible to the public.

You can legally and routinely discard records that have only short-term, immediate, or no value to your organization that you won't need again in the future. These records are called **transitory records.** Transitory records can include telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (either paper, voice or electronic). If the information in a record will have some future administrative, financial, legal, research, or historical value, then you should file the record.

Electronic Records, like other records, should be identified, organized, made accessible, and retained as long as needed to support your municipal business. All of your documents that are created by electronic means should be managed and identified as a **"Substantive Record"** (having administrative and operational values) or "Transitory Record". If it is a "Substantive Record", create a directory and or sub-directory on a shared drive on the system to store you electronic records. There may be a need to control the deletion or change of file names and unauthorized access to certain records. Ensure backup measures are in place, so information can be restored in case of a system crash or the system is damaged in some other way. Your system may have the capability to program the retention of your records through a specific action to be erased automatically after a specified period of time. You should remove personal and transitory records from your directories and sub-directories on a regular basis.

Municipalities should review the types of records being retained. The record should be assessed to determine if all information in the record is necessary for the

TITLE: RECORD MANAGEMENT

purpose of the record. If there is nonessential information, consideration should be given to reworking the type of record to avoid time severing information that may have been retained unnecessarily.

The following disposition schedule is a "RECOMMENDED" criterion only. Each municipality should determine, on an individual basis, if the criteria fits its requirements.

It is important that you move your records through the active, inactive, and obsolete/destruction cycles.

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by a "P" (permanent retention) or expressed by a number of years, for example 5 (five years), or other specific comments such as "until superseded" or "upon replacement", etc.

TITLE: RECORD MANAGEMENT

Records Retention Schedule

Subject	Description	Suggested Retention Period
Accountants	Working Papers	7 Years
Accounts	Paid (summary sheet)	7 Years
	Payable vouchers	7 Years
	Receivable Duplicate Invoices	7 Years
Administration	Reports (not part of minutes)	7 Years
	As per Legislation	7 Years
Advertising	General	2 Years
	As per Legislation	7 Years
Agendas (Includes related reports)	Part of Minutes	P
Agreements	General	10 S/O
	Development	10 S/O
	Major Legal	10 S/O
	Minor Legal	10 S/O
Annexations	Correspondence	7 Years
	Final Order	P
Annual Reports		5-7 Years
Annual Reports	Local Boards	5-7 Years
Applications	Unsuccessful Employment Applications	1 Year
	Part-time Employees (after end of employ)	1 Year
Appointments	Other Than Those in Minutes	3 years
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5 Years
	Appeals	10 Years

TITLE: RECORD MANAGEMENT

Subject	Description	Suggested Retention Period
Assessment (cont.)	ARB Records	7 Years
	Duplicate Roll	7 Years
	Review Court Records	7 Years
Assessment Appeal	Board File	5 Years
Assets		20 Years S/O
	Records of Surplus	5 Years
	Temporary Files	2 Years
Bank	Deposit Books	7 Years
	Deposit Slips	7 Years
	Memos (Credit/Debit)	7 Years
	Reconciliations	7 Years
	Statements	7 Years
Boards	Minutes	P
	Authority & Structure	5 Years S/O
	Correspondence	5 Years
Briefings/Reports	To Council	7 Years
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	7 Years
Bylaws	All	P
Cash	Receipts Journal	7 Years
	Disbursements Journal	7 Years
	Duplicate Receipts	7 Years
Certificates	of Title	P
Census	Reports	10 Years
Cheques	Cancelled (paid)	7 Years
	Register	7 Years
	Stubs	7 Years

TITLE: RECORD MANAGEMENT

Subject	Description	Suggested Retention Period
Claims	Notice of	10 Years S/O
	Statements of	10 Years S/O
Committee	Minutes	P
Compensation	Records	10 Years
Contracts	Filed (completion of)	10 Years S/O
	Forms	10 Years
	Major Legal	10 Years S/O
	Minor Legal	10 Years S/O
Council	Minutes	P
Court Cases		10 Years S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	10 Years S/O
	Agreements Major Legal	10 Years S/O
	Agreements Minor Legal	10 Years S/O
	Contracts Legal	10 Years S/O
	Easements	10 Years S/O
	Leases (after expiration)	10 Years S/O
	Notices of Change of Land Titles	10 Years S/O
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental etc.	7 Years
	W.C.B. Claims	60 Years

TITLE: RECORD MANAGEMENT

Subject	Description	Suggested Retention Period
Financial Statements	Interim	10 Years
	Working Papers	3 Years
	Final	10 Years
Franchises		P
HR Files	Job Applications (hired)	60
	Job Descriptions	3 Years (after position abolished)
	Oaths of Office	1 Year (after position vacated)
	Personnel File	60
Income Tax (Payroll)	Deductions	7 Years
	TD1	7 Year
	T4	7 Years
	T4 Summaries	7 Years
Inquiries	From the Public	3 Years
Insurance	Claims	10 Years (after settled)
	Records (after expiration)	10 Years
Land	Appraisals	1 Year (after sold)
Leases	After Expiration	7 Years S/O
Legal	Opinions	10 Years S/O
	Proceedings	10 Years S/O
	Writs	10 Years
Legislation	Acts (after superseded)	1 Year
Licenses	Applications	3 Years
	Business (after expired)	5 Years
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P

TITLE: RECORD MANAGEMENT

Subject	Description	Suggested Retention Period
Maintenance Reports		10 Years
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Building Values	10 Years
Municipal Affairs	Annual Reports	5 Years
Municipal Reserve Disposals	Records	7 Years
Organization	Structure & Records	5 Years
Payroll	Garnishees Individual Earning	7 Years
	Records	60 Years
	Journal	60 Years
	Time Cards	7 Years
	Time Sheets-Daily	7 Years
	-Overtime	7 Years
	-Weekly	7 Years
	Employment Insurance	7 Years
Permits	Development	P
Petitions		7 Years
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5 Years
Progress Reports	Project	7 Years
	Under Contract (final payment)	7 Years S/O
Property Files (Municipally Owned)	Appraisals	Until Sold + 10 Years
Prosecution	All	10 Years S/O

TITLE: RECORD MANAGEMENT

Subject	Description	Suggested Retention Period
Publications	Local Reports	3 Years
Purchase	Land	Until Sold + 10 Years
Purchase Orders	Books	7 Years
	Duplicate (with invoice)	7 Years
	Paid (with invoice)	7 Years
Receipts	Books	7 Years
	Duplicate Cash	7 Years
	Registration	7 Years
Receptions & Special Events (non historic)		3 Years
Reports	Accident	10 Years S/O
	Accident Statistics	10 Years S/O
	Field	10 Years S/O
Resolutions	Minutes	P
Road Closures	Reports	7 Years
Subdivision	After Final Acceptance	15 Years
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7 Years
	Final Billing	10 Years
	Municipal Credits	7 Years
	Receipts	7 Years
	Rolls	P
	Sale Deeds	P
Termination	Employees	P

TITLE: RECORD MANAGEMENT

Subject	Description	Suggested Retention Period
Tenders (Request for Proposals)	Files Successful Purchase Quotations Unsuccessful	10 years 10 Years 10 Years 2 Years
Traffic	Streets	7 Years
Training & Development Files		5 years
Trial Balances	Quarterly Year End	7 Years 7 Years
Vendors (Standard Offer Agreements-SOA)	Acknowledgments To Contracts Suppliers Files	2 Years 10 Years 10 Years
Vouchers (invoices)	Duplicate	7 Years
Weed Control Reports	Until Updated	1 Year
Zoning	Bylaws Bylaw Enforcement	P 5 Years

TITLE: Distribution of Promotional Items

POLICY

POLICY STATEMENT:

To promote good will, public relations and tourism in Slave Lake through the focused distribution of Town promotional items.

POLICY OBJECTIVES:

1. To establish and manage a consistent method of distribution of promotional items.

2. To ensure fairness of distribution to all interested individual/groups wanting promotional items.

3. To ensure budget control of the Municipal Corporation of the Town of Slave Lake regarding promotional items.

Signed: _____ Date: _____

TITLE: Distribution of Promotional Items

POLICY

1.0 Definitions

1.01 Town Logo – The logo of the Town of Slave Lake was adopted by resolution of Town Council, and registered with Consumer & Corporate Affairs Canada Trademarks.

1.02 Promotional Items – Items stated in this policy to be given to individual/groups for promotion of the Town of Slave Lake.

1.03 Town Pin – As stated in this policy to be given to individual/groups for promotion of the Town of Slave Lake.

2.0 Responsibilities

2.01 a) Executive Assistant to: Ensure that an adequate stock of promotional items is kept and additional supply is ordered when necessary.

b) Executive Assistant to: Undertake the distribution of promotional items in accordance with this policy.

c) Chief Administrative Officer to: Administer and recommend changes to the policy & procedure.

2.02 Town Council & Employees to: Ensure that all requests and acquisitions of promotional items be through the Executive Assistant

2.03 The Executive Assistant will provide the Economic Development Officer with Promotional Items (and price list) for sale and promotion of the Town as required.

3.0 Standards

3.01 Promotional items:

TITLE: Distribution of Promotional Items

POLICY

3.02 The Mayor, Council member senior management and permanent Town Staff will receive the required amount of Promotional Items needed for individual and outside direct distribution as promotion for Slave Lake, but will need a code submitted for Inventory Transfer.

3.03 Additional items may be issued to employees for their use for the good will of the Town upon request to the Executive Assistant.

3.04 Upon written requests to the Executive Assistant, individual citizens, and other local governments will receive a town pin (i.e. Pin collector from out of town).

3.05 Written requests given to the Executive Assistant by local/regional groups/organizations who have been specifically invited (not general public) community groups/organizations for conventions, seminars, sporting events and cultural gatherings in Town, may receive the following promotional items:

- Town pins – to a maximum of (3) three per person will be provided at no cost. Additional pins and other promotional items may be purchased as per the Administrative Rates Bylaw.

3.06 Written requests given to the Executive Assistant by groups/organizations of the Town that are attending unique non-routine conventions, seminars, sporting events and cultural gatherings outside of Town, may receive the following promotional item:

- Town pins – to a maximum of (3) three will be provided at no cost. Additional pins and other promotional items may be purchased as per the Administrative Rates Bylaw.

TITLE: Distribution of Promotional Items

POLICY

3.07 Requests for promotional items, may be purchased from the Executive Assistant at the rates stated in the Administrative Rate Bylaw. If promotional value has a merit the Executive Assistant at his/her discretion may provide additional items at no charge.

3.08 Any Town business that would like to market Town pins may purchase them from the Executive Assistant at costs established in the Administrative Rates Bylaw.

3.09 Retailers purchasing Town pins may do so at a cost recovery fee per pin. (as specified in the Administrative Rates Bylaw)

3.10 Municipal lapel pins and other promotional items will be purchased/replenished by the Executive Assistant on an as needed basis and/or as requested by the CAO and/or the Mayor.

3.11 All Town Pins and Promotional Items will be tracked and distributed by the Executive Assistant.

TOWN OF SLAVE LAKE

CATEGORY: Administrative
POLICY #: C.d. 010
OWNER DEPT: CAO
COUNCIL APPROVAL: February 28,1989

REVISED: June 7, 2006

TITLE: CONDUCTING COMPARATIVE SURVEYS

POLICY

POLICY STATEMENT:

The Town of Slave Lake recognizes the benefit of occasionally gathering comparative information as background for matters requiring a decision and shall ensure that all comparative surveys are meaningful, consistent, free of bias and adequate considering the circumstances.

POLICY OBJECTIVE:

The objective of this policy is to:

1. To identify municipalities that normally would be used when comparative surveys are prepared.

2. To clarify how surveying/sampling may be altered from the normal list without damaging integrity.

TITLE: CONDUCTING COMPARATIVE SURVEYS

POLICY

GUIDELINES

The following lists are to be used to ensure maximum consistency and continuity when the Town of Slave Lake conducts comparative surveys:

Type I - For surveys of Towns within the Slave Lake Region.

1.	Athabasca	2,415
2.	Barrhead	4,213
3.	High Prairie	2,820
4.	Swan Hills	1,807
5.	Westlock	4,820
6.	Whitecourt	8,747

Population Average 4,137 vs. 6,600 in Slave Lake

Type II - For surveys of towns with relatively similar characteristics re. economy, population, etc.

1.	Bonnyville	5,896
2.	Drayton Valley	6,210
3.	Edson	8,365
4.	Peace River	6,240
5.	Rocky Mtn House	6,584
6.	Hinton	9,405
7.	Whitecourt	8,747

Population Average 7,350 vs. 6,600 in Slave Lake

*All population figures are 2005 levels or the latest population reported to Municipal Affairs Department.

2. In circumstances unique to a specific survey, and with the prior approval (before surveying) of the Town Manager a survey may gather and use data from town's other than those listed above.

3. Whenever Town Administration obtains survey data directly from other towns, they will return a copy of the compiled data to all contributing municipalities.

TOWN OF SLAVE LAKE

TITLE: DISPOSAL

POLICY

POLICY STATEMENT:

The Town of Slave Lake will, when material or equipment become unserviceable or surplus to its requirements, dispose of such goods by sale, transfer, donation or otherwise, sales will be carried out in a publicly accountable fashion that seeks to maximize income or community benefit. If the equipment or material is to be replaced, the Town favors using the old equipment or material as trade-in if financially wise.

POLICY OBJECTIVE:

The objective of this policy is to provide guidance in the methods used for the disposal of surplus goods.

TITLE: DISPOSAL

POLICY

1.0 Definitions:

1.01 Goods - Materials and equipment.

1.02 Serviceable - Material or equipment fit to be used for its intended purpose.

1.03 Surplus - Goods for which continued retention would serve no useful purpose and result in unwarranted expense for repairs, increasing obsolescence or deterioration.

1.04 Unserviceable - Material or equipment not serviceable and not able to be made serviceable, but may have some value in its original form.

2.0 Responsibilities:

2.01 Town Council to:

To approve (through budget or specific resolution) all items for disposal of goods over $5,000.00 and to approve any restricted method of disposal.

2.02 Town Manager to:

Approve all goods for disposal with an estimated replacement value of up to $5,000.00.

2.03 Department Managers to:

Advise Secretary-Treasurer of surplus goods in their department regularly when identified.

2.04 Secretary Treasurer to:

(a). Approve all goods for disposal with an estimated value of less than $1,000.00.

(b). Be responsible for the organizing, advertising & disposal, bill of sale issuance and insurance
collection of goods declared surplus.

(c). Selecting the best method of disposal to be used. He will seek input and agreements with client
departments.

TITLE: DISPOSAL

POLICY

3.0 Eligibility Restriction –

Employees of the Town who are directly involved in the procedures set out in this policy for the sale of surplus assets and their immediate family and/or agents, will be excluded from bidding on or acquiring such sales, except when goods are being sold at a public auction by contracted auctioneers.

4.0 Methods of Disposal - Will include:

4.01 Transfer to another department.
4.02 Sale through Public Tender.
4.03 Sale through Public Auction (in Town or Out-of-town when locally lost or found items are involved).
4.04 Trade-in.
4.05 Restocking with originals or franchised supplier.
4.06 Donation as directed by Town Council.
4.07 Negotiated sale as approved by Town Council.

NOTE:Donation or negotiated sale are restricted methods of disposal.

5.0 Procedure:

5.01 All Town identification must be removed from surplus items by the client department before sale to the public:

(a). Town insignia.
(b). Fleet numbers.
(c). License plates.

5.02 All revenues received will be credited as a revenue source under the department that identified the items as surplus.

5.03 Normal rules of Public Tendering will apply:

(a). Sales are "as is where is".
(b). No implied warranties.
(c). Accessories, etc., must be removed before public viewing.
(d). Deposit of 10% is required on public sales through the tender process.

TOWN OF SLAVE LAKE

TITLE: PUBLIC SERVICE

POLICY

POLICY STATEMENT:

The Town of Slave Lake will provide, through all Town staff, a courteous approach followed by positive action in response to requests for service from the public.

POLICY OBJECTIVE:

The purpose of this policy is:

1. To develop and maintain a high level of citizen confidence in all aspects of the Town's operation by ensuring that all requests receive an appropriate response.
2. To ensure that citizens are promptly connected with the appropriate person and department who will address the requests for service and provide the service where appropriate.
3. To provide a standardized approach that consistently, accurately and efficiently processes enquiries and requests.
4. To identify recurring public service requests, so that appropriate departmental action to concerns, can be carried out.
5. To document enquiries and service requests for legal, statistical and reference uses in the future.

TITLE: PUBLIC SERVICE

PROCEDURE

1.0 DEFINITIONS

1.01 Information requests:

A citizen's request when the town's response is limited to providing information, ie. which day garbage is collected in an area, 5 year tax and assessment history on a property, town events.

1.02 Service Requests:

A citizen's request when the Town's response involves action beyond searching for information. ie. pothole on town street or swing-set in town park needs repair, a private lot is unsightly and needs to be enforced for clean-up.

1.03 Policy-related service requests:

A request for service involving a change in the normal approved service levels of the Town. ie. ice opened in August at Arena, Town to implement dust control back lanes.

1.04 Responses:

Action or a plan for action that is to the person who made the service request.

1.05 Second-time service request:

A request for service, which is made for a very routine service, the citizen should have received without request or, a request for service the second time by the same citizen on the same matter.

1.06 Department Administrative Assistant:

Any person designated by the department manager to act as such.

TITLE: PUBLIC SERVICE

PROCEDURE

2.0 RESPONSIBILITIES

2.01 Department Managers:

To ensure all service requests are handled in a timely, efficient and courteous manner. Ensure all staff are aware of applicable policies and procedures. Manager must take action on requests concerning personnel or policy and also maintain an overall picture of service requests for their department.

2.02 Foreman/Other Responder:

To investigate and act on all service requests as received. Communicate response to citizen. Document as required.

2.03 Department Administrative Assistant:

To ensure proper assignment, completion, coding, invoicing and filing of service requests.

2.04 Staff Receiving Call:

To record accurate and complete information on Service Request Form as request is received and forward to Department Administrative Assistant.

TITLE: PUBLIC SERVICE

PROCEDURE

3.0 STANDARDS/GUIDELINES

3.01 All requests for services requiring action must be recorded and a copy given to the appropriate person (s) and/or department.

3.02 Requests for information only, do not need to be recorded unless the information requested will take substantial time to research and/or may meet Freedom of Information and Protection of Privacy (FOIP) requirements.

3.03 A) The staff receiving the citizens call will accept and write up the complete service request information if the Department Administrative Assistant and probable responder (ie. Foreman) are not readily available.

B) If requests are presented in an abusive or vulgar manner the person receiving the request may interrupt the call to ask the callers name and request that they calm down and speak in a civil manner or the call will be terminated. If the caller does not respond to the request, forward the call to the Department Manager or if that is not possible, terminate the call, and record the incident.

3.04 Any staff providing information to a citizen will be responsible for the accuracy of that information. If there are any questions if the information to be given meets FOIP requirements, the information should be passed by the FOIP coordinator prior to its release.

3.05 The citizen calling in the complaint will be advised:

-immediately which department and foreman/other responders name will handle the matter.

-the action taken or planned on the service request form, unless this is self-evident.

3.06 Emergency requests shall be responded to the same day while routine requests shall be responded to within a maximum of 5 working days.

TITLE: PUBLIC SERVICE

PROCEDURE

3.0 STANDARDS/GUIDELINES (CONT.)

3.07 Anonymous service requests will be accepted and recorded as such, and acted on in a similar manner to all other service requests.

3.08 Policy related or second-time service requests will be referred to Department Manager.

3.09 Unless an emergency, if the service request will require payment to the Town for service, written authorization must be received from the person requesting the service before work begins.

3.10 All invoicing of service requests shall be forwarded to the Finance Department within 7 days of completion of work.

3.11 All completed request for service forms dealing with a specific property shall be filed in land base file, otherwise filed in the appropriate subject file.

TITLE: PUBLIC SERVICE

PROCEDURE

4.0 PROCEDURE

4.01 Staff receiving call:

-To direct service requests to appropriate department accurately and completely record all information on Section "A" of the Service Request Form (Appendix A).

-To deliver complete form to appropriate department.

4.02 Department Administrative Assistant:

-To assign file number and classify, emergency or routine. Forward two copies of request to appropriate responder. If possibility of an emergency situation exists also contact Foreman or Department Manager by phone.

-If written request, attach copy to service request form.

-Give 1 copy (pink) to Senior Manager to assure follow-up.

-Monitor timely completion of service request (using pink copy) and inform Department Manager of problems.

4.03 Foreman (or Other Appropriate Responder)

-To investigate request and schedule/undertake proper remedial action. Consultation with Department Manager and/or other departments may be required.

-Ensure Completion of section D (by self or staff).

-If service request will result in invoicing by the Town, the authorization (section C) must be completed and signature of person or designate obtained prior to proceeding with service. The person should receive a copy of authorization.

4.04 Senior Managers

-To ensure all service requests are completed to a satisfactory conclusion within specified time frames.

-Provide assistance to Foreman/other staff as required in concluding requests.

TITLE: PUBLIC SERVICE

APPENDIX

4.0 PROCEDURE (CONT.)

This is a listing of major responsibilities of each department as of September 2005 to assist in proper forwarding of service requests for action: Note after hour contact number where applicable.

BY-LAW: 849-1633 & 805-2135

- Animal Control (Dogs, etc.)
- Bicycle Safety
- Enforcement (Regulatory)
- Illegal Parking
- Lost & Found
- Provincial Statutes, ie. Dangerous Dog Act
- Taxi Cabs
- Unsightly Premises
- Weed Control

DEVELOPMENT:

- Building Permits
- Development Permits
- Drainage
- Easement & caveats on property titles
- Grades or Evaluations
- Planning
- Requests for borrowing engineering equipment
- Subdivisions
- Utilities (tie-ins & construction inspections)
- Land Transactions

TITLE: PUBLIC SERVICE

APPENDIX

4.0 PROCEDURE (CONT.)

FINANCE:

- Accounts - payable/receivable
- All Billings
- Census
- Collections
- Elections (Municipal, School Board, Hospital)
- Expense Accounts
- Investments
- Insurance Claims
- Legal Descriptions
- Office Supplies
- Personnel -Payroll
- Purchasing Policy
- Tax Certificates, Assessment
- Debentures

ADMINISTRATION:

- Town Office Maintenance
- Council Decisions/Meetings
- Office Security
- Human Resources/Personnel Files
- Records Management (Bylaws, Agreement files, Minutes, Agenda, Policies)
- Municipal Clerk
- Legislation -Municipal Government Act , Employment Standards, FOIP

TITLE: PUBLIC SERVICE

APPENDIX

4.0 PROCEDURE (CONT.)

FIRE:

- Fire Protection/Rescue
- Fire Prevention
- Hazardous Waste
- Inspections
- Mutual Aid-Fire Protection
- Permits-Burning/Fireworks
- Tours/Classroom Education
- Volunteer Members

OPERATIONS: Public Services- 805-1631, Utilities – 805-5225

- Asphalt Repair
- Back Lanes
- Complaints, re: operator behavior, speeding in trucks, etc.
- Fire Hydrants - repairs, painting
- Garbage pick-up and waste disposal site
- Hazardous waste – disposal
- Roads – Rehabilitation, grading, parking lots
- Sewage disposal, collection
- Sidewalk repairs
- Sign requests – speeding, warnings, parking
- Signal lights – bulbs out, timing, etc.
- Snowplowing/clearing
- Street sweeping

TITLE: PUBLIC SERVICE

APPENDIX

4.0 PROCEDURE (CONT.)

OPERATIONS:

- Street line painting
- Utilities (locates)
- Water lines – new connection, low pressure, rental, meters
- Water treatment & quality
- Capital Projects

COMMUNITY SERVICES:

- Arena/Parks (bookings, maintenance)
- Community Programs
- Cross Country Ski Tracks
- Grass Cutting
- Joint Use (bookings, using school facilities)
- Litter Collection (summer)
- Outdoor Rinks
- Sports Fields (bookings, maintenance)
- Northern Lakes Aquatic Centre
- Walkway/trail snow clearing
- FCSS

TITLE: PUBLIC SERVICE

APPENDIX

4.0 PROCEDURE (CONT.)

TOWN MANAGER:

- Disaster Services
- Legal Matters
- Matters related to: Library, RCMP, Tourism & Economic Development
- Overall Town Image Matters
- Policy Development
- Public Communications
- Personnel – ethics & courtesy

TITLE: DEVELOPMENT CHARGES

POLICY

POLICY STATEMENT:

The Town of Slave Lake will annually adjust the Development Charges, as set forth in the prevailing Development Charge Bylaw, to reflect the inflationary increases to the market in Alberta.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Ensure the Development Charges are adjusted regularly to avoid significant increases due to inflationary changes that have not been considered and/or reflected in the Charges.

TITLE: DEVELOPMENT CHARGES

PROCEDURE

1.0 DEFINITIONS

1.01 Alberta Consumer Price Index:

For the purposes of this policy, the CPI value used shall be the Alberta Consumer Price Index value at December 31st of the previous year.

1.02 Consumer Price Index:

The Consumer Price Index (CPI) is an indicator of changes in consumer prices experienced by Canadians. It is obtained by comparing through time, the cost of a fixed basket of commodities purchased by consumers. Since the basket contains commodities of unchanging or equivalent quantity and quality, the index reflects only pure price movements.

1.03 Development Charges:

Development Charges are defined as those costs assessed by the Town of Slave Lake against land developers for their proportionate share of the costs of municipal infrastructure systems constructed by the Town which benefit the development areas. In the Town of Slave Lake, these development charges are comprised of Off-Site Levies and Developer Contributions.

1.04 Development Charge Bylaw:

The Development Charge Bylaw shall be the current bylaw and any amendments thereto as approved by Council.

TITLE: DEVELOPMENT CHARGES

PROCEDURE

2.0 RESPONSIBILITIES

2.01 Town Council :

Approves the Development Charge Bylaw and any amendments thereto.

2.02 Chief Administrative Officer (CAO):

Ensures annual adjustment to the Development Charges is carried out.

2.03 Supervisor of Planning & Development

Administers the changes to the Development Charges based on the previous years Alberta CPI Value.

TITLE: DEVELOPMENT CHARGES

PROCEDURE

3.0 STANDARDS/GUIDELINES

3.01 The Development Charges are to be adjusted based on the previous year's December 31st Alberta CPI Value.

4.0 POLICY PROCEDURES

4.01 Annual CPI Adjustment of the Development Charges

4.01-1 Each January, the Supervisor of Planning & Development shall obtain the previous years December 31st Alberta CPI Value and shall then apply that value to the current Development Charges as set out in the current Development Charge Bylaw. On January 31st of each year the new adjusted Development Charges shall take affect.

4.01-2 Council will review the Development Charge Bylaw every three years.

TOWN OF SLAVE LAKE

CATEGORY: Administration
POLICY #: C.d. 018
OWNER DEPT: CAO
DATE APPROVED BY COUNCIL: January 20, 2015

TITLE: DEVELOPMENT PROCESS POLICY

POLICY STATEMENT:

The Town of Slave Lake will promote and ensure quality development through clear processes and procedures which outline the obligations of both the developer and the Town.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Ensure the Development Process is consistent with the Town's Development Standards and Procedures.
2. Minimize risk to the Town that might occur through improper design and construction.
3. Facilitate positive relationships between Developer and the Town through clear expectations.
4. Provide a consistent, fair and transparent process.
5. Allow for efficient use of Town resources.

SIGNED: _____ **DATE:** Feb. 5 2015

CAO

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

1.0 DEFINITIONS

1.01 "*Consulting Engineer*" shall mean the consulting Professional Engineer registered to practice engineering in the Province of Alberta, retained by the Developer, at the Developer's expense.

1.02 "*Subdivision Area*" shall mean that portion of the lands which are delineated and outlined in the pertinent Development Agreement.

1.03 "*Town Engineer*" shall mean the Professional Engineer or Engineers employed or retained by the Town at the Town's expense or as otherwise indicated in this Agreement

1.04 "*Acceptance*" shall mean a written acceptance by the Town of the Municipal Improvements, or a portion(s) thereof, required as part of a Development Agreement, prior to the expiration of the Guarantee Period.

1.05 "*Guarantee Period*" with respect to the Municipal Improvements shall mean a period of two (2) years from the date on which the Director of Operations notifies the Developer in writing that the Town has accepted the said Municipal Improvements, or any of them, as constructed and installed by the Developer, and until the issue of the ("F.A.C.") Final Acceptance Certificate, for such Municipal Improvements.

1.06 "*Municipal Improvement*" shall mean and include the following within the Subdivision Area and such of the following as agreed to outside the Subdivision Area:

(a) Sanitary sewers and all appurtenances incidental thereto;
(b) Storm drainage system and all appurtenances incidental thereto;
(c) Water mains, including all fittings, valves and hydrants and other appurtenances incidental thereto;
(d) Service connections from the sanitary sewers, water mains and storm drainage system where required to the property line of lots within the Subdivision Area;
(e) Paved roads and lanes where provided in the subdivision design;
(f) Lighting systems for streets and Public Properties;
(g) Underground electric power lines and facilities;
(h) Natural gas service;
(i) Telephone service;
(j) Cable Television service;
(k) Surface drainage systems for positive lot drainage;
(l) Concrete curbs, gutters and sidewalks;
(m) Preliminary lot grading to permit positive natural drainage;
(n) All traffic signs and traffic control devices, street signs and subdivision entrance signs;
(o) Upgrading of Survey Control Monuments to Development Area Standards and re-establishing network as required by the Town;
(p) Uniform Fencing;

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

(q) Park Development on Dedicated Lands including but not limited to grading and draining to final design grades, placing of topsoil, seeding and landscaping to an approved tree and shrub planting plan;
(r) Landscaping and all other improvements of the Developer's lands, all boulevards, buffer strips, playground areas, and public properties;
(s) All other improvements as listed in Schedule "C";
(t) Oversize of Municipal Improvements to accommodate future developments on lands adjacent to the Subdivision Area.

1.07 *"Town"* shall mean the Town of Slave Lake.

2.0 RESPONSIBILITIES

2.01 Town Council :

Sets the policy with regard to the Development Process and approves development agreements for the development of specific parcels of land.

2.02 Chief Administrative Officer (CAO):

Ensures the policy is applied and makes decisions with regard to deviations to the Town's standards.

2.03 Director of Operations

Ensures the policy is followed and makes decisions with respect to the issuance of the Initial Acceptance Certificate and the Final Acceptance Certificate. Make recommendations to Council with respect to development requests that deviate from the Town's Policies or the Development Standards and Procedures.

2.04 Director of Planning & Development

Ensures the policy is followed and makes decisions with respect to the type of development agreement that will be utilized. Make recommendations to Council with respect to approval of the development agreement and handles requests that deviate from the Town's Policies or the Development Standards and Procedures.

3.0 STANDARDS/GUIDELINES

3.01 All standards and guidelines shall be in accordance with the Town's prevailing Development Standards and Procedures.

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

4.0 POLICY PROCEDURES

PRELIMINARY DISCUSSIONS

4.01 Initial discussions with respect to subdivision should take place with the Director of Planning and Development and the Director of Operations.

4.02 The Developer will be required to present the Town with a Preliminary Development Proposal. The proposal must be in accordance with the Municipal Development Plan and any other planning and engineering studies and reports.

4.03 The Developer shall engage a Consulting Engineer to prepare submissions, drawings, studies and reports.

DEVELOPMENT AGREEMENT

4.04 A Development Agreement may be required from the Town prior to the approval of a development permit application or subdivision application.

4.05 The drafting of Development Agreements will not commence until a decision has been rendered by the Municipal Planning Commission with respect to a subdivision.

4.06 The Developer will work with the Director of Planning and Development and the Director of Operations with respect to the preparation of the Development Agreement.

4.07 The Director of Planning and Development will prepare the Development Agreement based on the standard formula used for all developers and may outsource the drafting of the agreement to the Town's legal counsel. The Type of Development Agreement utilized and the cost recovery of the costs to outsource the drafting of the agreement is established in Policy C.d. 017 Cost Contribution Policy and Policy C.d. 015 Recovery of Legal Cost – Development Agreements.

4.07-1 The Director of Planning and Development will notify the Developer within ten (10) days of Subdivision Approval if in his/her opinion the complexity of the development is such that the drafting of the Development Agreement will be outsourced.

4.07-2 The Director of Planning and Development will ensure the Developer signs the Acknowledgment Form RE: Legal Costs (Appendix "A") prior to engaging legal counsel for drafting of the agreement.

4.07-3 The Director of Planning and Development will provide the Developer with a cost estimate to prepare the Development Agreement and notify the Developer of the Cost Recovery process as established in Policy C.d. 015 Recovery of Legal Costs – Development Agreements. The Developer will be further notified that the cost estimate is for the original draft of the Development Agreement and does not include costs for

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

further amendments to the Development Agreement initiated by the Developer.

4.07-4 The Director of Planning and Development will provide the Developer with a copy of our standard form Development Agreement within seven (7) days of the Developer signing the Acknowledgement Form RE: Legal Costs.

4.07-5 The Director of Planning and Development will provide the Developer with the initial draft of the outsourced Development Agreement within twenty one (21) days of the Developer signing the Acknowledgement Form RE: Legal Costs.

4.08 The Developer will be required to deliver and deposit with the Town, security in the form of an Irrevocable Letter of Credit that guarantees the performance of all the terms and conditions of the Development Agreement. The amount of security required is determined by the Director of Operations in accordance with the Development Standards and Procedures.

4.08-1 Letters of Credit shall be irrevocable and unconditional.

4.08-2 Letters of Credit shall only be accepted if they are issued by a recognized banking institute and shall be subject to the approval of the Town.

4.08-3 Letters of Credit shall contain an automatic renewal clause and the Bank shall provide the Town with notice of expiry.

4.09 The Developer will be required to submit cost estimates, prepared by his/her Consulting Engineer, for the municipal services required for the subdivision.

4.09-1 The Director of Operations will review the cost estimates with the Town Engineer to ascertain if the estimates are reasonable. Within fourteen (14) days of receipt of the cost estimates, the Director of Operations will then notify the Developer and request security in the form of an Irrevocable Letter of Credit in accordance with the Development Standards and Procedures.

4.09-2 Any requests for a form of security other than an Irrevocable Letter of Credit must be approved by Council. In the event the Developer requests an alternate form of security, the Director of Operations will prepare a Report to Council with a recommendation.

4.10 The Development Agreement will include the construction of all Municipal Improvements within the defined "Subdivision Area". This may require the Developer to front-end construction that may benefit future adjacent development lands. The Town will, in these cases allow in the Development Agreement, a recovery mechanism for these

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

shared costs from future developers as a precondition to the Town entering into a Development Agreement with such future developers.

4.10-1 Once the Development Agreement is complete and the Developer has signed and sealed all three original copies, the Director of Planning and Development will prepare a Report to Council with a recommendation for endorsement of the Development Agreement.

4.10-2 Once Council endorses the Development Agreement, the Director of Planning and Development will ensure the Mayor and Chief Administrative Officer sign and seal all three copies of the agreement.

4.10-3 The Director of Planning and Development will send two original signed and sealed copies of the Development Agreement to the Developer along with a copy of the Development Process Package (Appendix "B") and give the remaining original copy to the Administration Department for filing in the Agreements Files.

4.10-4 The Director of Planning and Development will ensure a copy of the Development Agreement is filed in the pertinent Subdivision file.

4.11 Once the Development Agreement has been executed, the subdivision will then be then be registered with Alberta Land Titles.

4.11-1 The Director of Planning and Development will ensure all conditions of Subdivision Approval have been met prior to preparing the Subdivision Authority Approval Letter (Appendix "C"). This will include the receipt of the required security under the agreement.

4.11-2 Once the Subdivision Authority Approval Letter has been signed and sealed by the Chief Administrative Officer, it is sent to the applicant with an Endorsement Cover Letter (Appendix "D"). The applicant then forwards all required documentation to Alberta Land Titles for registration.

4.11-3 The Director of Planning and Development will diarize the date of endorsement to ensure the subdivision has been registered with Alberta Land Titles within the specified one year time frame.

4.11-4 The Director of Planning and Development will notify the Director of Operations once the Development Agreement has been signed and the subdivision has been registered with Alberta Land Titles at which time construction of the municipal improvements may commence.

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

DESIGN APPROVAL

4.12 The Developer must retain a Consulting Engineer who shall be responsible for the design and construction of the municipal improvements and the coordination of power, gas, phone, lighting and cable TV utilities.

4.13 The Consulting Engineer shall initiate preliminary discussions with the Director of Operations and the Director of Planning and Development about the proposed development concepts that may be considered by the Developer. Such concepts shall be in accordance with the various land use planning documents that have been adopted by the Town. Where other alternatives are suggested by the Developer, the Consulting Engineer will be required to supply the necessary design reports, which will support the request for a change in concept. The Director of Operations may require additional design briefs, alternate designs, pre-design report or geotechnical reports in support of a development proposal.

4.14 The Director of Operations will make available information, plans, reports or other details that might have been previously prepared and which may be relevant to the proposed development.

4.15 All municipal services shall be designed and constructed in accordance with the prevailing Development Standards and Procedures and shall be in accordance with accepted engineering design and practices.

4.15-1 In the event the Developer is requesting a design or standard that is not consistent with the Town's Development Standards and procedures; that request must be submitted in writing and must outline the rationale for the proposed change, verify the proposal meets accepted engineering design and practices and ensure the proposal has been substantiated by the Consulting Engineer.

4.15-2 The Director of Operations will review the proposal and provide the developer with written notification of acceptance or rejection of the proposal within fourteen (14) days of receipt of the proposal. The Director of Operations will ensure a copy of the letter accepting or rejecting the proposal is filed in the appropriate Subdivision and Operations files.

4.15-3 The Developer may appeal the decision of the Director of Operations to the Chief Administrative Officer.

4.16 The Consulting Engineer shall, in his design work, take full consideration of existing conditions and services and base his/her design on a thorough understanding of soil and groundwater conditions, existing services, climatic exposures, and any special environmental concerns. Where considered necessary by the Director of Operations, special surveys, investigations or reports may be required in support of the proposed design.

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

4.17 The quality of existing as-built information supplied by the Town is not in all cases reliable and must be verified in the field by the Consulting Engineer. The Developer will be required to extend the network of Alberta Survey Control Monuments in the Subdivision Area to the standard density for urban subdivisions.

4.18 During the design process the construction requirements for the subdivision area will be discussed between the Consulting Engineer and the Director of Operations.

APPROVAL OF DETAILED PLANS BY THE TOWN

4.19 The Town will not review any submissions of servicing arrangements from the Consulting Engineer unless the Developer has entered into a Development Agreement with the Town.

4.20 The Consulting Engineer shall submit two (2) complete sets of detailed plans and specifications for approval by the Town Engineer. A Consulting Engineer registered in the Province of Alberta must seal the plans and specifications.

4.21 A "Development Meeting" shall be scheduled by the Consulting Engineer during which preliminary drawings can be reviewed by all affected parties and all comments by the Director of Operations and/or the Town Engineer, and franchised utility companies, can be provided to the Consulting Engineer prior to submission of detailed drawings for approval.

4.22 The review of drawings by the Town Engineer will be expedited as much as conveniently possible. Should it be determined that special reports, such as network analysis, geotechnical reports, specialty design reports including pavement design, structural design reports, etc. are required, these reports will be submitted by the Consulting Engineer with the detailed Plan and Specifications for approval.

4.22-1 The Developer shall submit a complete detailed design package to the Director of Operations. Within seven (7) days of receipt of the design package the Director of Operations shall notify the Developer in writing if the package is not complete and specify which elements are outstanding. A copy of the letter shall be filed in the pertinent Subdivision and Operations files.

4.22-2 The Director of Operations will, within twenty one (21) days of receipt of a complete design package, either approve the detailed plans and Specifications (with or without required revisions) or advise the Consulting Engineer in writing of required changes or additions. A copy of the letter shall be filed in the pertinent Subdivision and Operations files.

4.22-3 All costs associated with the Town Engineer's review of any more than one required revision to the detailed servicing plans and specifications shall be borne solely by the Developer, as per the Development Standards and Procedures. The Director of Planning & Development will ensure the Town Engineer has been notified of any special design provisions contemplated

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

and approved in the Development Agreement that will impact the detailed design drawings.

4.23 The detailed drawings and specifications shall be complete and shall adequately detail all the municipal services to be constructed by the Developer. The drawings must include those drawings as specified in the Development Standards and Procedures.

APPROVAL AND PERMITS BY OTHER AGENCIES

4.24 The Consulting Engineer shall make application and obtain approval for all required permits from the various Government Agencies. The issuance of any approvals from the Town does not exempt the Developer from any additional requirements or approvals from any other agency.

4.25 The Consulting Engineer shall apply for installation of all franchised utilities and obtain complete plans for installation of all franchised utilities within the Subdivision Area. The Consulting Engineer shall ensure that there are no conflicts between the various alignments of utilities and prepare the necessary overall drawing showing the franchised utilities. The approval of the utility companies shall be shown on the drawing that will be submitted for approval to the Town Engineer.

4.26 Copies of applications, correspondence and approvals shall be forwarded to the Director of Planning and Development with complete detailed plans and specification. The Director of Planning and Development shall ensure all correspondence is filed on the appropriate Subdivision file.

4.27 The Developer shall pay all necessary permit fees, capital contributions or levies charged by the Town and other agencies or utility companies.

CONSTRUCTION OF MUNICIPAL IMPROVEMENTS

4.28 Construction of the Municipal Improvements shall only be commenced after the following conditions have been met:

- Signing of the Development Agreement
- Submission of the specified security, levies or development charges
- Approval of plans and specifications by the Town Engineer
- All permits and licenses have been obtained
- Registration of the Subdivision with Alberta Land Titles

4.29 A copy of all approved drawings and specifications shall be maintained at the construction site during the installation of services.

4.30 Construction shall be carried out in accordance with the requirements of all regulatory agencies. Construction sites shall be maintained in a safe, clean and organized manner. Adequate access shall be maintained to existing facilities and services. Service and/or traffic interruptions shall be scheduled in advance with the approval from the Director of

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

Operations.

ACCEPTANCE OF MUNICIPAL IMPROVEMENTS:
TRANSFER OF MUNICIPAL IMPROVEMENTS TO TOWN

4.31 When the Developer claims that the Municipal Improvements have been constructed and installed, the Developer shall give notice in writing to the Town. Only notices in writing received from the Developer or Consulting Engineer will be considered proper notification.

4.31-1 A completed Initial Acceptance/Final Acceptance Inspection Checklist (Appendix "E") must be submitted along with the Notification of Completion.

4.31-2 Upon receipt of Notification of Completion, the Director of Operations will forward a copy of the Development Process Package (Appendix "B") to the Developer.

4.31-3 Within ten (10) days of receipt of the Notification of Completion, the Director of Operations will review the Initial Acceptance/Final Acceptance Inspection Checklist submitted by the Developer to determine if the development is ready for inspection. If the development is not ready for inspection, the Director of Operations will inform the Developer in writing and ensure a copy of the letter is filed in the appropriate Subdivision and Operations files.

4.32 Within twenty one (21) days of receipt of Notice of Completion, the Director of Operations shall undertake an inspection unless conditions prevent such an inspection (see Section 4.43). The Director of Operations will notify the Developer in writing of its acceptance or rejection of the Municipal Improvements.

4.32-1 The Director of Operations will complete the Inspection Check Lists (Appendix "E") along with an IAC/FAC Record of Inspection Form (Appendix "F") and file both on the applicable Subdivision and Operations files. The Director of Operations will notify the Director of Planning & Development who will review the Development Agreement to ensure all conditions have been met with respect to issuance of an IAC. The Director of Planning & Development will notify the Director of Operations of any outstanding requirements that would impact the issuance of an IAC i.e. payment of levies or charges.

4.32-2 The Director of Operations will provide the Developer with written acceptance, within the time frame specified in Section 4.32, by completing the Initial Acceptance Certificate Form (Appendix "G") or Rejection of Municipal Improvements Letter (Appendix "H") and attaching the specified Deficiency List. The Director of Operations will ensure a copy of the IAC, Rejection Letter and Deficiency lists are filed in the applicable Subdivision and Operations files.

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

4.32-3 Within ten (10) days of issuance of the Initial Acceptance Certificate, the Director of Operations shall provide the Director of Planning and Development with a value for deficiencies not accepted so that the required security can be reduced.

4.32-4 Within ten (10) days of notification from the Director of Operations, the Director of Planning and Development shall reduce the security held for the subdivision in accordance with the Development Standards and Procedures by completing the Letter for Reduction of Security (Appendix "I"). The Director of

Planning and Development will ensure a copy of the letter is filed in the applicable Subdivision file.

4.33 Notices required under Sections 4.31 and 4.32 shall be given only between the Town and the Developer.

4.34 The Town shall be at liberty to issue a written conditional acceptance of all or a portion of any particular Municipal Improvement and the acceptance shall be conditional upon the completion of minor deficiencies within a time specified by the Town; PROVIDED, that the commencement of the Guarantee Period in relation to any such deficiency, if rectified within thirty (30) days, shall be back dated to the date of Acceptance; AND PROVIDED FURTHER, that the Guarantee Period in relation to any such deficiency, if not rectified within thirty (30) days, shall not commence until such time as the deficiency has been rectified by the Developer and received Acceptance from the Town.

4.35 Upon the Acceptance of the Municipal Improvements the Developer acknowledges that the Municipal Improvements shall become the property of the Town.

4.36 Not more than seventy five (75) days nor less than forty five (45) days prior to the expiration of the Guarantee Period the Developer shall give notice to the Town of expiration of the Guarantee Period and request a Final Acceptance Certificate.

4.36-1 A completed Initial Acceptance/Finance Acceptance Inspection Checklist (Appendix "E") must be submitted along with the request for the Final Acceptance Certificate.

4.36-2 Within ten (10) days of receipt of the request for the Final Acceptance Certificate, the Director of Operations will review the Initial Acceptance/Final Acceptance Inspection Checklist submitted by the Developer to determine if the development is ready for inspection. If the development is not ready for inspection, the Director of Operations will inform the Developer in writing and ensure a copy of the letter is filed in the appropriate Subdivision and Operations files. The Director of Operations will notify the Director of Planning & Development who will review the Development Agreement to ensure all conditions have been met with respect to issuance of an FAC. The Director of Planning & Development will notify the Director of Operations of any outstanding

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

requirements that would impact the issuance of an FAC i.e. payment of levies or charges.

4.37 Within forty five (45) days of receipt of a request for a Final Acceptance Certificate, the Director of Operations shall conduct an inspection, unless conditions prevent such an inspection (see Section 4.43).

4.38 The Director of Operations will, within the said forty five (45) days, advise the Developer in writing of Final Acceptance issuance or of any deficiencies.

4.38-1 The Director of Operations will provide the Developer with written acceptance, within the time frame specified in Section 4.37, by completing the Final Acceptance Certificate Form (Appendix "J"). The Director of Operations will ensure a copy of the Final Acceptance Certificate form and any other related correspondence are filed in the applicable Subdivision and Operations files.

4.38-2 The Consulting Engineer will be required to sign and stamp the Final Acceptance Certificate and forward it to the Town Office for the signature of the Director of Operations.

4.38-3 Within ten (10) days of issuance of the Final Acceptance Certificate the Director of Operations shall provide the Director of Planning and Development with a value for deficiencies not accepted so that the required security can be reduced.

4.38-4 Within ten (10) days of notification from the Director of Operations, the Director of Planning and Development shall reduce the security held for the subdivision in accordance with the Development Standards and Procedures by completing the Letter for Reduction of Security (Appendix "I"). The Director of Planning and Development will ensure a copy of the letter is filed in the applicable Subdivision file.

4.39 In the event that any inspection contemplated in Section 4.37 reveals any deficiencies, the Director of Operations may refuse to issue the Final Acceptance Certificate and require the Developer to repair or replace the whole or any portion of the Municipal Improvements. Upon completion of the repairs to correct any deficiencies, the Developer may request that a further inspection and issuance of a Final Acceptance Certificate in accordance with Section 4.36.

4.39-1 The Director of Operations will prepare a Rejection of Municipal Improvements Letter (Appendix "H"), within the time frame specified in Section 4.37, and attach the specified Deficiency List. The Director of Operations will ensure a copy of the Rejection Letter and Deficiency list are filed in the applicable Subdivision and Operations files.

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

4.40 In the event that any inspection contemplated in Section 4.37 reveals that there are no deficiencies the Director of Operations will issue in writing its Final Acceptance Certificate Form (Appendix "J").

4.41 The Director of Operations shall be at liberty to issue a conditional Final Acceptance Certificate of all or a portion of any particular Municipal Improvements and shall be conditional upon the completion of minor deficiencies by the Developer within thirty (30) days.

4.42 The Town in its discretion, may refuse to issue either an Acceptance or Final Acceptance Certificate for only a portion of the Municipal Improvements to be constructed, all as the Town deems appropriate in the circumstances.

4.43 If the Director of Operations and the Town Engineer are prevented, under Section 4.32 or 4.37, by weather or other conditions, from inspecting the Municipal Improvements between the months of November to March inclusive, the Director of Operations shall notify the Developer in writing of same and the time for the Town Engineer to inspect and notify the Developer in writing of Acceptance or Final Acceptance Certificate Issuance (as the case may be) shall be extended for the same period as the Town Engineer's inspection is delayed.

4.44 The Guarantee Period for the Municipal Improvements shall not expire before the Final Acceptance Certificate is issued.

4.45 Following the Acceptance of Municipal Improvements, the Town will assume the normal, routine operation and maintenance of the Municipal Improvements excluding facilities owned by private utility companies. This includes the checking and maintaining of fire hydrants and their stop valves, cleaning of catch basins when required, and washing and keeping clean the streets in the Subdivision Area to the same standard as is provided to the rest of the Town.

MAINTENANCE OF MUNICIPAL IMPROVEMENTS BY DEVELOPER

4.46 The Guarantee Period shall commence upon the issuance of the Initial Acceptance Certificate. The Developer's obligation to maintain any Municipal Improvement shall cease upon issuance of the Final Acceptance Certificate.

4.47 Maintenance is a continuous operation that the Developer shall carry on until the end of the Guarantee Period.

4.48 The Developer shall be responsible for ongoing summer and winter maintenance of the Subdivision Area in a safe, neat and tidy condition as would a prudent Developer of similar lands during the initial course of construction of properties within the Subdivision Area.

TITLE: DEVELOPMENT PROCESS POLICY

PROCEDURES

4.49 The Developer shall take measures to minimize any nuisance or annoyance caused by weeds, dust and dirt in the Subdivision Area and shall ensure that weeds, dust or dirt do not become a nuisance to adjoining property owners or others within the Subdivision Area. If a weed or dust problem exists, the Director of Operations shall first notify the Developer in writing of the weed and dust problem. If the Town is not able to contact the Developer, or if the Developer fails to take effective measures to control the dust and weeds from the Subdivision Area after being notified, then the Town may take steps necessary to eliminate the dust and weed problem and shall be at liberty to charge the cost to the Developer.

TOWN OF SLAVE LAKE

CATEGORY: Administration
POLICY #: C.d.019
OWNER DEPT: **C.A.O.**
APPROVED: **April 11th, 2014**

REVISED:

Data Backup

POLICY

POLICY STATEMENT:

The purpose of this policy is to govern the backup of the Town of Slave Lake's electronic data servers. In addition, this policy will outline the general guidelines in how the electronic data will be backed up, and how often the backups will occur.

It is also the purpose of this policy to protect corporate data, to ensure safe, and secure storage and to allow for emergency restoration of data in a timely manner.

SCOPE:

This policy governs the data backup of the Town of Slave Lake electronic data servers. The Town of Slave Lake Information Services (IS) Department is responsible for the management of the physical components, as well as the distribution method of the data backup system.

POLICY OBJECTIVES:

Data backup must occur on a regular basis, and the backed up data must be made available in the event of an emergency. Therefore, the following policy statements must be adhered to at all times:

1) The server and a backup appliance will be installed at the Town of Slave Lake office, with a further, redundant appliance to be installed at an offsite location.
    a. The server and backup will include, but not be limited to the backup of electronic copies of Town documents, email, and finance databases.
    b. The backup appliance installed at the Town of Slave Lake office will constantly replicate itself to the appliance that is stored off site, using a radio link or a broadband connection.
    c. The server as well as the backup appliances will be regularly maintained and updated as technology requires and/or makes itself available.
    d. Monthly spot checks will be done on backed up files to ensure that the backup appliances are working correctly.
2) Archive cartridges will be stored in the Town of Slave Lake's safety deposit box on a weekly basis to provide additional information redundancy.
    a. An archive cartridge will be securely stored in the safety deposit box, to be replaced every Friday with an up-to-date cartridge. The IS Coordinator will update the cartridge, deliver it to a finance delegate, who will replace the stored cartridge in the safety deposit box and return the previously stored cartridge to the IS Coordinator.
    b. On a monthly basis, archive cartridges will be inspected for any damages or issues that may make for an unstable backup.

TOWN OF SLAVE LAKE

CATEGORY: Administration
POLICY #: C.d. 021
OWNER DEPT: CAO
COUNCIL APPROVAL: Sept. 9, 2014

REVISED:

TITLE: SOCIAL COMMITTEE

POLICY

POLICY STATEMENT:

The Town of Slave Lake promotes fostering healthy Employee relationships by offering social and recreational activities during and outside of regular work hours.

POLICY OBJECTIVE:

The objective of this policy is to:

1. To foster social and recreational activities to build employee relationships.
2. To foster a positive work environment that recognizes the value of our employees.
3. To ensure the Social Committee and the staff of the Town of Slave Lake understand the roles and responsibilities of the Social Committee.
4. To ensure activities planned and held by the Social Committee meet with Policies of the Town of Slave Lake.

SIGNED: _____ **DATE:** March 6 2015
CAO

TOWN OF SLAVE LAKE

CATEGORY: Administration
POLICY #: C.d. 021
OWNER DEPT: CAO
COUNCIL APPROVAL: Sept. 9, 2014

TITLE: SOCIAL COMMITTEE

PROCEDURE

1.0 DEFINITIONS

1.01 "Chair" shall mean the official elected by the Social Committee who will preside over the business of the Committee.

1.02 "Employee Member" shall mean an employee of the Town of Slave Lake who pays the $2.30 bi-weekly membership fee to the Social Committee.

1.03 "Employee Non Member" shall mean an employee of the Town of Slave Lake who does not pay the $2.30 bi-weekly membership fee to the Social Committee.

1.04 "Secretary Treasurer" shall mean the official elected by the Social Committee who will be entrusted with the receipt, care and disbursements of Social Committee funds and who will also carry out the administrative duties of the Committee.

1.05 "Social Committee" shall mean a group of individuals comprised of Town Employees who will plan and carry out activities designed to foster Employee relationships.

1.06 "Town" shall mean the Town of Slave Lake.

1.07 "Vice Chair" shall mean the official elected by the Social Committee who is next in rank to the Chair and who will preside over the business of the Committee in the absence of the Chair.

TITLE: SOCIAL COMMITTEE

PROCEDURE

2.0 RESPONSIBILITIES

2.01 Town Council :

Sets the policy with regard to the Social Committee.

2.02 Chief Administrative Officer (CAO):

Ensures the policy is applied and makes decisions with regard to deviations to any Town Policies and Procedures. Ensures the Social Committee is functioning as per Policy.

2.03 Chair:

Ensures the Social Committee is planning events and adhering to all Town policies and procedures for all Town funded events. Ensures the Social Committee is holding regular meetings and prepares agenda for all Committee meetings.

2.04 Vice Chair:

Assumes the duties of the Chair in his/her absence.

2.05 Secretary Treasurer:

Ensures all records of the Social Committee are maintained i.e. financial and administrative.

TITLE: SOCIAL COMMITTEE

PROCEDURE

3.0 POLICY PROCEDURES

SOCIAL COMMITTEE MEMBERSHIP

3.01 The Social Committee will attempt to ensure representation from each Department of the Town as follows: Administrative Services, Corporate Services, Community Services, Operations, Fire/Disaster Services, Planning and Development as well as a minimum of three (3) members at large for a total of nine (9) voting members.

3.02 Five (5) voting members of the Social Committee shall constitute a quorum. In the event of absence or inability of both the Chair and/or Vice Chair to preside at a meeting the voting members present in constituting a quorum shall elect one if its' voting members to preside as the Chair for that meeting.

GENERAL MEMBERSHIP

3.03 The bi-weekly membership fee to the Social Committee is $2.30. Employees must complete a Social Committee - Request for Payroll Deduction form obtained from Human Resources.

3.04 Deductions will commence on the first pay period of the month following submission of the Social Committee – Request for Payroll Deduction form to Human Resources. Deductions will be two dollars and thirty cents ($2.30) per pay period, for a total of 26 pay periods per year.

3.05 Memberships are made available to all Town Employees, including casual, probationary, temporary and part time employees.

TITLE: SOCIAL COMMITTEE

PROCEDURE

3.06 An updated membership list will be made available to the Social Committee on a quarterly basis from the Payroll Department.

SOCIAL COMMITTEE OPERATION

3.07 The Social Committee will hold annual elections at the first meeting of the Committee in January of each year to determine the Chair, Vice Chair and Secretary Treasurer. Should the individual holding any of these three positions step down; elections shall be held at the next regularly scheduled meeting of the Committee to fill the vacant position(s).

3.08 The Social Committee shall open and maintain a bank account. Annually or whenever required, the Social Committee shall ensure the bank has current signing authorities for the current Chair, Vice Chair and Secretary Treasurer.

3.09 The Social Committee shall establish an overall operating budget, which will include a budget for each event, and maintain the Social Committee funds. The Secretary Treasurer will ensure that accurate financial reporting is completed monthly. Financial reports will be available to the membership or other Town staff upon request.

3.10 The Social Committee will hold regular monthly meetings to plan events and discuss Committee business. The Secretary Treasurer shall take minutes during these meetings and will post the minutes on the "T" drive under Common Forms and All Staff Information.

3.11 The Social Committee shall follow and adopt the "Consensus Model" with respect to holding Committee meetings and shall ensure a majority vote for all motions carried by the Committee.

- Consensus statements will be used in place of motions to articulate the decisions of the Committee.

TITLE: SOCIAL COMMITTEE

PROCEDURE

- The Chair will call for a consensus statement upon completion of discussion.
- The Secretary Treasurer will record consensus statements in the meeting notes.
- The Secretary Treasurer will read the consensus statement and each member will have the opportunity to indicate his/her disagreement with or support for the consensus statement.
- If all members present support the consensus statement, it will be accepted and recorded as the decision of the Committee.
- If one or more members are not able to accept the consensus statement, a vote will be called. One vote is allowed from each member present, requiring a minimum of 50% plus one vote in favor to pass.

3.12 The Social Committee will ensure it obtains any permits or licenses that may be necessary to hold an event.

SOCIAL COMMITTEE EVENTS

3.13 Each year the Social Committee shall plan a minimum of:

- One (1) Team Building event which will include Town Staff only.
- One (1) Staff Appreciation event such as the Christmas Party and may include staff and Council and their escorts.

The Team Building and Staff Appreciation events are included in the Town's Operating Budget and are entirely funded by the Town of Slave Lake.

- Four (4) events occurring either within or outside work hours.
- Monthly Birthday Recognition events.

TITLE: SOCIAL COMMITTEE

PROCEDURE

These Four events and the monthly Birthday Recognition events are funded entirely by the Committee Membership and other Committee Programs as listed below.

3.14 The Social Committee shall also coordinate and run the following programs:

- Social Committee Snack Box Program
- Social Committee Drink Program i.e. Pop Refrigerator
- Collection and return of deposit containers i.e. bottle return.

3.15 Employee non-members are welcome to participate in events at a rate deemed suitable for the event, along with family members, depending on the nature of the event. The rate shall be determined by the Social Committee.

OTHER RESPONSBILITIES

The Social Committee will:

3.16 Organize the annual Christmas Party in December of each year with the assistance of other staff of the Town.

3.17 Organize the annual Team Building event with the assistance of other staff of the Town.

3.18 Coordinate monthly Birthday Celebrations.

TOWN OF SLAVE LAKE

COMMUNICATIONS POLICY

Policy Statement

The Town of Slave Lake is committed to providing residents, businesses and visitors with timely, clear and accurate information about the Town's programs, services, events, policies and emergency situations through proactive communications. The Town will use a variety of communications methods to reach and engage its diverse target audiences.

Policy Objective

The purpose of the Communications Policy is to outline key philosophies and practices for communications undertaken by the Mayor, Council and administration, and to ensure that communications are clear and coordinated.

Guiding Principles

1. **Transparency:** to present the Town in an open, realistic and fair manner
2. **Resident focus:** to offer public service through information, promotion and engagement
3. **Proactive:** to identify emerging topics and issues and aim to provide timely information
4. **Quality:** to offer information and knowledge that is respectful, accurate and professional
5. **Legislative:** to adhere to applicable local, provincial and federal laws around privacy, storage and disposition

Responsibilities

1. **Official spokespersons**
   a. The Mayor is the official spokesperson for Council. The CAO is the official spokesperson for Administration. They are supported in the delivery of the communications by the Town staff.
   b. Council may determine that the Mayor is the only spokesperson for the Town on certain issues. Where Council has so determined, no Councillor may speak on that issue without Council approval.
   c. The Mayor may designate another elected official to serve as spokesperson on a particular issue. When so designated, the elected official will represent official Council policies or positions.
   d. Directors may speak on specific topics or issues that pertain to their department, subject to approval by the CAO.
   e. Staff may respond to inquiries about programs and services, from the public. Where appropriate, specific staff may be designated to speak in an official capacity about issues or subjects for which they have responsibility or expertise.

2. **Communications Support**
   a. A Communications Coordinator will be responsible for managing and coordinating the overall communications presence to ensure quality, consistency and timely response and for maintaining and updating the Town Communications Strategy and Town Identify Package.
   b. The Communications Coordinator will provide support to Council and administration in development and implementation of communications.
   c. The Communications Coordinator will provide updates to Council and staff on changing communications.
   d. Additional outside support may be secured for targeted communications efforts.
   e. In the absence of the Communications Coordinator, an alternative staff member will be designated to update the Town of Slave Lake Website, Social Media outlets, and Mobile Application in cases of emergencies.

3. **Administration**
   a. Departments, with the assistance of the Communications Coordinator, are responsible for identifying annual communications needs and creating approved content for their respective services and programs.
   b. Staff will adhere to the Communications Strategy and will ensure communications materials are consistent with the Town Identity Package.

4. **Emergencies**
   a. The communications plan will include strategies to raise awareness amongst residents of emergency procedures.
   b. In the event of a crisis or emergency, communications procedures as outlined in the Town Emergency Communications Plan will be followed.

Signature _____ **Date:** June 13, 2016.

COMMNICATIONS POLICY
Procedures

1. **Official source of information**
   a. Council will adopt a Communications Strategy and will review and update the strategy as needed.
   b. The Town will publish brochures, advertisements and informational materials about Town departments and services, and Council meetings.
   c. The Town will maintain an online presence through its website, mobile application, and Facebook pages.

2. **Consistent identity**
   a. The Mayor and Council will provide leadership in establishing priorities for the Town of Slave Lake. These priorities will be reflected in Town communications.
   b. The Town will present a consistent identity in its communications and will adhere to the Town Identity Package in its communication materials.
   c. The Town Identity Package (TIP) outlines key visual and verbal elements of the Town's communications. The TIP will be updated as needed to reflect emerging trends and needs.

3. **Approvals**
   a. CAO approval of content must be obtained for media releases and information about topics that are deemed sensitive by the CAO, Communications Coordinator or Department Managers. The sensitivity of topics can vary based on the context and current local issues.
   b. Director approval must be obtained for department-specific content. Directors may delegate content information approval to program staff.

4. **Media Interviews**
   a. The Communications Coordinator will be informed of all external media requests.

5. **Use of Social Media**
   a. The Communications Coordinator will monitor the Town's social media sites and respond in a timely manner to comments and questions. The Communications Coordinator will be responsible for posts and responses.
   b. The Town of Slave Lake will remove any responses that are commercial offers, links to websites that are not within the stated purpose of the Town's social media account, illegal, and objectionable messages. Objectionable messages include, but are not limited to, messages that are a personal attack, cultural or racial slurs, lewd or obscene comments.
   c. Council and staff are encouraged to promote the Town's social media content through personal social media.
   d. Staff shall not respond to questions about Town programs, services, events, policies, and emergency situations on personal social media accounts. Responses shall come from the Town of Slave Lake social media account.

6. **Social Media Response Times**

a. Moderating and posting comments to the Town of Slave Lake Facebook Page, and fielding questions from the Town of Slave Lake website is to occur during normal business hours, Monday to Friday 8:00 AM to 4:30 PM.
b. Responses will be given to comments and questions, no later than 4:30PM the next business day.

7. **Media relations**
   a. The Town recognizes the important role of media, particularly the local newspaper and radio station, in sharing information about the Town and its initiatives and programs, and in portraying the perspectives of others on these.
   b. The Town will maintain a proactive relationship with the media, through media releases, interviews, news conferences, and by providing background information.

8. **Crisis and emergency communication**
   a. In the event of a crisis or emergency, communication processes will follow those outlined in the Town of Slave Lake Emergency Communication Procedures.

9. **Privacy**
   a. All sharing and collection of personal information will be in compliance with the *Freedom of Information and Protection of Privacy Act*.

10. **Records retention**
    a. Copies of communications material will be maintained in compliance with the Town`s records management policy. Post and user content that is considered transitory may be deleted when no longer required.

11. **Copyright and Town owned communications components**
    a. Use of content and images in Town communications must be in compliance with the Canadian Copyright Act.
    b. Materials, images and other content created by and for the Town can be used freely in Town communications. External use will require CAO approval.

Other related policies and documents

B.0003 Proclamations Policy – *outlines how special proclamations are made*
B.006 Council Code of Conduct
3.11 – *Outlines confidentiality requirements for Council members after leaving office*
3.12 – *States the following:*
The Mayor, or designated appointee of the Mayor, shall be the official spokesperson to the media. No Councillor shall represent the Town to the media without consent from the Mayor

and or designate. Councillors shall support the role of Council and support current policies, bylaws and resolutions of the Town of Slave Lake.

C.d.004 Record Management – *stipulates record management processes*

C.d.12 Public Service – *outlines objectives and procedures for responding to requests from the public*

Town Identity Package
Town of Slave Lake Emergency Communications Procedures
Communications Strategy 2016-2020

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.027
OWNER DEPT: Admin.
COUNCIL APPROVAL: May 5, 2015

TITLE: Community Donations Fund

POLICY

POLICY STATEMENT:

The Town of Slave Lake recognizes that there are financial obstacles that prevent residents and local groups from carrying out activities which provide an overall benefit to the community. The Community Donations Fund is a fund in Council's direct control which it may distribute to not-for-profit groups or individuals at its discretion.

POLICY OBJECTIVE:

To provide funding to local not-for-profit groups or individuals who wish to hold events or purchase items which provide a benefit to the Community.

REVENUE:

Revenue will be from the Town's operational budget as determined on a yearly basis.

SIGNED: _____ **DATE:** May 5 2015
CAO

TITLE: Community Donations Fund

1.0 DEFINITIONS

1.01 Community Donations Fund – A fund in Council's direct control which it may distribute to not for profit groups or individuals at it's discretion.
1.02 Committee of the Whole – Council meeting designated for discussion of Committee activities and held on the second Tuesday of each month.
1.03 Executive Assistant – Administration Assistant for the CAO and Town Council.

2.0 RESPONSIBILITIES

2.01 Town of Slave Lake Council as facilitated by the Executive Assistant will be responsible for administering the fund.

3.0 PROCEDURES

3.01 Funds will be available to not-for-profit groups or individuals at Council's discretion. This will include but not be limited to organizations such as youth, art and culture, seniors, sporting association special events, spiritual (religious), and small special interest groups. Applications may be made for future events, or if there are special circumstances, events which took place in the preceding 6 months.

3.02 A group is eligible for a maximum of one grant per year to a maximum of $2000.

3.03 The Town of Slave Lake Executive Assistant will place an advertisement in a local newspaper and on the Slave Lake Web site requesting submittals one month prior to application closing. Application closing will normally be the first Tuesday in June and the first Tuesday in September of each year.

3.04 Application forms are available for pick up at the Town of Slave Lake Administration office or online through the Town of Slave Lake website.

TITLE: Community Donations Fund

3.05 Applications must include a description of the group, an event or purchase description, an explanation of the benefit to the community, a schedule and a budget. Applicants are not required to attend the Council meeting and will not normally be requested to make a presentation to the Council.

3.06 On the closing date, the Executive Assistant will review all applications for eligibility and completeness of information. The applications will be compiled and taken to the Committee of a Whole meeting for that month. Council will consider applications and by motion will define how much funding each group will receive.

3.07 The Executive Assistant will notify each applicant to inform them of the decision. A cheque or credit as applicable will be processed.

3.08 A brief follow up report will be submitted to Council by the applicant confirming that the funds were used for the intended purpose.

3.09 Application form attached.

TOWN OF SLAVE LAKE

COMMUNITY DONATIONS FUND

Group Name: _____ Date: _____

Contact Information:

Applicant Name: _____

Mailing Address: _____ Phone No. _____

Email: _____ Website: _____

Event Description:

_____

_____

_____

Benefit to Community:

_____

_____

_____

Event Schedule:

_____

_____

_____

Event Budget / Projected Costs and Revenue:

_____

_____

_____

Have you received previous funding from Slave Lake Town Council? (if Yes, please provide details)

_____

_____

_____

Please feel free to provide additional information on a separate page and/or to attach any written materials or documentation you may have in regards to this event.

CATEGORY: Public Service
POLICY #: D.e.001
OWNER DEPT: C.A.O.
DATE APPROVED BY COUNCIL: November 13, 1990
Page 1 of 1
REVISED:

TOWN OF SLAVE LAKE

TITLE: Retail Sector/Downtown Marketing

POLICY

POLICY STATEMENT:

The Town of Slave Lake supports constructive efforts to organize and operate the retail/professional service business sector for purposes such as focused marketing, coordinated physical building improvements and cooperative maintenance.

The Town believes it could consider support financially only for collective business activities done by organizations whose membership is open to all businesses in that economic sector.

POLICY OBJECTIVE:

1. To support retail business as an economic pillar of Slave Lake, as a regional service centre.
2. To foster collective action of individual businesses as a critical way to better reach broad new markets.
3. To encourage an ultimate union of all retail/professional services in the Town's commercial retailing district for appropriate collective action and promotion of their interests.
4. To indicate a willingness to provide appropriate time of existing staff to assist business-led initiatives during the "incubation" stage.
5. To indicate that the Town Office is part of the retail/professional service sector and, as such, prepared to be a participating, dues-paying member.

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

COMMUNITY SERVICES POLICY

Department:	Community Services	Policy No:	CMS.REC-23-1000
Policy Title:	Public Art Policy	Issue Date:	10-16-2023

1. PURPOSE

The public art policy is designed to enhance the livability and attractiveness of Slave Lake. Having art situated in, or viewable from, public spaces fosters community pride, demonstrates civic maturity, promotes tourism and economic development, inspires new ways of thinking and builds legacies.

This policy serves as a basis for the funding, acquisition, installation, maintenance, management, and programming of public art within the Town of Slave Lake.

2. POLICY STATEMENT

Public art is considered to be a key component to the attractiveness and identity of a town as it demonstrates the character of the community. Investment in the arts strengthens the local economy, and support for the arts reflects a progressive municipality.

3. DEFINITIONS

Administration –Administration of the Town of Slave Lake and includes the CAO or designate.

CAO –Chief Administrative Officer for the Town of Slave Lake. The CAO may delegate any roles or responsibilities outlined in this policy to other employees of the Town of Slave Lake.

Public art – Any work of art displayed within public spaces, or primarily visible from public spaces, usually outside, with the goal of being accessible to everyone. It can be abstract, realistic, or both, and may be cast, carved, built, assembled, or painted.

Town – the municipal corporation of the Town of Slave Lake.

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Community Services	Policy No:	CMS.REC-24.1001.
Policy Title:	User Fee and Facility Policy	Issue Date:	August 15, 2017
		Revised Date:	April 23, 2024

1. PURPOSE

1.1. The purpose of this policy is to:

1.1.1. Ensure fair and equitable application of user fees to all users of recreation and culture facilities.

1.1.2. Ensure a consistent approach and methodology to establishing, evaluating, and approving user fees for Town owned/operated facilities, parks and open spaces.

1.1.3. Ensure user fees align with Council's vision and greater community benefit derived through the provision of recreation and culture facilities and programs.

1.1.4. Ensure that all facilities are utilized to their maximum potential.

1.1.5. Provide for the usage of facilities by various age groups at appropriate times (ie. Youth will have access at earlier times than adults).

1.1.6. Provide guidelines to ensure the safety of patrons and care and control of facilities.

2. POLICY STATEMENT

2.1. The Town of Slave Lake Council believes that a fee structure should be established that encourages maximum community use while striving to balance the level of community subsidization and the direct cost to the user. Therefore, to encourage community participation, the Town will strive to provide opportunities to citizens wherever possible at low or no cost.

The Town of Slave Lake respects the right of every individual/organization to utilize town owned/operated facilities. The Town will schedule these facilities with the understanding that different organizations and individuals have different needs and work toward fostering a continued relationship of mutual respect, understanding and cooperation between user groups.

Town of SLAVE LAKE

3. DEFINITIONS

3.1. Adult Groups

3.1.1. Groups where more than 50% of its members are over the age of 18 year.

3.2. Community Subsidy

3.2.1. Net cost of operating a facility or program that is paid through property taxes.

3.3. Contributions

3.3.1. Support that reduces the operating cost or provides capital assistance to enhance a facility, service or program.

3.4. Facilities

3.4.1. All indoor and outdoor facilities that are owned, operated, or provided by the Town for offering recreational and cultural programs/opportunities to the community.

3.5. LEAP Fund

3.5.1. Leisure Economic Assistance Policy provides subsidy for individuals and families for program and facility assistance.

3.6. Non-Local Groups

3.6.1. Groups where more than 50% of its members do not reside in or pay taxes to the Town of Slave Lake or the Municipal District of Lesser Slave River No. 124.

3.7. Special Events

3.7.1. Any event or booking which requires more than six hours of booking time for one specific purpose.

3.8. Tournaments

3.8.1. An ice, field house, or sports field booking that is greater than 6 hours in length.

3.9. Underutilized Ice Time

3.9.1. Time which is not normally booked by the community or programmed time that has a generally low attendance. The emphasis is on time blocks that are not fully utilized vs time of day. The may include unsold space that can be sold on short notice by reducing the price. Typically, this includes daytime ice

(between 8am and 3pm), ice during the Christmas holiday season, and any other times where ice may not normally be booked on a regular basis. The Manager of Community Relations will seasonally determine which ice times fit this category and post those times.

3.10. **Youth Groups**

3.10.1. Groups where more than 50% of its members are under the age of 18 years.

4. **GUIDELINES**

4.1. **All Facilities Procedure and Responsibility**

4.1.1. **User Fees**

4.1.1.2. User fees for recreation and culture can be categorized into the following

Program User Fees – Full Cost Recovery
Admission Fees – Formula Calculation
Facility Rental Fees – Market Comparison

4.1.1.3. All user fees will be subject to adjustment to offset the Consumer Price Index, fees will be reviewed on a bi-yearly basis.

4.1.1.4. Fees for facilities or programs should not be set at rates that prohibit usage or prevent opportunities from being accessible.

4.1.1.5. Admission fees are based on the following calculations

Single Admission Adults – 100% cost
Single Admission Student/Seniors/Youth – 25% discount of adult fee
Single Admission Child –50% of single Adult Admission

10 Pass – the cost of 9 drop-in admissions
1 month - based on 12 drop-in admissions
3 months - based on 3 monthly passes at a 25% discount
6 months - based on 6 monthly passes at a 33% discount
12 months - based on 12 monthly passes at a 50% discount
Multi Facility Passes – single facility pass plus 10%
*all fees are round to the nearest $0.25

4.1.1.6. Facility rental fees are established based on reviewing and comparing user fees charged by similar facilities (Athabasca, Barrhead, Westlock, High Prairie,

Bonnyville, Peace River, Drayton Valley, Edson, Hinton, Whitecourt).

4.1.2. **Facility Bookings**

4.1.2.2. All event bookings require the completion of a "Facility Booking Form". The form and the deposit must be received prior to the booking being confirmed.

4.1.2.3. An event permit will be issued at least seven days prior to the booking, signed by the person legally authorized to sign for the organization, with the Manager of Community Relations signature, or their designate to provide a binding agreement. All applicable documents (insurance, AGLC, floor plans, AHS Food Handling Permits, raffle license etc) must be received prior to the permit being signed and issued.

4.1.2.4. Those events wishing to have alcohol service in facilities where a liquor license is not in place must follow Policy D.d.004 – Alcohol Management Policy.

4.1.2.5. Non-local users will be required to pay a refundable deposit equal to 50% of the rental in advance of the booking date.

4.1.2.6. Rentals over $100.00 and special event bookings will pay a deposit of 50% of the booking or another amount at the discretion of the Direct or designate, to confirm the booking. For tournament bookings, please see item 4.1.2.11 below.

4.1.2.7. Refunds will be provided for bookings cancelled within four weeks of the event.

4.1.2.8. Damage deposits may be required at the discretion of the Director of Community Services for the following reason:

- First time renters
- High Risk Activities
- Utilizing facility overnight (wake)
- History of damage or extension of rental time

In the event of any of the following, the full deposit will be relinquished

- Smoking in the facility
- Violation of rules regarding alcohol
- Non-compliance with terms of facility contracts/agreements

Refunds will be
By credit card – within 3 days of the booking
By cheque – within 2 weeks of the booking

4.1.2.9. Payments for special events must be received in full, seven days prior to the event or booking taking place.

4.1.2.10. Groups renting facilities on a regular basis throughout the year (set bookings each week/month) will be billed monthly. Any balances owing after 30 days from the date of invoice will be subject to prescribed rate of interest rates, and to the Accounts Receivable Policy of the Town. Where an account remains unpaid after 60 days, the Town will notify the group, in writing, of the delinquent account, therefore entering into a good-faith negotiation in order to reach a default resolution. Should the group become more than 90 days delinquent in paying any outstanding balances owing, agreements will be suspended or terminated, and the group will be sent to collections.

4.1.2.10.1. Groups wishing to re-establish agreements will be required to pre-pay fees in order to continue bookings.

4.1.2.11. Tournaments will be required to pay a deposit of 50% of rental fees two weeks prior to their booking. Final schedules should be submitted at this time as well. If not, unused times will be charged to the tournament organizer.

4.1.2.12. Any bookings outside of special events, tournaments and group bookings must pay at the time of booking.

4.1.2.13. The Town of Slave Lake retains the right, when necessary, to cancel a group's or individual's time for any reason, mechanical failure or otherwise and shall not be held liable for any losses. Parties will be notified in advance of the cancellation and where possible, alternate usage time will be made available.

4.1.2.14. Any violations in accordance with Policy D.c.014 Public Facility Code of Conduct may result in cancellation of an individual or group booking.

4.1.3. **Facility Allocation**

4.1.3.2. All facilities will be scheduled for the entire season at the facility scheduling meeting prior to start of the season.

4.1.3.3. Youth organizations have significant time restraints placed on their programs. To minimize the effects of the restrains, you groups will have priority when booking facilities.

4.1.3.4. All bookings after the initial scheduling meeting will be done on a first come basis.

4.1.3.5. There will be time allocated for public access in all facilities. These public access times will be brought forward as part of the facility scheduling meeting.

4.1.3.6. Every effort will be made to reduce financial barriers to participation, by encouraging use of the LEAP subsidy and other available subsidies.

4.1.3.7. The Northern Lights Aquatic Centre will schedule in accordance with Policy D.028 Aquatic Centre Pool Allocation.

4.1.4. **Joint Use Agreement**

4.1.4.2. Facility use for schools will be in accordance with the Joint Use Agreement.

4.1.5. **Age Requirements**

4.1.5.2. For group bookings and individual bookings that are not booked under an association, an adult must sign the contract. For group bookings, if there are youth 14 years and under, an adult must be in attendance.

4.1.5.3. If there are youth 10 years and under, in the fieldhouse, at a public ice session, or on the track, an adult must be in attendance.

4.1.5.4. Within facilities, youth under 10 year must have responsible supervision within the facility.

4.1.5.5. The indoor playground must have supervision at all times.

4.1.5.6. For the Northern Lights Aquatic Centre, all children 7 years and under must be within arms reach of an adult at all times as per the Lifesaving Society Standards and therefore cannot attend any swims without an adult.

4.1.6. **Storage Guidelines**

Equipment storage for user groups in Town owned facilities may be provided under the following conditions:

4.1.6.2. At the discretion of the Director of Community Services or designate, a fee may be charged.

4.1.6.3. The user group is responsible for the contents. The Town does not carry insurance nor can they be responsible for lost or stolen items. Each group is responsible for their own inventory.

4.1.6.4. Keys for locked units will be made available to the contact for the organization, and it is their responsibility to ensure access.

4.1.6.5. It is up to each facility supervisor to designate the amount of allocated space allowed.

4.2. **Multi Rec Centre (MRC) Procedures:**

4.2.1. **Ice Rental Contracts**

4.2.1.2. At the Ice Users Meeting held in August/September each year, each User Group will be presented with an Ice User Rental Agreement. Each User Group will be required to sign the contract and return the contract to the Community Services Department prior to their initial ice time allocation of the season. User groups not returning their contract will not be allowed on the ice until it is submitted.

4.2.1.3. Each user group must present a copy of their insurance with their signed Ice User Rental Agreement.

4.2.2. **Use of Safety Equipment**

4.2.2.2. Proper safety equipment must be worn for the sport being played, and is subject to enforcement by the facility supervisor and staff. Groups must follow their governing bodies safety requirements.

Helmets are strongly recommended for all ice users.

4.2.3. **Commencement of Rental Time**

4.2.3.2. Rental times commences at the user's scheduled time. Multi Rec Centre staff are responsible for notifying groups at the end of their scheduled time. All participants must then leave the booked area.

Town of SLAVE LAKE

4.2.4. **Underutilized Ice Time**

4.2.4.2. Those users of underutilized ice shall be charged at the regular rate for their category less 20%.

4.2.5. **Tournament Rate**

4.2.5.2. The Tournament Rate for ice users will be charged at an hourly rate where the user books more than the specified minimum hours over concurrent days. For example, a tournament organizer books more than 16 hours of ice for a hockey tournament, the ice rate will switch to the tournament rate after the first 16 hours. Then, for example, if the tournament books 20 hours of ice, the first 16 hours are charged at the regular rate, and the last 4 hours are charged at the reduced rate.

4.2.6. **Cancellations Due to Weather**

4.2.6.2. Should High Prairie School Division, or Living Waters School Division cancel school due to inclement weather, or if the RCMP or Alberta Motor Association (AMA) deem the roads unsafe to travel, all user groups will be allowed to cancel their regular schedule ice time for the particular day at the Multi Rec Centre with no penalty.

4.2.7. **Cancellation of Rental Time**

4.2.7.2. Cancelation of booked time will be subject to the following conditions:

a) Groups unable to use specific booked times must contact the Facility Booking Coordinator a minimum of three full days (72 hours) in advance of the date booked or the booked time will be charged

b) All additions or cancellations to booked facilities will only be considered confirmed when an email has been sent with confirmation of the booking change.

4.2.7.3. User groups who chronically fail to communicate schedule changes may be charged back the staff time required to fix booking errors.

4.2.8. **Facility Rentals for Community Events**

From time to time, community groups may rent the MRC for an event that has significant value to the community. In these instances, the Manager of Community Relations or the Director of Community Services may discount the rental rate based on the nature of the event. In considering this discount, the user must demonstrate benefit to the overall community and not just a specific segment or group. An example of this is where a service club hosts a fundraising event where the proceeds are invested into community projects. Another example may be where the event brings significant economic development to the town.

If the event organizers is requesting a further discount than what administration is willing to provide (such as the facility at no charge), then they may make those requests directly to Council. Any decision of Town Council will be followed by administration.

4.3. **Sports Field Procedures**

4.3.1. Sports Field Users Contracts

a) At the sports field meeting held in March/April each year, field user groups will be presented with a User Rental Agreement. Each group will be required to sign the contract and return to the Community Services Department prior to their initial time allocation of the season. User groups not returning their contract will not be allowed on the fields.

b) Each user group must present a copy of their insurance with their signed User Rental Agreement.

4.4. **Dispute Resolution**

4.4.1. In the interest of maintaining positive customer service relationships, administration may reduce a drop in fee, 10 punch pass, or a rental fee by up to 20% where a legitimate complaint or concern has been raised about the facility, or the service.

4.4.2. Disputes over fees will initially be directed to administration to resolve. Should the dispute be unresolved, the user can approach Council with their concerns. Any decision by Council is final.

5. **RELATED POLICIES**

5.1. Policies relating to this policy are

5.1.1. Accounts Receivable Policy

5.1.2. Alcohol Management Policy

Town of SLAVE LAKE

5.1.3. Aquatic Centre Pool Allocation Policy

5.1.4. Public Facility Code of Conduct

6. APPROVAL AND REVISION CONTROL

6.1. This policy will be reviewed with the bi-yearly review of fees, or as circumstances dictate, to ensure its effectiveness and relevance.

ISSUED BY:	APPROVED BY:	DATE:
1. Chief Administrative Officer		2024-06-20
2. Mayor	Ward	2024-07-02

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: COMMUNITY SERVICES	
EFFECTIVE DATE: JANUARY 07, 2020	**REVISED DATE: JANUARY 07,2020**
SUPERSEDES:COMMERICAL ADVERTISING POLICY (D 029)	**MOTION NUMBER:#003-20**

TITLE: COMMERCIAL ADVERTISING POLICY

POLICY STATEMENT:

The Town of Slave Lake will provide an advertising program that will permit the sale of advertising in designated areas:

a) within recreation facilities,
b) within parks, and
c) on equipment related to the maintenance or usage of these spaces.

POLICY OBJECTIVES:

The purpose of this policy is to:

Establish and regulate advertising within recreation facilities, including rink board signage, equipment signage, ice logos, kiosks, and any other advertising opportunities that administration may designate;

Establish and regulate advertising within parks, including rink board signage, sport field fences, equipment signage, advertising benches, and any other advertising opportunities that administration may designate;

Provide a fair and transparent process;

Allow for efficient use of Town resources.

Brian Vance, CAO

January 7th, 2020
Date Approved

TITLE: COMMERCIAL ADVERTISING

PROCEDURE

Definition

1. "Advertisement" shall mean a public notice, announcement, message, logo, or graphic placed for the purposes of influencing, educating or informing the public.

2. "Advertiser" shall mean the person, business, company or organization that is placing the advertisement in/on Town property.

3. "CAO" shall mean the Chief Administrative Officer of the Town of Slave Lake.

4. "Council" shall mean the elected council of the Town of Slave Lake.

5. "Director" shall mean the Director of Community Services of the Town of Slave Lake.

6. "Facility" shall mean the Multi-Recreation Centre.

7. "Manager" shall mean the Manager or Parks and Facilities or the Community Relations Manager.

8. "Park" shall mean a park, as described in Bylaw 15-2019 (Parks Bylaw).

9. "Town" shall mean the municipal corporation of the Town of Slave Lake or the geographic boundaries of the Town of Slave Lake, as the context deems appropriate.

TITLE: COMMERCIAL ADVERTISING

Responsibilities

1. Community Relations Manager will approve all advertising content.

2. Manager of Parks and Facilities will be responsible for coordinating the maintenance, installation, and removal of advertising.

3. Advertiser is responsible for all costs associated with design, painting and set up fees, as well as the repair or replacement of the advertising as a result of damage, destruction, defacing, alteration or vandalism.

4. Director has a right to refuse any advertisement according to this policy. The Director will also approve all locations for advertising.

Standards/Guidelines

1. The *Canadian Charter of Rights and Freedoms* ("the Charter") guarantees certain rights and freedoms including the freedom of expression. Should the Town choose to accept advertisements in or on Town property, it may only limit a potential advertiser's freedom of expression by refusing advertisements, as permitted under Section 1 of the Charter. The Charter makes all guaranteed rights subject to "such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society. The standards and limitations on advertising content set out in this procedure must be viewed in the context of the Town's limited legal liability to deny advertisements under the Charter.

2. The Town shall ensure that all advertising is appropriate and meet specific criteria, as outlined in this procedure without unreasonable interference with rights under the Charter.

3. The Town shall also ensure that the advertising opportunities are fair, consistent and transparent.

4. The content of all advertising shall comply with the Canadian Code of Advertising Standards. In addition, all advertisements must meet the following criteria:
    a) Must comply with all Federal, Provincial and Municipal legislation;
    b) Shall be free of questionable taste or in any way offensive in the style, content or method of presentation to the general public;
    c) Shall be free of demeaning, derogatory, exploitive or unfair comment or representation of any person or group of persons, or any such comment or representation based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons;
    d) Shall be free of the promotion of the use of tobacco, alcohol, cannabis, illegal drug products, pornography, weapons and other life threatening products, adult entertainment business, escort services, and related products or brand promotions;
    e) The Town will not solicit or accept advertising from advertisers whose reputation could prove to be detrimental to the Town's public image;

f) Advertisements, which are otherwise acceptable under this procedure, must clearly contain the name of the advertiser. The Director may require the advertiser to also include a disclaimer removing any responsibility from the Town for the advertisement;
g) The advertisement does not breach or conflict with an existing agreement and/or contacts; &
h) There are no adverse effects on public safety.

The Town reserves the right to reject or require the advertiser to change or remove the advertisement.

Policy and Procedures

1. All interested businesses and organizations shall have equal opportunity to advertise for a fee in designated spaces within a facility or a park. Space will be available on a first come first served basis.

2. Advertising shall meet the standards and guidelines noted in this procedure.

3. In the event of a home/tradeshow, or an event, it may be necessary to temporarily cover existing advertisements and this may be done for a short period of time by a Manager or Director.

4. The Town must provide prior approval of all advertising including location and term.

5. All advertising must conform to Town specifications. All costs associated with the development of the advertisement, design, painting, set-up fees, etc., are the responsibility of the advertiser. The advertiser will be responsible for damages or problems arising from materials used in the installation of the advertisement.

6. The Town will not be responsible for damaged or stolen advertisements, not business losses as a result of damaged or stolen advertisements.

7. The Advertiser will be responsible for repair or replacement of the advertisement as a result of damage, destruction, defacing, alteration or vandalism. In the event the Town identifies the advertisement is showing signs of wear, the advertiser will be notified and steps must be taken by the advertiser to complete necessary repairs and/or upgrades.

8. Except as may be provided in an individual contract with an advertiser, fees are due and payable on an annual basis to retain the right to display the advertisement. The Town will invoice in January of each year and rental will be payable on or before March 30, of the year of invoice.

9. The Commercial Rate Bylaw identifies the Advertising Fees associated with each location and type of advertising media.

10. A signed advertising agreement must be in place prior to the placement of advertising. All fees are due prior to installation. Advertising shall be removed if any amounts are not paid or the agreement is expired.

11. The Town reserves the right to place its own advertising on any approved space.

12. Within a Facility:
    a) The advertiser of ice logos are responsible for the costs of any stencils, or paint required to place the logo on the ice surface or paper/vinyl required to place the logo within the ice.
    b) For advertiser using a kiosk, the Town will oversee the installation of the kiosk. Monthly internet and power fees will be included within the annual cost. Installation charges are not included in the annual cost.
    c) The Town will install approved arena advertising signage and cover the sign with appropriate protective material where applicable. Installation charges are not included in the annual cost.

13. Within a Park:
    a) The advertiser is responsible for all costs of ads on outdoor fixtures, including benches, ball diamond fences, etc.

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: COMMUNITY SERVICES	
EFFECTIVE DATE: May 5, 2020	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:** #159-20

TITLE: ENFORCEMENT SERVICES STANDARD OPERATING PROCEDURES

POLICY STATEMENT:

Community Peace Officers are required to have many operational procedures. The Enforcement Services will maintain Standard Operating Procedures (SOPs). All new SOPs, deletions, and revisions, must be approved by the Chief Administrative Officer. In some instances, SOPs may also need to be approved by Alberta Justice and Solicitor General before they take effect.

POLICY OBJECTIVES:

The purpose of this policy is to:

1. Ensure that Peace Officers have guidance through the SOPs to enable them to operate in a manner according to the Town of Slave Lake's standards;
2. Ensure that Peace Officers & the Town of Slave Lake meet legislative and Government of Alberta policy requirements; and
3. Ensure that procedures are kept current, implemented when required, and updated to reflect operational requirements.

Gordon Lundy, Interim CAO

May 5, 2020
Date Approved

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: COMMUNITY SERVICES	
EFFECTIVE DATE: August 05, 2020	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:** #278-20

TITLE: PESTICIDE USE IN PUBLIC SPACES

POLICY STATEMENT:

The Town of Slave Lake commits to restrictions of pesticide usage in its public spaces, such as parks, sports fields, greenspaces, and other outdoor spaces owned by the Town.

POLICY OBJECTIVES:

The purpose of this policy is to:

1. Provide direction to operational staff on pesticide applications;
2. Recognize the environmental impacts of pesticide applications;
3. Ensure compliance with Environmental Protection legislation; and
4. Provide public notification where pesticides are used.

David Kim, CAO

August 6, 2020
Date Approved

TITLE: PESTICIDE USE IN PUBLIC SPACES

PROCEDURE

Definition

1. **Application** means the application of a pesticide, including herbicides and insecticides.
2. **Applicator** means the person who is applying the pesticide.
3. **Director** means the Director of Community Services for the Town of Slave Lake.
4. **Herbicide** means a substance which is used against plants.
5. **Insecticide** means a substance which is used against insects.
6. **Manager** means the Manager of Facilities and Parks for the Town of Slave Lake.
7. **Pesticide** means any product, device, organism, substance or thing that is manufactured, represented, sold or used as a means for directly or indirectly controlling, preventing, destroying, mitigating, attracting or repelling any pest, and includes herbicides and insecticides.
8. **Public Spaces** means any spaces owned or leased by the Town of Slave Lake defined as a *Park* in the *Parks Bylaw #15-2019*.

Responsibilities

1. The Director is responsible for approving pesticide applications in public spaces, as well as ensuring that this policy and legislation is followed.
2. The Manager is responsible for ensuring the operational aspects of applications follow this policy and legislation.

Standards/Guidelines

1. Only when necessary can a pesticide be applied to control an invasive species, a pest, or regulated organism. This includes those that would impact the safety and enjoyment of public spaces.

Policy and Procedures

1. Herbicides may only be applied to control noxious weeds and weeds that would impact public safety and enjoyment of public spaces:
    a. Remove or control noxious and prohibited noxious weeds legislated by the *Weed Control Act*;
    b. Maintain sports fields, cemeteries, beds adjacent to Town owned facilities, and public spaces used of high profile events; and
    c. Protect against damage to infrastructure such as sewer pipes, storm water facilities, hard surfaces, and for fire safety.
2. Insecticides may only be applied to control regulated insects that would impact public safety and enjoyment of public spaces:

a. Remove or control regulated insects under the *Agricultural Pests Act,* or other legislation; and

b. Protect against damage to infrastructure and for fire safety.

3. Where possible, other means to control the pest or weed will be considered before pesticide applications. Pesticide applications may be used in circumstances where alternative practices or products have failed to manage the weeds or pests.

4. All pesticide applications must meet the *Environmental Protection and Enhancement Act*, and regulations, including:

   a. A person holding a valid applicator certificate for the pesticide that he/she may be applying;

   b. A person working under the supervision of an applicator who holds a valid applicator certificate; and

   c. In accordance with the latest edition of the *Environmental Code of Practice for Pesticides*, published by the Government of Alberta.

5. All pesticide applications must be approved by the Director.

6. Public notification will be made according to the *Environmental Code of Practice for Pesticides,* and no less than 24 hours prior to or 48 hours after the application, whichever is greater. This includes:

   a. Notification on the Town's website; and

   b. Posting signs at the treatment sites.

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: COMMUNITY SERVICES	
EFFECTIVE DATE: Sept. 1, 2020	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:** #250-20

TITLE: VIDEO SURVEILLANCE

POLICY STATEMENT:

The Town of Slave Lake recognizes the need to balance an individual's right to protection of privacy against the Town's duty to promote a safe environment for all citizens, and to protect Town staff and property. The objective of video surveillance is to ensure the safety of employees and the public, as well as to discourage those who may consider committing crimes. A secondary objective is to aid in internal processes such as staff training, and incident investigation, while ensuring individual privacy is maintained.

In order to enhance the safety and protection of people using Town facilities and public spaces within the town, the Town of Slave Lake may install video surveillance systems as needed.

This policy does not apply to covert or overt surveillance cameras being used as a case specific investigation tool for law enforcement, purposed or in contemplation of litigation. This also is not intended to apply to workplace surveillance systems installed to conduct surveillance of employees.

POLICY OBJECTIVES:

The purpose of this policy is to:

1. Comply with the *Freedom of Information and Protection of Privacy Act &*
2. Ensure consistency in surveillance measures.

David Kim, CAO

July 7, 2020
Date Approved

TITLE: VIDEO SURVEILLANCE IN TOWN FACILITIES

PROCEDURE

Definition

1. **Town** shall include all departments and offices which make up the Town of Slave Lake, and may refer to the Town of Slave Lake corporate entity, as the case may be.

2. **FOIP** means the Freedom of Information and Protection of Privacy Act, RSA 2000 Chapter F-25.

3. **Personal Information** is defined in Section 1 (1)(n) of FOIP as recorded information about an identifiable individual. It includes the individual's race, colour, national or ethnic origin, the individual's age or sex, the individual's inheritable characteristics, information about an individual's physical or mental disability, and any other identifiable characteristics listed in that Section.

4. **Reception Equipment** refers to the equipment or device(s) used to receive or record the personal information collected through a surveillance system, including a video monitor.

5. **Record** is defined in Section 1(1)(q) of FOIP as a record of information in any form and includes books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

6. **Staff** means an employee of the Town of Slave Lake.

7. **Storage Device** refers to a videotape, computer disk or drive, CD ROM or computer chip used to store the recorded visual images captured by a surveillance system.

Responsibilities

1. **Town Council**:
   a) To approve the Policy and any subsequent amendments;
   b) To appoint the Chief Administrative Officer or designate as the custodian of the surveillance system program; and
   c) Review the policy from time to time or upon changes in legislation.

2. **Chief Administrative Officer (CAO)**:
   a) Ensure the requirements of this policy and procedure are followed;
   b) Ensure that any new legislation and guidelines pertaining to the use of video surveillance is incorporated into this Policy, as required; and
   c) Delegate authority to the Community Services Dept. to manage the records retention and to the Information Services Coordinator to maintain the system.

3. **Employees and Contractors with access to Surveillance Equipment:**
   a) Review and comply with this Policy and Procedure in performing their duties and functions related to the operation of a surveillance system;
   b) Employees and contractor who breech this Policy and Procedure may be subject to disciplinary action (see s. 5)

Standards/Guidelines

1. This Policy and Procedure allows for the installation of video surveillance equipment in Town facilities only within the parameters and subject to the conditions established by this policy.
2. The use of surveillance cameras is for public and employee safety (Section 33 of FOIP).
3. Any record may also be used for staff training, or internal investigation of an incident relating to employee or public health and safety.
4. All personal information will be property of the Town.

Policy and Procedures

1. Design and Installation of Surveillance Equipment:
   a) Reception equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.

   b) Reception equipment shall not be positioned, internal or externally, to monitor areas outside a Town owned building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.

   c) The Town may install public crime reduction cameras at strategic locations to ensure personal safety and aid in the apprehension of criminals. The Reception equipment for this system shall not be directed to look through the windows of adjacent buildings.

   d) Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy (for example, showers, restrooms, etc.)

e) Consideration should be given to the use of surveillance being restricted to periods when there is a demonstrably higher likelihood of crime being committed and detected in the area under surveillance. Only authorized persons should have access to the system's controls and to its reception equipment.

f) Reception equipment should be in a controlled access area. Only the controlling personnel or those properly authorized should have access to the reception equipment. Video monitors should not be located in a position that enables public viewing.

2. Public Awareness of Cameras:

a) The public must be notified, using clearly written signs prominently displayed at the perimeter of surveillance areas, so the public has ample warning that surveillance is or may be in operation before entering any area under surveillance.

b) Unless the public has otherwise been made aware of surveillance cameras at a surveillance area, the main entrance of the area will display the following notice:

Surveillance cameras may be operating in <location of camera> to deter and/or detect criminal activity and for public security. The collection of recorded images is authorized under s. 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about this surveillance, contact <name of position> at <phone number>.

c) In addition, the following sign will be displayed at the surveillance location:

Surveillance camera may be operating in this area to detect and/or deter unlawful activity (such as vandalism, theft and persons crimes) and for public security. For more information, contact <name of position> at <phone number>.

3. Limiting Use, Disclosure and Retention of Personal Information:

a) The information collected may only be used for:

(i). To assess the effectiveness of safety and security measures taken at a particular location;

(ii). To aid internal staff training.

(iii). To investigate an incident involving the safety or security of people, facilities or assets;

(iv). To provide law enforcement agencies with evidence related to an incident under investigation;

(v). To provide evidence as required to protect the Town's legal rights;

(vi). To respond to a request for information under FOIP.

(vii). To investigate an incident or allegation of employee misconduct, or

(viii). To investigate an incident involving an insurance claim.

b) All storage devices that are not in use should be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used should be numbered and dated.

c) A logbook will be kept with regard to the use of each recording device. Storage devices will only be removed when an incident occurs. The employee will take the control of the storage device in question and secure it in a sealed envelope with the date and time of the seizure and initials of the employee on the seal of the envelope.

d) Access to the system is limited to:

(i). Individuals responsible for the operations and administration of the system;

(ii). Individuals who have a legitimate need to access the information for one of the purposes listed in s. 3(a) of this procedure; and

(iii). Individuals whose request for access under FOIP has been granted.

e) Records collected through video surveillance are retained in accordance with the system requirements and capacity (data may be routinely re-written). The aim is to keep 30 days of footage available for retrieval, where possible. The maximum a record can be retained is for 1 year, unless it is documented that further retention is required (such as for court purposes).

f) If the surveillance system has been installed for public safety or deterrence purposes but detects possible criminal activity or non-compliance with or breach of a statute or bylaw that could lead to a penalty or sanction, the storage devices required for evidentiary purposes should be retained and stored according to standard procedures.

g) A storage device release form (Appendix A – Law Enforcement Disclosure Form) should be completed before any storage device is disclosed for law enforcement purposes.

h) An individual who is the subject of the information has a right to access to his or her recorded information. Access may be granted in full or in part depending upon whether any of the exemptions in FOIP apply and whether the excepted information can reasonably be severed from the record.

i) Old storage devices must be securely disposed of by shredding, burning, or magnetically erasing the information.

4. Use for Internal Training & Internal Investigation:

j) Records may be used internal training purposes or internal investigation of incidents where public or employee health and safety are concerned.

k) Training – a record may be used for internal staff training purposes. A copy of a record may be made for this purpose. The record may be displayed or viewed by staff only. No staff member will be permitted to make a copy of the record. The viewing of the record shall only be for the purposes of training on customer service, prevention of a safety incident, or response to a safety incident.

l) Incident Investigation – a record may be used for internal incident investigation. This includes the investigation of "near misses." A copy of a record may be provided to the staff member who is investigating a health & safety related incident involving another staff member or member of the public. The record shall form part of the incident investigation and shall be kept confidential as part of the files and records related to the incident. Further disclosure of the record is not permitted unless it is required for a law enforcement investigation – see s. 3(f) of this procedure.

m) After the purpose of the internal use of the record is completed, the record shall be immediately destroyed or deleted.

5. Unauthorized Disclosure:

a) Any Town of Slave Lake employee, elected official or contractor having knowledge of an unauthorized disclosure of a record must immediately inform the Chief Administrative Officer (CAO) of the breach. The CAO will inform the appropriate Director or Manager who will take all reasonable actions to recover and limit the record's exposure.

b) Any unauthorized disclosure is cause for disciplinary action up to and including termination of employment. If a contractor who breeches this policy and procedure it shall be deemed breach of contract and further legal action may be taken.

TOWN OF SLAVE LAKE

LAW ENFORCEMENT DISCLOSURE

Request for Disclosure under s. 40(1)(q) of the Freedom of Information and Protection of Privacy Act

DATE:_____

Name of Agency_____

Requests disclosure of personal information pertaining to: _____

_____

_____

Which may be generally described as: _____

_____

(General Description of Information Requested)

This information is required by this public body to assist in an investigation pursuant to: _____

_____

(Reference to a Federal or Provincial Statute or Municipal Bylaw by Section or Description of Purpose)

Requesting Official

_____ _____

Name Title

_____ _____

Signature Date

I, _____ ☐ consent to ☐ refuse this disclosure of personal information.

If disclosure has been authorized, the personal information bank(s) is: _____

Authorized Disclosing Official:

_____ _____

Name Title

_____ _____

Signature Date

NOTE: This completed record may qualify for exemption to disclosure under s. 20 of the FOIPP Act.

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Community Services	Policy No:	CMS.REC-24.1002.
Policy Title:	Community Event Grant Policy	Issue Date:	June 19, 2024

1. PURPOSE

1.1. Community events grants are intended to provide modest levels of financial support to community organizations that host events or activities that enhance the well-being of Slave Lake residents. The purpose of this policy is:

- To establish transparent requirements and application procedures for organizations and groups that request support through the grant process;
- To treat all request for support fairly and consistently;
- To provide clear framework for Town staff when evaluating and responding to requests for financial support;

2. POLICY STATEMENT

2.1. The Town of Slave Lake recognizes the valuable contributions made by community groups and organizations that enhance the quality of life for residents. Community event grants demonstrate Council's commitment to working with these groups to provide support for their events.

3. DEFINITIONS

3.1. **Administration**

3.1.1. Administration of the Town of Slave Lake and includes the CAO or designate.

3.2. **CAO**

3.2.1. Chief Administration Officer for the Town of Slave Lake. The CAO may delegate any roles or responsibilities outlined in the policy to other employees of the Town of Slave Lake.

3.3. **Community Event**

3.3.1. Any event that is open to the public and benefits the community as a whole.

3.4. **Community Group/Organization**

3.4.1. A non-profit group or organization, in good standing with the Government of Alberta, that is based in Slave Lake and services Slave Lake residents. This cannot be a for-profit entity.

3.5. **Special Event Permit**

3.5.1. The permit required from the Planning and Development department to run an event on public lands (i.e. Parks, roads, boulevards, Town parking lots, etc.). Events requiring permits include but are not limited to bicycle/foot races, walks/runs/marathons, parades, block parties, weddings, celebrations, family reunions, charitable events, open air concerts, games, car shows, fitness classes.

3.5.2. The permit required from the Community Services Department to run events at the Multi Rec Centre, Wildfire Legacy Centre, Charity Ball Diamonds and/or Sinclair Ball Diamonds.

3.6. **Town**

3.6.1. The municipal corporation of the Town of Slave Lake.

4. GUIDELINES

4.1. **Responsibilities**

4.1.1. Council is responsible for approving policies, plans and budgets that event affect the overall delivery of service.

4.1.2. Administration is responsible for the administration of the program including grant approval.

4.2. Standards/Guidelines

4.2.1. The Town will consider an annual operating budget for community events.

4.2.2. Should the allocated budget not be expended in a fiscal year, the remaining funds may be transferred to a reserve for community events expenditures in future years.

4.3. **Procedures**

4.3.1. Administration, through the annual operating budget process, will provide input in the amount for consideration for community events.

4.3.2. Pending the approval of the Town budget, a grant intake will be accepted in the first half of the year, normally March. Should funds remain in the grant fund, another intake will be accepted in September. The grant applications will be made available on the Town of Slave Lake website.

4.3.3. A group is eligible for a maximum of one grant per year to a maximum of $2,000.

4.3.4. Funding is limited and the Town reserves the right to refuse an application of any basis it considers reasonable.

4.3.5. Applications may be made for future events, or if there are special circumstances, events which took place in the preceding 6 months.

4.3.6. Groups eligible for the grant must be Slave Lake based and service Slave Lake residents (i.e. Slave Lake District Chamber of Commerce, Slave Lake Regional Tourism Society). Non-Town of Slave Lake not-for-profit groups providing an event to Town of Slave Lake residents may receive funding considerations if a similar service is not offered in the Town of Slave Lake.

4.3.7. Events shall reflect the values of the community and be appropriate for all demographics. For example, Riverboat Daze, Moonlight Madness, Beach Fest.

4.3.8. Events are meant to enhance the community and not for advertising, political or offensive/hateful purposes.

4.3.9. Amateur sporting events must be sanctioned by a Provincial or National governing body and provide verification of such sanctioning as part of the application process.

4.3.10. Applicants will be notified to inform them of decisions made on funding. A cheque or EFT as applicable will be processed.

4.3.11. A grant agreement outlining terms and conditions of the funding towards the event shall be put in place. The agreement will include:

- Timelines for event implementation
- Permitted usage for funds
- Details of applicable Special Event Permits that need to be completed
- Recognition of funds received from the Town of Slave Lake
  The agreement must be signed prior to the implementation of the event.
- Event budget

4.3.12. The Town will promote awareness of the event.

4.3.13. Events held Downtown and/or adjacent to Main Street, and events held in the Provincial park may be prioritized.

5. Criteria

5.1 Criteria will be established for evaluation of grant applications. Criteria will be included in the application, and will at a minimum evaluate:

- The groups previous experience with public events
- The value to the community
- The alignment with the Town of Slave Lake's strategic priorities.

- The existing community events and that the event doesn't duplicate service/interfere with existing event dates.

6. Ineligible Events

6.1 Ineligible events and activities include:

- Events the do not provide direct benefits to Town of Slave Lake residents;
- Events that are not open and available to the general public;
- Events that have already received direct or indirect support from the Town of Slave Lake for the stated service;
- Events that have an unreasonable admission fee structure;

6.2 Please note the following are not eligible to apply;

- Where the use of this Grant is for the purpose of Flow through funding, where the intent is to re-distribute funds to others;
- Where the use of this Grant is for the purpose of Deficit funding or retroactive funding;
- For- profit or fundraising events, commercial ventures;
- Individuals;
- Any application for an event produced by or on behalf of Government Agencies;
- Any application aligned with a political party or to support programs or services thereof;
- Any application aligned with a religious affliction, or to support programs or services thereof;
- Banquets;
- Conferences;
- Groups using fund to operate programs, projects, or operation predominantly outside of Slave Lake;

7. REVIEW OF THE POLICY

7.1. This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

8. RELATED POLICIES

8.1. Planning and Development – Special Event Policy
8.2. User Fee and Facility Policy

Town of
SLAVE LAKE

9. RESCINDS

9.1. This policy rescind Policy D.027 Community Donation Fund

ISSUED BY:	APPROVED BY:	DATE:
1. Chief Administrative Officer		2024/06/31
2. Mayor	M Ward	2024/07/02

Town of SLAVE LAKE

Appendix A

Community Event Grant Application

Description

The Community Event Grant is intended to provide support to community organizations who host events or activities that enhance the well-being of Slave Lake residents. Through the application process the Town of Slave Lake establishes a transparent process for organizations and groups who request support.

Guideline

1. Groups eligible for the grant must be Slave Lake based and service Slave Lake residents.
    a. Non-Town of Slave Lake not for profit groups providing an event for Slave Lake residents may receive funding considerations if similar services are not offered in Town.
2. Events must reflect the values of the community and be appropriate for all demographics.
3. Events are meant to enhance the community and are not for advertising, political or offensive/hateful purposes.
4. Groups are eligible for a maximum of one grant per year to a maximum of $2,000
5. Funding is limited and the Town reserves the right to refuse an application on any basis they consider reasonable.
6. Applications may be made for future events, or it there are special circumstances, events which took place in the preceding 6 months.
7. Amateur sporting events must be sanctioned by a Provincial or National governing body.
8. A grant agreement outlining terms and conditions of the funding shall be put in place. The agreement will include:
    a. Timeline for event implementation
    b. Permitted use of funds
    c. Details of applicable Special Event Permits that need to be completed
    d. Recognition of funds received from the Town of Slave Lake
    e. Event budget
9. The Town will promote awareness of event.

Ineligible Events/Activities

Ineligible events and activities include:

- Events that do not provide direct benefit to Town residents;

- Events that are not open and available to the general public;
- Events that already receive direct or indirect support from the Town of Slave Lake for the stated service;
- Events that have unreasonable admission fees structures;
- Events where the use of the grant is for the purpose of flow through funding, where the intent is to redistribute the funds to others;
- Where the use of the grant is for the purpose of deficit funding;
- For profit and commercial ventures;
- Any application for an event produced by or on behalf of government agencies;
- Any application aligned with political parties or to support their programs and/or services;
- Any application aligned with a religious affliction or support their programs and/or services;
- Banquets;
- Conferences;
- Groups using funds to operate programs, projects or operations predominantly outside of Slave Lake

Criteria

The following criteria will be considered when determining fund allocation for community events:

1. The groups previous experience with public events
2. The value to the community
3. The alignment with the Town of Slave Lake's Strategic Priorities
4. The existing community events and that the event does not duplicate services/interfere with existing event dates.
5. Appropriateness of budget
6. Ability to carry out project
7. Event must be accessible and visible to the community
8. Events held in the Downtown corridor and within the Provincial Park may be prioritized
9. Funds are for operational event costs and cannot fund capital projects

Submission Instructions

Please submit the attached application form along with the following items to _____ via email _____or in person at 10 Main St SW. Questions can be directed to _____ or 780-849-____

☐ Project Budget

Town of SLAVE LAKE

☐ Proof of Insurance ($2 million liability insurance required, if you do not have insurance, please contact us to discuss)

Applications are due by _____

Applicant Information

About the Applicant	
Name of Organization	
Mailing Address	
Postal Code	
Primary Contact Name	
Email	
Phone Number	

Application Questions

About the Event *Optional: attach any additional documents about your event*	
Event Name:	
Event Location:	
Event Dates:	

Is this a new event or have new elements been added to a reoccurring event?

☐ This is a new event ☐ This is a reoccurring event without new elements

☐ We are adding new elements to a reoccurring event

Tell us more about your event. What are your goals and outcomes? How do they align with the Town of Slave Lakes Strategic Priorities?

Town of
SLAVE LAKE

Is your event open to all residents of Slave Lake? ☐ Yes / ☐ No Tell us who can access your event and why
Is there a fee to attend your event? ☐ Yes / ☐ No Tell us more about what the cost is (if any) and how you plan to make the event financially accessible if there is a fee.

Implementation
Tell us about your organization's previous experience implementing similar-scale events

What team do you have in place to ensure the event is successfully completed?
How will you promote the initiative to ensure its success?

Town of
SLAVE LAKE

What is the amount of funds being requested? Please complete the Project Budget below

Revenue	**Cash or Estimated in-Kind Value**
Grant	
Gifts/Donations	
Sponsorship	
Total Revenue	**(1) $**

Expenditures *(eg Performers, 3 musicians at 2 hrs each)*	**Cash or Estimated in-Kind Value**
Contingency Fund suggested	
Total Expenditures	**(2) $**

Total Revenue (1) MINUS Total Expenditures (2):	$
Total amount requested from the Community Event Grant (maximum request $2,000)	$

Signature

The applicant, on behalf of its officers, agents, and employees, waives the right to bring any claim against The Town of Slave Lake and its officers, agents, and employees for any matters arising our of or in any

way connected with the Community Event Project, including claims based on the negligence of The Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless The Town of Slave Lake, its officers, agents and employees from and against all claims of nature, including negligence, arising our of or in any way connected with the Community Art Project.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them. Failure to comply with the conditions herein could result in the application/agreement being withdrawn, future applications being denied.

Organization Name_____

Authorized Person to Sign Name_____

Signature_____

Date _____

Town of Slave Lake Use Only		
Date Received: _____		
Accompanying Documents Received: Yes ☐		No ☐
Decision Call Made : Yes ☐	No ☐	Date: _____

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D. 023
OWNER DEPT: CS
COUNCIL APPROVAL: Jan 13/15

TITLE: AUTOMATED TRAFFIC ENFORCEMENT FUND DISBURSEMENT POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake wants to ensure that all elements of the Automated Traffic Enforcement Fund are focused on community safety, and revenue generated from traffic enforcement provides funding for enhancement of community recreation facilities, parks and open spaces; safety and education programs; and safety infrastructure.

POLICY OBJECTIVES:

1. Revenue from the Automated Traffic Enforcement Fund (ATEF) are intended for use for non-continuous, community projects.
2. Projects must demonstrate how they advance, contribute, promote or sustain safety in the community or enhancement of facilities, open spaces, public space, and green spaces.
3. To ensure public awareness of fund disbursement, all projects and infrastructure funded will display signage or communication that the initiative was funded through ATEF.
4. Automated Traffic Enforcement funds will not be built into the Town of Slave Lake's annual operational budget.

FUNDING:

Funding for the automated traffic enforcement fund will be through ticket revenue, and will be credited to a reserve fund developed for this purpose. Funds can accumulate or be used for general debt reduction.

SIGNED: _____ **DATE:** June 16, 2015.
CAO

TOWN OF SLAVE LAKE

TITLE: AUTOMATED TRAFFIC ENFORCEMENT FUND DISBURSEMENT POLICY

PROCEDURE

1.0 DEFINITIONS

1.01 ATEF – Automated Traffic Enforcement Fund, funds generated from photo enforcement of Traffic Safety Act through contract with Global Traffic Systems.

1.02 TSA – Traffic Safety Act

1.03 Reserve Fund – ATEF Reserve Funds – for revenue generated from tickets

1.04 Self-sustaining – Project or program is able to continue to operate with funds from other sources than ATEF funds

1.05 Non Operational – Funds that are not part of the annual operational budget, therefore there is not dependency on a specific amount for ongoing operations

2.0 RESPONSIBILITIES

2.01 Global Traffic Group is a contracted Company that operates automated traffic enforcement. Global ensures weekly advertisements are in the newspaper, and provides the information for the town website on enforcement locations. Funds from tickets are sent to the province, and Global invoices the Town monthly.

2.02 Council will review accumulated funds in reserve fund, and will consider recommendations from Community Services on disbursement of funds, and through resolution disburse and credit funds into/from reserve set up for that purpose.

2.03 Community Services Department Director will bring forward recommendations to Council twice a year.

TOWN OF SLAVE LAKE

TITLE: AUTOMATED TRAFFIC ENFORCEMENT FUND DISBURSEMENT POLICY

PROCEDURE

3.0 POLICY PROCEDURES:

3.1 The Town will solicit proposals through a variety of methods:
a) Through budget meetings of Town Council
b) Through solicited recommendations from the Community Services Department

3.2 Recommendations will be reviewed bi – annually by Council

3.3 Funding allocations will be based on the following criteria:
a) Degree of community benefit
b) The ability to complete the project
c) The ability for the project to be self-sustaining
d) Identifies and addresses a specific community safety issue, service or project that would be under one of the following categories:
- Enhances community recreation facilities, parks, and public spaces
- Provides for individual assistance for recreational use
- Provides safety programs, education programs or general awareness campaigns or events
- Provides safety infrastructure(crossings, signage)
- Allows for general debt reduction

TOWN OF SLAVE LAKE

TITLE: LEISURE ECONOMIC ASSISTANCE POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake is a welcoming and progressive community that recognizes financial obstacles that prevent residents from participating in Town based recreation and leisure activities. Through the Leisure Economic Assistance Policy (LEAP) the quality of life and well-being of the citizens of Slave Lake will be enhanced.

POLICY OBJECTIVE:

To provide access to recreational programs, facilities and activities for individuals and families, with financial barriers that are living in the Town of Slave Lake

REVENUE:

Revenue will be in the form of $5,000 budget item in the Town's operational budget.

SIGNED: _____ **DATE:** June 16, 2015
CAO

TITLE: LEISURE ECONOMIC ASSISTANCE POLICY

PROCEDURE

1.0 DEFINITIONS

1.01 LEAP – Leisure Economic Assistance Policy

1.03 JumpStart – Charity dedicated to removing financial barriers so kids can participate in sports and physical activity

2.0 RESPONSIBILITIES

2.01 Town of Slave Lake Community Services Department will be responsible for administrating LEAP.

3.0 PROCEDURES

3.01 Funds will be available to residents within the Town of Slave Lake.

3.02 A LEAP application form must be completed, forms are available for pick up at the Multi Rec Centre, Northern Lights Aquatic Centre, Town of Slave Lake Administration office or online through the Town of Slave Lake website.

3.03 The Community Services Program Coordinator or delegate will review all applications for eligibility and completeness of information. Once reviewed applicants will be notified by the Community Services Department.

TITLE: LEISURE ECONOMIC ASSISTANCE POLICY

PROCEDURE

PROCEDURES (CONT)

3.04 Applications are accepted on an ongoing basis and will be reviewed a minimum of twice per month. Applicants must reapply for LEAP annually (every 12 months). Successful applicants will be approved based on the following:

Option A: Financial Criteria – low income cut offs as per Revenue Canada or council recommendations
Option B: Income Tax assessment cut offs
Option C: Completion of form on first come, first serve basis

3.05 LEAP Cardholders are entitled to the following every 12 months

- ✓ 50 percent course fee discount (to a maximum of $40) for 4 or programs per year. This discount **cannot** be used in conjunction with KidSport or JumpStart Funding. Some programs may not qualify for the discount.
- ✓ A year pass for free admissions for regular drop-ins including Northern Lights Aquatic Centre, Multi Rec Centre Fieldhouse and Arena dropins.

3.06 Application attached

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D 026
OWNER DEPT: CS
COUNCIL APPROVAL:

TITLE: WEED CONTROL AND INSPECTION POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake will carry out a Weed Inspection & Control Program under the authority of the Weed Control Act and Regulations (WCAR). The WCAR provides the legislation necessary for the inspection of land and the enforcement measures will be according to the WCAR and this policy.

POLICY OBJECTIVE:

1.1 To administer, direct and enforce the WCAR in an equitable, consistent and effective manner with the financial and human constraints of the municipality.
1.2 To protect land from the invasion and spread of prohibited noxious and noxious weeds.
1.3 To employ public relations, extension and cooperation as the first step in weed control with enforcement measures being the second.

SIGNED: _____ **DATE:** June 16, 2015.
CAO

TITLE: WEED CONTROL AND INSPECTION POLICY

PROCEDURE

2.0 RESPONSIBILITIES

2.0 Town of Slave Lake Community Services Department, will be responsible for the WCAR.

2.1 Council:

- 2.1.1 Will appoint a sufficient number of inspectors to carry out the WCAR and will supply each inspector with identification.
- 2.1.2 May make bylaws according to the WCAR.

2.2 Weed Inspector

- 2.2.1 The Municipal District of Lesser Slave River 124 (MD) will provide a weed inspector appointed under the WCAR by TOSL Municipal Council.
- 2.2.2 Will act in accordance of this policy and the WCAR.
- 2.2.3 Will supervise, direct and be responsible for other appointed Weed Inspectors.
- 2.2.4 Must follow through to the conclusion of any Weed notice that is issued.

3.0 PROCEDURES

3.1 WEED INSPECTION AND CONTROL PRIORITIES

3.1 Weed Inspection and control efforts for the land in the TOSL will be directed to and prioritized in the following order:

- 3.1.1 Municipal (TOSL owned and or under control) land.
- 3.1.2 Industrial, resource and commercial land
- 3.1.3 Public land
- 3.1.4 Residential

4.0 NON-COMPLIANCE OF AN INSPECTOR'S NOTICE

If the inspector finds prohibited noxious weeds that have not been destroyed in accordance with 13(1) (2) of the Weed Control Act, the inspector will give a notice in writing requesting the weeds to be destroyed. In the event of non-compliance whereby herbicide application is required, contracted service providers will be hired.

4.1 Contract service providers hired to perform herbicide application for non-compliance of an Inspector's Notice must provide confirmation of Insurance and WCB coverage and pesticide application service approval and provide certified application personnel.

TITLE: ANIMAL CARE AND CONTROL POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake is responsible for the care and control of cats and dogs in the Town of Slave Lake and housing of dogs at the municipal animal control facility and shall ensure a publicly accountable and legally defendable practice of humane treatment.

POLICY OBJECTIVES:

1) Provide clear understanding and guidance to all employees in connection with their responsibility in the complete process of receiving, care of, and release of dogs.

2) Ensure that all record keeping procedures are kept in an organized and consistent streamlined format.

3) Ensure safety of all employees and volunteers when entering dog pound in receiving, care of, and release of dogs.

4) Provide a clear understanding of responding to calls for service in relation to animal control by the animal control officer or peace officer.

SIGNED: _____ **DATE:** _____
CAO

TITLE: ANIMAL CARE AND CONTROL

PROCEDURE

1.0 DEFINITIONS

1.01 "Animal Control Officer" means a person appointed by the CAO to enforce the provisions of this bylaw;

1.02 "Animal Rescue Committee- ARC" The an*imal Rescue Committee* is a not for profit group of volunteers whose aim is to work with the town to rescue homeless and abandoned animals in the community and surrounding areas. They will provide veterinary treatment to sick or injured animals and temporary foster homes and or operate a holding facility, while waiting for responsible permanent homes to be found.

1.03 "Cat" means any domesticated cat;

1.04 "Defecate" shall mean to discharge waste matters from the bowels;

1.05 "Dangerous Dog" means any dog, which in the opinion of the Peace Officer or Animal Control Officer:

a) Without provocation, shows a propensity, or disposition or potential to attack or injure humans or animals; or
b) Without provocation attacks, bites, or injures any human or animal; or
c) Is deemed to be dangerous by a Justice under the provisions of the Dangerous Dogs Act R.S.A 2000 and amendments there to;

1.06 "Dog" means either male or female dog;

1.07 "Impounded" means taken into custody of the Pound;

1.08 "Kennel" means an establishment run by any person or corporation engaged in the business of breeding, buying, selling training, or boarding of dogs;

1.09 "Owner" means and includes any person, group of persons, firm or corporation owning or possessing or having control over a dog or cat";

1.10 "Peace Officer" a member of the Royal Canadian Mounted Police, or Peace Officer as defined under the Peace Officer Act of Alberta;

TITLE: ANIMAL CARE AND CONTROL

PROCEDURE

1.11 ”Pound” means the premises designated by the CAO under the Provincial guidelines for the purposes of impounding and caring for all animals found at large or otherwise in violation of this bylaw;

1.12 “Pound Keeper” means a person appointed by the CAO of the Town of Slave Lake or by agreement with another municipality or private business for the maintaining of the designated pound or pounds;

1.13 “Town” means of Town of Slave Lake”;

1.14 “Violation Tag” means a ticket or similar document issued by a peace officer; animal control officer; or bylaw officer pursuant to the Municipal Government Act, RSA, 2000, c.M 26;

1.15 “Violation Ticket”, means a ticket issued pursuant to Part 11 of the Provincial Offences Procedure Act, RSA, 2000, c. P-34;

2.0 RESPONSIBILITIES

2.1 “Peace Officer/ Animal Control Officer” – The Animal Control Officer is the main contact person for the release, capture, complaint investigation and adoption process of dogs that come into the animal control facility. These persons shall also ensure that yard maintenance is conducted and fine payment is collected. Animal control officers shall ensure that all paperwork is appropriately filed and the report exec files are created for every response.

2.2 “Senior Peace Officer” –The Senior Peace Officer will ensure the pound has full coverage during the day, evening, weekends and statutory holidays. He will act as the “Animal Control Officer” in the absence of the appointed Animal Control Officer for sick days, personal leave days or scheduled vacation days.

2.3 “Registered Veterinarian” means a registered veterinarian as defined in the “Veterinary Profession Act”. His or her responsibilities will include conducting parvo tests, assisting in the declaration of a “distressed” animal under the Animal Protection Act of Alberta as required by law, assist with the euthanizing of any animal under distress and for treatment of other animal related illness.

TITLE: ANIMAL CARE AND CONTROL

PROCEDURE

2.4 "Town Cashier" – The town cashiers at the Town of Slave Lake may on occasion take payment regarding any fines issued by the Animal Control Officer or Peace Officer in relation to animal fines and dog registration.

3.0 PROCEDURES – Dog Handling, Booking and Releasing

3.1 All dogs housed in a kennel will be provided immediately with a bowl of food, water and a blanket.

3.2 Dual kennels will be utilized first as they are more spacious and are easier to clean. Single kennel will be utilized for smaller breeds and when all other dog kennels are in use.

3.3 When booking in a dog, releasing a dog or adopting out a dog, the animal control facility log book will be updated. This includes:

a) The officer name;
b) Date;
c) Time;
d) Type of duties
e) Number of dogs housed or released

3.4 Any dogs lodged into kennels that have sustained injuries or dogs that appear to have been abandoned shall be reported to the Slave Lake Animal Rescue for financial assistance.

3.5 Any dogs that appear to be in distress, shall be immediately brought to a Veterinarian for the purposes of caring for any wounds, injuries or internal issues as per the Animal Protection Act.

3.6 Any dogs lodged into the pound shall as soon as possible, be advertised on the Slave Lake Animal Control Facebook page.

3.7 If an owner comes forward requesting the release of their dog, the releasing officer shall:

TITLE: ANIMAL CARE AND CONTROL

PROCEDURE

a) Take pound duty payment at a cost of $25.00 per day, per animal.
b) Complete a pound receipt in the pound and issue a copy to the animal owner.
c) Issue an "Ownership Form" to the animal owner to complete- See Appendix "C"
d) Put a second copy in an envelope with the payment collected and seal the envelope.
e) Payment envelopes are to be kept in the locked safe in the pound where the Senior Peace Officer will take the payment money to the Town of Slave Lake Office, for processing by the Town Cashier

4.0 PROCEDURES – Dealing With Dangerous Dogs

4.1 When a dog has shown signs of aggression, has bitten another animal or human or has a record of being dangerous, the dog shall be deemed "dangerous"

4.2 The dog shall be placed in the designated "dangerous dog kennel". It will be indicated on the sign in form that the dog is dangerous.

4.3 A dangerous dog shall remain in the kennel at all times until the owner is contacted. The kennel is equipped with a safety panel separation door so it can be cleaned while the animal is still inside. This procedure must be followed until the owner is located or the dog is impounded for 3 days or more.

4.4 If an owner does not come forward for a dangerous dog, a meeting is to be conducted between representatives of the Slave Lake Animal Rescue, Enforcement services and the local veterinarian for consultation. A decision will be made whether the dog is capable of rehabilitation or has a likelihood of attacking again. If the decision is made that a successful adoption is low, than the Animal Control Officer will work with the local veterinarian to have the animal euthanized once the three day grace period has passed.

4.5 If an unclaimed dog that has bitten or attacked a person or animal to which rehabilitation is possible, the animal shall be surrendered to the Animal Rescue Committee after the three day grace period.

TITLE: ANIMAL CARE AND CONTROL

PROCEDURE

5.0 PROCEDURES – Kennel Cleaning and Maintenance

5.1 When cleaning the kennels, all dogs will receive a fresh blanket. If the blanket they have has urine, feces or vomit on it, a new blanket will be given to that dog.

5.2 Any feces picked up in the kennel will be put into the toilet bowl for disposal. The blanket is to be inserted into a black garbage bag where the Animal Control Officer will bring to the cleaners.

5.3 A dog shall be visited twice daily at a minimum. If a dog requires special attention or care, additional pound visits may be required.

5.4 Each visit, the dogs will receive a fresh bowl of water and food. If the kennel had urine or feces in it, the kennel is to be cleaned by;

a) Spraying the entire kennel with the bottles of mix detergent
b) Then hosing down the kennel.
c) The water is to taken out of the kennel using the “squeegee”
d) This process may need to be repeated more than once if the feces has dried to the floor.

5.5 Often the main area of the Animal Control Facility will get muddy, dusty or dirty. A supplied mop, bucket and broom shall be used to keep the pound in a presentable manner for the view of the public and other enforcement agencies who also use the facility.

6.0 PROCEDURES – Handling of Parvo

If a dog is logged into the pound and the dog is suspected to have parvo, the dog shall be transported to the local vet immediately for a parvo test. Communication with Slave Lake Animal Rescue maybe required for the funds for such tests.

a) If the dog tests positive for Parvo, the Animal Control Facility will be shut down for business and placed under “Quarantine” until the Parvo in the dog has passed its cycle. No other dogs shall be housed in this facility until the Parvo has passed to prevent contamination of other dogs and to properly contain the deadly virus.

TITLE: ANIMAL CARE AND CONTROL

PROCEDURE

b) A quarantine sign shall be posted immediately at both entrances to the pound to prevent any further animal bookings.

c) The dog shall receive special care by the Animal Control Officer by way of several visits in a day for continuous check-ups.

d) Specialized food may need to be made during this process. This includes a special diet of cooked beef mixed with rice. This formula is a special diet for Parvo infected dogs.

e) Any person/officer shall ensure that he or she that no fecal matter, saliva, urine or vomit gets on the uniform or clothing of the officer. In addition, the person administering care must ensure the bottom of his boots are clean of any feces, urine or saliva to prevent contamination in the field.

f) Continuous communication is to be conducted with the Slave Lake Animal Rescue Committee so they are aware of the situation.

g) All costs of the care is to be documented in the event the owner comes forward after specialized care has been provided so the municipality can get the funds back.

h) If the dog survives the sickness, than it is to be released in the care of the Animal Rescue Society.

i) If the dog dies during the sickness process, the dog shall be turned over to the local vet for proper disposal.

j) Once the Parvo infected dog has been dealt with, the Animal Control Facility must receive a full cleaning with bleach and hot water. All bowls, dishes, equipment used for the care of the sick dog is to be cleaned thoroughly with hot water and soap. This process takes 4 hours on average. All feces in the yard left by the infected dog shall be picked up and flushed down the toilet.

7.0 PROCEDURES – Destruction of Dogs

7.1 A dog or animal may only be destroyed under the Animal Protection Act under the care of a Certified Veterinarian in the event the dog is in such distress that the only way to relieve the dog of its distress is to have it euthanized. Circumstances may include a gunshot wound, a broken or several broken bones

TITLE: ANIMAL CARE AND CONTROL

PROCEDURE

or badly beaten animal. The on duty Peace Officer will evaluate such circumstances.

7.2 In the event a dog or any other animal is required to be euthanized, a Supervisor must be contacted for approval.

8.0 PROCEDURES – Tools and Equipment

8.1 Tools will be made available for the use of capturing, releasing, dealing with dangerous dogs and investigations.

8.2 If additional equipment is required, the Officer must notify a Supervisor immediately of additional tools missing or required for the purposes of perform his or her duties.

9.0 PROCEDURES – Forms to Complete

9.1 The following forms will be completed for the purposes for record keeping and issuing penalty fines.

a) Animal Control Sign in Log
b) Book in Form" to be completed every time a dog is lodged. This form is to be left at the kennel the dog is in.
c) "Ownership Form" as per the Responsible Pet Owners Bylaw
d) "Dangerous Dog Form" for the purposes of declaring a dog dangerous under the Dangerous Dogs Act.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D. 032
OWNER DEPT: CS
COUNCIL APPROVED: Aug 15, 2017

REVISED: Aug 14, 2018

TITLE: **USER FEE AND FACILITY**

POLICY

POLICY STATEMENT:

The Town of Slave Lake Council believes that a fee structure should be established that encourages maximum community use while striving to balance the level of community subsidization and the direct cost to the user. Therefore, to encourage community participation, the Town will provide some opportunities open to all citizens in the community at no cost.

The Town of Slave Lake respects the right of every individual/organization to utilize town owned/operated facilities. The Town will schedule these facilities with the understanding that different organizations and individuals have different needs and work toward fostering a continued relationship of mutual respect, understanding and cooperation between user groups.

POLICY OBJECTIVES:

The objective of this policy is to:

a). Ensure fair and equitable application of user fees to all users of recreation and culture facilities.

b). Ensure a consistent approach and methodology to establishing, evaluating and approving user fees for Town owned/operated facilities, parks and open spaces.

c). Ensure user fees are aligned with Council's vision and greater community benefits derived through the provision of recreation and culture facilities and programs.

d). Ensure that all facilities are utilized to their maximum potential.

e). Provide for the usage of facilities by various age groups at appropriate times (i.e. Youth will have access at earlier times than adults).

f). Provide guidelines to ensure the safety of patrons and care and control of the facilities.

Brian Vance, Chief Administrative Officer

Date

TITLE: **USER FEE AND FACILITY**

PROCEDURES

1.0 DEFINITIONS:

Adult Groups

Groups where more than 50% of its members are over the age of 18 years.

Community Subsidy

Net cost of operating a facility or program that is paid through property taxes.

Contributions

Support that reduces the operating cost or provides capital assistance to enhance a facility, service or program.

Facilities

All indoor and outdoor facilities that are owned, operated, or provided by the Town for offering recreational and cultural programs/opportunities to the community.

LEAP Fund

Leisure Economic Assistance Policy provides subsidy for individuals and families for programs and facility access.

Non-Local Groups

Groups where more than 50% of its members do not reside in or pay taxes to the Town of Slave Lake or the Municipal District of Lesser Slave River No. 124.

Special Event

Any event or booking which requires more than six hours of booking time for one specific purpose.

Underutilized Ice Time

Time, which is not normally booked by the community or programmed time that has a generally low attendance. The emphasis is on time blocks that are not fully utilized vs. time of day. This may include unsold space that can be sold on short notice by reducing the price. Typically, this include daytime ice (between 8 am and 3 pm), ice during the Christmas holiday season, and any other times where ice may not normally be booked on a regular basis. The Manager of Community Relations will seasonally determine which ice times fit this category and post those times.

TITLE: **USER FEE AND FACILITY**

PROCEDURES

Youth Groups

Groups where more than 50% of its members are under the age of 18 years.

2.0 ALL FACILITIES PROCEDURES

1. User Fees

1. User fees for recreation and culture can be categorized into the following:

   Program User Fees – Full Cost Recovery

   Admission Fees – Market Comparison

   Facility Rental Fees – Market Comparison

2. All user fees will be subject to an adjustment to offset the Consumer Price Index, which will be added to the rates every two years based on the average from the previous two years.
3. Fees for facilities or programs should not be set at rates that prohibit usage or opportunities from being accessible.
4. Admission fees and facility rental fees are established based on reviewing and comparing user fees charged by similar facilities (Peace River, Grande Prairie, Whitecourt, Sylvan Lake, Rocky Mountain House, Fairview and High Prairie).

2. Facility Bookings

1. All event bookings require the completion of a “Facility Request Form”. The form and the deposit must be received prior to the booking being accepted.

2. An event permit will be issued, seven days prior to the booking, signed by the person legally authorized to sign for the organization, with the Manager of Community Relations’ signature or his designate, to provide a binding agreement. All applicable documents (Insurance, AGLC, floor plans, AHS food handling, raffle licences) must be received prior to the permit being signed and issued.

3. Non-local users will be required to pay a refundable deposit equal to 50% of the rental in advance of the booking date.

TITLE: **USER FEE AND FACILITY**

PROCEDURES

4. Rentals over $100.00 and special event bookings will pay a $500.00 deposit or 50% of the booking, whichever is less, to confirm the booking. Refunds will be provided for bookings cancelled within four weeks of the event.
5. Damage deposits may be required at the discretion of the Director of Community Services. Refunds will be by cheque within two weeks after the booking has taken place, or in the case of a preauthorization on a credit card, within three days following the booking.
6. Payments for special events must be received in full, seven days prior to the event or booking taking place.
7. Groups renting facilities on a regular basis throughout the year (set bookings each week/month) will be billed monthly. Any balance owing after 30 days from the date of invoice will be subject to interest charges pursuant to the Accounts Receivable Policy of the Town. Where an account remains unpaid after 60 days from the date of the invoice, the renter may lose booking privileges.
8. All bookings must be paid at the time of booking.
9. The Town of Slave Lake retains the right, when necessary, to cancel a group's or individual's facility time for any reason, mechanical failure or otherwise and shall not be held liable for any losses. Parties will be notified in advance of the cancellation and, where possible, alternate usage time will be made available.
10. Any violations in accordance with "The Public Code of Conduct Policy" may result in cancellation of an individual or group booking.

3. Facility Allocation

1. All facilities will be scheduled for the entire season at the facility scheduling meeting prior to the start of the season.
2. Youth organizations have significant time restraints placed on their programs. To minimize the effects of the restraints, youth groups will have priority when booking facilities.
3. All bookings after the initial scheduling meeting will be done on a first come basis.
4. There will be time allocated for public access in all facilities, and whenever possible, efforts will be made to offer some public access at no cost to the public (i.e. free public skates, free public swims). These public access times will be brought forward by the facility programmers as part of the facility scheduling meetings.

TITLE: **USER FEE AND FACILITY**

PROCEDURES

5. Every effort will be made to reduce financial barriers to participation, by encouraging use of the LEAP subsidy and other available subsidies.

6. The Northern Lights Aquatic Centre will schedule in accordance with the "Pool Allocation Policy"

4. Joint Use Agreement

Facility use for schools will be in accordance with the joint use agreement.

5. Age Requirements

1. For group bookings and individual bookings that are not booked under an association, an adult must sign the contract. For group bookings, if there are youth 14 and under, on the ice, an adult must be in attendance.

2. If there are youth 11 and under, in the fieldhouse or on the track, an adult must be in attendance.

3. For drop in times, youth 11 and under must have responsible supervision.

4. The indoor playground must have adult supervision at all times.

5. For the aquatic centre, all children 7 years and under must be within arm's reach of an adult at all times, and therefore cannot attend any swims without an adult. Children 8 and over may attend public swims unsupervised.

6. Storage Guidelines

Equipment storage for user groups in Town owned facilities may be provided at a cost in accordance with the rate bylaw, under the following conditions:

1. The user group is responsible for the contents. The Town does not carry insurance nor can they be responsible for lost or stolen items. Each group is responsible for their own inventory.

2. Keys for locked units, will be made available to the contact for the organization, and it is their responsibility to ensure access.

3. It is up to each facility supervisor, to designate the amount of allocated space allowed.

4. User groups will be invoiced once a year at a monthly rate.

TITLE: **USER FEE AND FACILITY**

PROCEDURES

3. 0 MULTI RECREATION CENTRE (MRC) PROCEDURES:

1. **Ice Users Rental Contracts**

a) At the Ice User Meeting held in September of each year, each Ice User Group will be presented with an Ice User Rental Contract. Each Ice User Group will be required to sign the contract and return the contract to the Community Services Department prior to their initial ice time allocation of the season. User groups not returning their contract will not be allowed on the ice until it is submitted.

b) Each user group must present a copy of their insurance with their signed ice User Rental Contract.

2. Use of Safety Equipment

Proper safety equipment for any participant less than 18 years of age is required, and is subject to enforcement by the Supervisor and arena staff (i.e. no sticks and pucks will be permitted unless all participants are wearing helmets).

3. Commencement of Rental Time

Ice time commences at the user's scheduled time, not when the participants actually begin their activity on the ice. The multi recreation staff are responsible for notifying officials at the end of their scheduled time. All participants must then leave the ice.

Rental time commences at the user's scheduled time, not when the participants actually begin their activity in the fieldhouse. The multi recreation staff are responsible for notifying particpants, and organizers at the end of their scheduled time. All participants must then leave the area, so the next activity may begin.

4. Underutilized Ice Time

Those users of underutilized ice shall be charged at the regular rate for their category less 20%.

5. Tournament Rate

The Tournament Rate for ice users, will be charged at an hourly rate where the user books more than the specified minimum hours over concurrent days. For example, a tournament organizer books more than 16 hours of ice time for a hockey tournament, the ice rate becomes $100/ hr for adults and $50/hr for youth, after the first 16 hrs. Then, for example, if the tournament books 20 hrs of ice, the first 16 hrs are charged at regular rates and the last 4 hours are charged at the reduced rate.

TITLE: **USER FEE AND FACILITY**

PROCEDURES

6. Cancellation Due to Weather

Should the High Prairie School Division or Living Waters School Division cancel school due to inclement weather conditions, or if the R.C.M.P. or Alberta Motor Association deem the roads unsafe to travel, all user groups will be allowed to cancel their regular scheduled ice time for that particular day at the Multi Recreation Centre and not be charged for it.

7. Cancellation of Ice Time

Cancellation of booked ice time will be subject to the following conditions:

a) From the opening date of the ice to the end of the ice season, all user groups will be billed according to the master schedule. Groups that are unable to use specific ice slots must contact the Facility Booking Coordinator a minimum of three full days (72 hours) in advance of the date booked or the booked ice time will be charged.

b) All additions or cancellations to the ice or any other facility under the Town's control, will only be considered confirmed when a facility booking change form has been completed or an email has been sent with a confirmation of the booking change.

8. **Facility Rentals for Community Events**

From time to time, community groups may rent the MRC for an event that has significant value to the community. In these instances, the Manager of Community Relations or the Director of Commuity Services may discount the rental rates based on the nature of the event. In considering this discount, the user must show a demonstrated benefit to the overall community and not just a specific segment or group. An example of this is where a service club hosts a fundraiser event where the proceeds are invested into community projects. Another example may be where the event brings significant economic development to the town.

If the the event organizer is requesting further discounts than what administration is willing to provide (such as use of the facility at no charge), then they may make those requests directly to Council. Any decisions of Town Council will be followed by administration.

4.0 NORTHERN LIGHTS AQUATIC CENTRE PROCEDURES

User Fee Calculation

User fee rates relating to lessons, courses/workshops, and recreational visits are to be established so they are competitive with current market values of other indoor aquatic

TITLE: **USER FEE AND FACILITY**

PROCEDURES

facilities operated on a year-round basis (i.e. Peace River, Grande Prairie, Whitecourt, Sylvan Lake, Rocky Mountain House, Fairview and High Prairie).

5.0 SPORTS FIELDS PROCEDURES

1. Sports fields Users Contracts

a) At a sports fields meeting held in March of each year, each sports field group will be presented with a User Rental Contract. Each group will be required to sign the contract and return the contract to the Community Services Department prior to their initial time allocation of the season. User groups not returning their contract will not be allowed on the fields until a contract is returned.

b) Each user group must present a copy of their insurance with their signed User Rental Contract.

2. Fields User Fee Calculation

a) Hourly rates will be established for youth and adult sports fields.

b) Tournament rates will be established for playoffs and tournaments and will be competitive with the current rates for sports fields.

6.0 DISPUTE RESOLUTION

1. In the interest of maintaining positive customer service relationships, administration may reduce a drop in fee, a 10 punch pass, or a rental fee by up to 20% where a legitimate complaint or concern has been raised about the facility, or the service.

2. Disputes over fees will initially be directed to administration to resolve. Should the dispute be unresolved, the user can approach Council with their concerns. Any decision of Council is final.

TOWN OF SLAVE LAKE

CATEGORY: **Public Service**
POLICY #: **D.c.014**
OWNER DEPT: **Community Services**

REVISED/APPROVED: December 4, 2018

Public Facility "Code of Conduct"

POLICY

POLICY STATEMENT:

The purpose of the "Code of Conduct" is to ensure workers and users of facilities in the Town of Slave Lake understand the standards the Town has established for efficient and courteous service to the community. This policy is to be an additional course of action for our Town employee's to have at their disposal and to be an enhancement tool to work within our existing bylaws.

SCOPE:

Facilities that will be covered in the policy are all those indoor public facilities owned or operated by the Town of Slave Lake.

POLICY OBJECTIVES:

All users and user groups are asked to respect the enjoyment of others using the facility. The following will be the grounds for disciplinary action:

1. Deliberate destruction, damage, or misuse of property, machinery, equipment, tools or the same belonging to the Town of Slave Lake, employees, other users of occupiers.

2. Theft of property belonging to the Town of Slave Lake, employees, other users or occupiers.

3. Unsatisfactory conduct on/in or Town property, includes but may not be limited to:
   a. Immoral conduct or indecency,
   b. Possession of an illegal weapon,
   c. Fighting,
   d. Abusive or obscene language,
   e. Threatening, intimidating or coercing others for any purpose,
   f. Bullying behaviours,
   g. Possessing of/or using alcohol or illegal drugs,
   h. Tobacco or cannabis use,
   i. Littering,
   j. Spitting,
   k. Being in a restricted area, or
   l. Horseplay.

TOWN OF SLAVE LAKE

Public Facility "Code of Conduct"

POLICY

4. Refusing to respond to staff directives.

5. Where a facility may have other rules posted, violation of those rules may also be considered a violation of the Code of Conduct.

6. Creating or contributing to unsafe or unsanitary conditions, includes but may not be limited to:
   a. The use of rollerblades, skateboards, and shoes with wheels in the facility.
   b. Consuming and spitting out sunflower seeds.
   c. Consuming and spitting out chewing tobacco.
   d Wearing shoes in the pool change areas and on the pool deck.

7. Serious incidents will be investigated and reported to the Director of Community Services. Depending on the nature of the infraction:
   a. The form of discipline may range from a warning to eviction from the facility
   b. Expulsions from the facility may vary in length.

8. The "Code of Conduct" will be posted in a visible Public area in each recreation facility.

9. The intent of the enforcement of this policy is for staff to consider the nature of the incident and apply a progressive disciplinary approach.

10. A Town employee may evict anyone found violating any of the facility regulations and/or Code of Conduct from the facility for the remainder of the day. The staff witnessing the incident will be responsible for documenting, in writing using the standardized Incident Report Form, the name of the offender, the infractions and the reason(s) for the eviction.

11. Anyone disagreeing with an eviction may appeal to the Director of Community Services.

Brian Vance, Chief Administrative Officer

Date: Dec 4 2018

Public Facility "Code of Conduct"

PROCEDURE

1.0 Definitions:

1.1. Eviction means an instance where a person is asked to immediately leave a facility.

1.2. Ban means a ban for a specified time duration where a person has been issued a Ban Notice.

1.3. Ban Notice means a notice issued to a person where they are not permitted to be in a facility for a specified duration of time. Notice is completed and served on the person, usually personally by a peace officer or an authorized staff member. This notice is issued under the authority of the Trespass to Premises Act. Should the person re-enter the facility after being served a Ban Notice, a peace officer may lay charges under the Act.

1.4. Facility includes the Government Centre (including the Town Office and Library), the Multi-Recreation Centre, the Northern Lights Aquatics Centre, the Legacy Centre (limited to the Elks Hall, Atrium, Meeting Rooms, and other common spaces the public would have normal access), the Better Together Centre, and includes the grounds and immediate property of each facility.

2.0 Responsibilities:

2.1 An employee of the Town may evict a person they find in contravention of the Code of Conduct, as noted in this procedure.

2.2 The Community Relations Manager will review all incident reports and is authorized to further ban individuals for a period of up to 7 days if an incident is deemed serious or if the offender has been previously banned within the last 14 days.

2.3 The Director of Community Services will review all serious incidents. Any employee recommendations for a ban beyond 7 days must be submitted to the Director for approval. All appeals will be administered by the Director.

2.4 A Peace Officer may ban an individual for longer terms as outlined in this procedure.

3.0 Procedure:

3.1. Where an employee encounters an individual violating the rules of the facility and/or the Code of Conduct, they may evict the person from the premises.

3.2. If the person is displaying illegal or violent behaviours, the staff shall contact the RCMP and/or a Peace Officer before evicting the person. As, well, any instances where a Ban Notice has been issued for a person not to be in the facility and the person breeches the notice, law enforcement shall be called. In these cases, the staff will follow any directions provided by the RCMP/Peace Officer.

Public Facility "Code of Conduct"

PROCEDURE

3.2.1 Some examples of illegal or violent behaviour where law enforcement may be called include (but not limited to):

- Fighting, any assault or violent behaviour;
- Use or possession of illegal drugs;
- Use of cannabis, tobacco, or alcohol in a facility;
- Under the influence of alcohol, cannabis, or any other intoxicating substances;
- Theft; or
- Threatening behaviour.

3.3. If the incident is minor in nature, the employee can ask the person to leave, with the eviction for the rest of the day, and not exceeding 24 hrs.

3.4. If the person re-enters after an initial eviction, carries out a more serious offence, or an incident where law enforcement is called, the eviction shall be for more than 24 hrs,

3.4.1 Where the eviction is more than 24 Hrs, a supervisor or manager in charge of the facility, or a Peace Officer, shall issue a Ban Notice.

3.4.2. Where a Peace Officer has been called to assist with an incident, the Peace Officer may issue a Ban Notice prohibiting the person from entry to the facility of up to 120 days. Any bans longer than 120 days shall be reviewed with the Director of Community Services.

3.4.3. Where serious incidents have occurred, repeat patterns of behaviour, and/or persons re-enter after being banned, the Director may approve to ban an individual up to 2 years.

3.5. Where the person is attending the facility as a User Group:

3.5.1. The Town will seek the User Group's cooperation in resolving the situation. User Groups (as part of their contract) do agree to respect the Code of Conduct and work with the Town to resolve concerns.

3.5.2. Town's contact in charge of the User Group may also be asked to request the person to leave the facility;

3.5.3. Where person's behaviour is significant, multiple people from the User Group are involved, the User Group has shown no attempt to control the behaviour, and/or the User Group condones the behaviour, the User Group may be banned from the facility and current/future bookings may be cancelled.

3.6 Where the person is a minor, the employee or Peace Officer affecting the eviction or ban shall make reasonable attempts to notify the person's parent, legal guardian or other person responsible for the youth.

3.7. Where a Ban Notice has been issued, a copy of the notice will be kept in the facility for staff information purposes only. Where it is possible to attach a photo of the person, a photo will be attached to the notice. Where an individual is banned from more than one facility, the Ban

Public Facility "Code of Conduct"

PROCEDURE

Notice and photo may be shared with staff from the other facilities. This is a confidential document and the intent of keeping it is to be able to readily enforce this policy.

3.8. In some instances, a banned individual may show remorse and want the ban reduced and/or terminated early. The Director may make arrangements with the person to meet appropriate conditions in order to be admitted back into a facility before the ban has been concluded. This may include the person volunteering to carry out tasks, such as cleaning or picking up litter, a formal apology, etc., in order to "earn" the right to be back in the facility.

3.9. Where an appeal is filed with the Director, the Director shall look at the circumstances of the eviction or ban, consider the facts, and may alter the original eviction or ban. The Director may seek input from the person affected, staff involved in the incident, and/or their supervisor/manager before making a decision. All decisions will be communicated in writing and are final.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.c.033
OWNER DEPT: Community Services

REVISED / APPROVED: Aug. 21, 2018

TITLE: Urban Forest and Tree Management

POLICY & PROCEDURE

POLICY STATEMENT:

The Town of Slave Lake recognizes that trees and shrubs are an important influence on the quality of life for our residents: environmentally, culturally and economically. The Town of Slave Lake desires to ensure that trees in the community are healthy and maintained at a level that protects the public and property from damage.

POLICY OBJECTIVES:

To set guidelines for annual tree pruning and/or replacement of trees located on Town of Slave Lake properties and on public boulevards. The Council of the Town of Slave Lake will annually establish a level of funding for tree pruning and planting which will influence the service levels that the Town will provide.

CAO, Brian Vance

Date: Aug 27 2018

TITLE: Urban Forest and Tree Management

PROCEDURE

1.0 Definitions

1.1 CPTED: Crime Prevention Through Environmental Design which promotes using natural surveillance to reduce crime.

1.2 Urban Forest: is the sustained planning, planting, protection, maintenance, and care of trees, forests, greenspace and related resources in and around cities and communities for economic, environmental, social, and public health benefits for people. The definition includes retaining trees and forest cover as urban populations expand into surrounding rural areas and restoring critical parts of the urban environment after construction.

2.0 Responsibilities

2.1. Manager of Parks and Facilities: will direct work, as outlined in this procedure, based on service levels established through approved budgets.

3.0 Procedures

3.1. The tree population is an asset to the Town of Slave Lake which helps make it a great place to live! Sometimes it is easy to underappreciate the urban forest, especially when we live in a town surrounded by boreal forest.

The Town of Slave Lake recognizes that trees and shrubs are an important part of the quality of life: environmentally, culturally and economically.

The following are principles intended to guide the implementation of this policy and procedure over the long term:

- Promote a healthy, diverse and sustainable urban forest.
- Inform and engage the community in the work of protecting and managing trees within the Town.
- Think globally and regionally; plan and act locally.
- Use best practices, innovation, science, research, information and technology applicable to the Town of Slave Lake.
- Practice FireSmart principles in management of trees within town.
- Practice CPTED principles in management of trees and shrubs on public lands. Essentially this involves trimming the lower portions (below 8 feet) of the tree/shrub to allow enhanced sight lines of the area.

TITLE: Urban Forest and Tree Management

3.2. Annual funding provided will be allocated in the following priority:

1. Pruning:
   - Pruning for the health and longevity of the tree;
   - Pruning of trees to enable public safety and remove hazards. This includes pruning and removal of trees and shrubs to comply with FireSmart and CPTED principles;
   - Pruning of trees for shaping and aesthetic reasons;

2. Replacement:
   - In areas where trees are dead or are causing problems, or are about to cause problems, with surrounding utilities, infrastructure, and/or pose a public safety hazard, the tree(s) may be removed. Replacement of trees shall be in accordance with a level of service adopted by Council.

3.3. Tree Planting & Replacement:

1. Tree Spacing & Siting:
   a. Boulevard trees will be planted and maintained as per Bylaw #25-2015.
   b. Trees are to be planted in a manner so as to not conflict with utilities, both overhead and underground.
   c. Trees shall be planted no closer than 3 meters to an asphalt trail. These trees are also chosen for the location and what is available.

2. Tree Species
   Preferred species of trees is based on proven hardiness in the local climate. Tree species which create other problems for the Town (such as aggressive root growth, tolerance to disease, etc.) or attract problem wildlife (such as fruit bearing trees which may attract bears) will not be considered for planting in public spaces.

   a. Boulevards
      The following are the preferred species of trees for boulevards:
      - Schubert Cherry
      - Amur Cherry
      - Brandon Elm
      - Linden
      - American Elm
      - Green Ash
      - Mountain Ash

      In boulevards and locations where sidewalks and pathways are in close proximity; trees with a less extensive root system are desirable to prevent damage to nearby hard surface infrastructure from tree roots.

TITLE: Urban Forest and Tree Management

b. Other sites – including open park spaces
In all other sites trees should be selected in accordance with the existing trees in that particular area.

- Northwest Poplar - usually the least expensive tree but are short lived and have an extremely aggressive root system - open park settings only and shall be planted a minimum of 10 meters away from undergrown or hard surfaced infrastructure
- Spruce Varieties
- Pine Varieties
- Oak Varieties
- Maple Varieties
- Juniper Varieties
- Siberian Larch (or Tamarack)

c. Trees that are not preferred for planting on public spaces:

- Mayday
- Poplar with the exception of areas where there is lots of space (see note above)
- Fruit bearing trees (such as crab apple, pear, plum, etc.)

d. Preferred planting times:
There are two preferred planting times – the spring and the fall. Avoid planting during the heat of midsummer especially if supplemental irrigation is not available.

Spring planting – late May or June is preferred. Spring planting allows the plant to replace some of the roots lost when it was dug out of the nursery. By fall there are more roots present to capture water and help the plant fend off winter desiccation. This is especially important for evergreens.

Fall planting – this is dormant season planting. Plant deciduous trees after the leaves have fallen and coniferous plants about the same time. These plants will wait until next spring to grow out into the backfill soil.

3.4. Tree Maintenance & Pruning:

The Town's maintenance program includes:

- When capital construction programs take place near or in the immediate vicinity; trees are evaluated before construction begins and monitored throughout construction to ensure health of the tree.
- Replacement of trees damaged by wind, vehicles, etc.
- The proactive replacement of aging trees that are no longer able to support themselves or that could cause damage to adjacent property.

TITLE: Urban Forest and Tree Management

- Pruning and replacement for control of disease and pests
- Pruning to help promote natural surveillance and other CPTED principles
- Pruning to ensure Firesmart principles are adhered to, especially in areas where the urban forest and infrastructure interface within the Town
- Fertilizing and watering new trees for the first two years
- New trees are "staked" for the first three years
- Tree assessment is updated annually. High risk trees are assessed yearly where others are addressed every second year.
- Tree planting – As determined in Operating Budget
- Where trees reach a point where they become a safety concern due to structural integrity they will be removed and planting of the new replacement tree as Budget allows.

3.5. Canopy Protection & Hazard Management:

Tree canopies are enjoyed by visitors and residents alike. Most prevalent in the older areas of town, such as the northern quadrants, they are found on the boulevards of many streets. These trees have a finite life span and need to be replaced with new trees as the old ones die out so that the canopy can remain flourishing. It is recognized that near the end of their lifespan the branches and boughs on these trees become weak. They may not be supported during wind or other storms and will likely cause property damage when they fall. Because of the need to protect from the hazards of older trees and to maintain the sustainability of the tree canopy in perpetuity an assessment and replacement program shall be used by Parks.

3.6. New Canopy Protection & Planning:

New canopies are created when:

- New subdivisions and new boulevard trees are added through municipal growth, and
- Boulevard trees are added in existing areas of town.

Planning shall be undertaken in the care and future protection of these trees so that they may provide a future canopy.

3.7. Assessment Factors:

In addition to regular maintenance the following assessment factors shall be used in evaluating trees:

- Tree history and age,
- Canopy structure & strength,
- Firesmart principles,
- Topping damage having created multiple leaders and weakening the tree,
- Previous wind damage where branches have broken off previously, check for cracking at crutches and limbs,
- Root structure,
- Damage to roots from road or sidewalk repair,

TITLE: Urban Forest and Tree Management

- Rot at the base of the trunk weakening the tree,
- Damage to the base of the tree from collisions, severe weather, or other causes,
- Core samples may be taken when the outside assessment shows structural integrity issues and is usually done as a last resort. Core sample will look at the inside structure of the tree by boring a sample through the trunk of the tree, and
- Disease Identification and Insect Damage.

3.8. Natural stands of Boreal Forest:

Throughout Slave Lake, there are naturally occurring stands of Boreal Forest. Where these stands occur on Town owned public spaces, the Town will endeavour to leave these areas as natural, with the exception of maintenance (as noted above).

3.9. Memorial Trees and Donations of Trees:

From time to time, residents may wish to honour an individual by donating funds to cover the cost of planting a memorial tree. The Town will charge $500 for each tree. The Town will locate (with input from the donor) and plant a tree in memory of the individual. A ground stake with a small plaque acknowledging the individual will be placed nearby.

From time to time, community organizations may wish to donate funds to cover the cost of planting trees. The Town prefers plantings of groves over individual trees. The Town will charge a minimum of $500 for each tree. The Town will locate (with input from the donor) and plant the trees. A ground stake with a small plaque acknowledging the individual will be placed nearby.

The charge for the trees noted above includes ongoing maintenance and care for the tree (especially within its first three years after planting).

Memorial and donated trees will only be planted in either the spring or fall of the year.

The Town, in its own discretion, may prune or remove donated trees as required. Any tree removed may or may not be replaced, at the sole discretion of the Town, based on the service level established through budgets.

3.10. Ongoing Education:

An ongoing education program is recommended to Town citizens through a combination of website, social media, newspaper and educational sessions. The program will be updated on a semi-annual basis and cover various topics including disease awareness and control; best species of tree for our climate (given the application); what species of shrubs and other plants that work best here; care and

TITLE: Urban Forest and Tree Management

health of trees and shrubs; assessment factors used by the Town in evaluating municipal trees in their care and maintenance.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.d.001
OWNER DEPT: Community Services
Page: **1** of **1**
REVISED/APPROVED: Nov 20, 2018

TITLE: Commercial Vending in Recreation and Park Facilities

POLICY & PROCEDURE

POLICY STATEMENT:

The Town of Slave Lake will allow commercial vending in Town owned parks, recreation and cultural facilities provided that:

1. *The vending is consistent with the needs of the public;*
2. *The vending compliments the existing services for facility users and is not detrimental to the overall purpose, aesthetics and functional aspects of the facility;*
3. *The vending is covered by an agreement, which outlines any special considerations or conditions, and may be for a term of up to 3 years in duration;*
4. *Applications for vending may not necessarily be accepted;*
5. *Non-profit organizations are given consideration over private enterprise; &*
6. *Community Services will administer this policy.*

POLICY OBJECTIVES:

To provide customers of Town facilities and parks with services that are complimentary to the use of the facility; and

To provide additional revenues for Town facilities and parks.

CAO, Brian Vance

Date: Nov 26 2018

TOWN OF SLAVE LAKE

CATEGORY: Joint Use
POLICY #: D.d.002
OWNER DEPT: Community Services
Page: **1** of **1**
REVISED/APPROVED: Nov 20,2018

TITLE: Joint Use Agreement

POLICY & PROCEDURE

POLICY STATEMENT:

The Town of Slave Lake shall enter into a joint use agreement with the High Prairie School Division, Living Waters Catholic Schools Regional Division #24, and Koinonia Christian School.

POLICY OBJECTIVES:

To encourage maximum use of land and facilities, resulting in opportunities for diverse recreational & cultural opportunities for Town residents and diverse curriculum opportunities for the students of the schools in town.

(Note: the specific procedures are identified in the agreements with the schools. The current agreements are in place until August 31, 2023).

Brian Vance — CAO, Brian Vance

Nov 26 2018 — Date:

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.d.003
OWNER DEPT: Community Serv.
DATE APPROVED BY COUNCIL:

PAGE 1 of 1
REVISED: February 27,2003

TITLE: **Security of Town-Owned Parks, Recreation and Culture Facilities and Equipment**

POLICY/PROCEDURE

POLICY STATEMENT:

It is the policy of the Community Services Department that sound security measures will be undertaken for all Town owned parks, recreation and culture facilities and equipment.

POLICY OBJECTIVES:

To ensure that all Town owned parks, recreation and culture facilities and equipment undergo a minimum amount of vandalism, and to identify the responsibilities of those to whose care the facility and/or equipment is assigned.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.d004
OWNER DEPT: Community Services

REVISED / APPROVED:

Alcohol Management

POLICY

POLICY STATEMENT:

The Town of Slave Lake is committed to creating and maintaining a safe and enjoyable atmosphere during functions at Town facilities. This policy establishes the responsibility and procedures for user groups to occasionally apply for a liquor licence for functions at Town facilities and adjacent grounds.

Alcoholic beverages are prohibited in Town facilities unless specific approval has been given, as per this policy & procedure, and a Special Event Liquor Licence has been obtained from Alberta Gaming Liquor and Cannabis (AGLC).

POLICY OBJECTIVES:

To ensure the responsible sale and consumption of alcohol at approved functions. The procedure will form the basis for practices that will guide Administration in management of this policy. The policy and procedures will apply to all users of Town facilities for patrons, employees, tenants, contractors and user groups.

Violation of this policy will result in denial of the licencee to obtain a Special Event Liquor Licence for the Town facility again. Instances of blatant infractions could result in suspension, loss of services or use of a Town facility.

Licencees in violation of AGLC rules and regulations may be reported to the AGLC and/or the RCMP, and may face fines or prosecution.

CAO, Brian Vance

December 18, 2018
Date:

Alcohol Management

PROCEDURE

1.0 Definitions:

1.1 **Town facilities** means the Government Centre (including the Town Office and Library but does not include spaces occupied by the Government of Alberta), the Multi-Recreation Centre, the Northern Lights Aquatics Centre, and all Parks and Town owned outdoor spaces.

1.2 **Liquor Licence** means a Special Event Public Resale – Community Licence, which is legal document that allows the licence holder (Licencee) to host a function with liquor service. The licencee can be not-for profit organizations or companies, a municipality, a registered charitable organization, a service club or association of individuals organized for a joint purpose. This licence can be obtained from retail liquor stores or Alberta Gaming Liquor and Cannabis (AGLC).

1.3 **Director** means the Director of Community Services for the Town of Slave Lake.

2.0 Responsibilities

2.1 The licencee is responsible to comply with the *Gaming Liquor and Cannabis Act*, and regulations, and all AGLC rules and regulations, including the *Special Event Licence General Policies and Guidelines*.

2.2 The licencee shall:

2.2.1 Post liquor licence in a prominent location at the event;

2.2.2 Admit AGLC inspectors, RCMP, Peace Officers and Fire Dept. into premises covered by the Special Event Liquor Licence;

2.2.3 Take responsibility for the conduct of guests;

2.2.4 Ensure that guests are not over served;

2.2.5 Ensure all servers and bartenders have completed Pro Serve Liquor Staff Training.

2.2.6 Provide responsible supervision to supervise the event. Supervisors are in addition to security.

2.2.7 Ensure minors are not served liquor or permitted to consume or handle liquor. All patrons who appear under the age of 25, shall be required to show identification. Only picture identification will be considered acceptable proof of age. Minors can be permitted to attend the event or be employed as food service staff.

Alcohol Management

2.2.8 Serve spirits by individual drinks only. A person may not be given or sold a bottle of spirits.

2.2.9 Set drink prices, provided they are posted and apply to individual drinks only. Multiple drink specials are not permitted.

2.2.10 Homemade wine, beer or cider cannot be served or consumed and is not allowed in Town facilities.

2.2.11 BYOB (bring your own bottle) is not permitted.

2.3 The Town will ensure that:

2.3.1 That violation of AGLC rules and regulations are reported to the AGLC and/or the RCMP;

2.3.2 Inappropriate behavior due to the consumption of alcohol is identified and dealt with immediately. Patrons exhibiting rowdy, disruptive behavior will be ejected from the Town facility or turned over to the RCMP if necessary.

2.3.3 Consumption is restricted to approved areas of the Town facility only. Individuals will be approached and politely but firmly told that their behaviour is against the law. If alcohol is removed, no further action will be taken. Physical confrontation should be avoided and no attempt should be made to remove a person physically for violation of the policy. Persons not wishing to cooperate will be reported to the RCMP.

2.3.4 All incidents or ejection from the Town facility will be documented in an incident report and submitted to the appropriate person, as per the Public Facility Code of Conduct Policy.

2.3.5 Notification of the times and dates of function that have been approved for a Special Event Liquor Licence will be circulated to any Town facility tenants.

2.4 The Town staff member in charge of the Town facility during an event will be responsible for, to the best of their abilities, the administration of this procedure during the event.

3.0 Policy Procedures

3.1 The Licencee shall obtain and keep in force throughout the scheduled time with a company and in a form acceptable to the Town the following insurance coverage:

Alcohol Management

3.1.1 Commercial General Liability Insurance with a minimum of two million dollars ($2,000,000.00) limit per occurrence for Third Party Bodily Injury and Property Damage;

3.1.2 The Town of Slave Lake shall be a named insured in the policies of insurance described in clause (a);

3.1.3 Certificates of Insurance or certified copies of the insurance policies shall be delivered to the Town at least seven (7) days prior to the commencement of the scheduled time and shall contain an undertaking by the insurer not to cancel or limit the insurance coverage without first giving adequate written notice, to the Town.

3.2 In order to ensure that alcohol is contained within the designated space, minors are not served and that alcohol is not served to guests displaying inappropriate behaviour, the licencee will be required to retain, at their cost, a minimum of one (1) security guard at each entrance/exit to the designated space.

3.2.1 This security guard will be in full uniform and licenced under the Alberta Securities Services and Investigators Act (SSIA). The Security Company selected must be approved in advance by the Director.

3.2.2 Alternatively, upon application of the licencee, the Director may approve other individuals who may perform security duties. These individuals shall have completed Pro Tect training.

3.3 Supervisors must be provided, at a ratio that is acceptable to the Director, but no less than 1 per 50 patrons, in addition to the security outlined in 3.2. Supervisors must be identified (club vest, badge or ribbons) and may not consume liquor before or while on duty. Supervisors may not act as waiters/waitresses while on supervisory duty.

3.4 The hours of operation must be posted and reflect the hours of operation agreed upon in writing. The hours or alcohol sales in a Town facility shall not go past 12:00 am with consumption to 1:00 am. From time to time an event may go later, provided this is specified in the Facility Rental Contract.

3.5 At no time may the fire capacity of the City Facility be exceeded.

3.6 Authorization be given to groups to obtain a Special Event Liquor Licence to sell or consume alcohol in the stands of the Tervita Arena (arena #1), at the Multi-Recreation Centre provided that:

3.6.1 The licenced space takes up no more than 30% of the seating capacity;

Alcohol Management

3.6.2 The area is clearly marked and/or signed as a licenced area; and

3.6.3 Non-licenced spaces are provided for the remainder of the stands.

3.7 Food service is required at all functions. Non-alcoholic beverages must be available. Food service is subject to restrictions imposed under the Facility Rental Contract.

3.8 Use of glass bottles shall be limited. All beverages shall be served to patrons in non-glass containers. This means canned beverages may be served or beverages must poured into plastic cups.

3.8.1 The only exception to this is when a bottle of wine is purchased to be placed on tables. In this case, no more than 2 bottles of wine shall be left on the table at one time.

3.9 In order to prevent drinking and driving, the licencee will be responsible to provide a ride program (bus, taxi, designated driver) to provide alternate transportation for guests under the influence of alcohol or drugs.

3.10 The Licencee will be responsible for any damages sustained to any part of the Town facility caused by their guests.

3.11 Application procedure:

3.11.1 Apply in writing with ten (10) business days notice for permission to purchase a Special Event Liquor Licence.

The suitability and compatibility of user groups will be considered. Compliance with AGLC requirements will also be considered. The Director may at any time deny the sale of alcoholic beverages at events deemed inappropriate. The Director will verify any requirement outlined in this procedure.

3.11.2 A letter of authorization will be provided by the Director enabling the Licencee to obtain a Special Event Liquor Licence.

3.11.3 Book and sign a standard Facility Rental Contract for the rental of the facility.

3.11.4 Provide proof of Certificates of Insurance.

3.11.5 Provide a copy of the Special Event Liquor Licence in advance of the function.

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: COMMUNICATIONS	
EFFECTIVE DATE: APRIL 14, 2020	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:** #127-20

TITLE: COMMUNITY RECOGNITION PROGRAM

POLICY STATEMENT:

The Town of Slave Lake will recognize individuals and groups for their exemplary commitment to demonstrating excellence and for being Community Supporters in Arts and Culture, Professional Achievement, Environmental Stewardship and Sports Excellence.

POLICY OBJECTIVES:

The purpose of this policy is to:

1. establish criteria for community groups, organizations and individuals to receive formal recognition for outstanding service, accomplishments or milestones in the areas of Arts and Culture, Professional Achievement, Sports, Volunteerism and Environmental Stewardship.
2. formally recognize community groups, organizations and individuals for outstanding service, accomplishments or milestones in the areas of Arts and Culture, Professional Achievement, Sports, Volunteerism and Environmental Stewardship, and
3. contribute to the sense of community pride by recognizing and celebrating outstanding achievements by Slave Lake residents in the areas of Arts and Culture, Community Professional Achievement, Sports, Volunteerism and Environmental Stewardship.

Gordon O. Lundy, CAO

April 15, 2020
Date Approved

TITLE:

PROCEDURE

Definition

1. "Arts and Culture" means literary, visual, performing, music, film or video arts
2. "Community Supporter" means an individual who has made a significant contribution to local sports, arts and cultural development, community programs or community members.
3. "Distinguished Achievement" means any contribution including the area of education and/or research that has an extraordinary and significant impact either nationally or internationally.
4. "Environmental Stewardship" means to embrace the responsibility of protecting and improving the environment.
5. "Environmental Sustainability" means maintaining, protecting, and improving the long-term health of the environment for current and future generations.
6. "Volunteerism" means volunteering one's time or talents for charitable, educational or other worthwhile activities, especially within the Town of Slave Lake.
7. "Professional Achievement" means employment or professional contributions. Contributions must be on an individual basis and not those of a Business as a whole.
8. "Sport Excellence" means outstanding individual or team athletic records.

TITLE:

Responsibilities

1. Communications Department shall

    a. promote the Community Recognition Program and invite residents of Slave Lake to submit nomination applications that meet the requirements of the nomination procedure with in the categories of Arts, and Culture, Citizenship, Professional Achievement, Sports Excellence, Environmental Stewardship and Distinguished Achievement.

    b. receive the nomination applications, via social media and the town of Slave Lake Website in the categories of Arts and Culture, Citizenship, Professional Achievement, Sports Excellence, Environmental Stewardship and Distinguished Achievement and forward duly completed applications to the Executive Assistant for review and approval.

    c. Supply paper copies of the nomination applications to the front reception desk for in person nominations.

2. The Executive Assistant shall

    a. review nomination applications and forward applications to the Chief Administration Officer for final approval.

    b. upon final approval of the Chief Administrative Officer, will notify the recipients and their nominators of the decision and invite them to receive their recognition certificate at an upcoming Council Meeting.

3. The Chief Administrative Officer shall

    a. review and give final approval to nomination applications.

4. The Mayor and Council shall

    a. present the recognition certificate to the recipient during a Council Meeting.

TITLE:

Standards/Guidelines

1. Nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship, shall be those who represent, are from the Town of Slave Lake or have made a significant impact on the Town of Slave Lake.

2. Nominees for the categories of Arts, and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship, shall have either enhanced the quality of life in the community or enhanced the image of the community through their achievements or contributions to arts, music and culture, citizenship, professional achievement, education, research, environmental sustainability, or sport excellence.

3. Nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship may be amateur of professional.

4. Nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship may be recognized for a single action, or for a contribution or achievement over an extended period of time.

5. Group nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship must be non-profit.

6. A business cannot be recognized through the Community Recognition Program. However, individual employees of local businesses can be recognized for exemplary achievements that fall within one of the recognition categories.

7. A Community Recognition Award certificate may be presented to a family member or representative for someone being honoured posthumously.

TITLE:

Policy and Procedures

1. Nomination forms ('Appendix II') are available at The Town of Slave Lake office and on the Town of Slave Lake website.

2. Availability of forms will be advertised through social media, on community signs, the Town of Slave Lake's Newsletter and the Town of Slave Lake's website.

3. Nominations will be solicited from the community. Community Recognition Award nominations can be made by any individual, group or organization throughout the year, and must meet the Criteria for Recognition ('Appendix I'). Nominations are subject to the approval process.

4. Community Recognition Award Nomination forms will be submitted to the Communications Department via the Town of Slave Lake Website or forms can be returned to the Town of Slave Lake Office addressed Attention: Executive Assistant.

5. The recipient of a Community Recognition Award will receive a certificate from the Mayor and may be recognized during the presentations section of the Regular Meeting of Council, or at another event which has been organized for this purpose.

6. The recipient of the Community Recognition Award will also have their photo taken with council after receiving their certificate. This photo will appear on the Town of Slave Lake social media accounts (Facebook, Twitter and Instagram) as well as the Town of Slave Lake Website. This photo will be taken by either the Executive assistant or the Communications Department, whichever is available at the time. Recognition of the ceremony, will be put out on the town's various social media and town's website. This will take place up to 48 hours after the council meeting the award was presented at.

7. The Mayor may also choose to provide a small memento or pin of nominal value to be presented to the individual, team or group for the purpose of promoting the Town of Slave Lake.

Appendix I

AWARD CATEGORY	CRITERIA FOR RECOGNITION
Arts and Culture	To recognize residents for outstanding achievement or contribution in literary, visual, music, performing, or film and video arts, Town of Slave Lake history, or culture. Recipients may be recognized for a single action, or for a contribution or achievement over an extended period. Achievements would be at the highest level available to them.
Community Supporter	To recognize residents for outstanding achievements or contributions that have improved the quality of life for others. These may include: Community Service, Citizenship, Acts of Heroism or Bravery, Volunteering, Years of contribution will be the determining factor.
Environmental Stewardship	Nominees have embraced the responsibility of protecting and improving the environment. Significant achievement in the field at the highest level available to them. Years of contribution will be a determining factor.
Professional Achievement	To recognize individual residents for outstanding achievements or contributions in a professional capacity. Refers to all occupations, professions or business pursuits for which someone receives a wage or other compensation. Recipients may be recognized for a single action, or for a significant contribution or achievement over an extended period. Local Businesses do not qualify for this category. However, individual employees can me recognized if they meet the above criteria.
Sport Excellence	Athletes recognized with a Sport Excellence Award may have achieved distinction in other locations but are customarily perceived to be from Town of Slave Lake. Athletes and teams would have typically completed their sport season before being nominated. Achievements would be at the highest level available to them.
Distinguished Achievement	Actions have had a profound or extraordinary impact either provincially, nationally or internationally.

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

SOCIAL MEDIA POLICY

Department:	Corporate Services	Policy No:	CRS.HR-24.1025
Policy Title:	Social Media Policy	Issue Date:	04-10-2024

1. PURPOSE

1.1. The purpose of this policy is to create a structured framework of guidelines that define the permissible usage boundaries of social media for Town employees. Additionally, it outlines guidelines for the responsible and suitable utilization of social media.

2. POLICY STATEMENT

2.1. The Town of Slave Lake Social Media Policy provides an overview of approved practices for creating, posting, and working with social media. The guidelines are designed to help employees better understand the opportunities, manage the risks, and ensure that as an employee or representative of the Town, you understand the responsibilities and boundaries associated with using social media.

3. DEFINITIONS

3.1. **Social Media**: includes all forms of online presence or publications including (but not limited to) YouTube, Facebook, X (formerly Twitter), Instagram, LinkedIn, blogs, wikis, and other platforms that provide opportunities for social networking activities or content sharing on the internet.

3.2. **Post**: any online content, including comments, links, documents, and images, which may include photographs, graphics, videos, and emoticons.

3.3. **Town**: is the Town of Slave Lake

4. CONTEXT

4.1. The Town of Slave Lake uses social media to provide accessible, timely information to residents. Social media contributes to the overall communications goals of the Town which include being transparent and accessible; having a progressive image; keeping residents, community organizations, and stakeholders informed and engaged using the channels of their choice; and reaching local, national, and international audiences. The unique benefits of social media include (but are not limited to):

4.1.1. **Increase citizens' access to government**: social media provides a direct connection between the public and the Town and fosters civic engagement. The Town uses social media to provide real-time information to citizens on issues, programs and services, and news and events that affect them. The Town's presence on social using various platforms and accounts provides residents with different options to access information.

4.1.2. **Build relationships with residents, partners, and stakeholders:** the Town of Slave Lake has built and fostered relationships with people and organizations in the community through its social channels. The Town supports and shares information from partner organizations and stakeholders to strengthen existing relationships and build new ones.

4.1.3. **Increase the level of trust in Municipal Government**: residents can often question or even distrust the government. The Town of Slave Lake has committed to being as transparent and open as possible in providing public access to information. Social media is an important tool in building high levels of trust through continual, timely, and accurate information sharing.

4.1.4. **Enhance the reputation and image of the Town**: social media provides an opportunity to showcase different offerings that enhance the Town. The Town's social media accounts are entry points for residents and audiences worldwide to experience and understand Slave Lake. It is important that social media is engaging as it is often the first impression many in the community and the world are exposed to.

4.1.5. **Provide additional communication channels in times of emergency:** in the event of an emergency, social media allows the Town to reach citizens quickly and effectively. The Town can provide updates to help keep residents safe, secure, and informed.

4.1.6. **Provides an opportunity to adjust communications quickly when necessary**: social media supports the Town's efforts to manage issues as they arise. Staff using social media can monitor trends and conversations on social media, allowing the Town to prepare messages/responses and be on top of issues before they escalate.

4.1.7. **Reach specific audiences on specific issues**: the Town's social media posts include messages from all Town departments in an effort to represent all operational areas and services. Residents can follow the main Town accounts to receive valuable information about Town services, programs, and events.

Town of SLAVE LAKE

5. GUIDELINES

5.1. Using social media comes with a certain amount of risk. To manage the risk effectively, all Town employees need to know, understand, and put into practice the guidelines for acceptable use of social media. Town employees should consider the following risks when using social media:

5.1.1. Staff are personally responsible for the content they publish online, whether in a blog, social media site or any other form of user-generated media. Staff are advised to be mindful that what they publish will be public for a long time and they should protect the privacy of staff and take care to understand the Terms of Service for the social media sites they use.

5.1.2. Staff are advised to be aware of their association with the Town in online social networks and should be aware that the public may still associate them with their professional role with the Town, even while posting in their personal capacity or on a personal social media profile.

5.1.3. Staff should be aware that when using social media/networking sites online, there is no expectation of privacy and therefore should conduct themselves in such a manner. Anything posted online should also be deemed appropriate for public distribution via traditional media or otherwise, and content can exist online in perpetuity or in individual computers even if the original post is removed or edited.

5.1.4. Staff have a duty to act in the best interests of the municipality and should always be alert to the fact that their comments and opinions might be used as evidence against themselves or the Town in legal proceedings. The legal risk is amplified in the case of social media, where an off-hand comment or opinion instantly becomes part of the permanent public record, and available for use against the local government.

5.1.5. Staff should be aware that the Town retains ownership of all computer systems and data given to them to perform work as a Town representative. Social media usage on the Town's network, computers or electronic devices is neither private nor confidential and may be monitored or recorded without any further notice by the Town as per the Town's Information Technology Policies.

5.1.6. Administration reserves the right, at any time and without any further notice, to revoke, limit or alter a user's right to access the internet, including the use of social media, on Town computers or electronic devices.

5.1.7. Staff are accountable for on- and off-duty conduct on social media sites including any communication which exposes or creates legal or other liability for the Town. Staff may be individually liable if they act contrary to advice and engage in the disclosure of personal, confidential, or privileged information or advice.

5.2. **Social media on Town accounts**

5.2.1. Using social media for the Town means you are acting as a spokesperson and must represent the Town in a positive way. When using social media in an official capacity, the same rules apply as when speaking with the media or when representing the Town at a business conference or similar event. Employees acting as official Town representatives or spokespeople must not express personal opinions when posting or commenting from a Town of Slave Lake social media account.

5.3. **Personal use of social media**

5.3.1. Employees are encouraged to use social media to be informed about the Town and issues that may impact our programs and services. However, if it is reasonable that you could be identified as a Town employee, then your comments must accurately reflect the decisions of Council and Administration and must not weigh in on the opinions or political positions of elected officials. Caution is also advised during an election period. Your comments and actions on your personal social media accounts should remain neutral and not show preference or opposition to any candidate.

5.3.1.1. Tips to avoid being identified as a Town employee on your social media page to avoid contraventions with this Policy include:

5.3.1.1.1. Do not include your role or job title in your social media profile, page, posts, or bio.

5.3.1.1.2. Do not post photos on your social media profile of your workplace or work-related activities.

5.3.1.1.3. Do not post photos of you in Town of Slave Lake branded clothing or apparel.

5.3.2. Posts to your personal social media accounts must not undermine Council or Administration's objectives, the Town's reputation or relationships with its stakeholders. Comments should not discriminate, harass, or demonstrate disrespect toward any person or entity. Engagement with members of the public, in any forum, that encourages respectful dialogue on relevant municipal issues is not a breach of the code of conduct provided it is factual, appropriate, and does not conflict with Council direction and the

Town's other obligations, such as protecting privacy and maintaining confidentiality and a respectful workplace. Likewise, employees must uphold anti-discrimination and anti-harassment principles as outlined in the Alberta Human Rights Act. Inappropriate content posted on personal social media may impact your employment with the Town whether or not it was posted from a Town device during work hours.

6. CONTRAVENTIONS OF THE POLICY

6.1. In the event a Town employee uses social media in a manner that violates this Social Media Policy, the user may lose access to that corporate (Town's) social media account and may face disciplinary action as per the Disciplinary Procedures contained within the Grievance/Disciplinary Policy:

6.1.1. The Town of Slave Lake supports the belief that ongoing two-way communication between Employees and Management about performance and expected standards will generally avert the need for disciplinary action. Following this, a progressive approach to discipline is taken so that Employees receive specific feedback when their performance is not up to standard, and also receive the consequences of not upgrading their standards.

6.1.2. When the Employer takes disciplinary action against an employee, the employee shall be informed in writing as to the reason(s) for such action. Such notices shall include reference to the employee's ability to access the review process. The employee will be provided with a copy of all written reprimands and shall be made aware that it will form part of their personnel file.

6.1.3. A "progressive discipline model" will be used to represent increasingly serious contact with an employee, and designed to bring about a change in performance or behaviour. The initial starting point and manner in which discipline progresses will be dictated by the severity of the offense.

6.1.3.1. Verbal Reprimand – the problem is brought to the employee's attention. The Supervisor will discuss the employee's behaviour and what is desired, the reasons why standard performance is necessary, and a time frame in which improvement is required.

6.1.3.2. Prior to the next process, the Manager of Human Resources shall be consulted on the procedure.

6.1.3.3. Written Reprimand – if no change in performance occurs following a verbal reprimand, the situation will be discussed with the Employee. The Supervisor will provide the employee

with a written reprimand including the record of the discussion, a statement of the problem, the steps necessary to improve the situation, and what the consequences will be should the employee repeat the behaviour. A copy will be placed in the employee's personnel file.

6.1.3.4. If no change in performance occurs following the first written reprimand, the Supervisor will provide the employee with a second written reprimand restating the problem, the steps necessary to improve the situation, and the consequences should the employee repeat the behaviour. A copy will be placed in the employee's personnel file for a period of twenty-four (24) months unless otherwise noted in written reprimand for a shorter amount of time.

6.1.3.5. Any disciplining, notation, or warning shall be removed from the employee's record after a period of twenty-four (24) months, unless there is another related incident then there will be an extension of an additional 24 months.

6.1.3.6. Suspension – consists of a conversation between the employee and the Director about a discipline problem and is followed by the employee placed on "Suspension without pay" for no greater than 3 days. The CAO may extend the Suspension time greater than 3 days up to 2 months total. The employee may be terminated if the employee does not change his/her performance or behaviour. Suspension is usually used only after a verbal and written reprimand has been given to the employee and no change in performance or behaviour has resulted, or the improvement has not been sufficiently sustained.

6.1.3.7. Discharge – is not a step in the disciplinary process. This can only be done by the CAO. Discharge is the action taken:

6.1.3.7.1. After the employee has been through all the disciplinary steps and no improvement has resulted, or;

6.1.3.7.2. When an employee commits an offense so serious that his/her continued employment cannot be tolerated, regardless of any previous discipline problems.

7. RELATED POLICIES

7.1. Communication Plan

7.2. Mobile Client Computing Technology Policy

Town of SLAVE LAKE

7.3. Acceptable Use of Information Technology Policy
7.4. Grievance/Disciplinary Policy

ISSUED BY:	APPROVED BY:	DATE:
Chief Administrative Officer		04-11-2024

TOWN OF SLAVE LAKE
ADMINISTRATIVE POLICY

Department:	Human Resources	Policy No:	**HR-23.1010**
Policy Title:	**Health and Safety**	Issue Date:	June 20th 2023
Issued to:	All Employees	Policy Type:	Revised

1 PURPOSE

The purpose of this policy is to:

- Fulfill a commitment to protect both people and property. Management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements and will strive to minimize incidents which may result in property damage or personal suffering due to injury and illness.
- Establish guidelines so that all Employees at every level are familiar with the requirements of the Alberta Occupational Health and Safety (OHS) legislation as it relates to their work processes.
- Establish that incidental loss can be controlled through good management in combination with active Employee involvement. Health and safety is the direct responsibility of all Managers, Supervisors, and Employees.

2 POLICY STATEMENT

The Town of Slave Lake is committed to a Health and Safety Management System that protects its staff, contractors, property and the general public from incidental loss. This OHS policy is an integral part of the daily work activities of the Town of Slave Lake's Management and Employees. Employees at every level are responsible and accountable for the Town of Slave Lake's overall health and safety initiatives and compliance with OHS legislation, which are established to protect Employees' physical safety, psychological health, social well being, and physical assets. Complete and active participation by everyone, every day, in every job is necessary for the health and safety excellence the Town of Slave Lake expects.

This policy is intended to comply with applicable legislation. In the event of a conflict between this policy and the legislation, the legislation will prevail.

3 DEFINITIONS

3.01 **Contractor:** a person, partnership, or group of persons who, through a contract, agreement or ownership, directs the activities of one or more employers involved in doing a particular job or assignment for the Town of Slave Lake.

3.02 **Employer:** The Town of Slave Lake

3.03 **First Aid Injury:** a minor injury requiring only first aid treatment, normally given by someone other than a physician.

3.04 **Frontline Employee:** a Town of Slave Lake employee who is not associated with management of a work site.

3.05 **Fundamental Worker Rights:** All workers have three fundamental rights.

3.05.1 **The Right to Know:** Workers have the right to know what hazards are present in the workplace, and be given the information, training, PPE and supervision you need to protect themselves.

3.05.2 **The Right to Participate:** Workers have the right to participate in keeping the workplace healthy and safe, this may include selecting or being and health and safety representative/committee member, being involved in the formal hazard assessment process, reporting hazards, near misses/incidents, unsafe conditions, and practices.

3.05.3 **The Right to Refuse:** Workers may refuse work they believe to be unsafe, to themselves, co-workers, or the public. When excising their right to refuse, workers must follow proper Work Refusal Procedures.

3.06 **Health and Safety Management System:** the systematic approach implemented by the Town to minimize the risk of injury, illness, and property damage.

3.07 **Incident:** an unplanned, undesired event that could have or did result in injury, illness or disease; damaged tools, equipment, or machinery; damaged material or property

3.08 **Incidental Loss:** injury, illness, or property damage resulting from workplace incidents.

3.09 **Lost Time Injury:** a workplace injury that results in the worker losing time from work beyond the date of the incident.

3.10 **Medical Aid Injury:** a workplace injury requiring medical care beyond first aid, and is administered by a physician or registered healthcare personnel under standing orders of a physician.

3.11 **Minister:** The Minister responsible for the OHS Act.

3.12 **Near Miss:** Indicates that an uncontrolled hazard exists, and while an incident did not occur this time, one may occur in the future unless a control is put in place. A narrowly avoided accident/Incident.

3.13 **Potentially Serious Incident (PSI):** When an incident occurs, and the incident had the likelihood of causing a serious injury or illness and there is reasonable cause to believe that corrective action may need to be taken to prevent reoccurrence.

3.14 **Reasonably practicable:** that which is, or was at a particular time, reasonably able to be done to ensure health and safety.

3.15 **Safety Data Sheet (SDS):** a document that provides detailed information about the hazards of a product and advice about safety precautions.

3.16 **Undue Hardship:** An action requiring significant difficulty or expense.

3.17 **Undue Hazard:** A serious and immediate threat to health and safety of workers or others.

4 GUIDELINES

4.01 Responsibility

4.01.1 Chief Administrative Officer (CAO):

Ensure that the Town's Health and Safety Management System (HSMS) is administered and enforced.

Ensure the Town's HSMS is allocated sufficient resources to attain the high standards of performance this Town Policy demands.

Ensure the general OHS standards of the Town workforce are maintained.

4.01.2 Contractors:

Ensure that their workers are competent to perform their job tasks or under the direct supervision of a competent worker while performing such tasks, in accordance with Alberta OHS legislation.

Comply with the Occupational Health and Safety Act, Regulations and Code, and Town's HSMS.

Advise the appropriate municipal personnel of any health and safety matters which may impact the Town's operations.

Provide the Town with a copy of their HS Policy, as applicable to the job. Undergo the Town's Contractor orientation before start-up and as required thereafter.

4.01.3 Director/Manager:

Provide guidance and/or assistance to ensure the Town HSMS is in place for each work function area to protect the health and safety of all Employees.

Understand and enforce this HS Policy, as well as Alberta OHS legislation.
Provide all Supervisors with an understanding of this HS Policy, as well as relevant OHS legislation and ensure that supervisors are trained and competent within their role.

Investigate and respond to incidents of workplace violence and harassment.

Facilitate ongoing health and safety education programs and approved first aid training courses, as required.

Monitor departments and projects and hold them accountable for their individual health and safety performance.

Accompany Provincial OHS Inspectors, or provide a delegate, during inspections of facilities or job sites, and review results with OHS Inspector and/or inspection team.
Cooperate with any person exercising a duty imposed by OH&S Act, regulations or Code.

Find an alternate when a Health and Safety Committee (HSC) member for their department cannot attend a HSC meeting and inform the HSC Secretary prior to the meeting.

Obtain a valid SDS from a supplier the first time a controlled product is received in a workplace.

Address environmental and ergonomic issues that may affect the health and safety of Employees.

Ensure that health and safety concerns raised by workers, supervisors and Health and Safety Committee are resolved in a timely manner.

Coordinate and conduct inspections of Town facilities, job sites and contractor worksites for safety compliance. Assist in, at minimum, one inspection per year for each permanent worksite within your department as well as occasional jobsite and contractor worksites.

Coordinate and conduct incident investigations, review all workplace incidents for trends and root causes, and make recommendations to prevent recurrence. Delegate and ensure that each department has trained personnel available to conduct incident investigations in the Director/Managers absence.

Review all of their departmental incident reports. Ensuring all areas of investigation are completed and corrective actions have been implemented. Forward completed investigations to HS Coordinator and CAO for final review/sign offs and filing. Assist departments in applying corrective actions if necessary.

Forward all OHS & WCB cases to HS Coordinator immediately to ensure they are reported in a timely manner.

Work with staff to develop and implement safe work practices for specific tasks in all municipal operations as well as update and maintain Formal Hazard Assessments for each role within department.

Work with staff to develop and implement worksite emergency response planning. Ensure the worksite ERP is current, well communicated and regularly tested.

Coordinate ERP drills within department (minimum once per year).

Attend occasional health and safety related meetings within department.

Work with supervisors/employees to ensure departmental/site orientations have been conducted and employees are adequately trained in all matters necessary to preform their work in a healthy and safe manner. Ensure new employees are working under direct supervision of a worker who is competent to do the work.

When required, hiring contactors from the "Approved Contractor List" or completing contractor orientation if necessary. Forword all completed contractor orientations and documentation to HR Advisor for their records.

Receive and maintain necessary training for your role as a Director/Manager.

Additional Responsibility for Directors:
Act as rotating co-chair for the Health and Safety Committee, as seen in Appendix A, and take responsibility for committee meeting agendas and proceedings, ensuring committee members understand their role and comply with legislation.

4.01.4 Employee:

Read, understand, and comply with this HS Policy and the safe work practices, procedures, and rules that apply to their work tasks.

Wear the personal protective equipment and clothing required by regulations and by their Employer.

Notify their Supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.

Report all incidents, near misses, and injuries to their Supervisor as soon as possible and prepare an incident report for submission to their Supervisor.

Participate in the incident investigation process by providing relevant information to determine causes and prevention measures.
Be familiar with the location of standard first aid kit and equipment and adequately trained to render first aid.

Take every reasonable action and precaution to protect the health and safety of other workers and themselves by not engaging in unsafe work practices.

Ensure visitors they bring onto Town premises are aware of the job site's emergency response procedures and evacuation routes.

Stop work immediately, in a manner that does not jeopardize the health and safety of other Employees, if the Employee feels they are under imminent danger.

Complete or review a formal hazard assessment as appropriate prior to commencing their job tasks.

Be familiar with the interpretation and use of SOS binders and sheets. Report any unhealthy or unsafe condition or practice to their Supervisor.

4.01.5 Health and Safety Committee (HSC)/ Health and Safety Representative (HSR):

Receive and address concerns and complaints about the health and safety of Employees. Participate in the identification of hazards to Employees or other persons arising out of or in connection with activities at the work site by participating in the formal hazard assessment process and review.

Develop and promote measures to protect the health and safety of persons at the work site and check the effectiveness of the measures.

Cooperate with an OHS officer exercising duties under the OHS Act, Regulations and Code.

Develop and promote programs for education and information concerning health and safety.

Make recommendations to the Employer with respect to the health and safety of workers. Participate in investigating serious injuries and incidents at the work site. Coordinate and conduct regular inspections of Town work sites and review documentation at meetings. Following up on the status of corrective actions.

Review and participate in updates to violence and harassment prevention plans.

Maintain records in connection with the concerns and complaints received and review documentation at meetings. Following up on the status of corrective actions.

Review and participate in updates to the violence and harassment prevention plans.

Additional Duties of Co-Chairpersons of Committee:

Scheduling meetings and notifying members, preparing the agenda, inviting specialists or resource people as required, chairing and leading HSC meetings, reviewing and signing meeting minutes, communicating recommendations with the Town.

4.01.6 Health and Safety Coordinator:

Provide timely assistance and act as a resource to all departments on human resources and safety matters.

Coordinate staff education on safety practices and risk management strategies through postings, courses, seminars and training sessions, and provide safety orientation for all new/returning staff.

Support Directors/Managers with the completion of health and safety related paperwork; ensure all incident investigations and WCB reports are completed appropriately and submitted to regulatory authorities in a timely manner.

Ensure that all health and safety files and records are maintained and made available, as needed. (Employee certificates, health and safety statistics, ERP drills, tailgate meetings, FLHA, inspections, contractor orientations etc.)

Maintain current knowledge of OHS literature, regulations, codes of practice and records.

Work with the Health and Safety Committee to maintain the Town HSMS.

Maintain the Town's Certificate of Recognition (COR) and be a functional part of the Alberta Municipal Health and Safety Association (AMHSA).

Assist Directors with information gathering for internal and external COR audits. Be a resource for workers who report unsafe conditions or practices, or who are not satisfied with the resolution of a health and safety issue.

Regularly update Safety Bulletin Boards and contribute to staff communications on health and safety.

Assist with the coordination of annual fire extinguishers and first aid kit inspections.

Cooperate with any person exercising a duty imposed by OH&S Act, regulations, or Code.

Maintain "Approved Contractors List". Ensuring all approved Contractors remain compliant by pulling monthly WCB clearance and tracking insurance expiry dates.

Assist Directors/Managers with onboarding new Contractors and conducting Contractor orientations where required.

Coordinate and conduct inspections of Town facilities, job sites and contractor worksites for safety compliance.

Coordinate and conduct incident investigations, review all workplace incidents for trends and root causes, and make recommendations to prevent recurrence.

Reports to Alberta OHS, Worker's Compensation Board (WCB), and other regulatory authorities as required.

Work with staff to develop and implement safe work practices for specific tasks in all municipal operations.

Work with staff to develop and implement worksite emergency response planning.

Speeding or dangerous driving while operating municipal vehicles or equipment is prohibited.

Unsafe and/or unauthorized use of equipment/tools is prohibited.

Incidents, injuries or near misses, regardless of their nature, shall be promptly reported to Supervisors and an incident report completed as soon as possible.

Employees will ensure all personal protective equipment (PPE) is used as per OHS legislation requirements and manufacturer's recommendations.

Employees will report any equipment/tool malfunction or problem to their Supervisor for advice and assistance.

All Employees must take part in maintaining good housekeeping practices on Town worksites.

Disciplinary action up to and including termination for cause will be taken against any employee who fails to observe this policy, any other health and safety statement or program, or who violates any workplace safety requirements.

4.02.2 Housekeeping

Good housekeeping is essential to create safe work areas. It can bring greater efficiency, eliminate hazards, prevent fires, improve employee morale, and create a good impression on clients and visitors.

Housekeeping includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removal of waste materials (e.g. paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details, such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities and maintenance. Good housekeeping in also a basic part of incident and fire prevention.

Effective housekeeping is an ongoing operation. Poor housekeeping can be a cause of incidents such as:

- Tripping over loose objects on floors, stairs and platforms;
- Being hit by falling objects;
- Slipping on greasy, wet or dirty surfaces;
- Striking against projecting, poorly stacked items, or misplaced material;
- Cutting, puncturing or tearing the skin of hands or other parts of the body on projecting metal, nails, or filing cabinet drawers.

All worksites and areas under authority of the Town will therefore maintain the highest possible standard of housekeeping.

4.02.3 First Aid

The Town will effectively manage the provision of first aid services and maintenance of first aid equipment and supplies at the various Town worksites, in accordance with the applicable legislation.

4.02.4 OHS Training

In accordance with Alberta OHS legislation, the Town requires workers to be competent before carrying out work tasks without supervision, or with only minimal supervision. Worker competency can be determined in a number of ways, including: Work experience, training, on the job observations, specific competency assessments and practical demonstrations. Proof of competency must be obtained and placed on employee file.

Competency assessments are required for new workers, workers who have been reassigned duties or when there is a change in operations.

Copies of certifications required in the job description and/or obtained in the course of employment with the Town must be submitted to Town Administration for record keeping.

4.02.5 Workplace Hazardous Material Information System (WHMIS)

WHMIS provides Employees with information on the handling, use, storage and disposal of controlled products used in the workplace that could be hazardous to the safety of people and the environment.

Through WHMIS, the Town ensures that information is readily available to Employees handling controlled products in three ways:

- Labelling: designed to alert Employees to the identity and dangers of products, and to the basic safety precautions.
- Safety Data Sheets (SDS): technical bulletins which provide detailed hazard and precautionary information.
- Employee Education and Training: instruction for all Employees in both general information about WHMIS, and in specific training for handling, use and storage of controlled products.

4.02.6 Emergency Preparedness and Response

Employees may be assigned specific duties within the Town's Emergency Response Plan (ERP). It is therefore required that all Employees review and understand the contents of the ERP for their worksite, as well as be familiar with the related hazards and response equipment.

ERP must be well communicated and regularly tested to ensure that Employees are able to respond as planned

4.02.7 Hazard Management

The goal of hazard management is to organize and control work activities so that hazards are eliminated, or that the related risks to Employees, the public, and organizational assets are minimized.

The 3 steps involved in hazard management include:

- Hazard identification - part of the process of evaluating if any workplace factors (e.g. substance, equipment, machines, method of work, or work environment) have the potential to cause harm.
- Risk assessment - entails identifying the hazards in the work activities; rating the risks by determining the hazard severity, probability, and frequency of worker exposure to the hazards.

- Hazard control - the systematic approach to risk reduction associated with hazards through the implementation of hazard control mechanisms.

4.02.8 Incident Reporting and Investigation

All incidents, injuries, near misses occupational illnesses and work refusals must be reported and investigated. Incident investigations should be carried out promptly post-incident. The purpose of the investigation is not to find fault, but rather to identify root causes of the incident and to develop suitable corrective actions to prevent recurrence.

4.02.9 Health and Safety Committee (HSC)

An HSC is a group of frontline Employees and Management representatives working together to identify and solve health and safety concerns at Town work sites. They also promote awareness and interest in health and safety, and act as a medium for frontline Employees and Management to communicate and exchange information on health and safety matters. HSCs form an important part of the internal responsibility system by advising and making recommendations to Management, and by helping ensure that work site parties are aware of their roles and responsibilities in the workplace.

4.03 POLICY AND PROCEDURE

4.03.1 Organizational Commitment

This HS Policy is signed by the current CAO. This policy is posted at each Town-owned facility, in our HS Manual, and on the Town website.

Responsibilities and accountability of Employees at every level are outlined in the Procedures section of this Policy.

4.03.2 Hazard Identification and Risk Assessment

As part of its commitment to health and safety, the Town works to identify hazards and rate the hazard risk for each job task that Employees need to perform. Hazards are evaluated in many different ways:

- **Formal Hazard Assessment:** Are conducted for the Town's overall operations to identify hazards, measure **risk** (to help prioritize hazards), and develop, implement and monitor related controls. Directors/Supervisors will be responsible for updating the formal hazard assessments and will make required adjustments when new hazards are reported to them. They are meant to be a living document and will be reviewed annually at a Tailgate or Departmental Meeting and may be modified at any time when changes to the work process are made, new hazards are identified through employee reports, field level hazard assessments, investigations or facility inspections, and/or a new work process is introduced. Individuals leading the formal hazard assessment process must be properly trained in hazard identification, assessment and control.

- **Field Level Hazard Assessment:** Are performed before work starts at a site and where conditions change, or when non-routine work is added.

- **New Hazard Identification/Reporting:** When a worker identifies a new hazard, they are to report to their direct supervisor and notify other workers who may be

affected immediately. Work processes should be put on hold while workers conduct a Field Level Hazard Assessment and either eliminate or control the hazard before work continues.

- **Tailgate Meetings:** Are completed at any time between Supervisors and workers. Workplace hazards and other HS topics may be discussed on an informal basis and documented in a tailgate meeting form.

- **Departmental Meetings:** Are regularly scheduled meetings between supervisors and workers that occur in each department. They address any changes to the operations that have been or are being implemented and can include discussions about hazards and other health and safety issues.

- **Facility Inspections:** Are coordinated twice per calendar year for each permanent work sites within the Town. The site supervisor is responsible for documenting any new hazards found during the inspection and ensuring that corrective actions are implemented to control those hazards.

- **Annual Performance Evaluation:** Supervisors shall review with their workers the hazard identification, assessment and control forms conducted within their area of responsibility during annual performance evaluations. This review must be documented and signed by supervisors and their staff.

- **Contractor Orientation:** Are conducted prior to Contractors performing work for the Town. The Project Manager and Contractor representative discuss the scope of work and hazard management procedures during this pre-job process.

4.03.3 Hazard Control

The Town makes every effort to eliminate workplace hazards. When it is not reasonably practicable to eliminate a workplace hazard, the Town will use the OHS hierarchy of controls to minimize the hazard risk. This hierarchy of controls consists of engineering controls, administrative controls, personal protective equipment (PPE), or a combination of any of these controls.

Engineering controls - are mechanisms that form an integral part of the design of equipment, plant, or process that reduce the hazard.

Engineering controls include but are not limited to:

- hazard elimination;
- substitution (for a less hazardous process or product);
- isolation or enclosure;
- general ventilation; and
- machinery or workplace redesign.

Administrative controls - are modifications to work practices or processes that aim to reduce the severity or impact of hazards.

Administrative controls include but are not limited to:

- worker education and training;
- use of safe work practices and procedures;
- good housekeeping;
- scheduling workers to minimize exposure; and
- warning and alarm systems.

Personal Protective Equipment (PPE) - is the last line of protection for workers against hazards.

PPE includes but is not limited to:

- eye protection;
- foot protection;
- head protection;
- hand protection;
- respiratory protection; and
- hearing protection.

4.03.4 Work Refusal

A Town Employee may refuse work or to do particular work at a worksite if the worker believes on reasonable grounds that there is an undue hazard at the worksite or that the work constitutes an undue hazard to the worker's health and safety, or the health and safety of another worker or person.

When exercising a right to refuse unsafe work, an Employee must ensure that, as far as it is reasonable to do so, that the refusal does not endanger the health and safety of any other person.

Employee must promptly report the refusal and the reasons for it to their supervisor or director.

Employee whom made the work refusal must remain at the work site and may be assigned temporary work reassignments that the Employee is reasonably capable of performing. There will be no loss in pay or disciplinary actions acted upon.

When a work refusal is received, the Work Refusal Form must be completed and the supervisor/director shall, as soon as possible, inform the health and safety representative/ committee of the report. If there is no immediate remedy for the alleged undue hazard after a discussion with the Employee, an investigation must take place to determine a remedy for the alleged undue hazard. No other employee may be assigned to do the particular work that had been refused due to undue hazard until it has been determined that the work does not constitute an undue hazard. The supervisor/director must prepare a written report of the refusal to work, the inspection that took place and the action item and provide a copy to the employee and the HSC. If the employee agrees with the remedy, they must sign their agreement, if they do not agree they may now contact OHS. If work refusals are reported to OHS, the Town must advise any other employees assigned to do the work in writing of, the first worker's refusal, the reasons for the refusal, and the reason the Town believes the work does not constitute an undue hazard.

4.03.5 Health and Safety Committee (HSC)/ Health and Safety Representative

An HSC will be established for Town work sites where there are 20 or more regularly employed workers.

At work sites where there are 5 to 19 regularly employed workers, a health and safety representative will be appointed by the frontline workers of the work site's prime contractor. If there is no prime contractor, all employers and self-employed persons shall coordinate the appointment of an HS representative.

The HSC will consist of at least four members, of which at least half represent frontline employees. The frontline employee representatives are selected by the frontline employees and may be frontline employees, not associated with management. Management representatives are selected by Management and may be Supervisors, Managers or Directors.

Each committee must have two co-chairpersons. A management co-chair is chosen by the management members on the committee and the frontline employee co-chair is chosen by the frontline employee members, one to represent the frontline employees and one to represent Management. Management co-chairperson will rotate on a regular basis, always ensuring the frontline Employee and Management chairs are represented.

Committee members will be elected to a term of not less than one year. Members may continue to hold office until reappointed or re-elected, or until a replacement is appointed or elected. Members can hold office indefinitely.

HSC meetings shall be held at least once a month, except for the months of June, July and August when meetings will be held only for extraordinary circumstances. A schedule of meetings will be developed by the HSC.

Meeting minutes will be recorded and distributed by the HSC Secretary to all HSC members and HSR for approval before posting at all Town sites for Employee reference. The approval process must be completed within 7 days of the meeting.

The HSC meetings will have a quorum of at least one half of the members if both frontline Employee and Management members are present, and at least one half of those present are frontline employee members.

If the HSC fails, after trying in good faith, to reach consensus about making recommendations to the employer, either co-chair of the HSC has the power to make unilateral written recommendations to management.

Management will ensure that HSC co-chairs and HS representatives receive training with respect to the duties and functions of the roles and responsibilities of co-chair, representatives and members, the obligations of worksite parties and the rights of workers.

HSC members, co- chairs and health and safety representatives will be permitted time away from regular duties to attend training.

An HSC, its individual members, or a HS representative, will not disclose an Employee's personal information about an identifiable individual unless the disclosure is required by law.

In circumstances where committee members are not fulfilling their duties, the HSC will arrange to meet the corresponding site Supervisor or Director communicate the situation to propose a suitable solution. If no solution can be reached between the HSC and the corresponding Supervisor or Director, the matter will be brought to the attention of the CAO. The CAO will gather all the associated information and will make the final decision for the issue at hand.

4.03.6 Orientation and Training

Health and safety orientation and training is established to comply with OH&S requirements and industry standards. Refresher training is to be completed as required or when operational

changes require it. All employees must work with, or be under direct supervision of a competent worker until they have been deemed competent within their roles/duties.

Employee Onboarding: Training may vary from role to role, employees MUST receive all necessary training specific to their role. Basic requirements are as follows: New employee HS orientation, site orientation, WHMIS, bullying/harassment awareness, first aid (where applicable), specific job tasks, hazards and controls through documented practical demonstrations/on the job training, job specific training (Confined space, TDG, Alberta Transportation, mechanic, waste water treatment etc.) PPE use, maintenance and limitations.

Supervisor Onboarding: All that is required for Employees, additional training for supervisors may include, but is not limited to: Leadership for safety excellence, incident investigation, hazard identification/formal hazard assessments, workplace inspections, recognizing impairment, etc.

Management Onboarding: All that is required for Employees, additional training for management may include but is not limited to: Leadership for safety excellence, incident investigations, hazard identification/formal hazard assessments, workplace inspections, PH&S legislation/knowledge.

Young Worker Onboarding: All that is required for Employees. Additional training on worker rights, hazards/controls and practical demonstrations may be required.

Volunteer (Unpaid worker) Onboarding: All volunteers/unpaid workers must complete a HS orientation prior to commencing work. Volunteer orientation will consist of notifying volunteers of their rights & responsibilities, reporting procedures, direct hazards/controls (formal hazard assessment), SWP and PPE requirements for their tasks, site ERP awareness, violence/harassment policies, SDS sheets if required. Volunteers must have all OH&S and industry required training for the tasks they are required to complete, unless otherwise agreed upon, the Town will not be responsible for any costs associated to training. Volunteer/unpaid workers are required to complete pre job hazard assessments and daily tailgate meetings with their designated Town supervisor.

4.03.7 Third Parties at or in Vicinity of Workplaces

The Town is committed to ensuring the health and safety of visitors to its work sites as well as members of the public in the vicinity of Town work sites, and the Town will make every reasonably practicable effort to minimize the hazards originating from its work sites.

All visitors must report to the work site Supervisor upon arrival, and they will be given instructions on procedures to follow in case of an emergency.

All visitors are required to wear appropriate PPE for the site they are visiting. The following rules of conduct must be followed by visitors at all times:

- Follow all signs and verbal instructions.
- Do not touch or attempt to operate any machine, tool, device or equipment unless authorized to do so by a site Supervisor.
- Do not distract workers who are engaged in safety sensitive functions, such as heavy equipment operation.
- Do not engage in any pranks, horseplay, running, or rough, boisterous conduct.
- Stay out of restricted areas.
- Report all injuries or problems immediately, no matter how minor.

All visitors must notify the site Supervisor when they are leaving the site. Any incidents or injuries involving visitors or the public must be investigated and reported to the Director and Health and Safety Coordinator.

The Town will not be responsible for injuries to visitors and persons in the vicinity of Town work sites as a result of violating these rules.

4.03.8 Formal Workplace Inspections

It is policy of the Town that formal inspections are carried out and recorded regularly in all areas of the Town's operations.

Formal inspections are conducted to:

- ensure that methods used to protect staff from health and safety hazards are effective; and
- ensure that any other hazards are identified, assessed and controlled.

Inspections of different Town work sites will occur on average twice per month, with a rotation of the varied departments and/or facilities, throughout the year.

The inspection team will be led by a HSC member, who will be accompanied by a group of other Town Employees. This group may include the Chief Administrative Officer (CAO), Directors, Managers, Supervisors, HS Coordinator, front-line workers, and/or other HSC members. No member of the inspection team shall be an employee of the site being inspected.

The CAO will participate in at least three formal inspections annually.

Directors are to participate in at least one inspection annually per each permanent worksite within their department.

Supervisors will participate in at least one inspection annually.

An inspection schedule will be established at the January HSC meeting of each calendar year. Inspection results will be discussed at HSC meetings, distributed to Town staff, and posted at all applicable facilities.

Operations at all worksites should also be informally inspected on an ongoing basis to ensure no uncontrolled hazards are evident.

All Supervisors, Managers and HSC members are encouraged to have training in Formal Inspections.

Every inspection and any correction actions arising from them will be discussed at HSC meetings. All corrective actions and/or other hazard controls must be implemented in a timely manner.

Lead inspector to conduct a follow-up with Site Tour Leader at minimum two weeks post inspection to confirm corrective actions have been completed or receive an update on the corrective action progress. The state of the corrective actions and hazard controls will be reviewed at every subsequent HSC meeting until completed/applied.

4.03.9 Emergency Response

Each worksite has an emergency response plan appropriate to that location, which outlines the following:

- Potential emergencies of the site.
- Employee responsibilities during an emergency.
- Location of emergency equipment.
- Location of muster point(s).
- List of first aiders at the site.
- Contact numbers and locations of emergency facilities.
- Alarm and emergency communications requirements.
- Procedures for rescue and evacuation.
- List of designated rescue and evacuation workers.

In the event of an emergency, Employees shall follow the direction of the emergency response personnel (fire, police, ambulance, etc...) and/or direct Supervisor when working in any field locations.

A specific contingency plan must be prepared in all cases where chlorine and/or ammonia will be encountered and may be required under other circumstances as deemed necessary.

Local emergency response plan training shall be employed or reviewed at least annually or as necessary, to ensure that all Town personnel know how to use the plan and respond to persons responsible for special functions. All training shall be documented. Drills will be held at least annually to test the effectiveness of the system.

Emergency response procedures are reviewed annually by the Health & Safety Coordinator and amended as required. Site-specific ERP shall be updated by site Supervisors, as required.

4.03.10 Incident Investigation

Incident investigation is the process of examining an undesired event that resulted, or could have resulted in an injury, occupational illness, or property damage. Investigations should determine the immediate, underlying causes and system weaknesses that led to the incident and develop appropriate corrective actions needed to prevent a reoccurrence of the incident. The purpose of the incident investigation process is not to place blame on the parties involved.

Regardless of time of day, any Employee, or municipal representative (consultant) who is involved in, or witness to, a work-related incident, must immediately report the incident to the site Supervisor. The site Supervisor will then notify the Director as soon as practically possible. If the Supervisor believes immediate action is required to prevent loss of life or property, they should initiate the appropriate Emergency Response Plan.

When an incident occurs, the Employee involved must:

- take measures to prevent further personal injury and property loss;
- immediately report the incident to their Supervisor; and
- complete all required incident report forms.

The Incident Investigation Report form is completed by the Employee with the involvement of the site Supervisor and the Director, Health and Safety Coordinator, other HSC member, or site HSR. The Director, Health and Safety Coordinator and CAO review and sign off on the completed form.

Results of incident investigation are reviewed at HSC meetings, health & safety staff meetings and informal meetings within the departments.

Injuries that require any treatment beyond first aid, modified duties, or lost time injuries require completion of Workers Compensation Board (WCB) forms by both Employer and Employee.

Contractors are responsible for their own WCB reporting.

Workers Compensation Board forms must be forwarded to the HS Coordinator immediately.

WCB forms must be forwarded to WCB within 72 hours of the incident by the employer.

When the following injuries or incidents occur in connection with a work site, the prime contractor, or if there is no prime contractor, the Town shall report the time, place and nature of the injury, illness or incident to OHS as soon as possible.

Injuries, illnesses and incidents reported to OHS are:

- An injury, illness or incident that results in the death of a worker.
- An injury, illness or incident in which there is reason to believe the worker has been or will be admitted to a hospital beyond treatment in an emergency room or urgent care facility,
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or illness or that has the potential of causing a serious injury or illness.
- The collapse or upset of a crane, derrick or hoist
- The collapse or failure of any component of a building or structure necessary of the structural integrity of the building structure
- If an incident occurs where the incident had a likelihood of causing a serious injury or illness, and there is reasonable cause to believe that corrective action may need to be taken to prevent reoccurrence. (PSI)

Modified Work/Return to Work Program

In keeping with WCB Policy 04-05 part II that directs an employer to consider suitable employment for any employee unable to preform their regular duties post workplace injury. The Town extends this modified work program to the extent that the accommodation does not cause the Town undue hardship.

The Town will work along side WCB and the medical processionals assisting our worker with their recovery to provide workers with modified work/return to work plans specific to their treatment plans, the Town may modify workers duties/work tasks, work hours, work

area/environment, and/or equipment/tools. The Town required written notice from WCB and/or Medical Professional that worker is able to return to regular duties.

4.03.11 System Administration

The Human Resources Department records lost time, medical aid & first aid injury data. The data is analyzed to look for trends and reviewed at HSC meetings.

Meetings, inspections, investigations, corrective actions and training records are retained and reviewed at HSC meetings.

Relevant summary data of the foregoing is discussed at the All-Staff Health & Safety meetings, and minutes are distributed to all employees and posted in each facility.

Audits of the Health and Safety Management System (HSMS) occur annually, and action plans are created to address any deficiencies found. These are reviewed at HSC meetings and by the affected Director(s).

HSC meetings will be held once every month except for the months of July and August. These meetings will run no longer than 2 hours. An agenda will be produced prior to the meeting and minutes will be circulated afterwards. A quorum of at least 50% of the membership is necessary for the meeting to proceed.

The "Award and Recognition for Excellence in Health and Safety" is given to a worker who shows commitment to the Health and Safety program and to preventing incidents and injuries both at work and in the community. Examples for consideration of this reward include workers who:

- Show leadership and initiative in the HSMS for the Town of Slave Lake. Consistently follow safe work practices.
- Participate in HS Training. Participate in formal site inspections.
- Report health and safety concerns to their Supervisor.
- Report incidents (including near misses) that lead to improvements in our HSMS.
- Participate in incident investigation.

Nominations will be requested by the HSC annually and the successful candidate(s) will be chosen.

4.03.12 Testing

All permanent, full time Employees who work in an area that has been identified as a hearing protection worksite, will receive a baseline hearing test within the first 6 months of employment.

Employees may be subject to drug and alcohol testing under certain circumstances (refer to the *Substance Use and Fitness for Duty* policy).

5 CONTRAVENTIONS OF THE POLICY

Contraventions of the Health and Safety Policy may lead to disciplinary action up to and including termination of employment.

6 REVIEW OF THE POLICY

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

7 APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
1. Manager of Human Resources		2023-06-21

APPENDIX A – Co-Chair Rotation by Department

ODD ENDING YEARS

Month	Department
January	Planning and Development
February	Fire Services
March	Corporate Services
April	Community Services
May	Operations
June	- BREAK -
July	- BREAK -
August	- BREAK -
September	Finance
October	**Community Services**
November	**Fire Services**
December	**Corporate Services**

EVEN ENDING YEARS

Month	Department
January	Planning and Development
February	Operations
March	Corporate Services
April	Community Services
May	Finance
June	- BREAK -
July	- BREAK -
August	- BREAK -
September	**Finance**
October	**Planning and Development**
November	**Operations**
December	Fire Services

***Bolded departments names are co-chairing twice that year**

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23-1022
Policy Title:	Hiring Policy	Issue Date:	08-08-2024

1. PURPOSE

1.1. The purpose of this policy is to establish clear and consistent procedures for the hiring of staff aligning with all applicable legislation.

2. POLICY STATEMENT

2.1. The Town of Slave Lake is committed to a hiring policy that is consistent with the Canadian Charter of Rights and Freedoms plus all provincial statutes, including Human Rights, Labor Standards, and Privacy Legislation. Guidelines will be in place for the hiring of competent and reliable staff.

3. DEFINITIONS

3.1. Applicant:

3.1.1. An individual who has applied for a Town of Slave Lake position.

3.2. Charter of Rights and Freedoms:

3.2.1. The Canadian Charter of Rights and Freedoms as set out in the Constitution Act of 1982.

3.3. Employees:

3.3.1. An individual employed by the Town of Slave Lake.

3.4. Human Rights Legislation:

3.4.1. The Canadian Charter of Rights and Freedoms as set out in the Constitution Act of 1982.

3.5. Immediate Family/Relatives (Relatives):

3.5.1. Immediate members of the same family who are related to one another by marriage or common law, and includes husbands, wives, parents, siblings, children, stepchildren, In-laws, guardians, or wards of employees.

3.6. Employment Standards:

3.6.1. The Alberta Employment Standards Act.

3.7. Privacy Legislation:

3.7.1. The Alberta Freedom of Information and Protection of Privacy Act.

3.8. Senior Management:

3.8.1. Department Heads and Chief Administrative Officer.

3.9. Human Resources:

3.9.1. Responsible for originating and doing maintenance/revisions to the Policy and Procedure. Assist the department heads in the hiring process. Ensure consistent application of the Policy and Procedure is followed.

3.10. Chief Administrative Officer:

3.10.1. Oversee the development, recommend distribution, implementation, and application of the Hiring Policy and Procedure, providing interpretation of implementation if required. Approves administration procedures where hiring policy objectives are established.

3.11. Department Heads:

3.11.1. Ensure that appropriate, job-specific hiring criteria is applied. Ensure understanding of the Policy and Procedures relevant to all work areas and ensure its consistent application. Approve all hiring in their

respective departments. Determine interview panel in conjunction with Human Resources.

3.12. Employees:

3.12.1. Be familiar with the Hiring Policy and Procedure and use it as a guide in handling related matters. Seek clarification if there is any doubt regarding the application of the Hiring Policy and Procedure.

3.13. Policy Manual Holders:

3.13.1. Ensure that the Hiring Policy and Procedure is put into the manuals and that the manuals are kept available and up to date for use by Town Staff.

3.14. Supervisors/Hiring Managers:

3.14.1. Apply this Policy and Procedure when involved in the hiring process.

3.15. Town Council:

3.15.1. Approve and adopt policies indicating the general direction and limits of discretion to be used by Town staff in their work.

4. GUIDELINES

4.1. Standards/Guidelines

4.1.1. The areas addressed in the Policy and Procedure are never all-encompassing and complete. Employees are encouraged to support and contribute to the Policy and Procedure manual so policies provide a realistic framework from which consistent direction can be drawn and to ensure currency and usefulness of the policies.

4.1.2. Employees should refer to the Hiring Policy and Procedure in hiring matters. When clear direction doesn't exist in established Policy and Procedure, staff should seek guidance from their supervisor and administration.

4.2. Nepotism

4.2.1. The Town seeks to foster an environment in which people are treated fairly. The Town recognizes that the employment of people who are related can be problematic due to the potential to create a conflict of interest, an appearance of favoritism, and an increased potential for poor staff morale. As a result, the Town is sensitive to circumstances in which individuals may be hired, transferred, or promoted to positions where a related individual may be in a position to influence any term and condition of employment of a relative.

4.2.2. No employee, current or prospective, will be discriminated against, nor afforded an advantage, as a result of their familial or marital relationship with any other employee of the Town, as this would be considered a "conflict of interest".

4.2.3. To ensure this end, no employee will be supervised by a relative, nor will a relative be in a position to make any decisions regarding the individual's terms and conditions of employment, including salary, promotion, performance appraisal, vacation requests, or discipline. Alternative supervisory and reporting relationships will be put in place to facilitate this requirement.

4.2.4. An immediate family member shall not be considered for employment where; by doing so, it may create a direct managerial/subordinate relationship with the family member.

4.2.5. Employees are required to disclose any relations which may bring them within the application of this policy. The failure to do so will be considered a disciplinary matter.

4.2.6. Employees within the Human Resources department are to have no familial or marital relationships with any other employee of the Town as it would be considered a conflict of interest.

4.3. Policy and Procedures

4.3.1. Job Postings:

4.3.1.1. When a vacancy occurs or a new position is created, a notice of the position will be advertised. The Town will recruit the most qualified people in terms of skills, attitude, education,

experience, and ability to meet the position requirements. Overall fit with the organization will also be considered.

4.3.2. Promotion or Transfer:

4.3.2.1. The Town encourages promotion from within and will have their application considered on the basis of their qualifications, potential success in the position, and seniority. During Performance Development Reviews, considerations/interest for other careers within the Town should be discussed.

4.3.2.2. In the event that an employee is selected for employment entertaining to an internal job posting, they will begin a thirty (30) day evaluation period prior to their vacated position being filled. Should the employee be unsuccessful they will return to their previous position.

4.3.3. Interviews:

4.3.3.1. Interviews shall be scheduled by Human Resources working collaboratively with the Hiring Manager and Department Heads.

4.3.3.2. Interviews will be conducted by the Hiring Manager, a selection panel and/or Human Resources.

4.3.3.3. Interview questions shall be compiled and reviewed by Human Resources to ensure their efficacy.

4.3.3.4. Based on the selection process and in conjunction with the Department Head, the Hiring Manager shall make hiring decisions at his/her discretion.

4.3.3.5. Applications and resumes of applicants who were not selected for employment shall be forwarded to Human Resources to ensure the appropriate retention of information.

4.3.3.6. Human Resources or the Hiring Manager shall notify applicants not selected for employment regarding the closure of the position.

4.3.4. Offer Letters:

4.3.4.1. All hiring, offer letters, and orientations shall be coordinated through the Human Resources Department.

4.3.4.2. All offer and termination letters will be signed by the Manager of Human Resources or their designate and the Director of Corporate Services and Payroll Services copied.

4.3.4.3. Senior Management may employ various means of filling a vacancy including external competition or transfer and promotion within the organization.

4.3.4.4. The CAO or designate shall have discretion on whether any position is filled internally through promotion or is advertised.

4.3.4.5. Any positions which can be filled by promotion should meet the criteria below:

4.3.4.5.1. Possess the necessary qualifications.

4.3.4.5.2. Previous performance reviews in good ratings.

4.3.4.5.3. The candidate has been working towards that position, examples include; training, education, mentoring, and job shadowing.

4.3.4.5.4. Except in the case of promotions and short-term positions specifically approved by the CAO, all vacant positions will be advertised externally for a minimum of 2 weeks.

4.3.4.6. Job offers shall be contingent on the applicant's agreement to company policies, successful reference, background checks, and other conditions applicable to the position that are required of the employee.

4.3.4.7. Should the applicant accept an offer of employment from the Town of Slave Lake they will be provided with a start date and required location to report for duty. Employee orientations shall be provided and will include workplace policies, rules and regulations, and other job-specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.

4.3.4.6. All new employees shall be on probation for a period of three (3) months from the date of hire which may be extended at the discretion of the Hiring Manager and/or Director. For new employees under the Fire and Protective Services Department they shall be on probation for a

period of six (6) months. The Town may end the employment relationship at any time during the probationary period.

4.3.5. References, Driver's Abstract, and Police Information Checks

4.3.4.7. The Hiring Manager and/or Human Resources shall conduct reference and background checks on all potential candidates for employment at the Town of Slave Lake, including Police Information Checks and Driver's Abstracts. Background checks are intended to mitigate risk to the Town. Applicants selected for positions will be required to provide a current and satisfactory Driver's Abstract and Police Information Check before their commencement date.

5. CONTRAVENTIONS OF THE POLICY

5.1. Contraventions of this policy may lead to disciplinary action up to and including termination of employment.

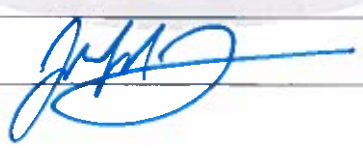
6. REVIEW AND POLICY

6.1. This policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

7. RELATED POLICIES

7.1. CRS.HR-23.1017 – Performance Review and Career Planning Policy
7.2. Rescinds policy HR-23.1017 Hiring

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024/08/20

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE Human Resources			
Department:	Human Resources	Policy No:	CRS.HR-23.1011
Policy Title:	Substance Use and Fitness for Duty	Issue Date:	08-08-2024

1. PURPOSE

1.1. The purpose of this policy is to:

1.1.1. To reinforce The Town's commitment to providing healthy and safe work environments at its worksites that are free from the hazards posed by Employees who are not fit for duty, which can negatively impact anyone who might be present at or in the vicinity of those worksites, including other Employees, contractors, and members of the public.

1.1.2. To establish The Town's expectations of its Employees for appropriate behavior relating to alcohol drugs, and medications, and to include potential consequences for non-compliance with those expectations.

1.1.3. To provide consistent guidelines for all Employees.

1.1.4. To provide a means for supporting Employees who voluntarily seek help for problems relating to alcohol and/or drugs, and for educating Employees on the dangers of drug and alcohol abuse.

2. POLICY STATEMENT

2.1. The Town is committed to the health, safety, and wellness of its Employees, contractors, and the public and to protecting all inventory and assets placed in its care. The Town recognizes and accepts the responsibility to provide its Employees with a safe, healthy, and productive work environment.

2.2. Employees have the responsibility to report to work in a suitable mental and physical condition, which will allow them to perform their job tasks productively and safely. The use of illegal drugs and the inappropriate use of alcohol, cannabis, and medications can have serious impacts on the workplace.

2.3. In recognition of the potential negative effects substance abuse and/or misuse poses on its objectives of health, safety and security, The Town has implemented this Substance Use and Fitness for Duty Policy.

Town of SLAVE LAKE

3. DEFINITIONS

3.1. Alcohol:

3.1.1. The intoxication agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

3.2. Cannabis:

3.2.1. Cannabis is defined in the Controlled Drugs and Substances Act and the Cannabis Act, as those may be amended from time to time, and any derivatives of cannabis.

3.3. Drug:

3.3.1. Any substance, including alcohol, cannabis, illicit drugs, solvents, inhalants, or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels, or acts. For this Policy, drugs of concern are those that impair a worker's ability to perform their job tasks safely and productively.

3.4. Drug Paraphernalia:

3.4.1. Any kind of tool, product material, or equipment of any kind that is used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, concealing, containing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.

3.5. EAP:

3.5.1. Employee Assistance Program

3.6. Employee:

3.6.1. All seasonal, part-time, full-time, and salaried persons appointed pursuant to the Municipal Government Act (R.S.A. 2000). Employee in

this Policy also relates to Town Volunteers and Town Councillors and should be addressed accordingly.

3.7. Employer:

3.7.1. The Town of Slave Lake

3.8. Employer Business:

3.8.1. All business activities undertaken by Employees while performing duties for the Employer, whether conducted on or off Employer premises.

3.9. Employer Worksite:

3.9.1. Any worksite to which Employees have been assigned duties without any limitations resulting from the use or after-effects of alcohol, cannabis, illicit drugs, or medications.

3.10. Fitness for Work/ Duty:

3.10.1. Being able to safely and acceptably perform assigned duties without any limitations resulting from the use or after-effects of alcohol, cannabis, illicit drugs, or medications.

3.11. Illicit Drug:

3.11.1. Any drug or substance that is not legally obtainable and whose use, sale, possession, purchase, or transfer is restricted or prohibited by law (for example, street drugs such as methamphetamine, Heroin, and cocaine).

3.12. Medication:

3.12.1. A Drug obtained legally, either over the counter or through a doctor's prescription.

3.13. Serious Work-Related Incident:

3.13.1. Those defined by the Occupational Health & Safety Act, Section 40, subsection (2) as requiring notification to a Director of Inspection.

3.14. Substance:

3.14.1. Alcohol, legal/illegal drugs, non-prescription drugs, over-the-counter medication, and prescription drugs.

3.15. Supervisor:

3.15.1. The individual accountable for a particular facility, department or area, including Managers and others in supervisory positions directly responsible for the performance of individuals.

3.16. The Town:

3.16.1. The Town of Slave Lake

3.17. Treatment:

3.17.1. A Process in which an individual is participating in recovery related activities, which may include periods of absence away from work.

3.18. Under the Influence:

3.18.1. Under the influence of drugs (including but not limited to prescription drugs, and cannabis) alcohol, or any controlled substance for the purpose of this Policy is defined as the use of one or more of these substances to the extent that an Employee is;

3.18.1.1. Unable to perform productively.

3.18.1.2. In a physical or mental condition that creates a risk to the safety and well-being of the individual, other Employees, the public or Employer property; or

3.18.1.3. Displaying signs or symptoms of substance abuse such as the smell of alcohol on breath, slurred speech, and atypical behavior.

Town of SLAVE LAKE

4. GUIDELINES

4.1. Responsibilities

4.1.1. Chief Administrative Officer (CAO)

4.1.1.1. Review this policy and make necessary changes as needed.
4.1.1.2. Ensure that resources for the implementation and maintenance of this Policy, its objectives, and procedures are available to the organization.

4.1.2. Directors/ Supervisors/ Managers

4.1.2.1. Understand the objectives and procedures of this Town of Slave Lake's Substance Use and Fitness for Duty Policy.
4.1.2.2. Educate the Employee on this Policy.
4.1.2.3. Provide a copy of this Policy to current Employees and new Employees before commencement of employment.
4.1.2.4. Monitor job performance and discuss deteriorating work performance with the Employee.
4.1.2.5. Take corrective action in accordance with established practices for dealing with performance or safety concerns.
4.1.2.6. Remove Employees from performing safety-sensitive duties if there are indications of a safety risk.
4.1.2.7. Inform the Employee about community recourses and EAP services and make referrals when indicated.
4.1.2.8. Provide accommodation to Employees who need temporary alternate placement while seeking substance abuse treatment and participating in aftercare.

4.1.3. Employees

4.1.3.1. Read, understand, and comply with this Town of Slave Lake's Substance Use and Fitness for Duty Police.
4.1.3.2. Arrive at work fit for duty and meet satisfactory work performance and attendance standards.

4.1.3.3. Perform the duties of their job in a safe manner without risk to their co-workers, the public or the environment.

4.1.3.4. Report their use of prescription or over-the-counter medication that may affect their ability to safely perform the duties of their job to their supervisor, before starting their shift.

4.1.3.5. Exercise the right to refuse work in situations where they believe that a co-worker is putting themselves or others at risk because of substance abuse to the point that health or safety is compromised as per the requirements of the Alberta Occupation Health and Safety Act.

4.1.3.6. Use EAP or other resources to resolve behavioral or health problems that adversely affect their work performance.

4.2. Guidelines

4.2.1. This policy applies to all The Town's Employees and includes Volunteers, Contractors, and/or Consultants while they are engaged in the Employer's business working on and/or off Employer premises or worksites, and operating Employer vehicles and equipment. Violations of this policy will result in disciplinary action up to and including termination of employment.

4.2.2. All individuals working for the Employer have a shared responsibility for workplace safety. Employees are encouraged to look out for other Employees, Contractors or visitors in terms of fitness for duty and safety. They are expected to take appropriate action to ensure no individual remains in an unfit condition on the Employer's premises such that they may endanger themselves or others, by notifying their supervisor or another member of management of the situation.

4.2.3. This policy stresses the importance of prevention and early identification of potential problem situations. Information is available on health and safety hazards of alcohol and drug use, and the process to access resources for assistance with an alcohol or drug problem that may be affecting work performance.

4.2.4. It is recognized that alcohol and drug dependency are treatable illnesses, and that early intervention greatly improves the probability

of a lasting recovery. Individuals who suspect that they have a substance dependency or emerging alcohol, or drug problem are required to disclose that information to the Employer and are encouraged to seek advice and follow appropriate treatment promptly before job performance is affected or violations of this Policy occur. An employee's failure to disclose a dependency before their performance is affected or violations of this Policy occur. An employee's failure to disclose a dependency before their performance is affected, and/or before some other breach of this Policy occurs, may result in disciplinary action (up to and including termination).

4.2.5. Voluntary disclosure of an alcohol or drug problem will not in and of itself result in discipline. In this situation, the Employer is prepared to assist the Employee, starting with a referral for an alcohol and drug assessment.

4.2.6. Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this policy. Investigations into a possible Policy violation, including testing, or entry into the disciplinary process cannot be avoided by a request for assistance with a problem or by disclosure that the Employee is already involved in a treatment program. Accessing assistance for a problem at an early stage is the priority.

4.2.7. All employees who are candidates for primary treatment (for example, residential or outpatient treatment) for alcohol or drug problems will be expected to enter into a written agreement to support their recovery. It will outline the conditions governing their return to the job, and the consequences for failing to meet those conditions. One of those aftercare conditions may include periodic testing based on the advice of a Substance Abuse Professional (SAP) and/or testing facility.

4.2.8. Where a medical professional, SAP, or other counseling professional advises there is a risk that an Employee could not do their job safely, the Employee will be removed from duty until they are able to safely perform their job tasks upon returning to work. Work schedules will be adjusted within reasonable limits to accommodate any period the Employee is required to attend the treatment or counseling program.

4.2.9. Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns (for example, where there is deemed to be a potential risk to oneself, others, or the organization).

4.2.10. To minimize the risk of unsafe and unsatisfactory performance due to the use of alcohol or other drugs, the following standards have been set out and apply to everyone when on Employer business, premises, and worksites including when operating a motor vehicle. The only exception to the prohibition on handling alcohol or illicit drug possession below is Police personnel, Peace Officers and/or staff when performing their duties. Everyone is expected to report fit to work and remain fit throughout their workday or shift, including when scheduled to be on call.

4.2.11. The following are prohibited:

4.2.11.1. Illicit Drugs

4.2.11.1.1. Use, possession, distribution, offering, or sale of illicit drugs or illicit drug paraphernalia.
4.2.11.1.2. Use, possession, distribution, offering, or sale of illicit drugs or illicit drug paraphernalia.
4.2.11.1.3. Possession of prescribed medication without legally obtained prescription, and distribution, offering, or sale of prescription medications (trafficking).
4.2.11.1.4. Reporting for work under the influence of illicit drugs.
4.2.11.1.5. Presence in the body of illicit drugs and determined through the testing program.

4.2.11.2. Alcohol

4.2.11.2.1. Reporting for duty under the influence of alcohol. NO alcohol shall be consumed for at least 8 hours before reporting to work and/ or while assigned on call.
4.2.11.2.2. Consumption of alcohol during the workday, including during meal periods and breaks.

4.2.11.2.3. Possession, distribution, offering, or sale of beverage alcohol.

4.2.11.2.4. Having a Blood Alcohol Concentration (BAC) test result of 0.05% (50 milligrams of alcohol in 100 milliliters of blood).

4.2.11.2.5. Use of alcohol within eight hours of an incident or until tested or advised by the Employer that a test is not required.

4.2.11.3. Cannabis

4.2.11.3.1. Reporting for duty under the influence of cannabis. No cannabis shall be consumed for at least 24 hours before reporting to work and/or while assigned on call.

4.2.11.3.2. Use of cannabis during the workday, including during meal periods and breaks.

4.2.11.3.3. Possession, distribution, offering, or sale of cannabis.

4.2.11.3.4. Having a urine screening Blood-Drug Concentration (BDC) test result of 50 ng of THC per ml of blood or greater; and

4.2.11.3.5. Use of cannabis within 24 hours of an incident or until tested or advised by the Employer that a test is not required.

4.2.12. Medications

4.2.12.1. Everyone is expected to use prescription and over-the-counter medications responsibly. The intentional misuse of medications (for example, using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction), while on Employer business, premises, or worksites is prohibited. Medications of concern are those that inhibit an employee's ability to perform their job safely and productively.

4.2.12.2. Employees are expected to investigate (through their doctor or pharmacist) whether a medication can affect safe operation and take appropriate steps to minimize associated risk. Employees must report any requirements or modified work to their supervisor and follow any recommended course of action to minimize health and safety risks.

4.2.13. On-Call Work

4.2.13.1. Employees receiving standby pay for on-call situations are expected to be fit for work and in compliance with these standards. If unexpected circumstances arise where an individual is requested to perform unscheduled services while under the influence of alcohol, medication and/or other drugs, it is the responsibility of that individual to decline the call.

4.3. Policy and Procedures

4.3.1. Performance Management

4.3.1.1. The normal process of performance management will continue to be emphasized. Employees with apparent performance problems will be reminded that they should access assistance if a personal problem is affecting their job performance.

4.3.2. Unfit for Work/ Duty Situations

4.3.2.1. In all situations when there are reasonable grounds to believe an Employee is unfit to be at work, responsible escort procedures will be followed. The Employee will be escorted to a safe place and allowed to explain why they appear to be in the condition unfit for duty. If the Supervisor conducting the interview still believes the Employee is in a condition unfit for normal duty, and after consultation and agreement of a second person where possible, the Supervisor may take any of the following actions:

4.3.2.1.1. Referral of the Employee for medical attention if there are immediate medical concerns (doctor, local hospital, or clinic); and or

4.3.2.1.2. Referral of the Employee for an alcohol and drug test if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation.

4.3.2.2. The employee will be provided with transportation to the collection site or hospital/clinic depending on the circumstances, and then to their place of residence, or to the care of another person. The Employee may be temporarily held out of service with pay or reassigned pending completion of any investigation and, depending on the result, a fitness for duty assessment may also be required.

4.3.3. Alcohol and Drug Testing

4.3.3.1. All Employees will be subject to testing in the following circumstances:

4.4.3.1.1. Reasonable Cause:

4.3.3.1.1.1. Testing will take place whenever an Employer representative has reasonable grounds to believe that the actions appearance or conduct of the Employee, while on duty, are indicative of the use of drugs or alcohol. The decision to test shall be made by a Supervisor, with concurrence of a second trained person, whenever possible (for example, another Supervisor, Director or preferably the Health and Safety Coordinator). The basis for the decision will be documented as soon as possible after action has taken place. The referral for a test will be based on specific, personal observations resulting from, but not limited to, such indicators as:

4.3.3.1.1.1.1. Observed use or evidence of use of a substance (for example, smell of alcohol and/ or cannabis).
4.3.3.1.1.1.2. Observed signs of drug and alcohol impairment.
4.3.3.1.1.1.3. Erratic or atypical behavior of the Employee.
4.3.3.1.1.1.4. Changes in the physical appearance of the Employee.
4.3.3.1.1.1.5. Changes in the behavior of the Employee; or
4.3.3.1.1.1.6. Changes in speech patterns of the Employee.

4.4.3.1.2. Post Incident:

4.3.3.1.2.1. Alcohol and drug testing is required after a serious work-related incident as part of a full investigation into the circumstance. The decision to refer an Employee(s) for a test will be made by the investigating Supervisor, with concurrence of a second trained person, whenever possible (for example, another Supervisor, Director, or preferably the Health and Safety Coordinator). The following procedures apply:

4.3.3.1.2.2. The need for a test must be conducted as part of the preliminary investigation as soon as practicable after the triggering event;

4.3.3.1.2.3. A test will not be necessary if there is clear evidence that acts or omissions of Employee(s) could not have been a contributing factor (for example, structural or mechanical failure);

4.3.3.1.2.4. Employee(s) referred for a test will only be those who are identified, with reasonable grounds, as having been directly involved in the chair of acts or omissions leading up to the event; and

4.3.3.1.2.5. Employee(s) to be tested must not use alcohol or drugs until after the test has been completed or until they have been advised that a test is required.

4.3.3.1.2.6. Since all Employees may be subject to testing after a serious work-related incident, they are to report the situation to their immediate supervisor as soon as possible after the incident and participate fully in any subsequent investigation.

4.4.3.1.3. On-Road Incidents:

4.3.3.1.3.1. Anyone who operates a vehicle for the Employer is subject to testing after a serious incident, or one requiring hospitalization. Any Employee involved in an on-road incident as noted above is required to report the situation to their immediate Supervisor as soon as

possible after the incident and participate fully in any subsequent investigation.

4.4.3.1.4. Other Situations:

4.3.3.1.4.1. At their discretion, the Employer may require a post-incident test after any other significant work accident, incident, or near miss as part of a complete investigation. Failure to report any job-related accident, incident or near miss is considered a serious violation of this policy.

4.4.3.1.5. Return to Duty – Post Violation:

4.3.3.1.5.1. In those situations where employment is continued after a policy violation, individuals will be required to pass a return to duty test and may be subject to unannounced testing for a minimum of two (2) years as a condition of continued employment.

4.4.3.1.6. Return to Duty – Post Treatment:

4.3.3.1.6.1. Any Employee assuming duties after primary treatment for alcohol or drug problems that resulted from a performance-related incident will be required to pass a return to duty test. In addition, they may be subject to unannounced testing with a case-specific program designed to support their ongoing recovery.

4.3.3.1.6.1.1. Failure to Test:

4.3.3.1.6.1.1.1. Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Employer, a confirmed attempt to tamper with a test sample, or failure to report an incident that may require testing, are considered a serious violation of this policy.

4.3.4. Possession of Alcohol and Drugs

4.3.4.1. The Employer reserves the right to investigate any situation when there are reasonable grounds to believe that alcohol or illicit drugs are present on Employer premises in violation of this policy.

4.3.4.2. Supervisors are responsible for identifying situations where a search is justified based on a combination of indicators that could include behaviour, odour, or presence of paraphernalia. They will be responsible for advising their director of the situation, who, in conjunction with the CAO and the RCMP may take the appropriate steps to investigate the situation.

4.3.5. Impaired Driving Charge

4.3.5.1. Employees who operate a motor vehicle on behalf of the Employer are required to observe all safety, traffic, and criminal laws of this Province and Federal Jurisdiction, including the maintenance of a valid driver's license for the required class operation.

4.3.5.2. Any loss of license must be reported immediately to Management, and the Employee will no longer be qualified to drive on behalf of the Employer.

4.3.5.3. In addition, Employees must inform their supervisor immediately if they have been charged with an impaired driver offense when operating a vehicle on behalf of the Employer. Impaired driving would include, but is not restricted to, exceeding the legal Blood Alcohol Concentration in that jurisdiction, driving while impaired, or refusing to blow into a breath analyzer. Receipt of a charge will result in a full investigation, and discipline appropriate to the situation.

4.3.6. Violations/ Disciplinary Guidelines

4.3.6.1. All employees will have access to this Policy. The Employer views the rules contained in this Policy to be of the utmost importance. Any deviation from the above terms will result in disciplinary action that may include immediate dismissal. Any

resulting dismissal will be considered as "dismissal with cause" and not subject to notice or remuneration in lieu.

4.3.6.2. In all situations, an investigation will be conducted to verify the Policy violation has occurred before disciplinary action is taken. Therefor, Management has the authority to and discretion to hold out of service, with pay, any Employee who is believed to be involved in an incident that could lead to disciplinary action pending the results of the investigation. The appropriate discipline in a particular case depends on the nature of the policy violation and the circumstances surrounding the situation.

4.3.6.3. Should the Employer determine that employment will be continued in a specific circumstance, the Employee would be required to enter into an agreement governing their continued employment, which may require any or all the following actions, or any other conditions appropriate to the situation:

4.4.6.3.1. Temporary removal of their position;
4.4.6.3.2. Assessment by a Substance Abuse Professional to determine the need for a structured treatment program;
4.4.6.3.3. Adhere to any recommended treatment, monitoring, and aftercare program;
4.4.6.3.4. Maintenance of sobriety and satisfactory performance on return to duty;
4.4.6.3.5. Successful completion of a return to duty test;
4.4.6.3.6. Ongoing unannounced testing for a period determined on a case-by-case basis; and
4.4.6.3.7. No further violations of the policy.

4.3.6.4. Failure to meet these conditions including a second violation of the policy may result in termination of employment in accordance with the return to duty agreement. (See Appendix A).

5. CONTRAVENTIONS OF THE POLICY

5.1. Contraventions of the Policy may lead to disciplinary action up to and including termination of employment.

Town of SLAVE LAKE

6. REVIEW AND POLICY

6.1. This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

7. RELATED POLICIES

7.1. CRS.HR-24.1000 – Code of Conduct and Ethics Policy
7.2. CRS.HR-23.1015 – Grievance Disciplinary Policy
7.3. CRS.HR-23.1015 – Smoke-Free Environment Policy
7.4. Rescinds policy Administration – Substance Use and Fitness for Duty 2019

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administration Officer		2024-08-20

Town of SLAVE LAKE

APPENDIX A – Return to Duty Agreement

Return to Duty Agreement

By signing this agreement, I accept and agree to the following terms and conditions that will govern my continued employment with, and my return to work with the Town of Slave Lake (hereafter TOSL).

I. Treatment

1. I acknowledge that my work performance and/or behavior have resulted in the need for intervention and have provided a basis for the termination of my employment with the TOSL. Consequently, and to avoid the termination of my employment, I voluntarily accept the terms of this agreement.

2. I agree to submit to an immediate evaluation by a healthcare professional designated by the Employee Assistant Program (EAP) service provider.

3. I will follow all treatment recommendations of the Employee Assistant Program-designated professional, including, without limitation, entry into a residential treatment program.

4. I understand that I am responsible for all costs associated with the treatment program to the extent they are not covered by insurance.

5. I will authorize regular progress reports from medical professionals to be made to the TOSL regarding my continuing care recommendations and compliance.

II. Return to Work

1. Upon completion of the recommended treatment program, I understand that the TOSL will return me to employment.

2. Upon my return, I will review all aftercare requirements and recommendations with the TOSL (on a need-to-know basis).

3. I understand and acknowledge that my return to work will be conditioned upon my strict compliance with the following:

   (a) Treatment recommendations made by the substance abuse professionals with whom I have been working. Upon completion of my treatment program, a summary of those recommendations will be prepared and attached as Exhibit A to this agreement, and I will re-execute it at that time consistent with medical authorization.

(b) Complete abstention from all mood-altering substances except in strict accordance with the written authorization of a licensed physician who has been advised in advance of my treatment for substance abuse and who has reviewed any such prescription in advance with my substance abuse counselors; and

(c) Regular attendance at required or recommended rehabilitation programs.

4. For a period of two years from the date of my return to work, I agree to submit to testing to detect the presence or use of drugs and/or alcohol, on any basis including random or unannounced, and at the times and on the terms that are communicated to me by the TOSL management. I understand that at the conclusion of the two-year period the TOSL, in its sole discretion, may extend the period during which I will submit to drug testing for an additional year.

5. I understand and acknowledge that I continue to be bound by and must adhere to all standards of professionalism, behavior, and performance that are required of employees of the TOSL, including but not limited to those set out in the TOSL's policy manual.

6. This agreement does not guarantee my employment or compensation for any period, nor does it in any way alter my status as an employee. I understand and acknowledge that strict adherence to these terms and conditions is a requirement of my continued employment with the TOSL and that any violation of the terms of this agreement will result in my immediate termination.

By my signature below I confirm that I have reviewed and considered these terms and accept them voluntarily as a constructive part of my recovery. I also acknowledge that these terms are being provided to me as an alternative to the termination of my employment with the TOSL. I understand that I may withdraw my consent at any time during the term of this agreement but acknowledge that withdrawing my consent is a voluntary termination of my employment.

_____ _____

Signature # 1 (at the time of intervention) Date

_____ _____

Signature # 2 (upon return to work and incorporating aftercare recommendations) Date

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1009
Policy Title:	Employee Service and Recognition	Issue Date:	08-08-2024

1. PURPOSE

1.1. The objective of this policy is to:

1.1.1. Encourage efficiency in the operation of the Town of Slave Lake.

1.1.2. Promote the morale, well-being, and security of the employees.

1.1.3. Ensure the provision of consistent standards and procedures regarding employee policy to retain and attract high-caliber employees.

1.1.4. Ensure that that the employees of the Town of Slave Lake are given fair and equal treatment.

2. POLICY STATEMENT

2.1. The Town of Slave Lake Lake will provide a fair and equitable system for all positions and employees that are capable of attracting, retaining, developing, and motivating qualified employees for the Town. The Town will maintain and improve the conditions of employment between the Town and the employees.

3. DEFINITIONS

3.1. Length of Service

3.1.1. Length of continuous employment for the Town of Slave Lake including periods of authorized leave up to and including three (3) calendar months. (The period of authorized leave is deemed to have been worked time for the purpose of calculating length of service.) Casual seasonal employees do not earn years of service unless they are subsequently employed as a permanent or permanent part-time

employee. In this case, the actual time worked for the Town as a casual seasonal employee since their last full-time employment with another employer will be included as length of service.

3.2. Resigning Employee

3.2.1. For the purposes of this policy, resignation is limited to employees who, without employer influence, choose to resign. (The CAO will decide on borderline cases.)

3.3. Service Plateau

3.3.1. The number years of service at which an employee will be recognized. (i.e., 5 years, 10 years, 15 years etc.)

4. GUIDELINES

4.1. Responsibilities

4.1.1. Directors

4.1.1.1. See that all qualifying employees within their department are recognized under this policy.

4.1.1.2. Plan and pay for employee recognition costs within their department's budget.

4.1.2. Human Resources

4.1.2.1. Annually notify Directors of retirement and service plateaus to be attained by employees for the year by January 1st of each year.

4.1.2.2. Recommend changes to Director of Corporate Services and CAO.

4.1.3. Immediate Supervisor

4.1.3.1. Plan and implement employee recognition (i.e., gift purchasing and function planning) in consultation with the Director(s) responsible.

4.2. Standards and Guidelines

4.2.1. All gifts (for resignation, retirement, or service plateaus) provided to employees by the Town will be valued at approximately $50.00 (not including GST) per year of service. Presentations to employees of Town sponsored gifts will normally be made by the Directors of appropriate departments.

4.2.2. Should an employee be retiring or resigning the same year as a service plateau is achieved, a combined service plateau and retirement gift may be purchased.

4.2.3. Co-workers are encouraged to recognize employees leaving the organization in addition to levels which the Town provides. Any recognition above the standards stated in this policy will not be the responsibility of the Town.

4.3. Policy Procedures

4.3.1. Resignation

4.3.1.1. Employees who will resign will be recognized for their contribution and extended best wishes into the future as follows:

4.3.1.1.1. After five years of service a farewell gathering at no cost to resigning employee or resigning employee's spouse and kids, as well as gift presented on behalf of the town.

4.3.1.1.2. Each employee attending will be expected to pay for their own meal; the Town will not be responsible for meal costs, except for the departing employee, departing

employee's spouse & children & hosting Director with spouse.

4.3.2. Service Plateau

4.3.2.1. Service plateaus are five (5), ten (10), and fifteen (15) with increments of five (5) years thereafter.

4.3.2.2. Employees reaching a service plateau will receive a gift.

4.3.2.3. Permanent employees will be recognized upon achieving a service plateau at the following staff Christmas gathering. All costs for the employee and spouse, excluding alcohol, will be paid for by the Town.

4.3.2.4. Permanent part-time employees will be recognized at the same service plateaus and in the same manner as permanent full-time employees.

4.3.3. Retirement

4.3.3.1. Employees who retire will be invited, along with their immediate family, to a separate retirement gathering hosted by the Town, at no cost to the retiring employee and their immediate family. The Town will provide a gift in appreciation of service with the Town.

4.3.3.2. All retirement gatherings will take place within 60 days before the last day worked by the employee.

4.3.3.3. The Mayor and all the members of the Town Council will be invited to attend all employee retirement gatherings.

4.3.3.4. All permanent employees who retire while employed by the Town shall be invited, with their spouse, to subsequent Town Christmas and retirement gatherings.

4.3.4. Special Invites

4.3.4.1. On those years where The Town of Slave Lake holds an election, the outgoing Council and/or Mayor shall be invited to the Town Christmas Party, in recognition of their dedication to the Town.

4.4. Reward and Recognition

4.4.1. Definitions

4.4.1.1. Nominator:

4.4.1.1.1. Any person or persons within the organization (Town of Slave Lake) who feel(s) that an employee has gone above and beyond the bounds of their job description and made the extra effort needed to complete a given task.

4.4.1.2. Form:

4.4.1.2.1. The nomination form provided by the Town to be filled out by the person or persons Nominating an employee or employees for recognition. (See Appendix IV).

4.4.1.3. Award:

4.4.1.3.1. A monetary or non-monetary recognition award presented the employee or employees at a chosen time and place as seen fit by the employee's Supervisor and Human Resources. This award will be approved by the Director and CAO.

4.4.1.4. Peer employee:

4.4.1.4.1. A fellow employee to the person nominated, who is chosen to assist in the review process. Said employee may or may not be from the same department as the nominee.

4.5. Responsibilities

4.5.1. Human Resources

4.5.1.1. Receives and reviews all nominations and assures that the recognition adheres to this Policy; Assists the Director in determining the level of reward that is appropriate for the recognition.

4.5.2. Director

4.5.2.1. Works with Human Resources in determining if the recognition is appropriate and what the reward should be.

4.5.3. Supervisor

4.5.3.1. Works with Human Resources and the Director in determining if the recognition is appropriate and what the reward should be.

4.5.4. Peer Employee

4.5.4.1. Works with the Director, Human Resources and the Supervisor in determining if the recognition is appropriate and what the rewards should be.

4.6. Guidelines

4.6.1. The areas addressed in this policy are never all-encompassing and complete: Town staff are encouraged to support and contribute to the manual so they provide a realistic framework from which consistent direction can be drawn and to ensure currency and usefulness of the policies.

4.6.2. Rewards should be given for significant outstanding performances, beyond the expectations of the job and should be tied to a specific accomplishment.

4.6.3. Care should be given for significant outstanding performances, beyond the expectations of the job and should be tied to a specific accomplishment.

4.6.4. Rewards should not be a substitute for a competitive salary plan.

4.6.5. Rewards should not be used as a substitute for supplies, support services, or training.

4.6.6. Said award will not exceed $50 value per person per event. Items may include, but are not limited to, gift certificates, cups, mugs, shirts, jackets, or tools.

4.7. Policy Procedures

4.7.1. Any person, or persons, nominates an employee for reward/recognition for his/her actions, using the appropriate nomination form. (See Appendix IV.)

4.7.2. Human Resources, the Director, the employee's Supervisor, and the peer employee will determine if said employee or employees are eligible for the reward based on the following four criteria.

4.7.2.1. Job Performance

4.7.2.1.1. Individuals exceed in excellence in job performance by producing exceedingly high-quality work consistently and dependably. They display a deep knowledge of, and expertise in, their field. Individuals exhibit pride in accomplishment, strive towards job-related improvement, and seek to enhance both product standards and work efficiency.

4.7.2.2. Dedication

4.7.2.2.1. Dedicated individuals, goes beyond the bounds of the job description and makes the extra effort needed to complete a given task, exhibits loyalty to co-workers and citizens of the community, as well as demonstrating commitment to the goals of the Town.

4.7.2.3. Positive Attitude

4.7.2.3.1. "Customer-oriented" aptly describes people with positive attitudes. They are friendly, courteous, and helpful, combining professionalism with enthusiasm. Strong communication skills help them establish and maintain a rapport with members of the community and staff.

4.7.2.4. Team Player

4.7.2.4.1. Good team players always treat other team members with respect. They consider the ideas and opinions of others, share information, and willingly accept responsibility. Utilizing strong interpersonal skills, they work toward maintaining harmonious relationships and by doing so, enhance team productivity.

4.7.3. Once it is determined that the employee is eligible for recognition, the appropriate reward will be determined and presented to the employee, at an appropriate time determined by the Director.

5. CONTRAVENTIONS OF THE POLICY

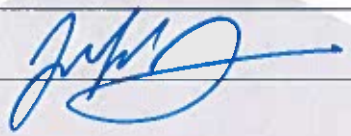
5.1. Contraventions of the Policy may lead to disciplinary action up to and including termination of employment.

6. REVIEW AND POLICY

Town of
SLAVE LAKE

6.1. This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

7. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024-08-20

Town of SLAVE LAKE

Appendix IV
Reward Recognition Form

Nominator Information	Date:
First Name:	
Last Name:	
Address:	
Phone Number:	

Nominee Information	
Employees Name:	
Department (if known):	

Using the following guidelines that are used for recognition, please give a brief description of why you feel this employee, or employees, deserve recognition (note the employee will be reviewed based on all four guidelines).

Job Performance	Individuals exceed in excellence in job performance by producing exceedingly high quality work consistently and dependably. They display a deep knowledge of, and expertise in their field, they exhibit pride in accomplishment, they strive toward job-related improvement and they seek to enhance both product standards and work efficiency.
Dedication	Dedicated individuals go beyond the bounds of job description and make the extra effort needed to complete a given task. They exhibit loyalty to their co-workers and citizens of the community as well as demonstrating their commitment to the goals of the Town.
Positive Attitude	Customer oriented aptly describes people with positive attitudes. They are friendly, courteous, and helpful, combining professionalism with enthusiasm. Strong communication skills help them establish and maintain a rapport with members of the community and staff.
Team Player	Good team players always treat other team members with respect. They consider the ideas and options of others, share information, and willingly accept responsibility. Utilizing strong people skills, they work toward maintaining harmonious relationships and by doing so, enhance team productivity.

Town of
SLAVE LAKE

Reward Recognition Form

Please use this page to explain why you feel this employee should be recognized.

Town of SLAVE LAKE

OUTSTANDING HEALTH AND SAFETY RECOGNITION

Nominator Information	Date:
First Name:	
Last Name:	
Address:	
Phone Number:	

Nominee Information	
Employees Name:	
Department (if known):	
Position	

Using the following guidelines that are used for recognition, please give a brief description of why you feel this employee, or employees, deserve recognition (note the employee will be reviewed based on all four guidelines).

Job Performance	Individuals must exceed in excellence in job performance when it comes to doing their job safely. They must display a deep knowledge of Health & Safety in their field and exhibit this in their day-to-day performance.
Dedication	Dedicated individuals go beyond the bounds of working in a safe working environment and ensure those around them are doing the same.
Positive Attitude	Individuals must bring a positive attitude when it comes to Health & Safety. Encouraging others to make sure everyone is following OH&S guidelines and bring forward recommendations. Reporting incidents and near misses and participating in monthly inspections with a positive outlook.
Team Player	Good team Players always treat other team members with respect. They consider the ideas and options of others, share information, and willingly accept responsibility.

Town of SLAVE LAKE

Reward Health and Safety Recognition Form

Please use this page to explain why you feel this employee should be recognized.

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

HUMAN RESOURCES

Department:	Human Resources	Policy No:	CRS.HR-24.1000
Policy Title:	Code of Conduct and Ethics Policy	Issue Date:	08-08-2024

1. PURPOSE

1.1. The range and complexity of local government activities are such that it is not possible to produce a list of prohibitions that permit uniform application, this policy is therefore issued as a set of guidelines to Department Heads and employees.

1.2. To provide guidance to its employees, contract individuals, students, and volunteers on how it expects them to conduct themselves when undertaking business on behalf of the Town.

1.3. To promote a safe environment free from harassment and discrimination.

1.4. To help in the understanding of the legal and ethical requirements that govern our conduct helps our employees make the right choices in performing their jobs.

2. POLICY STATEMENT

2.1. The Town of Slave Lake acknowledges that it is only through the commitment of our employees that we can deliver quality service and maintain public trust. As our most valued asset, Town employees must be above reproach in their professional dealings and must demonstrate the highest standards of behaviour. It is with this in mind that every Town employee is expected to be aware of, and comply with, the Code of Conduct and Ethics.

3. DEFINITIONS

3.1. Code:

3.1.1. Refers to this policy and may be what is referred to, Code of Conduct and Ethics.

3.2. Conduct:

3.2.1. Any act or acts an employee or employees may perform while at work or outside of work, this may include but is not limited to, political activities, public statements, acceptance of gifts, and secondary employment.

3.3. Employee:

3.3.1. Refers to all seasonal, part-time, full-time, and salaried persons appointed pursuant to the Municipal Government Act (R.S.A. 2000).

3.4. Employee on Contract:

3.4.1. All persons who are employed on a contractual basis pursuant to the Municipal Government Act (R.S.A. 2000) unless exemptions are specifically made in the contract of employment and shall be included whenever the term is used in this policy.

3.5. Senior Management:

3.5.1. Department Heads and/or Chief Administrative Officer (CAO).

3.6. Town:

3.6.1. The Town of Slave Lake.

3.7. Volunteer:

3.7.1. Any person or persons who represents the Town as a volunteer, this may include employees and employees on contract if they are volunteering their time on behalf of the Town.

4. GUIDELINES

4.1. Responsibilities

4.1.1. Owner Department:

4.1.1.1. This policy will be the responsibility of the administration department.

4.1.2. Chief Administrative Officer:

4.1.2.1. Will be responsible for administration of this policy, and for issuing the instructions necessary to implement it along with the Department Heads.

4.1.3. Department Heads:

4.1.3.1. Assist the Chief Administration Officer in the administration of this policy and issuing the instructions necessary to implement it.

4.1.4. Mayor and Council:

4.1.4.1. Will be responsible for administration of this policy with respect to the Chief Administrative Officer.

4.1.5. Employee/Student/Volunteer/Contract Employee:

4.1.5.1. Will be responsible for reviewing this policy and following its guidance and recommendations.

4.1.6. Human Resources:

4.1.6.1. Assist the department heads in the monitoring and enforcement of this policy as required.

4.2. Standards/ Guidelines

4.2.1. The Chief Administrative Officer may issue instructions to employees of the municipality, that modify, vary, or add to matters dealt with in this policy, if they are not more permissive than this code.

4.2.2. Outside Employment:

4.2.2.1. Employees may take supplementary employment, including self-employment unless such employment:

4.2.2.1.1. Causes an actual or apparent conflict of interest, or;

4.2.2.1.2. Is performed in such a way as to appear to be an official act, or to represent a Council opinion or policy, or;

4.2.2.1.3. Unduly interferes through telephone calls, or otherwise, with regular duties, or;

4.2.2.1.4. Involves the use of municipal premises, equipment, or supplies, unless such use is otherwise authorized.

4.2.2.2. Where it is evident that a conflict of interest might arise in taking supplementary employment, it is the duty of the employee to notify their supervisor in writing as to the nature of the employment.

4.2.2.3. Employees shall not accept monetary or other payment in addition to normal salary or expenses for duties which they perform in the course of their municipal service.

4.2.2.4. Employees may, with the consent of their Department Head, teach courses at institutions for a fee during working hours provided that:

4.2.2.4.1. Acceptable arrangements can be made for the employee to perform all regular duties, and

4.2.2.4.2. no other conflicts arise.

4.2.2.5. Where infringement upon normal duties is unavoidable the Department Head may require that all or part of the fee received under 4.2.2.4. be paid to the municipality.

4.2.2.6. Employees are encouraged to participate in volunteer activities however the restrictions as listed in section 4.2.2.1. also apply to volunteer activity. Employees who are actively associated on a volunteer basis with any organization shall disclose to the Department Head or designate their interests in such an organization where a conflict of interest may arise. Such employees shall disqualify themselves from participation in any Municipal decision which could impact the organization.

4.2.3. Investment and management of private assets:

4.2.3.1. Where the business or financial interests of employees, their spouses or of their children are affected or appear to be affected by actions taken or decisions made in the course of their municipal employment, the employees shall disclose those interests to their Department Head, in writing.

4.2.3.2. If an actual or potential conflict of interest situation exists because of disclosure under 4.2.3.1., then the Department Head, in consultation with the CAO, in their discretion, prohibit the continuance of such conflict, or may otherwise impose reasonable terms and conditions to resolve such conflict including the dismissal of the employee.

4.2.3.3. A Department Head may require that employees in specific positions disclose specific types of business interest which would, in the opinion of the Department Head, create a conflict of interest.

4.2.3.4. No employee who is involved in the decision-making process for the acquisition for sale of assets for the municipality or for the provision of services to the municipality, shall acquire such assets from or sell such assets to the municipality or provide such services to the municipality unless the CAO approves the transaction.

4.2.4. Political Activity:

4.2.4.1. Pursuant to the Local Authorities Election Act. (RSA 2000), a person is ineligible for nomination for candidacy if the person is an employee of the local jurisdiction for which the election is to be held unless the person is on a leave of absence granted under section 22 (1).

4.2.4.2. Pursuant to the Local Authorities Election Act (RSA 2000) section 22 (5), employees who wish to be nominated as a candidate in an election to be held for the Town of Slave Lake may apply to the council for a leave of absence without pay on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the employee's last working day prior to nomination day.

4.2.4.3. An employee who is a candidate for municipal offices shall be subject to the provisions of the Local Authorities Election Act section 22 (RSA. 2000).

4.2.5. Public Statements:

4.2.5.1. Employees who speak or write publicly are responsible for ensuring that they do not release information in contravention of the oath of office taken upon employment with the municipality.

4.2.5.2. The responsibility for maintaining the confidentiality of information or documents includes the responsibility for ensuring that information or documents are not directly or indirectly made available to unauthorized persons.

4.2.6. Acceptance of Gifts:

4.2.6.1. An employee shall not accept a gift, favor, or service from any individual, organization, or corporation, other than the normal exchange of gifts between friends; the normal exchange of hospitality between persons doing business together; tokens exchanged as part of the protocol; or the normal presentation of gifts to persons participating in public functions.

4.2.7. Dealing with Relatives:

4.2.7.1. Employees who exercise a regulatory, inspectional, or other discretionary control over others shall, wherever possible, disqualify themselves from dealing with relatives, including parents, children, parents-in-law, brothers and sisters, and grandparents, with respect to those functions.

4.3. Policy Procedures

4.3.1. This policy is additional to any statute pertaining to the actions of employees.

4.3.2. Town of Slave Lake employees must understand and adhere to the Town's Code of Ethics. They must:

4.3.2.1. Commit to individual conduct in accordance with the Town's Code of Ethics.

4.3.2.2. Observe both the spirit and the letter of the law in their dealings on the Town's behalf.

4.3.2.3. Recognize the Town's responsibility to the Citizens, Council, employees, and those with whom the Town does business. Assess priorities in the context of discharging these responsibilities appropriately on the Town's behalf.

4.3.2.4. Conduct themselves as responsible members of the community, giving due regard to health, safety, environmental concerns, and human rights, in the operation of Town business.

4.3.2.5. Report any suspected breach of this policy to the Human Resources department which will protect those who report violations in good faith.

4.3.3. An employee who does not comply with any provisions of this policy may be subject to dismissal or other disciplinary action.

4.3.4. To lessen the possibility of even an unintentional conflict of interest arising the following guidelines are provided to all employees:

4.3.4.1. Outside Employment

4.3.4.1.1. An employee who is or intends to be involved in outside employment that involves any aspect of the employee's assigned responsibilities with the municipality shall report the circumstances of the actual or intended employment to his/her supervisor including intentions.

4.3.4.1.2. The employee's supervisor shall forward advice received from an employee respecting outside employment to the Department Head or CAO through normal communication channels. The supervisor will provide a recommendation as to whether the reported employment is viewed as causing an actual or the appearance of a conflict of interest.

4.3.4.1.3. Following review, the Department Head or CAO will advise the employee in writing through the normal communication channels as to whether the reported outside employment is viewed as causing an actual or the appearance of a conflict of interest.

4.3.4.2. Business or Financial Interests

4.3.4.2.1. If an employee's business or financial interests are those of his/her spouse or children and/or appear in any way to be affected because of the employee carrying out assigned responsibilities with the municipality, the employee shall disclose the circumstances to the CAO in writing.

4.3.5. Employees are encouraged to contact the Department Head or CAO for additional clarification on the Code of Conduct and Ethics Policy.

5. CONTRAVENTIONS OF THE POLICY

5.1. An employee found in contravention of any provisions of this policy may be subject to dismissal or other disciplinary action.

6. REVIEW AND POLICY

6.1. This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

7. RELATED POLICIES

7.1. CRS.HR-24.1025 - Social Media Policy
7.2. Rescinds policy C.a.012 Code of Conduct and Ethics

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024-08-20

Town of SLAVE LAKE

TOWN OF SLAVE LAKE

Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1015
Policy Title:	Grievance & Disciplinary Policy	Issue Date:	08-08-2024

1. PURPOSE

1.1. The objective of this policy is to:

1.1.1. Resolve an employee grievance in an expeditious and fair manner.

1.1.2. Ensure that a fair and consistent progressive disciplinary model is followed.

2. POLICY STATEMENT

2.1. The Town of Slave Lake believes all staff has an obligation to try and resolve issues in a cooperative and communicative manner. Recognizing that on occasion, resolution may require recourse to a formal system, this policy establishes a grievance system and disciplinary process to aid in maintaining harmonious working relationships.

3. DEFINITIONS

3.1. Employee:

3.1.1. Refers to all seasoned, part-time, full-time, and salaried persons appointed pursuant to the Municipal Government Act (R.S.A. 2000).

3.2. Grievance:

3.2.1. A written complaint filed by an employee because of an unresolved problem, misunderstanding, or disagreement. A grievance needs to clearly specify the issue causing the employee to feel aggrieved an what corrective action the employee is requesting. (see APPENDIX 1, grievance form).

Town of SLAVE LAKE

4. GUIDELINES

4.1. Responsibilities

4.1.1. Immediate Supervisor

4.1.1.1. Shall address any and all problems or complaints in an expeditious and fair manner to resolve the issue before it becomes a formal grievance. If a grievance is filed, shall follow those guidelines addressed in this policy in a timely manner.

4.1.2. Director

4.1.2.1. Assist the immediate supervisor in the implementation of their respective duties and assure that all employees are treated in a fair and equitable manner. If a grievance is filed shall follow those guidelines addressed in this policy and follow them in a timely manner.

4.1.3. Chief Administrative Office (CAO)

4.1.3.1. To review this policy and make necessary changes as needed. To ensure that all employees are familiar with this and all personnel policies and that they are followed accordingly. If a grievance is filed shall follow those guidelines addressed in this policy and follow them in a timely manner.

4.1.4. Employee

4.1.4.1. Shall be familiar with this and all personnel policies. An Employee who has a complaint is expected to discuss the problem with their Immediate Supervisor and the other individuals involved in an attempt to resolve the matter. If an employee feels intimidated with the individual in question, they may take the issue to their Director or CAO. If a grievance is to be filed, the employee shall follow those guidelines addressed in this policy and follow them in a timely manner.

4.1.5. Human Resources

4.1.5.1. Responsible for coordinating all grievance-related activities. Receive a copy of all grievances filed. Ensure consistency with municipal policy and procedures.

4.2. Standards and Guidelines

4.2.1. An Employee who has a complaint is expected to discuss the problem with their Immediate Supervisor and the other individuals involved in an attempt to resolve the matter. This process should be as follows:

4.2.1.1. At a time an informal complaint occurs, the Employee is to be provided with a copy of this policy.

4.2.1.2. The employee is to be encouraged to resolve any difficulties directly with the party and/or the Immediate Supervisor involved, verbally and informal. The Town promotes the use of an interest-based approach to collaborative problem-solving where appropriate. (i.e. all parties would have the opportunity to outline their needs and concerns, options would be explored, and every attempt made to reach an outcome that meets the needs of all.)

4.2.1.3. Where a complaint cannot be resolved in an informal setting, an Employee shall be advised of the right to file a formal grievance.

4.2.1.4. It is appreciated that in certain circumstances seeking informal resolution may not be feasible, e.g. harassment or intimidation. In such situations, the Employee may bring the complaint directly to their Director and/or the CAO.

4.3. Procedures

4.3.1. The following steps shall be followed in an effort to resolve the grievance in an expeditious manner:

4.3.1.1. All formal grievances shall be in writing and must include a statement of the following:

4.3.1.1.1. The name of the aggrieved.
4.3.1.1.2. The nature and circumstance of the grievance.
4.3.1.1.3. The remedy or correction the employer/employee is asked to make.
4.3.1.1.4. Steps the employee has taken in an attempt to resolve the situation.
4.3.1.1.5. Shall be submitted within seven (7) days from the time of the event or from the time the employee became knowledgeable of the situation.

4.3.1.2. The formal grievance needs to be submitted to the immediate supervisor with a copy to the Human Resources Manager who is responsible for coordinating all grievance-related activities. A copy shall also be given to the employee's Director.

4.3.2. Any grievance of an Employee shall first be taken up with the Employee and the Immediate Supervisor.

4.3.3. Upon receipt of a grievance, the Immediate Supervisor will conduct a review of the matter. A review will include a meeting with the Employee to ensure the Employee's issues and requested corrective actions are fully understood, as well as a meeting with other individuals involved. Within five (5) days of the meeting, the Immediate Supervisor shall respond in writing to the Employee. A copy of the response shall go to Human Resources for filing.

4.3.4. Within a further five (5) days the grievance may be presented at a meeting between the Employee, Immediate Supervisor, and Director. Within five (5) days of the meeting, the Director shall respond in writing to the Employee, providing rationale for action or decision. A copy of the response shall go to Human Resources for filing.

4.3.5. As the final stage of the grievance process, the grievance may be taken to the CAO. Within a further five (5) days the grievance may be presented at a meeting between the Employee and CAO. Within five (5) days of the meeting, the CAO shall respond in writing to the

Employee, providing a rationale for action or decision. The decision made by the CAO is the final decision. A copy of the response shall go to the Human Resources Manager. There shall not be any repercussion from the decision unless vexation is evident.

An employee may request support to attend the meeting with the CAO, i.e. Immediate Supervisor or Director.

4.3.6. Disciplinary Action

4.3.6.1. Nothing in the foregoing prohibits management from disciplinary action deemed appropriate for the circumstance.

4.3.6.2. The Town of Slave Lake supports the belief that ongoing two-way communication between Employees and Management about performance and expected standards will generally avert the need for disciplinary action. Following this, a progressive approach to discipline is taken so that Employees receive specific feedback when their performance is not up to standard, and also receive the consequences of not upgrading their standards.

4.3.6.3. When the Employer takes disciplinary action against an employee, the employee shall be informed in writing as to the reason(s) for such action. Such notices shall include reference to the employee's ability to access the review process. The employee will be provided with a copy of all written reprimands and shall be made aware that it will form part of their personnel file.

4.3.6.4. A "progressive discipline model" will be used to represent increasingly serious contact with an employee and designed to bring about a change in performance or behavior. **The initial starting point and manner in which discipline progresses will be dictated by the severity of the offense.**

4.3.6.4.1. Verbal Reprimand

4.3.6.4.1.1. the problem is brought to the employee's attention. The Supervisor will discuss the employee's behavior and what is desired, the reasons why standard performance is necessary, and a time frame in which improvement is required. A supervisor is to make a notation of the date and reason for a verbal reprimand in the Supervisors own file, not the employee's personnel file.

Prior to the next process, Human Resources shall be consulted on procedure.

4.3.6.4.2. Written Reprimand:

4.3.6.4.2.1. If no change in performance occurs following a verbal reprimand, the situation will be discussed with the Employee. The Supervisor will provide the employee with a written reprimand including a record of the discussion, statement of the problem, and the steps necessary to improve the situation, and what the consequences will be should the employee repeat the behavior. A copy will be placed in the employee's personnel file.

4.3.6.4.2.2. If no change in performance occurs following the first written reprimand, the Supervisor will provide the employee with a second written reprimand restating the problem, the steps necessary to improve the situation, and the consequences should the employee repeat the behavior. A copy will be placed in the employee's personnel file for twenty-four (24) months unless otherwise noted in written reprimand for a shorter amount of time.

4.3.6.4.2.3. Any disciplining, notation, or warning shall be removed from the employee's record after twenty-four (24) months, unless there is another related incident then there will be an extension of an additional 24 months.

4.3.6.4.3. Suspension:

Consists of a conversation between the employee and the Director about a discipline problem and is followed by the employee being placed on "Suspension without pay" for no greater than 3 days. The CAO may extend the Suspension time greater than 3 days up to 2 months total. The employee may be terminated if the employee does not change his/her performance or behavior. Suspension is usually used only after a verbal and written reprimand has been given to the employee and no change in performance or behavior has resulted, or the improvement has not been sufficiently sustained.

4.3.6.4.4. Discharge is not a step in the disciplinary process. This can only be done by the CAO. Discharge is the action taken;

4.3.6.4.4.1. After the employee has been through all the disciplinary steps and no improvement has resulted, or;

4.3.6.4.4.2. When an employee commits an offense so serious that his/her continued employment cannot be tolerated, regardless of any previous discipline problems.

5. CONTRAVENTIONS OF THE POLICY

5.1. Employees found in contravention of this policy may face disciplinary action or termination.

6. REVIEW AND POLICY

6.1. This policy will be reviewed and may be amended from time to time based on the needs of our workplace.

7. RELATED POLICIES

Town of SLAVE LAKE

7.1. CRS.HR-24.1002 – Respectful Workplace Policy
7.2. Rescinds policy C.a.010 Grievance & Disciplinary

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administration Officer		2024-08-20

Town of SLAVE LAKE

Appendix 1
STAFF GRIEVANCE FORM

This form is to be used by staff employees to initiate a "formal" grievance that seeks resolution of a work-related problem or condition of employment that an employee believes to be unfair, inequitable, or a hindrance to his/her effective job performance. An employee who wishes to pursue a formal grievance must first have attempted to resolve the grievance informally through a discussion with his/her immediate supervisor. Upon completion, this form is to be submitted to the employee's immediate supervisor with a copy to Human Resources.

Grievant: _____ Telephone: _____

Job Title: _____

Employing Department: _____

Name of Immediate Supervisor: _____

Date Grievance was formally discussed with immediate supervisor:
_____

EMPLOYEE STATEMENT OF GRIEVANCE: (Provide a concise statement of facts, including dates, to identify the work-related problem or condition of employment you believe to be unfair, inequitable, or a hindrance to your effective job performance – attach additional pages, if necessary.)

Town of SLAVE LAKE

_____ _____

Grievant's Signature Date

Date the grievance was received by Immediate Supervisor _____
Initials _____

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

Employee Orientation

Department:	Human Resources	Policy No:	CRS.HR-23.1023
Policy Title:	Employee Orientation	Issue Date:	08-08-2024

1. PURPOSE

1.1. The objective of this policy is to:

1.1.1. Ensure all staff receive a formal orientation and have a clear understanding/expectation of all components involved in doing the work.

1.1.2. Ensure staff have an overall understanding of the Town structure, its operation, and direction/focus.

1.1.3. Ensure that all staff hired from out of Town, together with their spouses, are introduced to the community and surrounding area, its history, services, and benefits.

2. POLICY STATEMENT

2.1. All newly hired employees of the Town of Slave Lake will receive timely orientation to their work and new community.

3. DEFINITIONS

3.1. New Employee Orientation Manual:

3.1.1. A brief written document provided by the Town to assist the new employee in obtaining the initial information needed to help the employee have an understanding of the town's policies and operations. (see Appendix A)

3.2. Policy:

3.2.1. A statement of the Town's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas. It is narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.

3.3. Procedure:

3.3.1. Instruction Town employees on how to carry out the intent of the policy. It states clearly and exactly what must be done and usually states who is to do it and by when; procedures may be in flow chart form.

3.4. Position Description:

3.4.1. A statement of the Town's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas. It is narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.

4. GUIDELINES

4.1. Town Council:

4.1.1. Approve and adopt policies indicating the general direction and limits of discretion to be used by Town staff in their work.

4.2. Chief Administrative Office (CAO):

4.2.1. Ensure policies and procedures are reviewed in the draft by impacted staff and updated as required thereafter. Approve administrative procedures where policy objectives are established.

4.3. Department Heads:

4.3.1. Assure that each employee is given an Orientation manual and is given the appropriate instruction for their respective positions.

4.4. Human Resources:

4.4.1. Develop and maintain the New Employee Orientation manual as directed by the Director of Corporate Services. Provide an Orientation Manual and go over those aspects of the orientation that relate to human resources and administration.

4.5. Employees:

4.5.1. Be familiar with policies and procedures relevant to their areas and use them as guidance in handling matters. Seek clarification if there is any doubt regarding the proper application of any Town policy procedure.

5. CONTRAVENTIONS OF THE POLICY

5.1. Contraventions of this policy may result in disciplinary measures up to termination.

6. REVIEW AND POLICY

6.1. This policy will be reviewed and amended periodically as necessary.

7. RELATED POLICIES

7.1. CRS.HR-23.1022 – Hiring Policy
7.2. Rescinds policy C.a.003 Employee Orientation

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024-08-20

Town of SLAVE LAKE

APPENDIX A

EMPLOYEE ORIENTATION

Agenda

WELCOME

2

1.	Required paperwork
2.	Local Information
3.	Town Council
4.	Employer Information
5.	Benefits of working for the Town
6.	Town Departments
7.	Town Policies
8.	Questions

TOSL Employee Orientation

01/2022

Town of SLAVE LAKE

Required Paperwork

3

Paperwork to be completed on your first day

- Banking information
- Criminal Record Check / Vulnerable Sector search
- Driver's Abstract
- Email authorization
- Original copy of your signed employment contract (Offer Letter)
- Personal and emergency contact information
- Personal identification - e.g., a Driver's License (D/L)
- Photo release form
- Tax forms

Town of
SLAVE LAKE

Town of
SLAVE LAKE

Town of Slave Lake Photo ID Release Form

I consent to the use of my name, portrait, picture or photograph as part of Town of Slave Lake Image Bank. This is a collection of images of Town employees in work situations, intended to showcase the Town's activities.

The images in this collection may be used on the Town of Slave Lake website, (www.slavelake.ca), as well as in communications or promotional products, such as publications, displays, pamphlets, presentations, and social media outlets (including Facebook, and Twitter).

Uses of photos include:

- engaging current employees (internal communications)
- attracting prospective employees (recruitment)
- enhancing stakeholder relations (marketing and outreach)
- informing residents and other audiences (external communications)
- Photos may be inserted in public agendas for council meetings

I understand that my name, portrait, picture or photograph will be included in this image bank for a maximum of three years. In addition, should I wish to have my name, portrait, picture or photograph removed from Town of Slave Lake Image bank, I am to contact the Communications Coordinator, or the Director of Human Resources.

I confirm that I am over 18 years of age and that I have not given anyone the exclusive right to use my name, portrait, picture or photograph.

Signed,

Name		Date

If under the age of 18, a parent or guardian must sign.

Parent / Guardian		Date

Town of SLAVE LAKE

Town of SLAVE LAKE

New Hire Information Form

NEW HIRE INFORMATION					
First Name:		**Preferred Name:**		**Last Name:**	
Pronouns:	He/Him ☐ She/Her ☐ They/Them ☐ Other: _____	**Date of Birth (MM/DD/YY):**		**SIN:**	
				Driver's License/Photo ID Collected	Yes ☐ No ☐
Address:			**Phone Number:**	( ) - ( ) -	
Recognition Preference	How do you like to be recognized by the organization? Private Recognition ☐ No Preference (private or group recognition) ☐				

EMERGENCY CONTACT		
Name:		
Contact Number:	Daytime: ( ) -	Cell: ( ) -
Relationship:		

SECOND EMERGENCY CONTACT		
Name:		
Contact Number:	Daytime: ( ) -	Cell: ( ) -
Relationship:		

MEDICAL		
Do you have any allergies or medical conditions we should be aware of? If yes, please list them below.	Yes ☐	No ☐

We are collecting your personal information under the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Human Resources Department. By signing this document, you are allowing us to keep this record on file.

Signature: _____ Date: _____

Town of
SLAVE LAKE

NEW HIRE CHECK CHART

EMPLOYEE INFORMATION			
Employee Name:		Department:	
Job Title:		Start Date:	

BEFORE START DATE		
Coordinate Orientations (HR/HS/Payroll)	Yes 0	N/A0
Email Setup with IT	Yes 0	N/A0
ID Setup with Facilities	Yes 0	N/A0
NEW HIRE PAPERWORK RECIEVED		
Request to Hire	Yes 0	N/A0
Offer Letter Signed	Yes 0	N/A0
Job Description Signed	Yes 0	N/A0
Email Authorization Form	Yes 0	N/A0
Void Cheque/Direct Deposit Form	Yes 0	N/A0
Tax Forms (TD1/TDAB1)	Yes 0	N/A0
RCMP Background Check	Yes 0	N/A0
Drivers Abstract	Yes 0	N/A0
Photo ID	Yes 0	N/A0
New Hire Information Form	Yes 0	N/A0
Proof of Certificates	Yes 0	N/A0
HR Policy Handbook Reviewed	Yes 0	N/A0
POST START DATE		
Send out Welcome Email to Town Staff	Yes 0	N/A0
30 Day Check-in with New Hire	Yes 0	N/A0
Feedback form issued and returned	Yes 0	N/A0

COMPLETED BY

DATE

Town of
SLAVE LAKE

Town of
SLAVE LAKE

Employee Email Authorization Form

Department:_____

Employee Name:
(Last, First)

Email address:_____
Please **PRINT** the email address you would like to use to receive your paystubs.

Personal email addresses will be sent an encrypted pdf copy of your payslip.
You will be assigned a passcode that you will need to open the pdf's sent.

I would like to receive my paystub electronically by email.

_____ _____
Employee Signature Date

_____ _____
HR Signature Date

The Town encrypts all paystubs sent to personal emails. However, as these emails reside outside of the Town's control and oversight it will be up to the person's to ensure that their personal email account is secure.

Administration only

Name:
Email:
Passcode:

Town of SLAVE LAKE

TOWN OF SLAVE LAKE

Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1016
Policy Title:	Smoke Free Environment	Issue Date:	08-08-2024

1. PURPOSE

1.1. The objective of this policy is to:

1.1.1. Give clear direction as to the expectations regarding a smoke-free environment.

1.1.2. Clarify staff responsibilities regarding the implementation of this policy.

2. POLICY STATEMENT

2.1. The Town of Slave Lake recognizes the importance of the health and safety of the Town staff and its citizens and will maintain a smoke-free environment in ALL Town-owned, leased, operated, or occupied buildings, equipment, or vehicles.

3. DEFINITIONS

3.1. Smoke or Smoking:

3.1.1. Includes inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe, or other lighted smoking equipment like vapes, burning tobacco, or any other weed or substance.

3.2. Town:

3.2.1. Refers to the Town of Slave Lake.

Town of SLAVE LAKE

4. GUIDELINES

4.1. Responsibilities

4.1.1. Chief Administrative Officer (CAO):

4.1.1.1. Reviews policy and recommends distribution, implementation, and application of policies and procedures, providing interpretation of implementation intentions if required.

4.1.2. Department Heads:

4.1.2.1. Ensure understanding of this policy and ensure consistent application thereof.

4.2. Standards and Guidelines

4.2.1. All Town-owned, operated, and managed buildings shall be designated as no smoking with no exceptions.

4.2.2. All Town-owned and operated equipment and/or vehicles shall be designated as no smoking with no exceptions.

4.2.3. Smoking is prohibited within a radius of six meters (20 feet) outside any public door leading to, or from, a Town owned/leased building or near any ventilation air intake for said facilities. Smoking is permitted in designated smoking areas only.

4.2.4. The Town of Slave Lake shall post signs reflecting regulations to this policy on all Town-owned/leased facilities in all entrances.

5. CONTRAVENTIONS OF THE POLICY

5.1. Employees found in contravention of this policy may face disciplinary action.

Town of SLAVE LAKE

6. REVIEW AND POLICY

6.1. This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

7. RELATED POLICIES

7.1. CRS.HR-23.1011 – Substance Use and Fitness for Duty Policy
7.2. Rescinds policy D.c. 003 Smoke Free Environment

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2014-08-20

Town of SLAVE LAKE

TOWN OF SLAVE LAKE

Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1017
Policy Title:	Performance Review and Career Planning	Issue Date:	08-08-2024

1. PURPOSE

1.1. The objective of this policy is to:

1.1.1. Provide a systematic review of each employee's performance and evaluate:

1.1.1.1. The employee's past performance relative to the required duties, skills, and responsibilities of the position.

1.1.1.2. The employee's future/professional development regarding the job duties, skills, and responsibilities.

1.1.2. Prove a continuous method of open communication between the employee and their supervisor on work expectations, performance, and productivity.

1.1.3. Provide a reliable and uniform method of measuring performance and recognizing the degree of individual accomplishment.

1.1.4. Integrate the employee's and organization's goals, objectives, and training.

1.1.5. Provide a permanent record of the performance of an employee, as an objective information base for manpower planning, professional development, and other personnel-related decisions.

1.1.6. Apply the appropriate salary grid schedule that has been approved by the Town Council and adopted in policy CRS.HR-23.1024 – Employment Policy

** NOTE: The Chief Administrative Officer does not fall under this policy for his/her performance reviews. See By-Law #15-2016 and Municipal Government Act Chapter M-26 section 205-1.

Town of SLAVE LAKE

2. POLICY STATEMENT

2.1. The Town of Slave Lake believes that through a solid performance review/career planning program, both the employee's professional development and the Town will be enhanced.

3. DEFINITIONS

3.1. Appeal Process:

3.1.1. Authoritative action taken by the Chief Administration Officer to facilitate/create/decide resolutions for differences between the employee and their immediate supervisor regarding their performance review.

3.2. Casual Employee:

3.2.1. An employee hired on a part-time or as-needed basis who does not have a termination date and is not a permanent employee.

3.3. Immediate Supervisor:

3.3.1. The person designated in the organization chart to whom the employee is to report to.

3.4. Performance Assessment:

3.4.1. Standards or measures process by which each responsibility, assignment, and departmental objective is assessed. Performance measures describe major duties, assignments, and objectives in terms of complexity, accountability, and results, and should be specific, measurable, attainable, and relevant.

3.5. Performance Evaluation:

3.5.1. Interview conducted in conjunction with the performance review.

3.6. Performance Evaluation Form:

3.6.1. Documentation form used for performance review. (Appendix A).

3.7. Permanent Employee:

3.7.1. An employee who is employed on a permanent basis.

3.8. Seasonal Employee:

3.8.1. An employee hired for a specific task which has an established termination date for a period of six (6) months or less.

3.9. Senior Managers:

3.9.1. Department Managers and Chief Administrative Officer.

4. GUIDELINES

4.1. Responsibilities

4.1.1. Chief Administrative Office (CAO):

4.1.1.1. Ensure that this policy is adhered to accordingly, monitor its effectiveness and when needed, recommend changes. Review and sign all permanent staff performance reviews and forward them to Human Resources. Review overall performance ratings annually to ensure that this policy is being applied consistently and equitably throughout the organization. Forward performance reviews of employees under his/her immediate supervision to the Mayor for review and signature.

4.1.2. Department Heads:

4.1.2.1. Provide notice and conduct formal interviews for employees under his/her immediate supervision. Ensure completion of all performance

reviews in their department. Forward all performance reviews to the CAO once reviewed and signed.

4.1.3. Immediate Supervisors:

4.1.3.1. Give notice and conduct formal interviews with employees under his/her supervision. Forward all performance reviews to the Department Head once signed. Make every effort to ensure that the training requirements of employees are followed through as specified in the performance reviews.

4.1.4. Employees:

4.1.4.1. Complete the required parts of the performance review in conjunction with their immediate supervisor. Actively pursue performance training and enhancement as specified in performance reviews in conjunction with their Department Head.

4.1.5. Human Resources:

4.1.5.1. Give reminders to department heads of upcoming performance reviews for probation, seasonal, casual, and permanent employees. Give reminders for quarterly reviews of Goals and Objectives. File performance reviews in personnel file. Advise the CAO if the immediate supervisors are not following the procedure of this policy. Ensure the performance reviews are maintained in a protective state (i.e., locked in a filing cabinet).

4.1.6. Director of Finance:

4.1.6.1. Ensure that all wage adjustments are completed after receiving the information from the CAO.

4.2. Standards and Guidelines

4.2.1. Can maintain or improve each employee's job satisfaction and morale by letting him/her know that their supervisor is interested in his/her job progress and personal development.

4.2.2. Serve as a systematic guide for supervisors in planning each employee's further training to ensure consistent evaluation of an employee's performance and focus maximum attention on achievement of assigned duties.

4.2.3. Assist in planning personnel department transfers and placements that will best utilize each employee's capabilities.

4.2.4. Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.

4.3. Procedures

4.3.1. Professional Development Plan:

4.3.1.1. Within the first three months of hire, a new employee and his/her immediate supervisor shall establish a Professional Development Plan. This plan shall include the goals, directions, and courses that will help increase planning and relate performance to assigned responsibilities through joint understanding between the immediate supervisor and the employee as the job description and major performance objectives. These goals and objectives shall be reviewed each year during the employee's performance evaluation. (see Appendix A).

4.3.2. Probationary Evaluation:

4.3.2.1. A formal interview for probationary employees shall be conducted within the last two weeks of their probation period. The supervisor and employee shall go over their Professional Development Plan and identify if there need to be any changes or additions. The supervisor may provide positive feedback on the employee's satisfactory performance and goal expectations. The supervisor may determine if an extension of probation is necessary or if performance has been unsatisfactory and termination is to be recommended. (Appendix B).

4.3.3. Periodic Review:

4.3.3.1. It is recommended that there should be scheduled sessions between the immediate supervisor and employee allowing for the exchange of performance-oriented information throughout the year. The employee should be informed of how they have performed to date. In the case of poor performance, the employee should be informed of the steps necessary to improve performance to the desired level. These sessions should include, but not limited to, the following: Job responsibilities, performance of duties, and attendance. (Appendix A).

4.3.4. Annual Performance Evaluation (includes causal employees):

4.3.4.1. An annual performance evaluation shall be conducted during the month of February. Appendix B will be used for all personnel, in conjunction with the employee's job description for reference. Human Resources will have evaluation forms to the Senior Manager two weeks prior to the employees' evaluation date. Each department head may add other attachments as they feel necessary, as long as they follow the same format as Appendix A (all additions need to be approved by CAO prior to being used).

4.3.4.1.1. Annual Performance Evaluation Procedure:

Evaluation forms shall be completed and returned to Human Resources no later than 30 days after the employee's evaluation date. Upon receipt of the evaluation form, the following actions will be accomplished:

4.3.4.1.1.1. The Immediate Supervisor will:

4.3.4.1.1.1.1. Complete the upper portion of the Employee Performance Evaluation Form including name, department, etc.

4.3.4.1.1.1.2. Set an evaluation time with the employee and provide the employee with a copy of the Evaluation Form at least one week prior to the set time.

4.3.4.1.1.1.3. Fill out the supervisor's portion prior to evaluation time with the employee.

4.3.4.1.1.1.4. Conduct a formal interview with the employee going over each item together. Following instructions on the evaluation form.

4.3.4.1.1.1.5. After the completion of the evaluation both the supervisor and employee shall sign the form.

4.3.4.1.1.1.6. Submit the evaluation to the Department Head and then to the CAO for review.

4.3.4.1.1.1.7. Review the employee's job description and recommend changes to CAO.

4.3.4.1.1.2. The Employee will:

4.3.4.1.1.2.1. Complete their portion of the performance evaluation prior to the set evaluation time.

4.3.4.1.1.2.2. Sit with their immediate supervisor and fill out the evaluation form as per instructions.

4.3.4.1.1.2.3. After the completion of the evaluation the employee shall be asked to sign the evaluation form along with the supervisor.

4.3.4.1.1.3. The Department Head will:

4.3.4.1.1.3.1. Perform those duties as the Immediate Supervisor (4.3.4.1.1.1. above) if they are direct supervisor.

4.3.4.1.1.3.2. Receive all forms from the respective supervisors and review the evaluations for completeness and concerns.

4.3.4.1.1.3.3. Take any concerns back to the immediate supervisor for review and modifications.

4.3.4.1.1.3.4. Sign the evaluation form once it meets their approval.

4.3.4.1.1.3.5. Forward the evaluation form to the CAO for final review.

4.3.4.1.1.4. The Chief Administrative Office (CAO) will:

4.3.4.1.1.4.1. Review all full-time performance evaluation forms for consistency and fairness.

4.3.4.1.1.4.2. Make any recommendations or changes they see necessary to all employee evaluations.

4.3.4.1.1.4.3. Address any Employee Appeals as presented for decision.

4.3.4.1.1.4.4. Forward employee evaluations to Human Resources for filing and give appropriate wage information to the Director of Finance for salary changes.

4.3.4.2. All performance evaluations for seasonal employees shall be conducted no later than the last two weeks of employment with the Town. The performance review shall be held by the immediate supervisor and then forwarded to the Department Head as above. CAO does not need to review these evaluations unless a formal appeal has been filed.

5. CONTRAVENTIONS OF THE POLICY

5.1. Contraventions of this policy may lead to disciplinary action.

6. REVIEW AND POLICY

6.1. This policy will be reviewed periodically to ensure relevance.

7. RELATED POLICIES

7.1. CRS.HR-23.1024 – Employment Policy
7.2. CRS.HR-23.1001 – Training and Development Policy
7.3. CRS.HR-23.1022 – Hiring Policy
7.4. Rescind policy – C.a.004 Performance Review and Career Planning

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024/08/21

Town of SLAVE LAKE

Appendix A

Employee Performance Review

Employee Name:
Position Title:
Department:
Supervisor Name:
Review Period from:
Overall Performance Rating (Average from all ratings) Choose an item.

Performance Rating Scale:

5	Exceptional	Performance noticeably exceeded expectations in all areas and employee made a unique or significant contribution to the achievement of department and organizational objectives. Achieved annual objectives.
4	Exceeds Expectations	Performance consistently met and often exceeded requirements in all areas. All critical annual goals were achieved. Consistently demonstrated highly effective performance.
3	Fully Meeting Expectations	Performance consistently contributes what is required of an employee fully performing in this role. Annual objectives were achieved. Employee is a core contributor to departmental and organizational success.
2	Below Expectations	Employee may be new in the role. Performance often, but not consistently met position expectations and requirements. One or more of the critical annual objectives was not met. Employee requires further coaching, development, and experience to fully perform the role.
1	Falls significantly below requirements	Performance was below expectations in essential areas of responsibility with critical goals and objects not being achieved. Contribution was typically below that of peers.

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PART I – Job Specific Competencies:

Specific Job Criteria		
Please itemize and detail core functions specific to the position, refer to Job Description. For example, administrative positions may be broken down into front desk reception, maintaining filing systems, monitoring incoming calls etc.		
	Self Evaluation	**Supervisor Evaluation**
For example: *Customer Service: Incoming calls are assessed and responded to in a timely manger and according to department procedures.*	Choose an item.	Choose an item.
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.

PART II - Behavioural Competencies:

Accountability		
Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations, and principles. Demonstrates reliability and integrity on a daily basis.		
	Self Evaluation	**Supervisor Evaluation**
Overall Rating for Competency	Choose an item.	Choose an item.
Adaptability		

Adapts and responds to changing conditions, priorities, technologies and requirements. Recognizes new information and ideas with a willingness to alter opinions and behaviours. Applies versatility, reasoning and innovativeness in the face of change. Able to comfortably collaborate in a variety of situations and with diverse individuals.		
	Self Evaluation	**Supervisor Evaluation**
Overall Rating for Competency	Choose an item.	Choose an item.
Analytical Thinking		
Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome. Considers the various issues and components of the problem, develops sequential steps to address the situation and determines rational timeframes and priorities.		
	Self Evaluation	**Supervisor Evaluation**
Overall Rating for Competency	Choose an item.	Choose an item.
Communication		
Expresses and transmits information with consistency and clarity; using active listening techniques in order to effectively understand and provided feedback; summarizing information according to the audience in order to promote engagement and increase understanding.		
	Self Evaluation	**Supervisor Evaluation**
Overall Rating for Competency	Choose an item.	Choose an item.
Problem Solving		
Demonstrated ability to break a situation down into smaller pieces to identify key issues; figuring out cause and effect relationships in order to solve them using logic and analytical methods to come to a realistic solution.		

	Self Evaluation	Supervisor Evaluation
Overall Rating for Competency	Choose an item.	Choose an item.
Teamwork		
Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities; fostering a team environment.		
	Self Evaluation	**Supervisor Evaluation**
Overall Rating for Competency	Choose an item.	Choose an item.

PART III – Goals and Professional Development:

1. Please describe the employee's top accomplishments during the rating period:

2. List the employee's key strengths that they bring to the role:

3. Identify skills that may require further development, and how they can improve the skills:

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4. **Assist employee to identify 2-3 goals and associated action plans for the next review period. TIP: Use SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound).**

Objective	How will this be accomplished?	When?	How does this benefit TOSL?	How does this benefit you?

	Signature	Date
Employee		
Supervisor		
Director		
CAO **only needed for Management positions**		

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APPENDIX B

PROBATIONARY EVALUATION TEMPLATE

PROBATIONARY REVIEW

The probationary period allows the employer and new employee to assess suitability for the position during a defined period, at the beginning of the employment relationship. It provides the employer an opportunity to evaluate the new employee's performance while giving the employee the opportunity to demonstrate their ability to achieve a satisfactory level of performance.

Employee Name:	[ ]
Job Title:	[ ]
Department:	[ ]
Anniversary Date:	[ ]

PROBATION ASSESSMENT

	Improvement Required	Average	Good	Excellent
1. Quality and accuracy of work	☐	☐	☐	☐
2. Efficiency	☐	☐	☐	☐
3. Attendance	☐	☐	☐	☐
4. Time keeping	☐	☐	☐	☐
5. Work relationships (teamwork and interpersonal and communication skills)	☐	☐	☐	☐

6. Performance Feedback:
Outline of areas where employee is performing well against objectives and standards set:

[ ]

7. Where any areas require improvement give details below:

[ ]

8. Outline any plans to improve performance:

[ ]

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PROBATION OUTCOME:

[Type employee's name here] has been under my supervision while serving a probationary period.

I certify that the employee's performance, conduct and general traits have been (check one):

☐ **Satisfactory** ☐ **Unsatisfactory**

Therefore, I recommend that the employee be (check one):

Released from Probation (*waiver) ☐ **Retained** ☐ **Terminated** (unsuccessful probation) ☐

* *The employee will be eligible for benefits on the date stipulated in their offer of employment.*

[Type employee's name here] has been under my supervision while serving a probationary period.

**I recommend the probationary period be extended until: Tap here and click down arrow to enter date

***Use this option if the new employee has been absent for longer than two weeks, during their probation.*

Justification/Comments

(Provide additional comments on a separate sheet if necessary)

APPROVALS:

Recommended Supervisor Signature: _____ Date: _____

Approved ☐ Yes ☐ No Director Signature: _____ Date: _____

Approved ☐ Yes ☐ No ***CAO Signature _____ Date: _____

*** CAO signature required for Terminations only.

Please forward the Probationary Review and Probation Recommendation forms to Human Resources.

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TOWN OF SLAVE LAKE INFORMATION TECHNOLOGY POLICY			
Directorate	Corporate Services		
Department:	Information Technology	Policy No:	CRS.IT-23.1000
Policy Title:	Security Awareness Training and Testing	Issue Date:	
Issued to:	All Employees	Policy Type:	New

Policy Statement

1. Our policy recognizes that while technical security controls are essential, they alone cannot fully secure all information assets. The active participation and awareness of all staff members are crucial in achieving effective information security. This is particularly evident in the face of social engineering attacks and other exploits that specifically target vulnerable individuals rather than IT systems.
2. Insufficient information security awareness among staff increases the risk of compromised information assets and ineffective response to security threats and incidents. To mitigate this risk, it is imperative that all employees are well-informed about current information security issues and motivated to fulfill their information security obligations.
3. By promoting comprehensive information security awareness, we aim to enhance the protection of our information assets. This involves ongoing training and education initiatives to ensure that staff members are equipped to recognize and respond appropriately to information security threats. Through the combined efforts of technical security controls and staff awareness, we strive to create a secure information environment that safeguards the confidentiality, integrity, and availability of our organization's assets.

Purpose:

4. This policy aims to provide clear guidelines for security awareness training and testing within the Town of Slave Lake. Its purpose is to educate employees about potential security risks, enhance their knowledge of security best practices, and foster a proactive approach to maintaining a secure environment. By establishing these guidelines, we seek to mitigate the

5. likelihood of security incidents and promote a culture of vigilance and responsibility among our staff.

Scope:

6. This policy applies to all employees, contractors, and third-party personnel who have access to the systems, networks, or sensitive information of the Town of Slave Lake. It is applicable to individuals across all departments and levels within the organization, ensuring a comprehensive approach to maintaining security awareness and protecting valuable assets.

Exemptions

7. The Chief Administrative Officer holds the authority to grant standing or single instance exemptions to this policy based on valid business reasons. Such exemptions may be considered in exceptional cases to accommodate specific circumstances while ensuring the overall security objectives of the Town of Slave Lake are upheld.

Definitions

7. In this policy,

(a) Social Engineering: Refers to the deceptive tactics employed to manipulate individuals into disclosing confidential or personal information, which can be exploited for fraudulent purposes.

(b) Phishing: Denotes the fraudulent practice of sending deceptive emails that appear to originate from reputable companies, with the intention of tricking individuals into divulging personal information, such as passwords and credit card numbers.

(c) Smishing: Describes the fraudulent practice of sending text messages that falsely claim to be from reputable companies, with the aim of persuading individuals to disclose personal information, such as passwords or credit card numbers.

(d) Vishing: Signifies the fraudulent practice of making phone calls or leaving voice messages that falsely represent reputable companies, with the objective of coercing individuals into revealing sensitive information, such as bank details and credit card numbers.

Roles and Responsibilities:

8. Outlined below are the key responsibilities and accountabilities associated with managing and complying with this policy program:

(b) Corporate Services Director:

The Corporate Services directorate holds the responsibility for developing and upholding a comprehensive set of information security policies, including this policy. They are also tasked with establishing standards, procedures, and guidelines that are mandated or endorsed by management when applicable. Working in collaboration with other corporate functions, they are responsible for conducting suitable awareness, training, and educational activities to raise awareness and facilitate understanding of staff members' responsibilities as outlined in relevant policies, laws, regulations, contracts, etc.

(a) The Information Technology Manager:

The Information Technology Manager bears the accountability for implementing and maintaining an effective information security awareness and training program. This program aims to inform and motivate employees to protect the organization's and its customers' information assets.

(c) All Managers and Directors:

All managers and directors are responsible for ensuring that their staff and other workers under their supervision actively participate in information security awareness, training, and educational activities as deemed appropriate and necessary.

(d) All Staff:

All staff members are accountable for completing security awareness training activities and adhering to applicable policies, laws, and regulations always. They

are expected to actively engage in maintaining information security and fulfilling their responsibilities to protect organizational information assets.

By clearly defining these roles and responsibilities, we aim to foster a culture of shared accountability and ensure that all stakeholders are actively involved in promoting and upholding effective information security practices within the organization.

Prohibitions

9. None identified.

Procedures and Guidelines:

10. The following procedures and guidelines outline the requirements and expectations for the security awareness training and testing program within the Town of Slave Lake:

(a) Information Security Awareness Program:

The information security awareness program aims to ensure that all staff members acquire and maintain a fundamental level of understanding regarding information security matters. This includes their obligations under various information security policies, standards, procedures, guidelines, laws, regulations, contractual terms, and generally accepted standards of ethics and behavior.

(b) Additional Training:

Staff members with specific information security responsibilities beyond the basic security awareness level, such as Information Risk and Security Management, Security Administration, Site Security, and IT/Network Operations personnel, should receive additional training. These training requirements should be identified in departmental or personal training plans and be adequately funded. Consideration should be given to relevant prior experience, training, professional qualifications, and anticipated job requirements.

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INFORMATION TECHNOLOGY POLICY

Directorate	Corporate Services		
Department:	Information Technology	Policy No:	CRS.IT-23.1001
Policy Title:	Mobile Client Computing Technology	Issue Date:	
Issued to:	All Employees	Policy Type:	New

Policy Statement

1. The Town of Slave Lake provides various mobile client computing technology, such as cell phones, smartphones, tablets, laptop computers, and mobile internet sticks (referred to as 'Town Mobile Devices') to elected officials, employees, volunteers, and other individuals ('Users') for conducting Town business. Department Directors are responsible for authorizing the issuance of these devices in accordance with this policy. Users are required to adhere to all applicable federal and provincial laws, the specific conditions outlined in this Policy, and all other Town policies that apply.

Purpose

2. This policy serves the following purposes:

a) To set forth the responsibilities and operational expectations for Users utilizing Town Mobile Devices.

b) To outline the requirements and duties related to the procurement, utilization, standardization, management, and disposal of Town Mobile Devices.

c) To establish rules and guidelines governing the permissible uses of TOWN Mobile Devices within the Town premises and to ensure appropriate and responsible utilization of this technology.

Scope

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TOWN OF SLAVE LAKE INFORMATION TECHNOLOGY POLICY			
Directorate	Corporate Services		
Department:	Information Technology	Policy No:	CRS.IT-23.1002
Policy Title:	Acceptable Use of Information Technology	Issue Date:	
Issued to:	All Employees	Policy Type:	New

1. Policy Statement

The Town of Slave Lake offers elected officials, employees, volunteers, and other individuals (referred to as "Users") a range of resources, including computers, email, mobile devices, printing, fax capabilities, data networks, software, and additional technological tools (referred to as "Town Information Technology"). These resources are provided to enhance the execution of tasks related to the Town. All individuals who utilize Town Information Technology are expected to adhere to relevant federal and provincial laws, the specific guidelines set forth in this Policy, and all other applicable Town policies.

2. Purpose:

This policy aims to create a structured framework of rules that define the permissible usage boundaries of Town Information Technology within the town. Additionally, it outlines guidelines for the responsible and suitable utilization of this technology

TOWN OF SLAVE LAKE

CATEGORY: **Administrative**
POLICY #: **C.c.004**
OWNER DEPT: **C.A.O.**
APPROVED: **March 27th, 2014**

REVISED:

Cellular Device

POLICY

POLICY STATEMENT:

The purpose of this policy is to govern the acquisition, use, and management of wireless cellular devices for Town of Slave Lake business use by the organization's employees. In addition, this policy outlines appropriate standards, guidelines, and procedures for appropriate use, reimbursement policies, and other issues.

It is also the purpose of this policy to protect corporate resources, protect employee safety, manage communications costs, safeguard information and help minimize corporate liability.

SCOPE:

This policy governs all Town of Slave Lake employees (FTEs, PTEs, Members of Council, contractors, freelance workers, etc.) who use Town owned, or personally-owned cellular devices for the purpose of conducting Town of Slave Lake business and operations. Town of Slave Lake reserves the right to revoke cellular device privileges at any time should it deem necessary to do so.

Town of Slave Lake's Information Services (IS) Department has sole discretion over the distribution, configuration and security measures of cellular devices and related technology. If any non-approved devices, installation or usage of such technology is discovered, the IS Department reserves the right to remove and/or deactivate them immediately.

POLICY OBJECTIVES:

Cellular devices and service packages used to conduct Town of Slave Lake business must be used responsibly, ethically and cost-effectively. Therefore, the following policy statements must be adhered to at all times:

1) Some employees may need to use personally-owned cellular devices to conduct Town of Slave Lake business. In such cases, Town of Slave Lake will provide a cellular requirement allowance for employees who must use his/her personal cellular device for work purposes, subject to the following conditions:

    a. A director/manager must first authorize the employee to use his/her personal cellular device for conducting Town of Slave Lake business. The authorization form must be signed by the employee's director/manager and CAO, then submitted to the Finance Department.

    b. Town of Slave Lake will pay an allowance equal to the either the employees' monthly phone/data plan or $40 per month, whichever is less, upon submission of an expense form, with a copy of the invoice page of the cellular bill.

2) Personal use of a company-owned cellular device is expected to be within reason. Any additional charges applied to the monthly bill for additional minutes, data or application purchases will be billed directly back to the employee.

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: ASSET MANAGEMENT TEAM	
EFFECTIVE DATE: JUNE 01, 2021	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:**

TITLE: ASSET MANAGEMENT POLICY

POLICY STATEMENT:

This policy recognizes the importance of the Town of Slave Lake's assets in the provision of service to our community. Without the assets the Town owns, manages, maintains, and invests in, the services that the Town provides to our residents would not be possible. The Town also recognizes that asset management is an ongoing process of planning and renewal to help ensure those assets can serve our community for the future as well.

POLICY OBJECTIVES:

The purpose of this policy is to ensure that The Town of Slave Lake implements the practice of asset management to achieve:

1. A forward-looking perspective of the Town's assets and the services it provides.
2. A basis for informed decision making about assets and service delivery.
3. An action plan to help ensure that our community is more sustainable and resilient.
4. A basis to understand risk and opportunities relating to the Town's assets and service delivery, and,
5. A plan for an integration of costs & funding, now and in the future.

for David Kim, CAO

June 01, 2021
Date Approved

TITLE: ASSET MANAGEMENT

PROCEDURE

Definition

1. **Asset management** – the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.
2. **Asset maintenance** – regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments.
3. **Asset renewal** – the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.
4. **Capital plan** - A multi-year plan (10+ years) that identifies the capital infrastructure projects and their cost to address the current and future service objectives.
5. **Long term financial plan** - A plan that documents the process of aligning financial capacity with long-term service objectives.
6. **Town** – the municipal corporation of the Town of Slave Lake.

Responsibilities

1. **Council** is responsible for approving policies, plans and budgets that affect the overall delivery of service through the Town's assets.
2. The **Chief Administrative Officer** is responsible to ensure that the asset management process is an ongoing planning exercise.
3. The **Asset Management Team** is a team which consists of key members of administration from each department, which is responsible for the day-to-day planning, acquire, management (including the documentation of all assets into software), maintenance, investment, and disposal of the Town's assets.

Standards/Guidelines

1. **Stability** – The Town will manage our assets in a manner that is stable over the long term and is consistent with the long-term community objectives and minimizes.
2. **Forward Looking** – The Town shall operate in a manner that considers the financial effects on future generations and considers changing community circumstances and external economic risks.
3. **Value** – The Town will implement asset management practices that ensure public resources are put to the best possible use and that the full cost of asset ownership is considered in decision making.

TITLE: ASSET MANAGEMENT

Policy and Procedures

1. Asset Acquisition: Decisions to acquire new assets will be based on an understanding that the asset supports the long-term goals of the community and that the full life cost of ownership has been considered and incorporated into future operating and financial plans.

2. Asset Maintenance: For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired service levels and seeks to minimize risk and the life cycle cost of ownership.

3. Asset Renewal/Replacements: Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to the level of service.

4. Funding for Asset Renewals/Replacements: A long term financial plan will be maintained which considers the renewal and replacement of existing infrastructure and the impact to taxation and user fees.

5. The timing for asset renewal/replacement will balance risk with cost and levels of service.

6. The long-term financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds or borrowing.

7. Asset Disposal: The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that community resources can be applied to other uses with greater benefit.

8. Annual strategic, business, & budget plans will consider good asset management principles as they relate to the provision of services.

References and Related Policies:

1. Tangible Capital Assets Policy.

2. Urban Forest and Tree Management Policy

CATEGORY: Administration
POLICY #: C.d.006
OWNER DEPT: Finance
DATE APPROVED BY COUNCIL: November 1987

REVISED:

TOWN OF SLAVE LAKE

TITLE: Insurance Administration

POLICY

POLICY STATEMENT:

The Town of Slave Lake will expeditiously process all insurance claims and will, normally through review by the Town's insurer, take a position on the degree of Town responsibility in each claim and conclude the matter on the basis of that position.

POLICY OBJECTIVES:

1. To settle claims out of court whenever possible to do so.
2. To centralize the processing and follow-up on insurance claims through the Secretary-Treasurers office. (Note: All insurance claims are contingent liabilities.)

SPECIAL NOTE: All employees of the Town of Slave Lake are responsible to act in a safe, conscientious and responsive manner in the carrying out of their duties. While it is recognized that this should eliminate insurance claims, it is understood that claims (both substantiable and otherwise) will be received and need to be administered.

TITLE: Insurance Administration

POLICY

Responsibilities

Field Supervisors/Employees

1. Act in a safe, conscientious, responsive manner at all times in order to prevent valid liability claims against the Town for negligence, etc.
2. To completely document, sign and date a statement for any incident that maybe or is the basis of an insurance claim and forward this information to the Department Head.

Department Head

1. Ensure complete documentation on each claim is developed and forwarded to the Secretary-Treasurer for processing.

Secretary-Treasurer

1. To act as the primary contact person with all insurance claimants and our insurer regarding claims
2. To follow-up to ensure prompt processing of claims by insurers.
3. Advise Town Council of major claims.
4. To maintain insurance coverage and keep up-to-date.

Town Manager

1. To decide on type of claim when requested by the Secretary-Treasurer. ie. claim responsibility with Town or claimant exists.

TITLE: Insurance Administration

POLICY

Draft for Discussion Only

Incident regarding damage/possible Town liability occurs

↓

Insurance/liability claim received.
Note: this may take many forms. (See Section – MGA)
(by Secretary-Treasurer or Department Head)

↓

Department Head arranges preparation of complete statement of events/incidents. Forwarding of statement and claim to Secretary Treasurer WITHIN ONE WEEK OF RECEIVING CLAIM.

↓

Secretary-Treasurer reviews situation in conjunction with Department Head, Town Manager and processes as follows.

If Town is clearly responsible and claim amount is below our deductible.

↓

Secretary-Treasurer pays out (code to insurance), having claimant sign release upon acceptance of settlement. File copied to insurer for Information.

If claim is greater than our deductible and/or Town Responsibility is unclear.

↓

Secretary-Treasurer forwards claim/file to insurer for action and/or recommendation. Insurer claims adjuster liaises with Secretary-Treasurer or Department Head for any further information, Secretary-Treasurer follows up, advises others of claim status, and acts on insurers or claims adjusters recommendations. NOTE: If claim is actually potentially substantive, Town Council shall be advised the same.

If Town is clearly NOT responsible.

↓

Secretary-Treasurer advises claimant in writing. File copied to insurer for information.

NOTE: No Town employee is to admit Town liability or responsibility in any incident that may be subject of an insurance claim.

iv. results of the Quotation request will be held on file by the applicable department.

Request for Proposals

The Request for Proposal process is less formal than the Tender Process, usually involving cost amounts with the service component being more significant than the provision of standard off-the-shelf types of goods. The process is generally utilized in, but not limited to, the following types of purchases:

i. purchases greater than $10,000
ii. equipment or supplies where the specifications vary widely amongst a limited number of qualified vendors
iii. professional services
iv. consulting services

In a request for Proposal process, the Town shall:

i. state the nature of the goods and services desired, and
ii. invite a minimum of two qualified suppliers, wherever possible, to respond, and
iii. results of the Request for Proposal will be kept on file by the applicable department.

Tender Process

The tender process is a formal method of obtaining competitive prices for goods and services. This method is generally for the supply of goods and services with a dollar value that is equal to or greater than $75,000 for goods, $75,000 for services and $200,000 for construction. These thresholds are in accordance with the NWPTA (New West Partnership Trade Agreement)

Under NWPTA regulations, no preference can be given to Vendors.

All tenders are to be advertised according to NWPTA regulations.

Prequalification of Vendors is permitted to ensure that only those Vendors or Group of Vendors who meet all necessary criteria for bidding purposes are allowed to submit a tender. There is to be no negotiation after closing unless specified in the tender document.

- All tenders must include the date and time of the competition closing.
- All tenders must indicate that submissions are to be sealed and delivered to the address specified, with the content clearly noted.
- All tenders are to be dated and time stamped upon receipt at the location specified and are to remain unopened until the closing time for that competition has passed.
- Any submissions which are received after the closing date and time are to be returned unopened to the originator. Such submissions may be opened solely to determine the return address of the submission.
- It is the responsibility of the vendor to ensure their bid has been received into competition without exception.
- Electronic transmission tenders will not be accepted unless otherwise stated. Electronic tenders will only be accepted in the format acceptable to Town software systems.
- All tenders shall be subject to public opening. The time, location and conditions of the public opening shall be made know in advance and shall be contained in the competition documentation provided potential suppliers.
- Only the name of the supplier and the total cost or price in the submission are to be released during a public opening and thereafter.
- The lowest or any tender will not necessarily be accepted.

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

Corporate Credit Card Policy

Department:	Finance	Policy No:	FIN.FN-24-1001
Policy Title:	Corporate Credit Card Policy	Issue Date:	MAY 06 2024

1. PURPOSE

1.1. Ensure Employees will be issued a corporate credit card where the nature of their job requires such use.

1.2. Ensure corporate credit cards will only be used for appropriate business expenditures

1.3. Ensure corporate credit cards will be used responsibly and safely both in person and online through the use of approved Town electronic devices.

1.4. Ensure corporate credit cards will be stored safely employees.

1.5. Ensure Employees issued with a corporate credit card will be required to sign an Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card. (Appendix A).

1.6. Ensure Disciplinary action will be taken for inappropriate use of corporate credit cards.

2. POLICY STATEMENT

2.1. The purpose of this policy is to ensure that corporate credit cards are available for use, in conjunction with the guidelines stipulated in the purchasing policy, and are used for appropriate purposes and adequate controls are established for day to day use.

3. DEFINITIONS

Credit Card

Shall mean a small plastic or digital card issued by a bank, business, etc., allowing the holder to purchase goods or services on credit.

Receipt

Shall mean proof of purchased issued by a business. This may come in the form of paper or a digital record.

Transaction Log

Shall mean a log listing the name of the person assigned to a corporate credit card, the date and vendor name of a purchase, a description of the expense and the budget code to which it is assigned.

Card Holder

Shall mean a staff member whose name appears on the corporate credit card.

Card Administrator

Shall mean staff members assigned to oversee the administration of corporate credit card accounts. This normally is the Director of Finance, but may at times include other senior managers.

Electronic Device

Shall mean an electronic device issued or owned or approved by the Town of Slave Lake with the appropriate security software installed for use by Town staff as is required by the IT department.

Web browser

Shall mean a piece of software used by an electronic device as a means to access the internet and online payment systems.

Corporate Spending Limit

Shall mean the total aggregated corporate limit for corporate credit cards setup at a financial institution or business.

Card Pool Limit

Shall mean a card or group of cards that has been assigned a credit limit.

PIN

Shall mean a personal identification number provided by a financial institution or an employee.

4. RESPONSIBILITIES

1. Chief Administrator

a) Ensure the policy is applied works with Director of Finance to designate Card Administrators for the oversight of corporate credit cards and to set an appropriate Corporate Spending Limit.

2. Director of Finance

a) Implementing and updating internal procedures that govern the use of corporate credit cards.

b) In conjunction with the CAO designate Card Administrators and set an appropriate Corporate Spending Limit.

c) In conjunction with Card Administrators setup a card pool limit.

d) Communicating and updating the procedures for obtaining, using and canceling corporate credit cards for employees.

e) Ensure that corporate credit cards are setup and issued with appropriate and approved financial institutions or businesses.

f) Determine the credit limit for corporate credit cards or a group of corporate credit cards for Town business.

g) Notifying supervisors/directors and Human Resources of any violations to the Corporate Credit Card Policy.

3. **Card Administrator**
    a) Reviewing and identifying staff under their supervision that require the use and issuance of a corporate credit card.
    b) Obtaining signed acknowledgement from cardholders who currently have credit cards, documenting their understanding of company policy and forwarding this information to the Designated Expense Processor.
    c) Ordering and cancelling cards that are under their supervision.
    d) Identifying and requesting any credit or transaction level limits required for individual cards.
    e) Notifying supervisors/directors and Human Resources of any violations to the Corporate Credit Card Policy.
4. **Authorizing Supervisor**
    a) Reviewing and authorizing corporate credit card invoices of employees on a timely basis.
5. **Employees**
    a) Ensuring the corporate credit cards are used only for appropriate business expenses.
    b) Ensuring the corporate credit card has been signed by the employee upon issuance of a card.
    c) Ensuring that only the employee whose name appears on the card uses the card.
    d) Ensuring the electronic device they are using for online payments are Town owned or approved devices.
    e) Ensure the safe keeping of a PIN code in a secure location that is only accessible by the cardholder.
    f) Retaining receipts and providing explanations for all card transactions.

g) The occurrence of continual missing receipts and/or entering information inappropriately on electronic devices may result in cancellation of the corporate credit card.

h) Submitting a completed and approved transaction log to Financial Department (accounts payable) on a monthly basis and in a timely fashion no later than 7 days after the statement end date.

i) Returning the corporate credit card to their supervisors upon termination.

6. Designated Expense Processor

a) Timely reconciliations.

b) Appropriate record keeping.

c) Sharing new program information with cardholders.

d) Answering cardholder questions about the use of the cards.

e) Monitoring card usages to ensure that internal policies and procedures are being followed.

f) Notifying the Director of Finance of violation to the Corporate Credit Card Policy

g) Obtaining signed acknowledgement from cardholders who currently have credit cards, documenting their understanding of company policy.

5. GUIDELINES

5.1. Issuance of cards

5.1.1. The Director of Finance or a Card Administrator will permit the use of a limited number of corporate credit cards by eligible employees where the nature of their job requires such use. The issuance of new cards is only permissible if there is sufficient room in the existing Corporate Spending Limit or card pool limit at a financial institution or business.

5.1.2. All employees prior to using their card must have a signed Employee Acknowledgement of Responsibilities and Obligations for the use of a Corporate Credit Card Agreement (Schedule A)

5.2. **PIN Code:**

5.2.1. The issuance of a PIN Code by a financial institution must be kept safe and only accessible by the employee. When required to create their own PIN code employees must keep this safe and only accessible by the employee.

5.3. **Corporate Credit Card Use**

5.3.1. All purchases are to be made within the guidelines outlined in the Purchasing Policy.

5.3.2. The credit card shall only be used to pay for Town of Slave Lake expenses

5.3.3. Meal receipts should have the purpose of the meal and who the meal was for, identified by name.

5.3.4. In the case where services or materials purchases are made online, payment information must only be entered on Town owned electronic devices or Town approved electronic devices with the appropriate web browser approved for use at the time as approved by the IT department.

5.3.5. Prohibited uses of corporate credit cards include (but are not limited to):

5.3.5.1. Personal expenses

5.3.5.2. The charging of personal expenditures to the corporate credit card with a subsequent refund to the Town is expressly prohibited, as set out in the attached Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card. (Appendix A).

5.3.6. Withdrawal of cash advances

5.3.7. Purchase of items in violation of the Travel Policy

5.3.8. Allowing unauthorized users to use the corporate credit card.

5.3.9. It is expressly forbidden to enter corporate credit card information on electronic devices that have not been approved for use by the Town of Slave Lake.

5.4. Areas of Uncertainty

5.4.1. The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the corporate credit card, it is strongly recommended that the guidance of the Director, Financial Services is sought prior to transacting with the card.

5.5. Spending Limits

5.5.1. Each corporate credit card has a pre-set limit that may not be exceeded unless there is approval from a Card Administrator. Card limits maybe assigned on a card by card basis or on a group of cards. Where it is deemed necessary and appropriate to do so Card Administrators may temporary increase the limit on a card if there is sufficient credit room available within existing card pool limits.

5.6. Receipts

5.6.1. It is the cardholder's responsibility to obtain transaction receipts from the merchant each time the corporate credit card is used. Individual transaction receipts are to be attached to the copy of the Visa Statement. Receipts maybe paper or digital copies.

5.7. Disputed Items

5.7.1. It is the cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

5.8. Validation and Safekeeping

5.8.1. Cardholders must sign the corporate credit card immediately upon issuance. The corporate credit card should always be treated with exceptional care. Keep your card in an accessible but secure location.

5.8.2. When the expiration date is passed and/or after a new credit card is received, cardholders must return their expired card to their card administrator for disposal.

5.9. **Lost or Stolen Credit Cards**

5.9.1. If the credit card is lost, stolen, or in the case of identity theft, contact the financial institution immediately, to suspend the card, then notify your Supervisor, the Director of Finance and CAO.

5.10. **Corporate Credit Card Statement Payment Procedure**

5.10.1. Employees must retain detailed original receipts in addition to the credit card receipt and note the purpose of the expenses.

5.10.2. The employee will submit the detailed original receipts (paper or digital copy) along with a transaction log to the appropriate authorizing supervisor for authorization within 7 days of each ending statement period.

5.10.3. Charges for items where the receipt has been misplaced must be explained to the authorizing supervisor who must initial the specific charge and indicate, "receipt missing" beside it. The occurrence of continuing missing receipts may result in cancellation of the corporate credit card.

5.10.4. The authorizing supervisor will confirm that the charges are justified and appropriate before authorizing (signing) the transaction log for payment.

5.10.5. The approved transaction log, credit card statement and original receipts will be forwarded to the Finance Department (Accounts Payable) one week prior to the credit card statement due date.

5.10.6. Financial Services (Accounts Payable) will verify the authorization and schedule of payment to avoid unnecessary late payment charges

6. CONTRAVENTIONS OF THE POLICY

6.1. Employees in violation of this policy may have their card privileges revoked and disciplinary action taken.

6.1.1. Employees who charge personal expenses on their card will be required to repay all amounts in full.

7. REVIEW OF THE POLICY

7.1. Text

8. RELATED POLICIES

8.1. Text

9. APPROVAL and REVISION CONTROL

9.1. Text

10. **Text**

ISSUED BY	APPROVED BY:	DATE:
1. Chief Administrative Officer		2024-05-06

Appendix A - Corporate Credit Card Policy

EMPLOYEE ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS FOR THE USE OF A CORPORATE CREDIT CARD AGREEMENT

I, _____, hereby acknowledge receipt of a Corporate Credit Card. I acknowledge that this Card has been issued to me to make purchases in the course of my regular duties in connection with the Town of Slave Lake. I will not use the card to make any personal purchases. I fully understand the purchases made using the Card are to be authorized by the appropriate authorizing supervisor, in accordance with the usual Town of Slave Lake department procedures.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Credit Card Policy. I confirm my agreement to theses terms and conditions by signing below and by retaining and using the card.

I shall undertake to protect the card while it is in my possession and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of the Town of Slave Lake. I realize that I am wholly responsible for every transaction that is processed using this Card. Should the Card be lost, stolen or suspended or compromised in any manner, I shall advise the appropriate financial institution, my supervisor and the Director of Finance immediately.

I acknowledge that the Card does not provide me personally with benefits or features and at all times remains the property of the Town of Slave Lake who has the right at any time, without notice, to cancel the Card and to revoke or withdraw all my rights and privileges in respect of the Card.

I acknowledge that the Town of Slave Lake may amend, modify or discontinue any of the terms of this Agreement and/or any benefits, features or privileges available or offered with the Card and may replace the Card at any time.

Furthermore, I understand that this card has been assigned to me on behalf of the Town of Slave Lake and that in the event of willful or negligent default of these obligations, the Town of Slave Lake shall take recovery action as they deem appropriate and permitted by law. I agree to return this card upon request of either my authorizing supervisor or the Director, Finance Department upon termination of employment.

Cardholder name _____

Cardholder Signature _____ Date _____

Card Administrator Signature _____

CATEGORY: Administration
POLICY #: C.b. 001
OWNER DEPT: Finance
COUNCIL APPROVAL: August 15, 1989
PAGE 1 of 2
Revised

TOWN OF SLAVE LAKE

TITLE: Cheque Preparation & Approval Procedure (excludes payroll cheques)

POLICY

Accounting Clerk
Prepares disbursement vouchers & sorts alphabetically.

↓

Accounting Clerk enters vouchers as payables, once per week, expensing the items on the general ledger. Cheque number is assigned automatically at the end.

↓

List of Accounts including cheques issued during the month are computer generated by the Accounting Clerk.

↓

Secretary-Treasure checks list of accounts to vouchers.

↓

Chairman of Council Administration and Finance Committee reviews list of accounts, initials disbursement vouchers.

↓

Accounting Clerk has cheques printed with company name, amount and stub detail.

↓

After the "cheque run", the computer automatically reduces payable and bank.

↓

Secretary-Treasurer reviews and signs cheques for $5,000.00 and over, rubber stamps cheques under $5,000.00.

TITLE: Cheque Preparation & Approval Procedure (excludes payroll cheques)

POLICY

With recommendation of Chairman Administration and Finance Committee, Town Council adopts list of accounts.

Mayor or Deputy Mayor signs cheques for $5,000.00 and over.

Accounting Clerk mail out cheques.

Accounting Clerk files vouchers by cheque number.

CATEGORY: Administration
POLICY #: C.b.003
OWNER DEPT: Finance
DATE APPROVED BY COUNCIL: December 17, 1986

REVISED:

TOWN OF SLAVE LAKE

TITLE: Collection Procedures

POLICY

POLICY:

To establish sound and effective collection procedures for the following:

1. Utilities
2. Taxes
3. General Trade Receivables
4. Bylaw Tickets
5. Mobile Licenses

The policy will ensure prompt receipt of monies owing the Town.

PROCEDURE:

1. Responsibilities.

1.01 Secretary-Treasurer – To monitor and supervise collection practices of collection procedures on an ongoing basis. Manage the final stages of all collection activities, i.e. court, and tax recovery.

1.02 Bylaw Enforcement Officer – To be responsible for the issuance of bylaw tickets and assist in the collection of mobile licenses, bylaw tickets, disconnection of utility services and serve notices when small debts action is instigated.

1.03 Accounting Clerk – Responsible for billing of utilities, taxes and mobile licenses and penalizing these accounts when required. Prepare listings of these accounts periodically for following arrears.

1.04 Junior Accounting Clerk – Responsible for billing of General Trade Receivables and assisting the Accounting Clerk in billing the utilities, taxes and mobile licenses. Prepares and mails the notice of discontinuance of utility services, letters for collection of taxes and letters for collection of General Trade Receivables.

TITLE: Collection Procedures

POLICY

2. Detailed Procedure.

(A) Utilities

Step 1 – Each month the Accounting Clerk or Junior Accounting Clerk prepares the monthly utility billing.

Step 2 – After an account is in arrears for two months and two penalties have been added the Junior Accounting Clerk submits a notice of discontinuance of service to the customer indicating that if the account is not paid within 10 days then service will be terminated.

Step 3 – If the account is not paid in the time specified then the bylaw officer disconnects gas service (water is also turned off during warmer months). During winter months every attempt will be made to contact the customer prior to disconnecting the gas service.

Step 4 – When the account is paid the gas department reconnects gas service and the public works department reconnects the water service and a reconnection fee is collected.

(B) Taxes

Step 1 – Each year by May 31st the Accounting Clerk prepares the billing for taxes.

Step 2 – The Accounting Clerk penalizes 6% on July 1st and October 1st on the portion of the current billing and 12% on January 1st on total arrears.

Step 3 – In November of each year the Secretary-Treasurer will review the tax arrears and the Junior Accounting Clerk will mail a letter to all in arrears advising of the arrears and the upcoming penalty in January.

Step 4 – Prior to March 31st each year the Secretary-Treasurer will prepare a tax arrears list of any taxes outstanding for two years and file a tax recovery notice with land titles.

Step 5 – If taxes remain unpaid after one year of filing the tax recovery notice, then the Secretary-Treasurer will proceed with sale of the property in compliance with the Taxation Act.

TITLE: Collection Procedures

POLICY

(C) General Trade Receivables

Step 1 – The Junior Accounting Clerk is responsible for preparing and mailing all trade receivable invoices promptly after obtaining source information (ie. force accounts, facility usage) from the various departments.

Step 2 – A penalty of 1.5% per month will be charged on all trade receivable invoices that remain unpaid after 30 days of mailing of the account. Sixty days after submitting the billing the Junior Accounting Clerk will submit a letter to the customer indicating that if the account is not paid within thirty days then legal action will follow.

Step 3 – If after the thirty days has expired and the bill remains outstanding the Bylaw Officer proceeds with small debt court action.

(D) Bylaw Tickets

Step 1 – The Bylaw Officer and/or R.C.M.P. officers issue tickets for infractions of Town bylaws.

Step 2 – After 14 days the Bylaw Officer issues a warning letter to pay within 14 days of the date of letter.

Step 3 – The Bylaw Officer issues a summons on a Form B and the matter is heard in Provincial Court.

(E) Mobile Licenses

Step 1 – The Accounting Clerk bills mobile licenses annually by February 28th.

Step 2 – The Accounting Clerk applies a 6% penalty on July 1st and October 1st and a 12% penalty on January 1st.

Step 3 – In November of each year the Secretary-Treasurer will receive all arrears and the Junior Accounting Clerk will mail a letter to all arrears advising them of the arrears and the upcoming penalty in January. If the account is one year in arrears the Junior Accounting Clerk mails a letter to all in arrears requesting that the account be paid within 30 days to avoid court action.

TITLE: Collection Procedures

POLICY

Step 4 – If the account is not paid within the required 30 days then the Bylaw Officer commences small debt court action.

Prepared by:
I.E. Procyshyn Date: December 17th, 1986

CATEGORY: Administration
POLICY #: C.d.006
OWNER DEPT: Finance
DATE APPROVED BY COUNCIL: November 1987

REVISED:

TOWN OF SLAVE LAKE

TITLE: Insurance Administration

POLICY

POLICY STATEMENT:

The Town of Slave Lake will expeditiously process all insurance claims and will, normally through review by the Town's insurer, take a position on the degree of Town responsibility in each claim and conclude the matter on the basis of that position.

POLICY OBJECTIVES:

1. To settle claims out of court whenever possible to do so.
2. To centralize the processing and follow-up on insurance claims through the Secretary-Treasurers office. (Note: All insurance claims are contingent liabilities.)

SPECIAL NOTE: All employees of the Town of Slave Lake are responsible to act in a safe, conscientious and responsive manner in the carrying out of their duties. While it is recognized that this should eliminate insurance claims, it is understood that claims (both substantiable and otherwise) will be received and need to be administered.

TITLE: Insurance Administration

POLICY

Responsibilities

Field Supervisors/Employees

1. Act in a safe, conscientious, responsive manner at all times in order to prevent valid liability claims against the Town for negligence, etc.
2. To completely document, sign and date a statement for any incident that maybe or is the basis of an insurance claim and forward this information to the Department Head.

Department Head

1. Ensure complete documentation on each claim is developed and forwarded to the Secretary-Treasurer for processing.

Secretary-Treasurer

1. To act as the primary contact person with all insurance claimants and our insurer regarding claims
2. To follow-up to ensure prompt processing of claims by insurers.
3. Advise Town Council of major claims.
4. To maintain insurance coverage and keep up-to-date.

Town Manager

1. To decide on type of claim when requested by the Secretary-Treasurer. ie. claim responsibility with Town or claimant exists.

TITLE: Insurance Administration

POLICY

Draft for Discussion Only

Incident regarding damage/possible Town liability occurs

↓

Insurance/liability claim received.
Note: this may take many forms. (See Section – MGA)
(by Secretary-Treasurer or Department Head)

↓

Department Head arranges preparation of complete statement of events/incidents. Forwarding of statement and claim to Secretary Treasurer WITHIN ONE WEEK OF RECEIVING CLAIM.

↓

Secretary-Treasurer reviews situation in conjunction with Department Head, Town Manager and processes as follows.

If Town is clearly responsible and claim amount is below our deductible.

↓

Secretary-Treasurer pays out (code to insurance), having claimant sign release upon acceptance of settlement. File copied to insurer for Information.

If claim is greater than our deductible and/or Town Responsibility is unclear.

↓

Secretary-Treasurer forwards claim/file to insurer for action and/or recommendation. Insurer claims adjuster liaises with Secretary-Treasurer or Department Head for any further information, Secretary-Treasurer follows up, advises others of claim status, and acts on insurers or claims adjusters recommendations. NOTE: If claim is actually potentially substantive, Town Council shall be advised the same.

If Town is clearly NOT responsible.

↓

Secretary-Treasurer advises claimant in writing. File copied to insurer for information.

NOTE: No Town employee is to admit Town liability or responsibility in any incident that may be subject of an insurance claim.

CATEGORY: Administration
POLICY #: C.c.001 Purchasing
OWNER DEPT: Finance
DATE APPROVED BY COUNCIL:

REVISED: June 9, 2009

TITLE: PURCHASING

POLICY

TOWN OF SLAVE LAKE

POLICY STATEMENT

To define the purchasing standards of the Town of Slave Lake and to provide direction to Town employees, by means of a comprehensive Council approved purchasing policy, for purchases of goods and services necessary to perform duties of a municipal government as well as provide procedures to authorize unbudgeted/unplanned expenditures that are not included in a budget and the verification thereof.

OBJECTIVES:

1) To procure the highest quality in supplies, materials, equipment and services at the least expense;
2) To ensure that procurement for the Town of Slave Lake is accomplished in a manner that is fair, competitive, efficient, effective and transparent;
3) To encourage and promote standardization in materials and equipment;
4) To use recycled and/or environmentally friendly products or materials where available and consistent with the required quality and costs objectives;
5) To prescribe such procedures which may be necessary for the efficient operation of the purchasing function.
6) To establish procedures to clarify decision making accountability for the Town to expend funds not included in the adopted budget (but within the approved budget dollars) and for the expending of funds from a replacement reserve fund, but not identified in the budget.
7) To provide Senior Managers with the ability to maintain core service levels within Council Approved parameters (i.e. the budget, this policy, or other area of resolution of Council)

TITLE: PURCHASING

Policy

GENERAL DEFINITIONS

1.01 Chief Administrative Officer (CAO):

The Senior Administrator for the Town of Slave Lake.

1.02 Senior Management:

Department Directors and Chief Administrative Officer (CAO).

1.03 Employee:

Any individual employed by the Town of Slave Lake.

1.04 Town

The Town of Slave Lake as duly incorporated in the Province of Alberta

1.05 Emergency Expenditure

A situation in which the municipality must expend money in order to protect people or property and which there is inadequate time for Council to give its prior authorization for the expenditure.

1.06 Amounts Legally Required to be Paid

Amounts to be paid by the Town that are deemed payable by a written legal opinion, Order of a Court or quasi judicial body.

1.07 Unbudgeted/Unplanned Expenditures

Amounts with a net impact of $5,000 or more that is not included in the annual adopted budget or other expenditures authorized throughout the year by Resolution of Council.

1.08 Function

The principal service category or operation carried out through a number of related sub functions consisting of several activities. e.g. Common Services, Community Services, etc.

1.09 Sub-Function

A collection of activities planned and designed to contribute to the total objective of one or more functions which are components of the service category e.g. Shop, Equipment, Arena, Family and Community Support Services, etc.

TITLE: PURCHASING

Policy

RESPONSIBILITIES

2.01 Council

Council may authorize expenditures throughout the budget year through resolutions. Sources of revenue shall be identified at that time.

2.02 C.A.O.

Ensuring purchasing policy meets the needs of the Town and holds to current legislation. Ensure Council is advised in a timely manner of impacts or potential impacts to the Town budgets.

2.03 Director of Corporate Services

Ensures appropriate reporting is delivered to CAO on a timely basis and coordinates reporting to Mayor and Council with the CAO.

2.04 Directors and Senior Managers:

Ensure all employees are aware of and in compliance with policy. Directors and Senior Managers will report items with a net impact of $5,000 or more to the applicable department adopted budget to the Director of Finance as soon as the amount is confirmed and becomes available.

2.05 Supervisors:

Assists Director in maintaining policy and promotes understanding with employees.

E.O.

TITLE: PURCHASING

PROCEDURES

PURCHASES:

1. General Purchase Guidelines

The Town of Slave Lake will adhere to the highest possible standards of business ethics, professional courtesy, and competence in all of its purchasing practices. The Town shall observe all applicable legislation i.e. Municipal Government Act, Internal Trade Agreement, Freedom of Information Provisions, Trade, Investment and Labour Mobility Agreement (TILMA) and our own Policies and Guidelines. In particular, the Town shall provide fair and equal treatment to all suppliers and their representatives.

In any purchasing decision, the Town of Slave Lake shall take into consideration all factors in the final cost of a product or service. The following factors may be weighted differently depending upon the scope and nature of the service or product obtained:

- transportation costs
- quality
- brands
- price
- current accounts with the Town
- availability (delivery time)
- warranties
- support and service availability
- expertise in product/service area
- references of current/previous customers

Therefore, the lowest cost supplier may not necessarily be the chosen supplier depending upon the acceptance criteria for the goods or services purchased.

No sub-function of the Town should incur expenditures or commitments in excess of the budget or funding received and/or confirmed as receivable. This applies to all financial accounts including operating accounts and capital accounts

Occasionally, it may be necessary to exceed budgetary parameters due to emergency, legal requirement to pay, or other unplanned/unbudgeted expenditures to maintain service levels. No over-expenditure is permitted without prior discussion and approval with the CAO at which time, Attachment 2 of this procedure is consulted to determine the appropriate course of action. Any request to incur overexpenditure must be accompanied by a plan of possible funding.

Projections and actual variances for line items over $5,000 shall be reported quarterly to Council. When these have a budget impact of over $10,000 or more, the reporting to Council will occur monthly.

E.O.

TITLE: PURCHASING

PROCEDURES

Local Purchasing

The Town of Slave Lake recognizes the importance of supporting local business and contributing to the health of the local business community. Purchases may give preference to suppliers within the Town of Slave Lake. Quotations will be from local suppliers unless there are not enough suppliers within the Town of Slave Lake. If a local supplier and a non-local supplier provide quotes, the following preference factors will be added to the non-local supplier's quotation to obtain a comparative cost:

Cost of Purchase	Preference Factor
Up to $5,000	5%
$5,001 to 15,000	3%
Above $15,000	0%

FULL DISCLOSURE WHEN USING LOCAL PURCHASING PREFERENCE FACTOR MUST BE GIVEN TO ALL VENDORS AT THE TIME THAT QUOTATIONS ARE TAKEN OR ADVERTISED TO ENSURE THAT THERE IS FAIRNESS TO ALL PARTIES INVOLVED IN THE PURCHASING PROCESS.

2. General Purchasing Method

The Town of Slave Lake shall utilize the following purchasing methods:

a. **Direct Purchase Method**

The Direct Purchase process is utilized in obtaining goods or services for the operations of the Town of less than $2,500. In this process, no quotation is required.

b. **Quotations**

The quotation process is to be used when:

i. the costs of goods or services is greater than $2,500 but less than or equal to $75,000 for goods, $75,000 services, $200,000 for construction, and
ii. the purchase is for routine operational or capital needs.

In a quotation process, the Town shall:

i. provide drawings and/or specifications to describe the goods or services required.
ii. provide any quotation acceptance criteria, if applicable
iii. obtain quotations from a minimum of two suppliers, wherever possible
iv. results of the Quotation request will be held on file by the applicable department.

E.D.

TITLE: PURCHASING

PROCEDURES

c. **Request for Proposals**

The Request for Proposal process is less formal than the Tender Process, usually involving cost amounts with the service component being more significant than the provision of standard off-the-shelf types of goods. The process is generally utilized in, but not limited to, the following types of purchases:

i. purchases greater than $10,000
ii. equipment or supplies where the specifications vary widely amongst a limited number of qualified vendors
iii. professional services
iv. consulting services

In a request for Proposal process, the Town shall:
i. state the nature of the goods and services desired, and
ii. invite a minimum of two qualified suppliers, wherever possible, to respond, and
iii. results of the Request for Proposal will be kept on file by the applicable department.

d. **Tender Process**

The tender process is a formal method of obtaining competitive prices for goods and services. This method is generally for the supply of goods and services with a dollar value that is equal to or greater than $75,000 for goods, $75,000 for services and $200,000 for construction. These thresholds are in accordance with the Trade, Investment and Labour Mobility Agreement (TILMA).

Under TILMA regulations, no preference can be given to Vendors.

All tenders are to be advertised according to TILMA regulations.

Prequalification of Vendors is permitted to ensure that only those Vendors or Group of Vendors who meet all necessary criteria for bidding purposes are allowed to submit a tender.

In circumstances where the compliance of this Policy would place the Town in jeopardy, which includes, but is not limited to receiving competitive pricing for the supply of goods and services deemed necessary by the administration of the Town, Council may, by 2/3 majority, pass a resolution which approves of dispensing with compliance with this Policy.

E.O.

TITLE: PURCHASING

PROCEDURES

e. **Vendor Selection Worksheet**

During the tender/purchase process the Vendor Selection Criteria Worksheet, (attachment 1), will be completed before seeking quotes or tenders. In this manner, project criteria, e.g. cost, delivery time, warranty, etc., are all taken into consideration first before contracts and quotes are accepted by administration.

PETTY CASH

A petty cash fund in the amount of $350 is maintained by the Finance Department but is only to be used when necessary and as approved by the Director of Corporate Services. Reimbursement of expenses will be made upon presentation of a receipt, signed and coded by the employee.

PURCHASING AUTHORITY

The authority for purchases is obtained from Town Council via this policy and approval of the annual budget that identifies allowable expenditures by department and programs. Capital expenditures are also approved via budget approval, although related individual by-laws may also be passed for authorization of borrowing. Within this framework, the authority for individual purchases is described below.

Purchase Order/Spending Limit

Council Resolution	Over	$80,000
CAO	Up to	$80,000
Directors	Up to	$40,000
Project Manager	Up to	$40,000
Superintendent of Operations	Up to	$20,000
Operations/Utility Foreman	Up to	$10,000
Deputy Fire Chief	Up to	$10,000
Facility Maintenance Coordinator	Up to	$10,000
Supervisor of Corporate Services	Up to	$ 5,000
Supervisor of Planning and Development	Up to	$ 5,000
Aquatics Supervisor	Up to	$ 5,000
Mechanic	Up to	$ 5,000
Family and Community Support Coordinator	Up to	$ 5,000
Other authorized staff that hold a P.O. Book	Up to	$1,000

E.O.

TITLE: PURCHASING

PROCEDURES

All purchases, which are charged to the account of the Town with various suppliers, must be preceded by the issuance of a Purchase Order. The following payments do not require a Purchase Order: purchases made with the Town's Royal Bank Visa card, government transfer payments, petty cash, expense accounts, progress payments for capital projects, professional fees, instructor fees and volunteer honorariums.

It is the ordering department's responsibility to ensure that goods or services ordered and invoiced for, have been received in satisfactory condition

PURCHASE ORDERS

Purchase Orders must be completed and bear the appropriate authorizations as per the above authorizations and approvals prior to ordering goods or services on behalf of the Town. The approving individual is responsible to ensure that the purchase is appropriate and within the budget guidelines. The following information must be provided:

- date
- supplier name and address
- number of items ordered
- brief description of goods or services
- code of applicable expense account
- firm price or if firm price is not available, an estimate with a note that an estimate is being provided
- signature of authorizing individual within their signing authority

The following processes are how payments are authorized for processing in the Accounting Department:

For Goods/Services Received Immediately

1. Fill out PO with correct amount, GST, total and budget code.
2. Ensure that the approval signature is appropriate to the expenditure.
3. Signature of Receiver line is signed by the Town employee designated to pick up goods or when services delivered.
4. White copy is given to Vendor for their records.
5. Attach yellow and goldenrod copies of the PO with the invoice/packing slip as supplied by the vendor.
6. Deliver this to the Accounting Department for processing.

E.O.

TITLE: PURCHASING

PROCEDURES

For Goods/Services Received at a Later Date

1. Fill out PO with correct amount, GST, total and budget code.
2. Ensure that the approval signature is appropriate to the expenditure.
3. .White copy is given to Vendor for their records.
4. Give yellow copy to Accounting Department for holding and matching to invoice when it is received.
5. When the goods/services are received, Signature of Receiver line is signed by the authorized Town employee.
6. Deliver goldenrod copies of the PO with the delivery slip(s) as supplied by the vendor to the Accounting Department for processing.

The Accounts Payable Accounting Clerk will maintain a log book of purchase order books issued. The log will indicate when and to whom the book was issued and the date that the book was returned.

EXPENSE REPORTS

The Mayor will approve the expense reports for the Councillors and CAO.

The CAO will approve the expense report for the Mayor.

The CAO will approve the expense reports of all Directors.

The Directors will approve the expense reports of all employees reporting to them.

The Supervisors will approve the expense reports of all employees reporting to them.

E.D.

TITLE: PURCHASING

PROCEDURES

EMERGENCY EXPENDITURES

This policy will not supersede the Town Emergency Response Plan Policy with dictates the procedures of the necessity to protect people and property of the Town of Slave Lake.

AMOUNTS LEGALLY REQUIRED TO BE PAID

Whenever circumstances allow, these amounts will be included in the annual budget adopted by Council.

Council delegates the CAO to make such payment and verify and authorize it. Verification shall consist of a written legal opinion or Order of a Court or quasi judicial body.

Such CAO approved expenditures shall be reported to Council monthly. Reports will include nature of the legal obligation, method of verifying that obligation exists, nature and amount of the expenditures.

OTHER UNBUDGETED/UNPLANNED EXPENDITURES

These expenditures shall be identified by the Senior Managers to the CAO and Mayor and Council amounts of $10,000 or more.

A report to the CAO, Mayor and Council should contain a recommendation of where possible funding for the amount could be funded (i.e. reserves, general surplus).

Please refer to Attachment 2 for a Decision Making Chart with regard to emergency expenditures, amounts legally required to be paid and other unbudgeted/unplanned expenditures.

E.D.

TITLE: PURCHASING

PROCEDURES - ATTACHMENT 1

SELECTION OF VENDOR FOR (PURCHASE)

BEST VALUE ASSESSMENT SHEET

Value Criteria Description	Weight (W)	Vendor A		Vendor B		Vendor C	
		Score (S)	Total (WxS)	Score (S)	Total (WxS)	Score (S)	Total (WxS)
Total							
*Selected Tender							

COMMENTS: _____

_____

Prepared By:_____ Date: _____

INSTRUCTIONS:

STEP: 1. Value criteria and weighting to be completed BEFORE seeking quotes or tender. Weight of the value most important criteria shall equal 10. Other weights will be weighted in relation to the most important criteria.

STEP: 2. Score each vendor on each value criteria, being careful to be objective in your scoring. Give a score of 10 to the best vendor in each value criteria, and then score the others in relation to the top score, i.e. On price item, give best price a 10 and score others in comparison to best price'. To ensure "confidential" local preference guideline is applied, score price of local bidder after adjusting price fully. For example, if local price guideline is 5% and Bidder C (non-locals) price F.O.B. Slave Lake is $600.00 and Bidder D (local) is $666, they both get 10 price If bidder "A's" price was $1,000 and "B" $800 you might give them scores of 0 + 5 respectively.

STEP: 3. Total the scores by multiplying the score by the weighting of each value and then totaling.

Value Criteria Description	Weight (W)	Vendor A		Vendor B	
		Score (S)	Total (WxS)	Score (S)	Total (WxS)
After Sales Service	10	6	60	10	100
Price	10	10	100	5	50
Operating Costs	5	10	50	5	25
Total			***210**		**175**
* - Selected Tender					

STEP: 4. Award tender to vendor with greatest points, i.e. A in example shown in step 3.

TITLE: PURCHASING

PROCEDURES - ATTACHMENT 1

EXAMPLES
SELECTION OF VENDOR FOR (PURCHASE)
BEST VALUE ASSESSMENT SHEET

Value Criteria Description	Weight (W)	Vendor A		Vendor B		Vendor C	
		Score (S)	Total (WxS)	Score (S)	Total (WxS)	Score (S)	Total (WxS)
Example 1 Fire Pump				**Local**			
Price	8	10	80	8	64	7	56
Dependability	10	5	60	10	100	10	100
Service	6	3	18	5	30	10	60
Total			**158**		**194**		***216**
Example 2 Police Cruiser/Loader		**Local**					
Price	10	7	70	8	80	10	100
Longevity	5	5	25	6	30	7	35
Ease of Use	10	8	80	10	100	8	80
Service	10	9	90	8	80	7	70
Repair Frequency	10	9	90	9	90	6	60
Reorder Capability	5	7	35	7	35	7	35
Total			**390**		***413**		**380**
Example 3 Photocopy Paper		**Local**					
Price	10	9	90	8	80	7	70
Delivery	5	10	50	8	40	10	50
Quality	2	10	20	10	20	10	20
Total			***164**		**140**		**142**
*Selected Tender							

Highest Price, Best Value

Best Value

Lowest Price, Worst Value

TITLE: PURCHASING

PROCEDURES - ATTACHMENT 2

Decision Making Chart

	Situation	Signing Authority	Approved By	Status
Emergency (As per Emergency Policy)	Serious injury or damage if action not taken immediately	CAO	CAO	1. Over $80,000 Advise Mayor immediately, Council within 24 hours. 2. Between $10,000 to $80,000 Report to Council Meeting Monthly. 3. Below $10,000 Quarterly Budget Report
Amounts Legally required to be Paid	All	CAO	Council	Status reports on previously approved expenditures to Council on quarterly basis
Unbudgeted/Unplanned Expenditures				
Core Service - Required to sustain (Capital, Operational Budgets or Health and Safety concerns) **See Note 1.**	a. Has own budget envelope room within sub-function/project through identified savings or revenue	Department Managers up to $10,000	CAO up to $80,000	Status reports to Council on quarterly basis
	b. Has no budget room within sub-function/project but within the overall annual Town budget	CAO	CAO up to $80,000 Council over $80,000	Status reports to Council on monthly basis
Discretionary Spending	Most effective use of funds within budget parameters and service level requirements	Department Managers up to $10,000	CAO up to $80,000	Status reports to Council on quarterly basis
Core Service and/or Discretionary Spending	Not within operational or capital budget parameters	Council	Council	Status reports to Council on quarterly basis

Note 1. Wage savings/vacant positions may only be reallocated toward other personnel related costs.

TOWN OF SLAVE LAKE

CATEGORY: Legislative
POLICY #: B.001
OWNER DEPT: Council
COUNCIL APPROVAL:

REVISED: April 11, 2017

TITLE: COUNCIL COMPENSATION POLICY

POLICY

POLICY STATEMENT:

Town Council will appoint a public citizen review committee (Council Compensation Committee). The purpose of this committee is to provide a comprehensive compensation package to the members of Town Council for the next term of office which is equitable and realistic yet enhances the spirit and principle of volunteer contribution to the Town of Slave Lake.

POLICY OBJECTIVE:

The objective of this policy is to:

1 Provide an adequate compensation package to attract people of ability and integrity as candidates for public office.

2 Provide systematic procedures for recording payment and reimbursement of items covered under the Council Compensation Policy.

3 Ensure fair, consistent practices with regard to Town Council's business travel.

4 Establish guidelines for the review of Council Compensation.

Date: June 20, 2017

Brian Vance – Chief Administrative Officer

CATEGORY: Legislative
POLICY #: B.001
OWNER DEPT: Council

TITLE: **COUNCIL COMPENSATION POLICY**

PROCEDURE

1.0 DEFINITIONS

1.01 Allowance and Monthly Expense Claim Form:

Appendix II and III.

1.02 Business Expenses:

Expenses incurred while on Town business or attending conventions/seminars (ie. travel, accommodation, meals).

1.03 Council Compensation Committee:

Public citizen committee appointed by Council to review and recommend changes to the council compensation package where appropriate.

1.04 Council Compensation Package:

Council's yearly allowance plus compensation per meeting and all other related business expenses.

1.05 Hourly Rate:

Fixed hourly rate approved by Council, paid for the following duties:

Standing committee meetings, training approved by Council by resolution, attendance at activities and events with official duties or Council resolution, other committee appointments by Council resolution, and any other time commitment approved by Council resolution not covered by other provisions of policy appendix or where the board/committee pays an honorarium.

1.06 Bi-weekly Allowance:

Bi-weekly amount paid to active elected officials in recognition of the time required to carry out their function. Included in the Bi-weekly Allowance are the following:

Dealing with public, meetings with administration, preparation time example; reviewing agendas, cheque and agreement signing, Town staff functions, activities and events without official duties or Council resolution, and attendance at seminars or functions without Council resolution.

Allowance is not paid in the case of disqualification or absence by a resolution of Council (as per Division 7 and 8 of the Municipal Government Act.)

1.0 DEFINITIONS

1.07 Official/Delegate:

Person who is appointed by or works for government or related agency.

1.08 Town Council:

Town of Slave Lake Mayor and Council members in office.

CATEGORY: Legislative
POLICY #: B.001
OWNER DEPT: Council

TITLE: **COUNCIL COMPENSATION POLICY**

PROCEDURE

2.0 RESPONSIBILITIES

2.01 Mayor:

Ensures that this policy is adhered to accordingly, monitor its effectiveness and when needed, recommend amendments to Town Council.

2.02 Town Council:

(a) Approves amendments to this policy

(b) Appoints public citizens to the Council Compensation Committee for the next term of office and approve recommendations brought forward for the next term of office.

(c) Fills out the allowance and monthly expense claim forms accordingly in Appendix II and III.

2.03 Council Compensation Committee:

Reviews the current compensation package and present recommendations of changes to the present Council for the next term of office in accordance to this policy.

2.04 Director of Finance and/or CAO:

(a Organize and implement the Council Compensation Committee and act as a staff information resource person as requested by the Committee.

(b) Budget annually sufficient funds to cover Town Council's allowance and monthly expenses.

(c) Pay monthly to Town Council, compensation in accordance with this policy.

(d) Advise the Mayor of any inconsistencies or questionable claims shown on the Allowance/Monthly Expenses Claim Forms.

2.05 Executive Assistant to Chief Administrative Officer:

Make arrangements/bookings as requested by Town Council for Town of Slave Lake related business.

CATEGORY: Legislative
POLICY #: B.001
OWNER DEPT: Council

TITLE: **COUNCIL COMPENSATION POLICY**

PROCEDURE

3.0 STANDARDS/GUIDELINES

COUNCIL COMPENSATION COMMITTEE (See Appendix I)

3.01 The Council Compensation Committee shall consist of five (5) public voting members appointed every four years by Town Council to review the current compensation package and recommend changes for the next term of office. The Director of Finance and/or the Chief Administrative Officer shall be the staff person available to the committee as a resource of information and when requested, to attend meetings. (Advertising for Committee – see Policy C.d. 001)

3.02 The term of office for the Council Compensation Committee will begin May and end no later than September during the year of upcoming new term of office for Town Council. Frequency of meetings will be determined by the Council Compensation Committee.

3.03 Upon the request of the Council Compensation Committee, Town Council may be available to discuss the compensation package prior to recommendations being brought forward. Town Council or employees shall not interfere with the analysis or decision-making process in revising the compensation package.

3.04 When recommended changes from the Council Compensation Committee are brought forward to Council, Council may make amendments prior to approval of the revised compensation package. Once approved the revised rates will be posted in Appendix II as part of this policy.

3.0 STANDARDS/GUIDELINES (cont.)

OUT OF TOWN BUSINESS/CONVENTIONS/SEMINARS

3.05 Town Council Members are encouraged to attend out of town meetings/conventions/seminars relevant to their portfolio or when it is a benefit to the Town (eg. A.U.M.A. convention).

3.06 In areas where the presence of the Council member's spouses is deemed necessary or appropriate, the spouse's expenses will be paid by the Town, upon prior approval by Council.

3.07 Using his/her discretion, when a Council member is hosting an official or delegate for special purpose, expenses will be paid by the Town.

3.08 All Council Members may attend Alberta Urban Municipalities Association (A.U.M.A.) and "in Province" Federation of Canadian Municipalities (F.C.M.).

3.09 When F.C.M. is out of Province, the Mayor and two Councillors may attend by resolution.

3.10 In the case of unanticipated circumstances Council can amend guidelines by resolution with a 2/3 majority vote.

CATEGORY: Legislative
POLICY #: B.001
OWNER DEPT: Council

TITLE: **COUNCIL COMPENSATION POLICY**

PROCEDURE

4.0 POLICY PROCEDURES

4.01 All monthly expense claims (see Appendix III) are to be submitted to the Executive Assistant for Mayor approval. Expense Claims will be submitted to accounts payable once approved. If a Town Council member has accumulated expenses prior to month end, he/she may submit receipts to the Executive Assistant for Accounts Payable and request that a cheque be submitted as soon as possible.

4.02 Town Council will be paid a bi-weekly allowance. Meetings are reimbursed following the submission of their bi-weekly timesheet, as stated in Appendix II.

Bi-weekly timesheets must be submitted to the payroll department every second Friday, **therefore all timesheets must be handed into the Executive assistant not later than Thursday for Mayor approval**. No payments are sent without a signed timesheets. If a timesheet is handed in late it will be processed the following pay period. Time sheets not submitted in a timely manner interfere with annual budgets, yearend numbers and processes etc.

4.03 "In accordance with Revenue Canada's provisions for Municipal Officials, one third (1/3) of the total allowances paid to municipal officials shall be deemed to be in lieu of expenses. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered as earnings."

APPENDIX I

TOWN OF SLAVE LAKE

COUNCIL COMMITTEES & BOARDS FACT SHEET (File 1003.04)

TITLE: **COUNCIL COMPENSATION COMMITTEE**

Type of Committee/Board:	Project
Function of Committee/Board:	Responsible to review the current compensation package of the Mayor and Councillors and recommend any changes to Council, in the month of September of the election year.
Frequency/Dates of Meetings:	Once per month
Meeting Place:	Town Office / Council Chambers

Committee Make-Up:

Voting	Non-Voting	
		Councillors ( )
5		Council Appointees
	1	Town Staff ( )
5	1	TOTAL

Chairman is:	Selected by the Committee
Secretary is:	Selected by the Committee
Town Staff is:	Director of Finance or Chief Administrative Officer

Information considered useful to orient new Committee/Board Members: Previous Compensation Report to Council

Latest AUMA Survey, Comparable Municipalities

NOTE: The information above is a brief outline of the committee's operation. The legal details are found in Policy and Procedure B.001.

Current Status:

Member	Date Appointed	Term (yrs)	Expiration of Term
	Upon Approval	½	
	Upon Approval	½	
	Upon Approval	½	
	Upon Approval	½	
	Upon Approval	½	
	Upon Approval	½	

POLICY #: B.001

APPENDIX II

TOWN COUNCIL MEMBER – BI-WEEKLY ALLOWANCE AND MEETING COMPENSATION

Term of Office, 2017 - 2021

	November 01, 2017 to October 31, 2021
Mayor	
Annual Allowance	$23,000
(3 monthly meetings)	$280
Deputy Mayor	
Annual Allowance	$ 13,800
(3 monthly meetings)	$250
Councillor	
Annual Allowance	$ 12,650
(3 monthly meetings)	$250
Lost Wages	
Hourly Rate	$ 45
To a Maximum of Daily Rate	$ 350

All other Council appointed meetings (other than the 3 regularly scheduled meetings of Council, are paid at $45 p/hour to a max of $350 (day rate)

(unless the commission / authority directly compensates for the meeting)

Out of Town Business/	
Conventions / Seminars	
Daily Rate	$ 350

Starting on November 1, 2017 as per motion of council, **That the annual allowance increase be at the Town of Slave Lake C.O.L.A rate per year for each for the four years beginning November 1, 2017.**

Note: One third of the allowance and amount per meeting is tax exempt; no EI is deducted, CPP is payable.

Appendix II (page 2)

Councillor Bi-Weekly Timesheet

TOWN OF SLAVE LAKE

Name:
Payperiod: April-02-17 to April-15-17

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Meeting Description	4-2	4-3	4-4	4-5	4-6	4-7	4-8
Councillors Council Meetings $220			1				
Standing Meetings $150		1					
Hourly Meetings $35	2			5			
Daily Rate $275						1	

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Meeting Description	4-9	4-10	4-11	4-12	4-13	4-14	4-15
Councillors Council Meetings $220			1				
Standing Meetings $150							
Hourly Meetings $35				1			
Daily Rate $275							

Date:	Meeting Details

Meeting Description	Unit	Rate	Total
Total Council Meetings	2	$220.00	$440.00
Total Standing Meetings	1	$150.00	$150.00
Total Hourly Meeting	8	$35.00	$280.00
Total Daily Rate	1	$275.00	$275.00
Bi-Weekly Allowance	1	$346.15	$346.15
Total Remuneration			$1,491.15

Signature: _____

Approval Signature: _____

Notes:
1. Mayor Bi-Weekly rate = 692.31
2. Deputy Bi-Weekly rate = 384.62
3. Council Bi-Weekly rate = 346.15

*Expense Claims are to be handed into the Executive Assistant

Mayor Bi-Weekly Timesheet

TOWN OF SLAVE LAKE

Name:
Payperiod: April-02-17 to April-15-17

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Meeting Description	4-2	4-3	4-4	4-5	4-6	4-7	4-8
Mayor Council Meetings $250			1				
Standing Meetings $150		1					
Hourly Meetings $35				6			
Daily Rate $275						1	

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Meeting Description	4-9	4-10	4-11	4-12	4-13	4-14	4-15
Mayor Council Meetings $250			1				
Standing Meetings $150							
Hourly Meetings $35				1			
Daily Rate $275							

Date:	Meeting Details

Meeting Description	Unit	Rate	Total
Total Mayor Council Meetings	2	$250.00	$500.00
Total Standing Meetings	1	$150.00	$150.00
Total Hourly Meeting	7	$35.00	$245.00
Total Daily Rate	1	$275.00	$275.00
Bi-Weekly Allowance	1	$692.31	$692.31
Total Remuneration			$1,862.31

Signature: _____

Approval Signature: _____

Notes:
1. Mayor Bi-Weekly rate = 692.31
2. Deputy Bi-Weekly rate = 384.62
3. Council Bi-Weekly rate = 346.15

*Expense Claims are to be handed into the Executive Assistant

APPENDIX III

TOWN COUNCIL MEMBER - MONTHLY EXPENSE CLAIM FORM

Expense Claim Form

TOWN OF SLAVE LAKE

Date: _____

NAME: _____

PURPOSE: _____

TIME/DAY DEPARTED: _____

TIME/DAY RETURNED: _____

CLAIMS	**Amount (less GST)**	**GST**	**Total**
Gas Receipts x 1	$_____	$_____	$_____
Mileage _____ kms @ $0.54	$_____	$_____	$_____
Hotel Receipts	$_____	$_____	$_____
Meals			
Breakfast (Max $15.00)	$_____	$_____	$_____
Lunch (Max $20.00)	$_____	$_____	$_____
Dinner (Max $30.00)	$_____	$_____	$_____
Complete Days @ $65.00	$_____	$_____	$_____
Other	$_____	$_____	$_____
TOTAL CLAIM	$_____	$_____	$_____

EXPENSE CODE: 2-11-200-00

_____ _____

Councillor Mayor

TITLE: COUNCIL COMPENSATION POLICY

Appendix III (Page 2)

Business Expenses

Travel (cents/km)	$ 0.54 / km
Meals ($/day)	$ 65
Breakfast	$ 15
Lunch	$ 20
Supper	$ 30
Accommodation	Actual Cost as per receipt.

Note: Receipts for meals will be accepted to maximum of daily allowance.
Alcohol will not be reimbursed.

Mayor Bi-Weekly Timesheet

TOWN OF SLAVE LAKE

Name: _____

Payperiod: _____ to _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 1)							
Mayor Council Meetings $280							
Hourly Meetings $45							
Daily Rate $350							

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 2)							
Mayor Council Meetings $280							
Hourly Meetings $45							
Daily Rate $350							

Date:	Meeting Details

Meeting Description	**Unit**	**Rate**	**Total**
Total Mayor Council Meetings	**0**	$280.00	$0.00
Total Hourly Meeting	**0**	$45.00	$0.00
Total Daily Rate	**0**	$350.00	$0.00
Bi-Weekly Allowance	**1**	$769.23	$769.23
Total Remuneration			

Signature: _____

Approval Signature: _____

Notes:

1. Mayor Bi-Weekly rate = 769.23
2. Deputy Bi-Weekly rate = 461.54
3. Council Bi-Weekly rate = 423.08

*Expense Claims are to be handed into the Executive Assistant

Councillor Bi-Weekly Timesheet

TOWN OF SLAVE LAKE

Name: _____

Payperiod: _____ to _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 1)							
Councillors Council Meetings $250							
Hourly Meetings $45							
Daily Rate $350							

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date (Week 2)							
Councillors Council Meetings $250							
Hourly Meetings $45							
Daily Rate $350							

Date:	Meeting Details

Meeting Description	**Unit**	**Rate**	**Total**
Total Council Meetings	**0**	$250.00	$0.00
Total Hourly Meeting	**0**	$45.00	$0.00
Total Daily Rate	**0**	$350.00	$0.00
Bi-Weekly Allowance	**1**	$423.08	$423.08
Total Remuneration			**$423.08**

Signature: _____

Approval Signature: _____

Notes:

1. Mayor Bi-Weekly rate = 769.23
2. Deputy Bi-Weekly rate = 461.54
3. Council Bi-Weekly rate = 423.08

*Expense Claims are to be handed into the Executive Assistant

Town of
SLAVE LAKE

TOWN OF SLAVE LAKE

Council Policy

Department:	Council	Policy No:	CO.LEG-23.1003
Policy Title:	Council Boards and Committees	Issue Date:	11-14-2023

1. POLICY STATEMENT

The Town of Slave Lake will establish and maintain an orderly system for the appointment, guidance, and remuneration of community members appointed to Council Committees/Boards established by Bylaw or Resolution of Council. Councilors are appointed as representatives to committees/boards at the annual organizational meeting of Council (usually in October of each calendar year).

2. POLICY OBJECTIVE

The objective of this policy is to:

2.1. Promote a broad representation, involvement, and ownership in community decision making.

2.2. Provide a system that will facilitate the efficient and orderly appointment of community members to Council Committees/Boards.

2.3. Ensure that members of Council Committees/Boards are aware of the expiry date of their terms of office and given the opportunity to apply for reappointment to a Committee/Board.

2.4. Ensure that the environment within which decision making occurs for Council Committees/Boards promotes an open, positive, effective and efficient atmosphere.

2.5. Establish a standard set of guidelines for the roles and responsibilities of Council Committees/Boards membership.

2.6. Achieve results by developing recommendations and/or carrying out projects within the Committee's established mandate, as assigned by Council from time to time.

2.7 Establish a remunerative value or honorarium in recognition for the loss of personal/business time as required

3. DEFINITIONS

3.1. Administration:

Matters and decisions dealing with day-to-day operations involved in implementation of policy through the application of procedure.

3.2. Bylaw:

Shall mean the method by which Council may act pursuant to the Municipal Government Act in establishing a specific Council Committee/Board.

3.3. Community Member:

Shall mean any resident, or non-resident eligible for appointment to any Council Committee/Board as provided for by Council.

3.4. Council Committees/Boards:

Shall mean any Board, Committee or other body, whereby each member is appointed by resolution of Council.

3.5. Council Compensation Committee:

Shall mean the Committee as struck for the purposes of reviewing Council's remuneration levels in the year of a General Municipal Election, usually identified in the most recently passed Procedures Bylaw.

3.6. Honorarium

Shall mean the remunerative value as recommended by the Council

Compensation Committee and may be adopted by Council from time to time. Boards and Committees that meet six (6) or less times in one calendar year,

do so as Community Volunteers and will not receive a paid honorarium. If a board meets six (6) or more times in one Calendar year, the secretary or

admin for that board will track and submit the remuneration values (values are as per appendix to the Accounts Payable department annually. (In January of each calendar year).

3.7. Mandate:

Role or purpose given to the Committee as set out by Council through Bylaw or Resolution.

3.8. Membership:

Means all members of the Council Committees/Boards whether elected (Town Councilor) or appointed (Community member).

3.9. Policy:

A statement of the Town's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas. It is narrow enough to give clear guidance, but broad enough to leave room for administrative discretion. (Ends not Means).

3.10. Procedure:

Instructions to Town employees on how to carry out the intent of the policy. It states clearly and exactly what must be done and usually states who is to do it and by when; procedures may be in a flow chart form. (i.e., Resource management, Means not Ends).

3.11. Process:

Methods in which Committee business is dealt with before, during, and after a meeting.

3.12. Public at Large:

Shall mean any resident, or non-resident appointed by bylaw/resolution of Council to any Council Committee/Board.

3.13. Resident:

Shall mean any person residing within the Municipal boundaries of the Town of Slave Lake.

3.14. Resolution:

Shall mean the method by which Council may act pursuant to the Municipal Government Act in establishing a specific Council Committee/Board.

3.15. Selection Committee / Process:

Openings for public members are advertised in the newspaper and on the Town website for at least two (2) weeks.

Applicants are reviewed in "closed meetings" as per FOIP, appointed in a public / open meeting of Council by a resolution of Council.

Council members are appointed by fellow members of Council at the annual organizational meeting of Council.

3.16. Staff:

The CAO has been appointed by Council to be a member of ALL committees and Boards. The CAO is a Council representative.

The CAO may appoint a Town employee to assist Council Committee/Board. Staff are not considered a member of the committee and do not have voting rights.

4. RESPONSIBILITIES

4.1. Chief Administrative Officer (CAO):

Being overall responsible to Town Council for policy research/analysis and administration of decisions, will:

(a) Ensure that recommendations are administered consistently throughout the organization.

(b) Address process and policy problems as they arise.

(c) Arrange necessary group training for clarification of roles on the committee and ensure appropriate orientation for Committee/Board members.

(d) Approve amendments to the procedures.

(e) Review public memberships (as brought forward by staff) of Council Committees/Boards to ascertain the names of all members whose terms will be expiring within the current year.

(f) Correspond with those members whose terms are expiring and who are eligible for re-appointment, enquiring as to whether they wish to have their name stand for re-appointment.

(g) Advertise for applicants to fill vacancies on Council Committees/Boards, after consultation with the staff member and chairperson

(h) Advertise for applicants to fill any vacancy occurring on Council Committees/Boards due to resignation once notification of such resignation has been received.

(i) Provide application forms and related information to anyone interested in applying for a position on a Council Committees/Boards.

(j) Inform all candidates of decision of Council on appointments to Council Committees/Boards.

4.2. Committee Chair:

As the leader of the Committee to:

(a) Understand Committee's mandate and conduct meetings accordingly.
(b) Support and make Committee's recommendations to Town Council and report back the Council's decision to the Committee.
(c) Establish agenda items in conjunction with Town Staff.
(d) Lead the meeting process to maximize the effectiveness of the Committee.
(e) To liaison with appointed Town Staff and/or the CAO as may be required.

4.3. Committee Members:

As citizens providing input/effort in community decision making to:

(a) Understand Committee's mandate and participate fully in meetings accordingly.
(b) Put together, endorse and support recommendations to Town Council.
(c) Understand and foster expression of community needs within their mandate.
(d) Follow Town Policy and procedures, e.g. Code of Conduct.

4.4. Council Committees/Boards:

(a) Appoint a chairperson and such other officers as may be provided for in the applicable Bylaw/Resolution establishing the Council Committee/Board.
(b) Carry out its mandate.
(c) Report to Town Council on its activities as required from time to time.

4.5. Council Compensation Committee:

(a) To review the honorarium for Public at Large members and Council Members.
(b) To provide such recommendation to Council as may be deemed appropriate.

4.6. Council Representative:
As the policy link between Town Council and the Committee to:

(a) Understand mandate and recommend changes to Town Council.
(b) Express Council's policy decisions and rationale behind their mandate to the Committee
(c) Acquire advice/direction on policy and process matters from Town Council when deemed necessary

4.7. Director of Finance

(a) To undertake those duties as delegated by the CAO.
(b) The Director of Finance may delegate tasks to other members of the Finance Department as he/she deems necessary.
(c) To ensure timely payment of the claims to Public at Large members for remuneration as required.
(d) To ensure all requirements, as may be necessary, are addressed, with respects to federal, provincial or other withholdings.

4.8. Mayor:

(a) Attend meetings as ex-officio members as he/she deems appropriate.

4.9. Public at Large Member:

(a) To make accurate claims within the parameters of the policy regarding any remuneration claimed.

4.10. Staff

Being responsible through the Chief Administrative Officer for policy research/analysis and administration with the Committee's mandate, will:

(a) Understand, educate and advise Committee Members in regards to their mandate and process.

(b) Research, inform and present administrative recommendations to the Committee on policy/action items identified by Council.

(c) Establish agenda in conjunction with the Committee Chair and distribute accordingly.

(d) Report all major Committee priorities and process concerns to the CAO.

(e) Manage revenue and expenses within approved budget.

4.11. Selection/Process:

(a) Advertise for public members for Council Committees/Boards.

(b) Review and short list applicants to Council Committees/Boards.

(c) Interview or otherwise assess those applicants for Boards which have been short-listed.

(d) Recommend to Town Council the appointment of community members to Council Committees/Boards.

(e) The CAO will bring the list of candidates forward to Council via "In Camera / Closed session" on the appropriate Council agenda.

4.12. Town Council:

As the ultimate responsible body elected by citizens to:

(a) Establish the mandate for each committee.

(b) Give advice/direction on policy and process matters to the Committee Chair.

(c) Consider objectively recommendations presented from committees and make decisions accordingly.

(d) Approve and change budget.

(e) Approve amendments to the statement or objectives of the policy.

(f) Appoint community members in accordance with the terms of references of the applicable Bylaw/Resolution establishing the Council Committees/Boards.

(g) Review the membership on Council Committees/Boards and may, for any reason it considers proper and where provided for in the applicable Bylaw/Resolution establishing the Council Committees/Boards, revoke the appointment of a member of a Committee/Board and appoint a successor to fill the vacancy.

(h) Amend the applicable Bylaw/Resolution establishing the Council Committees/Boards from time-to-time as may be appropriate.

(i) Convey letters of thanks on behalf of Council to all members of Council Committees/Boards who have resigned or whose term has expired.

5. STANDARDS AND GUIDELINES

5.1. Procedure

5.1.1 All Committee discussions are to be done in a positive, progressive manner with all committee members respecting the other member's roles/responsibilities.

5.1.2 Committee direction/decisions are to be focused on policy vs. administrative matters (procedure) (unless otherwise mandated i.e.. Library, Family and Children Social Services (FCSS), and Municipal Planning Commission (MPC) Subdivision and Development Appeal Board (SDAB).

5.1.3 Committee direction/decisions are to be based on the community's best interest vs. the member's special interest.

5.1.4 All Committee members, including the committee chair, have one vote on all matters. Council Representative shall vote at the committee and council meetings as he/she believes personally about the community's best interest.

5.1.5 Democratic rules of Town Council are to be followed at all times by the Committee as a whole and individually (i.e.: declaring conflict of interest, meeting procedure, motions, etc.).
Note: Follow Council Procedure Bylaw and Committee Schedules as guidelines.

5.1.6 All committee members are to attend all meetings and are disqualified if they are absent for three consecutive meetings unless such absence is authorized by resolution of the committee. Disqualification of council representatives must be approved by the Mayor.

5.1.7 Renumeration:
(a) Public at Large members are not employees of the municipality.

(b) Remunerative Value (if applicable) is not intended to be a direct re-imbursement to a Public at Large member for any actual, accumulated, or other loss, such as but not restricted to, wages, salary, profit, etc.

(c) Claims for re-imbursement of out-of-pocket expenses shall be in accordance with those Town of Slave Lake expense amounts in effect from time to time. (i.e., mileage, meals, etc.)

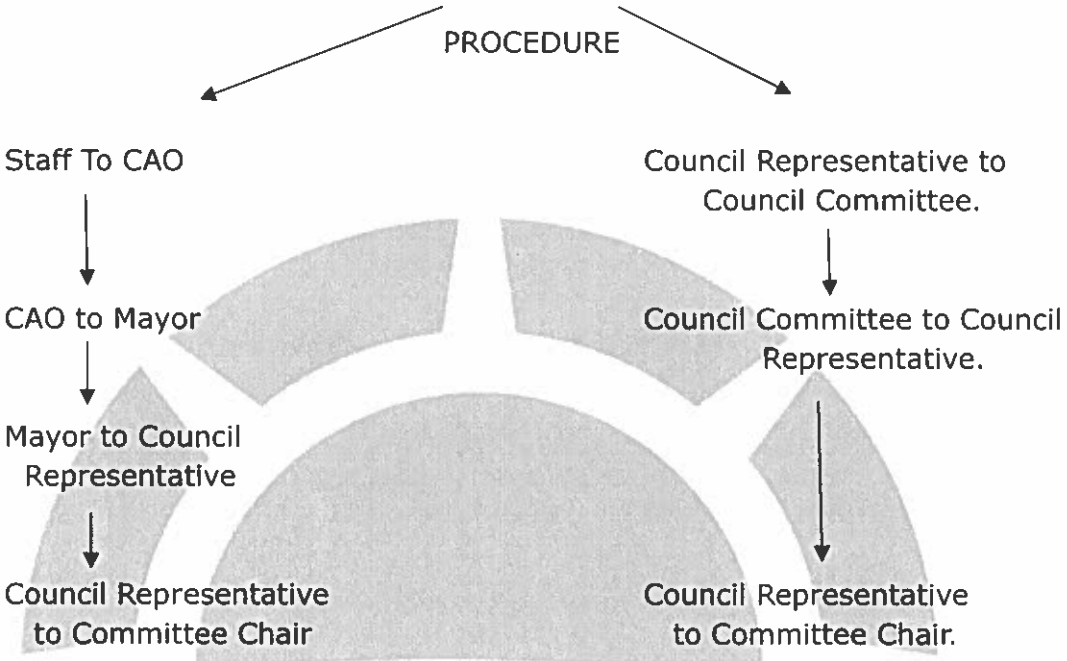
(d) Public at Large members are not authorized to host, approve expenditures, or make commitments on behalf of the Town.

(e) Public members are not paid to sit on committees/boards unless otherwise stated in this policy or specified by a particular committee / board bylaw or policy.

6. POLICY PROCEDURES

6.1 The committee chair is to ensure that the committee's mandate and process are being adhered to during meetings. If there is a concern that the Committee/Board's mandate and process is not being adhered to by the committee chair, then a council representative is to step in first, committee members second, and then the staff person third, to assist the committee chair to rectify the situation.

6.2 If mandate/process problems are not reconciled at the committee meetings as explained in 4.01, then one or both of the following procedures are to be followed after the meeting:



Note: Resolutions of mandate/process matters are to be communicated to all members involved by the Chairperson.

6.3 When the Committee desires to bring policy to Town Council, the following procedures are to be followed:

PROCEDURE

Present report to Council (unless otherwise pre-approved by Committee Chair, CAO and Council Representative)

Committee Chair explains on rationale behind recommendation.

Council representative elaborates on rationale of the Committee behind recommendation.

Town Council makes decision.

Committee Chair reports council decision to committee and council

Representative explains rationale behind decision.

APPOINTMENTS PROCEDURE

Advise Chief Administrative Officer of vacancy

↓

Chief Administrative Officer advises Council and Appropriate Staff.
Advertises the vacancy/term.

↓

Interested applicants complete form
(attach as Appendix I to this procedure)
file with Chief Administrative Officer.

↓

Applications reviewed by CAO and Council Representative
With recommendations re: appointees
And terms developed.

↓

Town Council by resolution appoints applicants
to Boards for specified terms.

↓

The Chief Administrative Officer formally notifies unsuccessful applicants of Council decision by letter.

The Chief Administrative Officer formally notifies successful applicants of their Appointment/term; copy to relevant Board chairman.

6.4 All expenses claim forms (see Appendix I) are to be filled out five working days before the end of each month and submitted to the Director of Finance.

6.5 Public at large member will be paid an honorarium (if applicable) by the last day of January each Calendar year. If a Public member has accumulated expense, he/she may submit receipts to the Director of Finance/Accounts Payable and request that a cheque be submitted as soon as possible.

7. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor	Ward	11/16/2023
Chief Administrative Officer		2023/11/20

REVISED: October 25, 2023,

TITLE: COUNCIL COMMITTEES/BOARDS

APPENDIX I

TOWN COUNCIL PUBLIC MEMBER – HONORARIUM CLAIM FORM

NAME _____ FOR _____ (month/year)

1) Meetings attended:

Council Committee Meeting - _____

TOTAL _____ X $75.00 per meeting = _____

2) Additional Meetings/Training sessions attended. Date/Type:

_____

_____

_____

TOTAL _____ X $75.00 per meeting = _____

TOTAL $ _____

3) Expenses (list and attach receipts) _____

_____

_____

TOTAL _____ TOTAL $ _____

TOTAL CLAIM $_____

Submitted by: _____ Date: _____
(Signature)

SUBMIT TO ACCOUNTS PAYABLE, BEFORE THE END OF JANUARY (IN EACH CALENDAR YEAR)

For Office Use:	Cheque No:
2-11-15-00 (fees)	$_____
2-11-200-00(exp/all)	$_____
2-11-211-00(travel/subs)	$_____

REVISED: October 25, 2023

TITLE: COUNCIL COMMITTEES/BOARDS

APPENDIX II

COMMITTEE PUBLIC MEMBER COMPENSATION

Out of Town Business/
Conventions/Seminars

Amount/Day Rate (6.5 HOURS OR MORE)	$150.00/day

Business Expenses

Travel (cents/km)	$ 0.55
Meals ($/day to a maximum) *	$65.00
Accommodation	Actual Cost
Meeting	$75.00

(*)	Meal Allowance Breakdown:	Breakfast	$15.00
	(Without Receipts)	Lunch	$20.00
		Supper	$30.00

100% expenses paid with receipts to the allowable maximum as above.

CATEGORY: Public Service
POLICY #: D.c.001
OWNER DEPT: Operations
DATE APPROVED BY COUNCIL: June 25, 1986

REVISED:

TOWN OF SLAVE LAKE

TITLE: Public Accessibility for Disabled

POLICY

POLICY STATEMENT:

The Town of Slave Lake is committed to providing accessibility wherever reasonably possible for disabled persons in conjunction with new construction or reconstruction/repair of its roadways, sidewalks, buildings and other public properties, in accordance with the requirements of Alberta Building Code 1985.

PURPOSE OF POLICY:

To express the approach taken on Town property for accessibility of disabled persons.

TITLE: Public Accessibility for Disabled

POLICY

1.0 Definition

Accessibility is defined as the provision of parking spaces; drop curbs on sidewalks at pedestrian-crossing intersections, direct or ramp access to Town buildings and full internal mobility opportunities to the public access areas inside these buildings. Accessibility is primarily for wheel-chair users.

2.0 Procedure

General

The responsibility for ensuring the direct carrying out of this policy is with the Director of Engineering and Public Works.

Standards

a) Drop curbs on sidewalks at pedestrian-crossing intersections: An active staged program to construct drop curbs on main street will begin no later than in the summer of 1987; otherwise drop curbs will be constructed when new or repair/maintenance occurs in all areas of Town.

b) Direct/ramp access to Town buildings; and internal mobility opportunity. This will be the standard when constructing retrofitting municipal buildings and their public-accessible areas.

c) Dedicated parking spaces: The Town will provide for one dedicated handicapped parking stall in any public parking lot exceeding 50 stalls. The Town, under its development control by-laws, will encourage the same standard for private developments. The Director of Engineering and Public Works is to monitor usage of these stalls and may recommend additional or fewer dedicated stalls; either in lots or on street based on demand/usage of the parking stalls in an area.

d) Special events parking: All special events organizers expecting 200 or more persons to attend each day will provide for temporarily-established dedicated handicapped parking spaces, whether on the events grounds or with adjacent parking. The number of spaces will be dependent on total expected audience and past demand/usage experience, but must be at least one space. (This will be able to be done more effectively once major special events are made controllable under a specified permit process).

The proper use of dedicated handicapped parking stalls will be enforced by the by-law enforcement officer in conjunction with other parking violations when patrolling.

TITLE: Vehicle and Equipment Use

POLICY

TITLE: Town Vehicle *Use*

POLICY

POLICY STATEMENT:

The Town of Slave Lake recognizes that vehicles and equipment are a critical component in the delivery of services to the community and that they require a substantial investment of tax funds. Clear guidelines will be in place to ensure safety and to optimize the value of these assets.

POLICY OBJECTIVES:

a) To provide public service to the community as directed by Council.

b) To ensure the safety and well-being of Town employees.

c) To ensure the appropriate use of Town vehicles and equipment.

d) To minimize the Town's exposure to liability.

e) To comply with Canada Revenue Agency regulations relating to provision of vehicles to employees for personal use.

f) To promote a positive, progressive image of the Town of Slave Lake.

g) To maximize the life and usefulness of all Town vehicles

TITLE: Vehicle and Equipment Use

POLICY

1.0 Definitions

1.01 Business Associate:

An individual doing business with the Town of Slave Lake.

1.02 Employee:

Any individual employed by the Town of Slave Lake.

1.03 Mechanical Maintenance:

Major repairs and maintenance done by the mechanic.

1.04 On Call:

An employee designated by their Senior Manager to be available for after hours emergency service response to the public. The following employees are designated as being on call.

a) Fire Chief/Assistant Fire Chief

b) One (1) peace officer

c) One (1) appointed Public Works employee.

d) One (1) appointed Water Treatment Plant Operator.

e) Any other employee designated by their Senior Manager to be available for an after hours matter.

1.05 Routine Maintenance:

Pre-trip inspections, fluid level checks and cleaning of Town vehicles.

1.06 Senior Manager:

Any department director or the Chief Administrative Officer

1.07 Town:

The Town of Slave Lake as duly incorporated in the Province of Alberta

1.08 Town Council:

Town of Slave Lake Council.

1.09 Town Vehicle:

Any vehicle owned by the Town of Slave Lake, including heavy-duty equipment, that operates on public streets/highways.

TITLE: Vehicle and Equipment Use

POLICY

1.10 Vehicle Operator:

Anyone approved to operate a Town vehicle.

TITLE: Vehicle and Equipment Use

POLICY

2.0 Responsibilities

2.01 *Chief Administrative Officer* (CAO) to:

Ensure policy compliance and when needed, recommend changes to Council.

2.02 Director of Operations to:

a) Manage the Town's fleet of vehicles including additions, replacements, assignments and disposals.

b) Ensure the ongoing maintenance of all Town vehicles.

c) Report to the respective Senior Manager any evidence of vehicle damage (accident, abuse or neglect) that occurred while a Town vehicle was in use.

d) Monitor all matters of vehicles safety & operations.

e) Monitor and identify training needs in regards to operating vehicles and recommend to Senior Managers implementation of programs.

2.03 Senior Managers to:

Ensure that their department employees are adhering to this policy and have the necessary training for the safe and efficient operation of vehicles.

2.04 Administrative Services Coordinator to:

Ensure that required information pertinent to vehicle collisions, theft and vandalism is given to the insurance company and the CAO.

2.05 Vehicle Operator to:

a) Be fully accountable for their conduct while driving Town vehicles.

b) Ensure that routine maintenance is conducted on their assigned vehicle and to report to the mechanic any detected maintenance problems.

c) *Report any damage or accidents to the vehicle no later than the morning of the next regular work day following the event, to their immediate supervisor (or supervisor's supervisor if he or she is not available). The immediate supervisor shall advise the Town mechanic and the Administrative Services Coordinator that same day.*

d) Use vehicles only for approved purposes and within established guidelines

TITLE: Vehicle and Equipment Use

POLICY

2.06 Director of Finance

Ensure that Canada customs Revenue Agency (CCRA) Regulations are applied and reviewed on an annual basis.

TITLE: Vehicle and Equipment Use

POLICY

3.0 Guidelines

3.01 Unless otherwise approved by Council in an employee's contract of employment with the Town of Slave Lake, all of the following policies shall apply.

3.02 Except for circumstances when there is benefit to the Town, and with the approval of the Director, employees are responsible to get back and forth to work without the use of Town vehicles.

3.03 Unless otherwise permitted under this policy all Town vehicles will be parked at the employee's respective department facilities at the end of their shift.

3.04 Business associates are allowed to accompany employees in Town vehicles in or out of Town.

3.05 Non-employees, other than business associates, will not be allowed to accompany employees in Town vehicles *without prior approval from the CAO.*

3.06 Employees assigned to individual Town vehicles will be responsible for routine maintenance on the vehicle which includes:

- fluid/oil level checks and changes when necessary
- tire pressure/wear & tear inspections
- clean vehicle inside and out at all times
- report any apparent damage to the Operation's department

3.07 Employees and all other vehicle operators who are signing out a Town vehicle shall do a pre-inspection using the form provided and when returning vehicle shall do a post-inspection using same form.

3.08 Employees and all other vehicle operators shall have a valid Alberta Operators License appropriate to the vehicle being driven.

3.09 Employees and all other vehicle operators shall provide a Driver's Abstract before using a Town vehicle, and thereafter annually at the Town's expense. The CAO, in his/her discretion may deny use of a Town vehicle based on the Driver's abstract.

TITLE: Vehicle and Equipment Use

POLICY

4.0 Policy Procedures

Routine Maintenance/Safety of Town Vehicles

4.01 All Town vehicles will be operated in a safe and secure manner with employees being fully accountable for their actions.

4.02 Employees will follow all pertinent traffic laws while operating Town vehicles.

4.03 In the case of an employee being involved in a Town vehicle collision/vandalism/theft, the employee, to the best of his/her ability will do the following:

a) Ensure that the police are called to the scene of the accident as required.

b) Ensure that all pertinent information is collected which includes name, address, phone number, license plate number, drivers license number, insurance coverage name and number of the other party. *Take pictures if possible of the scene and any damage.*

c) Ensure that his/her immediate supervisor and the Administrative Services Coordinator are informed of the collision/vandalism/theft as soon as possible.

d) Give a written statement, using appropriate form (Appendix B), to the *Senior Manager and Administrative Services Coordinator* within *one (1) working days* of the collision for insurance and reporting purposes.

e) Refrain from making any statements assuming responsibility for an accident. either on their own behalf or on behalf of the Town.

After Hours Use of Town Vehicles

4.04 Town vehicles may be taken to the employee's home/restaurant during the employee's lunch hour if he/she is providing public service on a job site other than their department facility, and/or working time is maximized by using the Town vehicle ,and doing so does not contravene with the Traffic & Commercial Vehicle Bylaws.

4.05 Employees who are on call, as well as supervisors and lead hands who routinely respond to duty calls, are permitted to take Town vehicles home after hours.

TITLE: Vehicle and Equipment Use

POLICY

4.06 Employees on call will have the choice to take a designated Town vehicle home or to leave it at their respective department facility.

4.07 An employee approved to take home a Town owned vehicle may use the Town vehicle for personal use within the Town limits provided that:

- *Doing so will improve response time to calls.*
- *The vehicle is not being used in a manner that would reduce response time (e.g. towing, carrying heavy loads or carrying dependent passengers) .*
- *The employee is immediately available by telephone if needed and is able and prepared to respond to a service call.*

Out of Town Use of Vehicles

4.08 Town vehicles will remain within 10 kilometers of Town limits unless assigned work responsibilities require otherwise.

4.09 Employees who live more than 10 kilometers outside the Town limits are responsible for their own transportation to and from Town when they are on call.

4.10 An employee going out of Town on business is encouraged to use a Town vehicle. If an employee is required to use their own vehicle because a Town vehicle is not available then they will be reimbursed at the full mileage rate as set out in the compensation policy. If a Town vehicle is available and an employee uses their own vehicle by choice they will be reimbursed for gas at 60% of the full rate as set forth in the Compensation Policy. If they use a Town vehicle employee will be reimbursed for gas receipts only. Employees traveling to the same meeting/training are expected to travel together when possible to reduce costs to the municipality.

4.11 Priority for use of Town vehicles going out of Town shall normally be determined by order of booking (first come, first served). This may be altered by senior management if a change is deemed to be in the best interest of the Town (e.g. someone is traveling a much further distance or several people rather than one would traveling together).

4.12 Using his/her discretion, the CAO may grant an employee approval for non-employees to accompany him/her in a Town vehicle.

TITLE: Vehicle and Equipment Use

POLICY

Community Use of Vehicles

a) Upon the written request of a community service organization and subject to the approval of the Chief Administrative Officer, Town vehicles may be used to support a non-profit community group project.

b) Whenever a Town vehicle is approved for after hours community use, the vehicle will:

- Be operated only by a Town employee qualified in operating the vehicle, and the operator will be fully responsible for the vehicle.
- Remain within the Town corporate limits.

4.13 Any charges/fines given to an employee while operating a Town vehicle shall be reported to their Senior Manager as soon as possible and documented in the employee's personnel file. Disciplinary action may apply. All charges/fines issued to an employee as a result of employee neglect/abuse while operating a Town vehicle, will be the responsibility of the employee.

4.14 Contravening any part of this policy may result in disciplinary action up to and including dismissal.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.c.002
OWNER DEPT: Operations

REVISED: January 23, 2018

TITLE: Town Vehicle Use

POLICY & PROCEDURE

POLICY STATEMENT:

The Town of Slave Lake recognizes that vehicles and equipment are a critical component in the delivery of services to the community and that they require a substantial investment of tax funds. Clear guidelines will be in place to ensure safety and to optimize the value of these assets.

POLICY OBJECTIVES:

a) To provide public service to the community as directed by Council.

b) To ensure the safety and well-being of Town employees.

c) To ensure the appropriate use of Town vehicles.

d) To minimize the Town's exposure to liability.

e) To comply with Canada Revenue Agency regulations relating to provision of vehicles to employees for personal use.

f) To promote a positive, progressive image of the Town of Slave Lake.

g) To maximize the life and usefulness of all Town vehicles

CAO, Brian Vance

Date: January 23, 2018

TITLE: Town Vehicle Use

PROCEDURE

1.0 Definitions

1.01 Business Associate:

An individual doing business with the Town of Slave Lake.

1.02 Employee:

Any individual employed by the Town of Slave Lake.

1.03 Mechanical Maintenance:

Most repairs and maintenance are done by the "in-house" mechanic.

Vehicles may from time to time be taken to outside shops (Ex. Warranty work") as deemed necessary by "In-house" mechanic or Director / Superintendent of Operations. Fire department fleet and industrial equipment are excluded from this policy.

1.04 On Call:

An employee designated by their Senior Manager to be available for after hour's emergency service response to the public and authorized to take Town owned vehicles home. The following employees are designated as being on call.

a) Fire Chief/Assistant Fire Chief
b) Fire Duty Officer
c) On Call Public Works employee.
d) On Call Utility Operator.
e) Director of Operations
f) Utility Lead Hand
g) Public Works Lead Hand
h) Senior Utilities Facility Operator
i) MRC / Parks Supervisor
j) Any other employee designated by their Senior Manager or the Chief Administrative Officer, to be available for specific hours.

TITLE: Town Vehicle Use

1.05 Routine Maintenance:

Pre-trip and post trip inspections, fluid level checks and cleaning of Town vehicles.

1.06 Senior Manager:

Any department director or the Chief Administrative Officer

1.07 Town:

The Town of Slave Lake as duly incorporated in the Province of Alberta

1.08 Town Council:

Town of Slave Lake Council.

1.09 Town Vehicle:

Any vehicle owned by the Town of Slave Lake, ~~including heavy-duty~~ excluding industrial and fire department vehicles that operates on public streets/highways. These are covered by other policies.

1.10 Vehicle Operator:

Anyone approved to operate a Town vehicle.

2.0 Responsibilities

2.01 *Chief Administrative Officer* (CAO) to:

Ensure policy compliance and when needed, recommend changes to Council.

2.02 Director of Operations to:

a) Manage the Town's fleet of vehicles including additions, replacements, assignments and disposals.

b) Ensure the ongoing maintenance of all Town vehicles.

c) Report to the respective Senior Manager any evidence of vehicle damage (accident, abuse or neglect) that occurred while a Town vehicle was in use.

d) Monitor all matters of vehicles safety & operations.

e) Monitor and identify training needs in regards to operating vehicles and recommend to Senior Managers implementation of programs.

2.03 Senior Managers to:

TITLE: Town Vehicle Use

Ensure that their department employees are adhering to this policy and have the necessary training for the safe and efficient operation of vehicles.

2.04 Administrative Services Coordinator to:

Ensure that required information pertinent to vehicle collisions, theft and vandalism is given to the insurance company and the CAO.

2.05 Vehicle Operator to:

a) Be fully accountable for their conduct while driving Town vehicles.

b) Ensure that routine maintenance is conducted on their assigned vehicle and to report to the mechanic any detected maintenance problems.

c) *Report any damage or accidents to the vehicle no later than the morning of the next regular work day following the event, to their immediate supervisor and the safety coordinator (or Chief Administrative Officer if the supervisor not available). The immediate supervisor shall advise the Town mechanic and the Administrative Services Coordinator that same day.*

d) Use vehicles only for approved purposes and within established guidelines

2.06 Director of Finance

Ensure that Canada Customs Revenue Agency (CCRA) Regulations are applied and reviewed on an annual basis.

3.0 Guidelines

3.01 Unless otherwise approved by Council in an employee's contract of employment with the Town of Slave Lake, all of the following policies shall apply.

3.02 Except for circumstances when there is benefit to the Town, and with the approval of the Director, employees are responsible to get back and forth to work without the use of Town vehicles. In no case will employees other than those listed in this procedure be able to take vehicles home, on a regular basis.

3.03 Unless otherwise permitted under this policy all Town vehicles will be parked at the employee's respective department facilities at the end of their shift.

3.04 Business associates are allowed to accompany employees in Town vehicles in or out of Town.

3.05 Non-employees, other than business associates, will not be allowed to accompany employees in Town vehicles *without prior approval from the CAO.*

3.06 Employees assigned to individual Town vehicles will be responsible for routine maintenance on the vehicle which includes:

TITLE: Town Vehicle Use

- fluid/oil level checks and changes when necessary
- tire pressure/wear & tear inspections
- clean vehicle inside and out at all times
- pre inspection and post inspection for each use
- report any apparent damage to the Operation's department and the safety coordinator

3.07 Employees who are signing out a general use Town vehicle located at the Town Office or the MRC shall do a pre-inspection using the form provided and when returning vehicle shall do a post-inspection using same form. Forms are in vehicle binders with Insurance documents, gas card and key. It is the employee's responsibility to take binder and complete the necessary form. The binders are maintained and kept by the Executive Assistant.

3.08 Employees and all other vehicle operators shall have a valid Alberta Operators License appropriate to the vehicle being driven.

3.09 Employees and all other vehicle operators shall provide a Driver's Abstract before using a Town vehicle, and thereafter annually at the Town's expense. The CAO, in his/her discretion may deny use of a Town vehicle based on the Driver's abstract.

TITLE: Town Vehicle Use

4.0 Policy Procedures

Routine Maintenance/Safety of Town Vehicles

4.01 All Town vehicles will be operated in a safe and secure manner with employees being fully accountable for their actions.

4.02 Employees will follow all pertinent traffic laws while operating Town vehicles.

4.03 In the case of an employee being involved in a Town vehicle collision/vandalism/theft, the employee, to the best of his/her ability will do the following:

a) Ensure that the police are called to the scene of the accident as required.

b) Ensure that all pertinent information is collected which includes name, address, phone number, license plate number, drivers license number, insurance coverage name and number of the other party. *Take pictures if possible of the scene and any damage.*

c) Ensure that his/her immediate supervisor and the Administrative Services Coordinator are informed of the collision/vandalism/theft as soon as possible.

d) Give a written statement, using appropriate form (Appendix B), to the *Senior Manager and Administrative Services Coordinator* within *one (1) working days* of the collision for insurance and reporting purposes.

e) Refrain from making any statements assuming responsibility for an accident. Either on their own behalf or on behalf of the Town.

After Hours Use of Town Vehicles

4.04 Town vehicles may be taken to the employee's home/restaurant during the employee's lunch hour if he/she is providing public service on a job site other than their department facility, and/or working time is maximized by using the Town vehicle, and doing so does not contravene with the Traffic & Commercial Vehicle Bylaws.

4.05 Employees who are on call, as well as supervisors and lead hands who routinely respond to duty calls, are permitted to take Town vehicles home after hours.

TITLE: Town Vehicle Use

4.06 Employees on call will take a designated Town Vehicle home

4.07 An employee approved to take home a Town owned vehicle, for responding to calls, may use the Town vehicle for personal use within the Town limits provided that:

- *Doing so will improve response time to calls.*
- *The vehicle is not being used in a manner that would reduce response time (e.g. towing, carrying heavy loads or carrying dependent passengers)*
- *The employee is immediately available by telephone if needed and is able and prepared to respond to a service call.*

Out of Town Use of Vehicles

4.08 Town vehicles will remain within 10 kilometers of Town limits unless assigned work responsibilities require otherwise.

4.09 Employees who live more than 10 kilometers outside the Town limits are responsible for their own transportation to and from Town when they are on call.

4.10 An employee going out of Town on business is encouraged to use a Town vehicle. If an employee is required to use their own vehicle because a Town vehicle is not available then they will be reimbursed at the full mileage rate as set out in the compensation policy. If a Town vehicle is available and an employee uses their own vehicle by choice they will be reimbursed for gas at 60% of the full rate as set forth in the Compensation Policy. If they use a Town vehicle employee will be reimbursed for gas receipts only. Employees traveling to the same meeting/training are expected to travel together when possible to reduce costs to the municipality.

4.11 Priority for use of Town vehicles going out of Town shall normally be determined by order of booking (first come, first served).This may be altered by senior management if a change is deemed to be in the best interest of the Town (e.g. someone is traveling a much further distance or several people rather than one would be traveling together).

4.12 Using his/her discretion, the CAO may grant an employee approval for non-employees to accompany him/her in a Town vehicle.

4.13 Vehicles are to be signed out using the outlook calendar.

TITLE: Town Vehicle Use

Community Use of Vehicles

a) Upon the written request of a community service organization and subject to the approval of the Chief Administrative Officer, Town vehicles may be used to support a non-profit community group project.

b) Whenever a Town vehicle is approved for after-hour community use, the vehicle will:

- Be operated only by a Town employee qualified in operating the vehicle, and the operator will be fully responsible for the vehicle.

- Remain within the Town corporate limits.

4.14 Any charges/fines given to an employee while operating a Town vehicle shall be reported to their Senior Manager as soon as possible and documented in the employee's personnel file. Disciplinary action may apply. All charges/fines issued to an employee as a result of employee neglect/abuse while operating a Town vehicle, will be the responsibility of the employee.

4.15 Contravening any part of this policy may result in disciplinary action up to and including dismissal.

Attachments:

1) Town Vehicle Use

TOWN VEHICLE USE

1. Use the Online calendar to sign out vans.
2. When picking up a vehicle (from any location) **please be sure to complete the trip sheet in the binder.**
3. **Ensure the registration, insurance and gas cards are in the binder upon pick up & return!**
4. **Town Vehicles are NO SMOKING!**
5. **Receipts! Must be kept. (Write your name on them) and put them in zippered compartment in the binder.** (Finance and / or Executive Assistant will collect them monthly)
6. **There is a list of Petro Canada Gas Station Locations in the binder.**
7. **CLEAN vehicles after each use. Do not leave garbage, equipment, work or personal items in vehicles.** (Car Wash receipts are to be kept with gas receipts)
8. **Ensure vehicle is fueled up before returned.** (For emergency reasons – they SHOULD NEVER BE BELOW HALF A TANK)
9. **Ensure you have completed a walk around and the Trip sheet when returning a vehicle.**
10. **Report any damages or maintenance issues to the Executive Assistant as soon as possible.**

TITLE: Emergency Response Plan

POLICY

POLICY STATEMENT:

The Town of Slave Lake Emergency Response Plan will be a guideline to determine appropriate action in the event of an emergency.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Provide a framework to clarify appropriate action in the event of an emergency.
2. Provide clear understanding of established priorities for maintaining services.
3. Minimize duration of service interruption to customers.
4. Minimize damage to equipment and property.
5. Minimize loss of revenue; ours and customers.
6. Maintain a good public image.

TITLE: Emergency Response Plan

POLICY

1.0 Definitions

1.01 Emergency – a situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action.

An emergency exists when:

(a) The situation presents a threat to life or essential services are disrupted.

(b) The situation presents a threat to property and my result in revenue loss.

1.02 Essential Services

(a) Protective Services
(b) Flood Protection
(c) Water and Sewer Services
(d) Transportation Services

1.03 Protective Services

(a) Ambulance, medical
(b) Fire
(c) Police

2.0 Responsibilities

2.01 Mayor and Council: to ensure policy development is within the framework of the organization's values and beliefs.

2.02 Town Manager: to ensure that the policy is implemented accordingly, monitor its effectiveness and when needed recommend changes.

2.03 Management Personnel: to ensure the policy guidelines and policy procedures are being followed.

2.04 Mid Management Personnel: to ensure staff are fully aware of contents of policies and procedures and are trained to remedy the situation.

2.05 Line Staff: to be totally aware of policy contents, responsibilities, and procedures in order to implement.

TITLE: Emergency Response Plan

POLICY

3.0 Policy Guidelines

3.01 Assessment criteria is based on the following in order of priority:

(a) threat to life
(b) is an essential service
(c) may result in property damage
(d) may result in revenue loss
(e) maintaining other services
(f) may be an inconvenience

3.02 Communications Plan

In the event of an emergency, on-call staff or attending staff must notify:

(a) Department Foreman/Coordinator or designate or if not available Department Manager or Town Manager.

Include all pertinent information including extent of emergency and possible solutions to the problem.

(b) Notify affected residents door to door and call CKWA. Provide details of problem and expected time of return to service.

(c) In the event more than twenty (20) customers are or may be affected supervisor must contact Town Manager or Mayor with full details.

4.0 Procedures

(a) Assess situation (refer to checklist and procedures specific to emergency).

(b) Immediately eliminate or reduce risk to life or property.

(c) Reassess situation and establish priorities.

(d) Consider remedies or corrective action to entire problem.

(e) Proceed with first step of communications plan.

(f) Develop action plan.

(g) Proceed with second step of communications plan.

(h) Implement plan.

(i) Provide written fully detailed occurrence report to Department Head within 24 hours of resolving emergency situation.

TITLE: Emergency Response Plan

POLICY
EMERGENCY RESPONSE PLAN CHECKLIST

Name: _____Date: _____

Time Call Received: _____

Time of Response: _____

- Assess situation:
- Eliminate risk to life or property:

  Time: _____

  Action Taken: _____

  _____

  _____

  Results: _____

  _____

  _____

  _____

  _____

- Reassess situation:
- Refer to procedure specific to emergency:
- Establish priorities:
- Determine corrective action to entire problem:

TITLE: Emergency Response Plan

POLICY

- First step of communications plan:

  Time: _____

- Develop action plan based on priorities and resources:

  Priorities: _____

  _____

  _____

  _____

  _____

- Resources available/required: _____

  _____

  _____

  _____

  _____

- Action plan: _____

  _____

  _____

  _____

  _____

- Second step of communication plan:

  Time: _____

- Implement Plan:

  Completion Time: _____

- Complete occurrence report and applicable reports.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.c. 007
OWNER DEPT: Operations
COUNCIL APPROVAL:
Jan. 01, 2000

REVISED:

TITLE: DUST CONTROL

POLICY

POLICY STATEMENT:

The Town of Slave Lake believes that select municipal gravel streets should receive dust abatement controls.

POLICY OBJECTIVE:

The purpose of this policy is:

1. To ensure that all citizens, including staff and council, are clearly aware of the priorities and resources utilized for dust control on gravel streets.

2. To provide a standardized approach that will be consistently and efficiently applied to dust control applications.

GENERAL:

1.0 DEFINITIONS:

1.01 Dust Control - All aspects of dust control: subgrade preparation or repair as required, placement of surface materials, application of dust suppressants and regular maintenance to extend the life of the suppressant as long as possible.

1.02 Service Levels - The level of service provided as established and approved by Council and contained within the annual operating budget.

2.0 RESPONSIBILITIES:

2.01 Town Council to:

To establish a policy for dust control and to approve, through budget or specific resolution, for funding to provide the service level specified by this policy.

TITLE: DUST CONTROL

POLICY

2.02 Town Manager to:

To ensure the application of this policy.

2.03 Director of Operations to:

Utilize all available resources in the most cost effective manner to maximize the funds available for dust control.

2.04 Public Works Supervisor to:

Ensure that contractors and staff perform all facets of dust control in a timely and efficient manner as determined by budget service levels and the Director of Operations.

3.0 PRIORITIES:

3.01 The priorities for dust control shall be as established in the Road Rehabilitation Program as follows:

First Priority: Critical Community Connectors

Second Priority: Local Collectors

Third Priority: Local Roads

3.02 The Director of Operations shall establish priorities for the sequence of streets where dust control will occur. The main consideration will be to streets subject to high traffic volumes.

TITLE: DUST CONTROL

POLICY

3.03 Priorities for Dust Control:

This will also be determined by a street condition assessment as prepared by the Director and Supervisor of Operations. The order of priorities will be as follows:

- Excellent
- Good
- Fair
- Poor

3.04 The streets rated Poor or Fair will likely not economically support dust control efforts due to improper subgrade construction.

3.05 Streets with excessive spot failures will be reassessed prior to future dust control efforts.

3.06 Streets where residents provide their own dust control suppressants will receive first priority for application.

4.0 FUNDING METHODS:

4.01 Total costs for the project will be cost shared 75/25 between property owners and the Town.

4.3 In areas where the residents supply and apply acceptable dust control suppressants in an appropriate manner will only be charged for surface materials if required.

4.3 A Special Maintenance Tax, forming and collected, as part of municipal Taxes will be levied to recover the portion of costs that are the responsibility of the abutting, benefiting residents.

4.04 The gravel portion of Caribou Trail north of Highway #2 will be considered as a Critical Community Connector for this Dust Control Program only. The costs will therefore be cost shared 25/75 between property owners and the Town.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.c.008
OWNER DEPT.: Operations
APPROVED : December 21, 1999

REVISED: December 16, 1999

TITLE: FRONTAGE AND FLANKAGE POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake wishes to establish a frontage and flankage calculation policy to ensure that properties within the Town of Slave Lake are charged for local improvement levies in such a manner that is fair and equitable. In order to achieve this, a frontage and flankage policy establishing the guidelines necessary to arrive at the frontage and flankage dimensions has been developed.

POLICY OBJECTIVE:

1. To ensure the provision of consistent, fair and equitable standards with regard to the calculation of frontage and flankage dimensions.

TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

1.0 DEFINITIONS:

1.01 Frontage:
Shall be considered the shortest dimension of the property abutting a street or an avenue, regardless of the orientation of the buildings or structures on that parcel.

1.02 Flankage:
Shall be considered the longest dimension of the property abutting a street or an avenue, regardless of the orientation of the buildings or structures on that parcel.

All measurements utilized for the calculation of frontage and flankage dimensions shall be taken from the legal plan and shall include arcs and curves.

TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

2.0 RESPONSIBILITIES: none

3.0 STANDARDS/GUIDELINES

3.01 CALCULATIONS:

3.01-1 Flankage:

1. With respect to local improvement construction, the assessed flankage shall include the entire dimension of that parcel that abuts a street or an avenue.

3.01-2 Frontage:

1. With respect to local improvement construction, the assessed frontage shall be calculated, dependent upon the parcel shape and dimensions, by using one of the following methods:

a) For parcels of land having equal front and rear parcel dimensions, the assessable frontage shall be equal to the abutting parcel dimension.

b) For corner parcels of land, a scaled front lot dimension, reconstructing the corner configuration, shall be calculated and then added to the frontage. This figure shall then become the special frontage dimension. See Diagram 1.

c) For pie shaped parcels and parcels having a front dimension and a rear dimension that are different, the frontage shall be calculated by adding together the lineal meters of frontage and the lineal meters at the rear of the parcel and then by dividing the total by two and this average figure shall become the special frontage dimension. See Diagram 2

d) For pie and odd shaped parcels of land having a front and rear dimension that are different as well as the rear of the parcel being more than 36.58 meters from the front of the parcel; the average of the frontage and the line created by two points at the distance of 36.58 meters along each side shall then become the special frontage dimension. See Diagrams 3 & 4

e) For pie and odd shaped parcels of land where the rear of the parcel is less than 36.58 meters from the front of the parcel and the rear of the parcel contains two or more dimensions, a scaled rear lot dimension shall be taken by connecting the rear outside corners and this shall then become the rear lot dimension. An average of the front and rear lot dimensions will then become the special frontage dimension. See Diagram 5

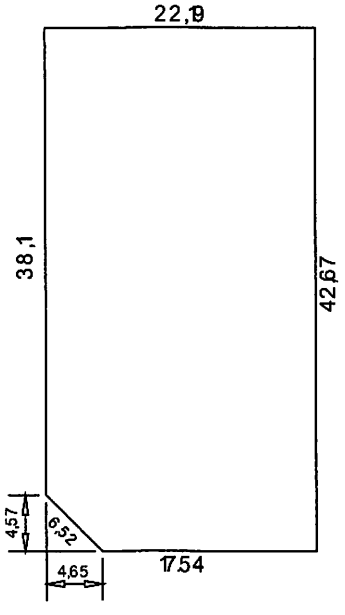
f) For very irregular shaped parcels of land, the frontage will be calculated by a method that the Director of Operations feels is most fair and equitable. See Diagram 6.

TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

For corner parcels of land, a scaled front lot dimension, reconstructing the corner configuration, shall be calculated and then added to the frontage. This figure shall then become the special frontage dimension. See Diagram 1

Diagram 1



Frontage Calculated As:

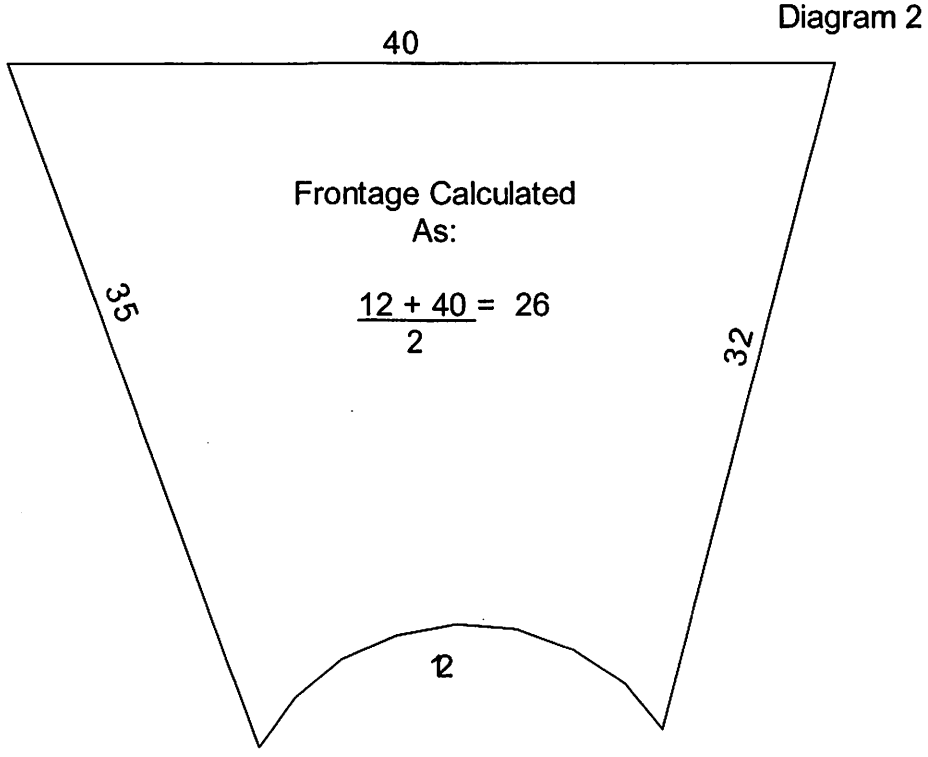
4.65 + 17.54 = 22.19

TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

For pie shaped parcels and parcels having a front dimension and a rear dimension that are different, the frontage shall be calculated by adding together the lineal meters of frontage and the lineal meters at the rear of the parcel and then by dividing the total by two and this average figure shall become the special frontage dimension. See Diagram 2

Diagram 2

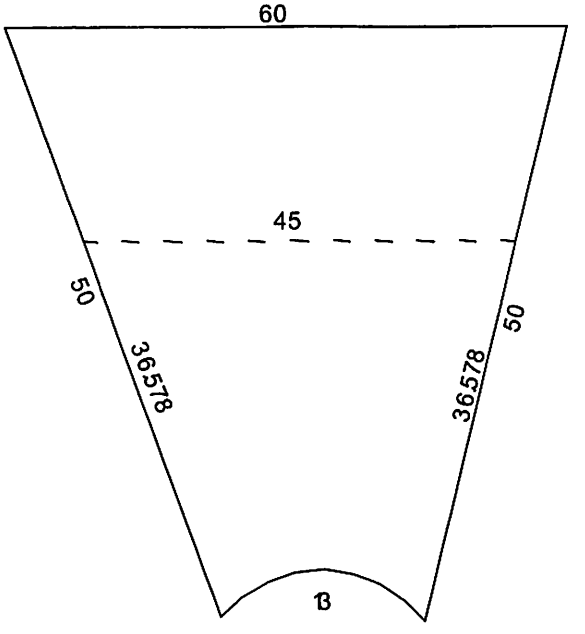


TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

For pie and odd shaped parcels of land having a front and rear dimension that are different as well as the rear of the parcel being more than 36.58 meters from the front of the parcel; the average of the frontage and the line created by two points at the distance of 36.58 meters along each side shall then become the special frontage dimension. See Diagrams 3 & 4

Diagram 3



Frontage Calculated As:

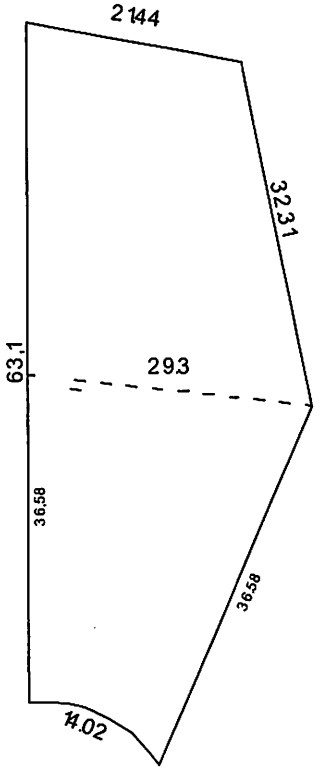
$$\frac{13 + 45}{2} = 29$$

TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

For pie and odd shaped parcels of land having a front and rear dimension that are different as well as the rear of the parcel being more than 36.58 meters from the front of the parcel; the average of the frontage and the line created by two points at the distance of 36.58 meters along each side shall then become the special frontage dimension. See Diagrams 3 & 4

Diagram 4



Frontage Calculated As:

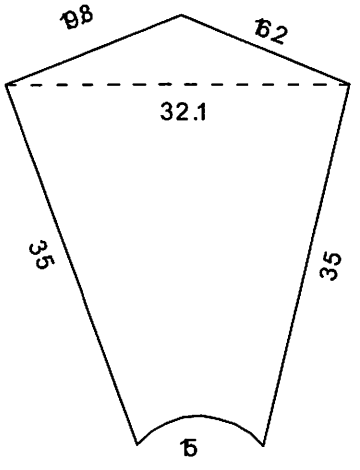
$$\frac{14.02 + 29.3}{2} = 21.66$$

TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

For pie and odd shaped parcels of land where the rear of the parcel is less than 36.58 meters from the front of the parcel and the rear of the parcel contains two or more dimensions, a scaled rear lot dimension shall be taken by connecting the rear outside corners and this shall then become the rear lot dimension. An average of the front and rear lot dimensions will then become the special frontage dimension. See Diagram 5

Diagram 5



Frontage Calculated As:

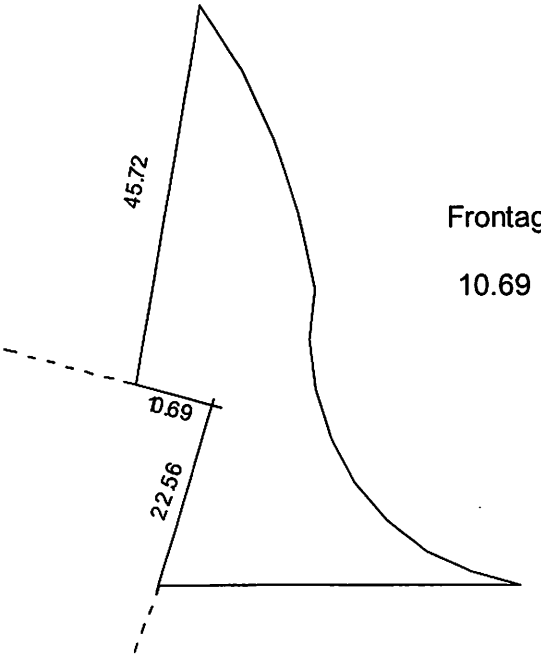
$$\frac{15 + 32.1}{2} = 23.55$$

TITLE: FRONTAGE AND FLANKAGE POLICY

PROCEDURE

For very irregular shaped parcels of land, the frontage will be calculated by a method that the Director of Operations feels is most fair and equitable. See Diagram 6.

Diagram 6



Frontage Calculated As:

10.69 + 22.56 = 33.25

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.c.009
OWNER DEPT: Operations
DATE APPROVED BY COUNCIL: Sept. 19, 2000

REVISED: Sept. 15, 2000

TITLE: **Utility Account Holders & Meter Deposit Fees**

POLICY/PROCEDURE

POLICY STATEMENT:

The Council of the Town of Slave Lake deems it proper to have accounts for municipal utilities held only in the name of the property owner in order to protect the financial integrity of the Town's utility system.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Provide staff with a guideline for establishing utility accounts for consumers requesting water or sewer.

TITLE: **Utility Account Holders & Meter Deposit Fees**

1.00 DEFINITIONS

1.1 Property Owner:

The individual(s) or corporation so named on the land title as the owner of the property, except that in the case of a mobile home located in a mobile home park, it is the case of the owner of the mobile home and does not include the land upon which the mobile home is situated.

TITLE: **Utility Account Holders & Meter Deposit Fees**

2.00 POLICY PROCEDURES

2.01 Effective October 1, 2000, unless otherwise provided for, all utility accounts will remain in the name of the property owner and forwarded to the address of the property owner.

2.2 When a property owner rents of leases a premise to which the Town provides utility services, all utility accounts shall remain in the name of the property owner.

2.3 When services are provided to a mobile home situated in a mobile home park the utilities shall remain in the name of the owner of the mobile home.

2.4 When an existing utility account is held in the name of a renter or lessee and the occupant moves the utility account may not be opened unless in the name of the property owner. Any meter deposit fee collected previously from the renter or lessee will be refunded except for outstanding utilities.

TOWN OF SLAVE LAKE

CATEGORY: Public Service
POLICY #: D.C. 011
OWNER DEPT: Operations
COUNCIL APPROVED:
May 17. 2005

TITLE: TOWN ENGINEER POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake shall retain a Town Consulting Engineering firm to act as "Town Engineer" to provide ongoing Professional Engineering Services for the provision of general engineering assistance to Council and staff to meet the varied day to day engineering needs of the Town. The Town Consulting Engineering firm shall also act on the Towns behalf as "Town Engineer" as defined or otherwise indicated in Agreements, Development Agreements, and Contracts entered into by the Town of Slave Lake.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Through the establishment of a "Town Engineer Policy', set forth guide for the provision of exclusive general engineering assistance as the "Towns Engineer".

TITLE: TOWN ENGINEER POLICY

PROCEDURE

1.0 DEFINITIONS

1.01 Town Engineer

- shall mean the Professional Engineer or Engineers employed or retained by the Town at the Towns expense to provide Professional Engineering Services for the provision of general engineering assistance to Council and staff to meet the varied day to day engineering needs of the Town.

- shall mean the Professional Engineer or Engineers employed or retained by the Town at the Towns expense to act on the Towns behalf as "Town Engineer" as defined or otherwise indicated in Agreements, Development Agreements, and Contracts entered into by the Town of Slave Lake.

2.0 RESPONSIBILITIES

2.01 The Town Consulting Engineering firm shall be retained under a Professional Service Agreement to provide Consulting Engineering Services to the Town of Slave Lake for provision of general engineering assistance to Council and staff to meet the varied day to day engineering needs of the Town.

TITLE: TOWN ENGINEER POLICY

PROCEDURE

3.0 STANDARDS AND GUIDELINES

3.01 Where reasonably practical, the Towns consulting Engineer firm shall work exclusively for the Town of Slave Lake and shall avoid the acceptance of work from clients with whom the Town of Slave Lake has entered, or will be entering, into contracts or agreements with for the purposes of Development or Construction.

4.0 POLICY PROCEDURES

4.01 The Town Consulting Engineering firm shall declare any formal working relationships as outlined in Section 3.01 and obtain permission from the Council for the Town of Slave Lake to continue as the "Town Engineer" involved in provision of Town Consulting Engineering Services in relation to the affected Agreement, Development Agreement, or Contract.

4.02 In situations where permission is not granted, as outlined in Section 4.01 the Town of Slave Lake shall retain an independent Consulting Engineering firm to act on it's behalf as "Town Engineer" with regard to the affected Agreement, Development Agreement, or Contract.

TITLE: CEMETERY RESERVATION OF PLOTS POLICY

Procedure

1.0 Definitions

1.01 Burial Plot:

Means a single grave plot 1.5 meters by 3.0 meters in size.

1.02 Reserved Plot:

Means a burial plot at the Town of Slave Lake Cemetery reserved through sale for future interment.

1.03 Spouse:

Means a person who up until the time of death

(a) is married to another person, and is not living separate and apart, within the meaning of the Divorce Act (Canada), from the other person, or

(b) is living and cohabiting with another person in a marriage-like relationship, including a marriage-like relationship between persons of the same gender.

1.04 Dependent Child

Is a biological or adopted child who, prior to death, was dependent due to age, physical or mental condition.

2.0 Responsibilities

2.01 **Town Council:**

Approve and adopt the Cemetery Reservation of Plots Policy

2.02 **Chief Administrative Officer (CAO):**

Provide interpretation of implementation intentions if required. Ensure the Town of Slave Lake Cemetery Reservation of Plots Policy and Procedures are administered and implemented in the intent set forth in the purpose of this policy.

2.03 **Director of Operations:**

2.03.1 Ensure this policy is applied in the sale of reserve burial plots.

2.03.2 The Director of Operations shall keep the CAO aware of the number of available burial plots on a quarterly basis.

TITLE: Fleet Management Policy

Procedures

3.0 Standards/Guidelines

3.01 Only vehicle and mobile equipment replacement costs will be recovered from the Fire Department.

3.02 The Fleet Management System budget category will be included in the Equipment Services budget for operations.

3.03 Any vehicle and mobile equipment purchases, which are not to replace existing fleet items, will be added to the fleet, and the department requiring the new item will be charged rental for the item.

3.04 Any vehicle and mobile equipment purchases, that are eligible for funding assistance through Provincial or other such programs, shall be funded from the capital budgets established for the applicable project, but shall become part of the fleet to facilitate future replacement, and the department purchasing the item will be charged rental for the item.

3.05 The Equipment Replacement Reserve is to be self-supporting through a rental rate system recovering costs from each department for its respective equipment usage. There will be no other usage for this reserve. Surplus or deficits created during the year through under or over expenditures will be charged out to the respective departments.

3.06 The Equipment Replacement Reserve shall be no higher than a level equal to the difference between the replacement cost and the current value of all fleet units.

3.07 Interest generated by the Equipment Replacement Reserve shall be retained in the Equipment Replacement Reserve.

TITLE: Fleet Management Policy

Procedures

4.0 Policy Procedures

In determination of recording the acquisition of the Fleet Management Policy, the following procedures shall apply:

4.01 Safety & Comfort of Standards for Vehicles and Equipment

Vehicles and equipment will provide for the safety and reasonable comfort of the operator but shall not exceed this requirement.

4.02 Review/Replacement of Vehicles and Equipment

- Vehicles will be reviewed as per schedule 1 to assess the cost benefit of replacement vs. retention in view of reliability, safety, suitability to use and value. Review before date specified in replacement schedule can be done if it is determined by the Superintendent that the vehicle repairs are excessive or if the vehicle is not effectively serving its intended purpose. In this case a recommendation for early replacement will be submitted to the Director of Operations for consideration
- Vehicle replacement will not occur automatically at review date. At the time of review, it will be determined if it is appropriate to retain the unit for an additional year.
- Review of the fleet should be completed annually with information being entered into the lifecycle management software program (WorkTech)

4.03 Disposal of Vehicles and Equipment

- Units that are replaced can only be retained in the fleet through resolution of Council. These vehicles will not have replacement charges.
- Units will be disposed of through resolution of Council.
- Units will be sold by auction, trade-in or advertised sealed bid as deemed appropriate to ensure best value..
- Monies from the disposal of the will be allocated to the Equipment Replacement Reserve.

4.04 Interest Assignment

Interest earned by the Equipment Replacement Reserve shall be allocated to the Equipment Replacement Reserve on an annual basis.

TITLE: Fleet Management Policy

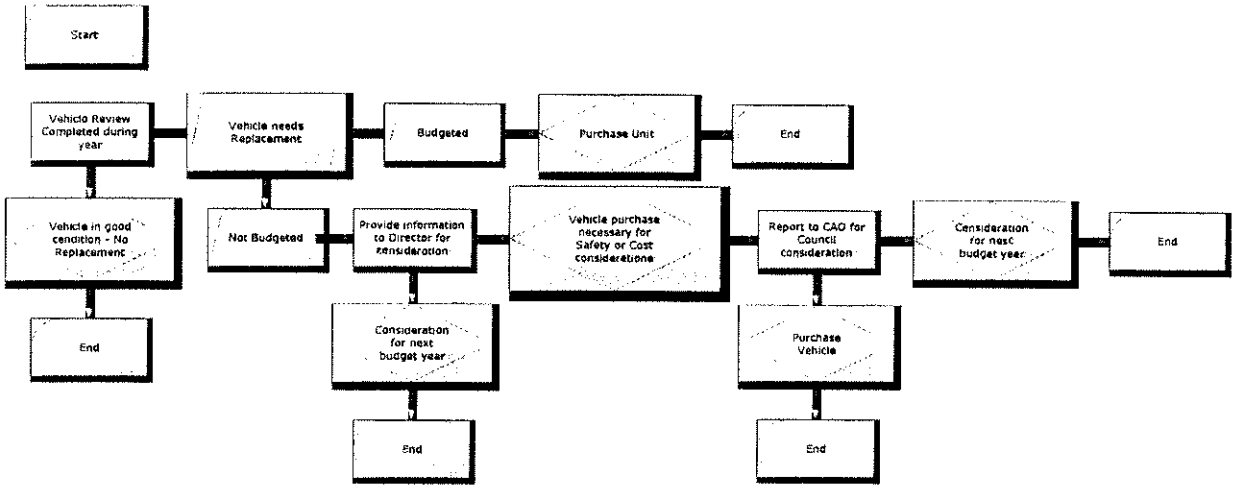
Procedures

Schedule 1 - Replacement Scheduling

Category	Example	Review	Reserve contribution rate
Heavy Equipment	Grader, Loader, Backhoe, Steamer	15 Years and every year following	20 years
Light Equipment	Tow Behind Equipment, Trailers, Spray Patch Trailer	20 Years and every year following	20 years
Heavy Duty Vehicles	Vactor, 5 Ton Sander and any rolling stock over 1 Ton	15 Years and every year following	20 years
Fire Heavy Duty Vehicles	Any rolling stock over 1 Ton	15 Years and every year following	20 years
Light Duty Vehicles	Any rolling stock 1 Ton and under (not including passenger vehicles except Community Enforcement)	10 Years and every year following	12 years
Fire Light Duty Vehicles	Any rolling stock 1 Ton and under	5 Years and every year following	7 years
Passenger Vehicles	Any vehicle whose primary use is to transport passengers	5 Years and every year following	7 years
Arena Ice Resurfacer	Zamboni	8 years and every year following	10 years

TITLE: Fleet Management Policy

Procedures



Town of SLAVE LAKE

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Operations	Policy No:	OPS.PW-23-1000
Policy Title:	Snow and Ice Control	Issue Date:	11-14-2023

1. PURPOSE

1.1. The Town of Slave Lake wishes to provide clear directions to Administration and Employees regarding the safe and responsible management of Snow and Ice Control on Town roads, lanes, parking lots, sidewalks, and pathways.

2. POLICY STATEMENT

2.1. The Town will manage snow and ice control operations on Town controlled roads, lanes, parking lots. sidewalks, and pathways in the most efficient and effective manner in accordance with the established Service Level priorities, Town Snow Removal Bylaw, and the Municipal Government Act.

The intent of the snow and ice control program is to minimize the economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and facilitate the operation of Emergency Services to the greatest degree practical and within available financial resources.

Snow and ice control services are not intended to eliminate all hazardous conditions but more to assist vehicles that are properly equipped for winter driving conditions and operated in a manner consistent with good winter driving habits and also to assist pedestrians walking with care and attention to winter conditions.

3. DEFINITIONS

3.1. **Chief Administrative Officer (CAO):** means Chief Administrative Officer of the Town of Slave Lake.

3.2. **Director of Operations:** means Director of Operations of the Town of Slave Lake.

3.3. **Director of Community Services:** means Director of Community Services of the Town of Slave Lake.

3.4. **Senior Manager:** means any department director or the Chief Administrative Officer.

3.5. **Employee:** means any individual employed by the Town of Slave Lake. For the purpose of this policy, Town volunteers and councillors are included.

3.6. **Ice Control:** means applying abrasives and/or chemical de-icers to the surface of roads, lanes, parking lots, sidewalks, and pathways to improve traction.

3.7. **Snow Routes:** means routes declared by the Director as required to facilitate safe and efficient Snow Plowing or Snow Removal.

3.8. **Snow Plowing:** means pushing accumulated snow from roads, lanes, parking lots, sidewalks, and pathways in order to maintain traffic flow and pedestrian travel.

3.9. **Snow Removal:** means windrowing accumulated snow and loading onto trucks, for disposal at the Town's snow dump, or storage of snow on boulevards, cul-de- sacs, lanes or public utility lots.

3.10. **Town:** means the Town of Slave Lake as duly incorporated in the Province of Alberta.

3.11. **Town Council:** means the Town of Slave Lake Council.

3.12. **Priority 1:** means Emergency Routes to ensure first responder's access to the Hospital, Downtown Commercial Area and airport, and as defined in Schedule A.

3.13. **Priority 2:** means main roads as defined by the Director of Operations

TOWN OF SLAVE LAKE

[Insert Type of Policy – Administrative or Council] POLICY

Department:	Planning and Development	Policy No:	
Policy Title:	**Food Truck Policy**	Issue Date:	Revised March 14, 2023
Issued to:	All Employees and Council	Policy Type:	

1 PURPOSE

The Town of Slave Lake ("Town") wants to support business in Slave Lake and wishes to provide opportunities for Food Trucks to operate on public lands.

2 POLICY STATEMENT

It is the desire of the Town to provide a clear concise and appropriate process from applying for a Food Truck Permit on public lands. The Town wants to ensure that the location of Food Trucks on public lands is properly managed to minimize the risk of liability to the Town and reduce the potential of injury to the public or damage public lands.

3 DEFINITIONS

3.01 Community is defined as the community of Slave Lake.
3.02 Food Truck is defined as a large vehicle equipped with facilities for cooking and selling of food.
3.03 Green Spaces is defined as all public parks and open spaces, does not include public sports fields (i.e., baseball diamonds or soccer fields).
3.04 Public Land or Facility is defined as land, buildings and/or facilities that are owned by the Town of Slave Lake and includes road, streets, avenues, boulevards, parking lots, green spaces, sports fields etc.
3.05 Public Road or Lane is defined as a road or lane owned, operated, and maintained in whole or in part by a public authority or by a municipality and is used for the movement of vehicular and pedestrian traffic.
3.06 Private Land or Facility is defined as land, buildings, and/or facilities that are not owned by the Town of Slave Lake.
3.07 Sports Fields is defined as a sport field owned by the Town of Slave Lake and includes Sinclair Ball Diamonds and Charity Ball Diamonds.

4 RESPONSIBILITIES

4.01 Chief Administrative Officer (CAO) – Ensures that the Food Truck Policy is implemented and followed.
4.02 Director of Planning and Development – Ensures the Food Truck Permits are processed and issued in accordance with the Food Truck Policy.
4.03 Director of Community Services – Ensures that all operational requirements around Green Spaces and Sports Field are considered and administered in accordance with the Food Truck Policy.
4.04 Town Council – Approves the Food Truck Policy and any amendments thereto.

CATEGORY: Administration
POLICY #: C.d. 017
OWNER DEPT: Planning
COUNCIL APPROVAL: Oct. 13, 2009

TOWN OF SLAVE LAKE

REVISED:

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

POLICY

POLICY STATEMENT:

The Town of Slave Lake will implement a Cost Recovery/Cost Contribution Policy with the intent of ensuring that all new Development, whether by way of a development permit or subdivision, pay the costs associated with the municipal infrastructure required for the Development.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Ensure that those Developments which benefit from new or upgraded municipal infrastructure contribute to the costs associated with the construction of the new or upgraded municipal infrastructure.

E. (Betty) Osmond, C.A.O.

October 30, 2009
Date

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

1.0 DEFINITIONS

1.01 Benefiting Area

Benefiting Area shall mean the area of the Municipality that derives a benefit, as determined by the Municipality in their sole discretion acting reasonably, from the new or upgraded municipal infrastructure.

1.02 Council

Council shall mean the elected Council of the Town of Slave Lake.

1.03 Developer

Developer shall mean the owner of land or the person to whom a development permit or subdivision approval has been granted.

1.04 Development

Development shall mean:

(i) an excavation or stockpile and creation of either of them;
(ii) a building or an addition to, or replacement or repair of a building, and the construction or placing in, on, over or under land or any of them;
(iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
(iv) a change in the intensity of use of land or building or an act done in

relation to land or building that results in or is likely to result in a change in the intensity of use of the land or building.

1.05 Development Officer

Development Officer shall mean the Development Officer for the Town of Slave Lake.

1.06 Municipality

Municipality shall mean the Town of Slave Lake.

1.07 Property

Property shall mean a parcel or parcels of land located within the Town of Slave Lake's municipal boundaries.

1.08 Town Manager

Town Manager shall mean the Chief Administrative Officer for the Town of Slave Lake.

2.0 RESPONSIBILITIES

2.01 Town Council :

Approves the Cost Recovery/Cost Contribution of Municipal Infrastructure Policy and any amendments thereto.

2.02 Chief Administrative Officer (CAO):

Ensures the Cost Recovery/Cost Contribution of Municipal Infrastructure Policy is implemented and followed.

2.03 Supervisor of Planning & Development

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

Ensures that the appropriate agreements, as established in the Cost Recovery/Cost Contribution of Municipal Infrastructure Policy, are utilized when dealing with development permits or subdivision applications ensuring that developers are contributing towards the cost of new or upgraded municipal infrastructure.

3.0 MUNICIPAL REQUIREMENTS

3.01 The Municipality is entitled to require that Developers of lands (either an applicant for a development permit or subdivision approval) either:

a) Construct – new or upgraded municipal infrastructure, necessary to serve or access the proposed Development; or

b) Pay For – new or upgraded municipal infrastructure, necessary to serve or access the proposed Development.

3.02 The Municipality when requiring a Developer to "Pay For" municipal infrastructure may contemplate:

a) Contribution – towards infrastructure yet to be constructed by the Municipality or another developer; or

b) Recovery – of costs already incurred by the Municipality or another developer.

4.0 DEVELOPMENT PERMIT OR SUBDIVISION APPROVAL APPLICATIONS

4.01 Upon receipt of an application for a development permit or subdivision approval within an area that will benefit from new or upgraded municipal infrastructure, the Municipality may:

a) Impose Development Agreement Conditions – require as a condition of any such development permit or subdivision approval, that the applicant enter

into a Development Agreement with the Municipality pursuant to Section 650, 651 and/or 655 as applicable. Such Development Agreement could take the form of a standard Development Agreement, a Cost Contribution Agreement or a Cost Recovery Agreement;

b) Impose Payment Conditions – require as a condition of any such development permit or subdivision approval, that the applicant pay any outstanding proportionate share of municipal infrastructure costs incurred by the Town and/or another Developer, if applicable, in servicing or providing access to the Parcel under Development, pursuant to Section 650, 651 and/or 655, as applicable;

c) Documentation – the Municipality should document the obligations of the Developer:

i. PAYMENT ONLY – in the case of a payment obligation only (i.e. the developer is not being required to construct any new or upgraded municipal infrastructure), a "Cost Contribution/Cost Recovery Agreement" can deal with the payment obligation and any collateral obligations. If all that is required is payment of known required amount (i.e. if payment in full is received in accordance with the conditions of the subdivision approval, the subdivision plan can be endorsed for registration without the need for any agreement as the only obligation has been satisfied) no agreement is necessary. However, if there are issues associated with the timing of payment) i.e. before or after subdivision, or before or after commencement of construction under the development permit), even where the amount of the payment is known, an agreement is required. The "Cost Contribution/Cost Recovery Agreement" generally is to take the form of a simplified Development Agreement; and

ii. PAYMENT AND CONSTRUCTION – In cases where there is payment for new or upgraded municipal infrastructure required, as well as construction obligations, a Development Agreement is required which deals with both the payment obligations, in addition to the typical construction, performance, inspection and security obligations.

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

5.0 STATUTORY AUTHORITY FOR COST RECOVERY/COST CONTRIBUTION AGREEMENT

5.01 The Municipality may require a Developer to enter into a Development Agreement pursuant to Sections 650 and 655 of the Municipal Government Act R.S.A. 2000, c M-26, as amended.

5.02 A Development Agreement may be required for the following purposes:

a) to construct or pay for the construction of a road required to give access to the Development;

b) to construct or pay for the construction of:

i. a pedestrian walkway system to serve the Development, or
ii. pedestrian walkways to connect the pedestrian walkway system serving the Development with a pedestrian walkway system that serves or is proposed to serve an adjacent Development;

or both;

c) to install or pay for the installation of public utilities, other than telecommunications systems or works, that are necessary to service the Development;

d) to construct or pay for the construction of:

i. off-street or other parking facilities; and
ii. loading and unloading facilities.

e) to pay an Off-site Levy or redevelopment levy;

f) to give security to ensure that the terms of the agreement are carried out.

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

5.03 Under the authority of Section 650 and 655, a Development Agreement may provide that a Developer will construct, at their own cost and expense, the required municipal infrastructure, in accordance with the plans submitted and approved by the Municipality, generally accepted engineering practices and to municipal standards.

5.04 Section 650 and 655 also provides that a Developer may be required to pay for the required municipal infrastructure, rather than construction the same.

5.05 The Municipality may also require a Developer to construct or pay for all or a portion of an "improvement" with "excess capacity" pursuant to Section 651 of the MGA.

a) "Excess Capacity" is defined as capacity in excess of that required for a proposed Development;

b) "Improvement" is defined to include a road, pedestrian walkway, utility or facility referred to Section 650 or 655, whether or not located on the parcel to be developed or subdivided, and whether or not constructed at the time of approval.

5.06. The Municipality may require the Developer to enter into an agreement to contribute to the cost of municipal infrastructure built with an excess capacity by either the municipality or another developer, if the municipal infrastructure benefits the parcel which is being developed.

6.0 GENERAL RECOMMENDATIONS IN THE APPLICATION OF DEVELOPMENT AGREEMENTS

6.01 In drafting, negotiating and executing Development Agreements or Cost Contribution/Cost Recovery Agreements, there are some general principles which should be remembered:

a) **Where possible use Development Agreements to avoid incurring costs:** a complete cost recovery and avoidance protection package for the Municipality is possible through careful drafting of a Development Agreement.

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

This is the ideal situation, as the Municipality is not required to incur any costs in relation to the Development or the new or upgraded municipal infrastructure. At minimum the Development Agreement should provide for:

i. a process for which proposed plans for infrastructure work required are delivered to the Municipality for review and approval;
ii. a requirement to comply with the design and construction standards established by the Municipality;
iii. a requirement for supervision and certification by a professional engineer, and final inspection and certification process;
iv. the provision of security (i.e. an irrevocable letter of credit) to the Municipality by the Developer, which will make adequate funds available for the Municipality to enforce the Developer's performance or complete the required infrastructure work, should the Developer default.

b) **Where possible use Development Agreements to Avoid Risk:** the best alternative to ensure that the Municipality is avoiding risk is to have the developer construct, at their own cost, the municipal infrastructure. Therefore, the Municipality should try and avoid alternative practices that involve high risk and costs for the Municipality, including collecting a cost contribution "up front" and then committing the Municipality to complete the project on time and on budget.

c) **Use Development Agreements, Cost Recovery/Cost Contribution Agreements to Recover Costs for Municipally Constructed Infrastructure:** there are circumstances that may arise where it is advantageous for the Municipality to construct the necessary municipal improvements. When this occurs, the Municipality may recover these costs from those areas that benefit through a Cost Recovery/Cost Contribution Agreement. The Cost Recovery/Cost Contribution Agreement will generally:

i. require an upfront contribution based on the estimated costs of the project;
ii. provide the Municipality with the ability to collect any shortfall in the future when the actual costs are ascertained.

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

d) **Use Development Agreements, Cost Recovery/Cost Contribution Agreements to Carefully Recover Oversized Improvement Costs:** there are several cautions which must be considered when preparing to enter into any type of Development Agreement or Cost Recovery/Cost Contribution Agreement:

i. do *not "guarantee" cost recovery – the Municipality's obligation to* recover oversizing costs should only consist of a "duty to assist" and should in no way guarantee recovery of the oversizing costs.
ii. deferred costs should be secured – the Municipality should ensure that, in the event that there is any deferral of the developer's obligations to pay for the costs of oversized infrastructure, there is appropriate security;
iii. cost recovery should be equitable and supportable – the Municipality should ensure that the basis for calculating a developer's proportionate share, which is usually undertaken by a professional engineer, is equitable and fairly distributes the costs for the municipal infrastructure necessary to service the developer's lands.

e) **Use Development Agreement, cost Recovery/Cost Contribution Agreements to Require the Payment of Fees and Costs:** as the Municipality will incur numerous costs as a result of development and subdivision applications which are not actual hard construction costs, these costs should be addressed in the Municipality's Development Agreement and Cost Recovery/Cost Contribution Agreements. These cost include:

i. Engineering Expense – this typically will include the costs incurred by the Municipality in reviewing the Developer's plan for required improvements and services, periodically inspecting the work as construction progresses and providing final inspection and certificate of completion when requiring the Developer to construct the infrastructure or the costs associated with design and inspection when the Municipal constructs the infrastructure.
ii. Legal Expense – related to the preparation of the Agreement itself, preparation of utility rights-of-way and easement agreements for the services;

iii. Surveyor Expense – the preparation and registration of various survey plans required with respect to the development or subdivision (e.g. right-of-way plans for utilities, road plans).

6.02 To support the Agreement, the Municipality should ensure adequate conditions are placed on the development permit or subdivision approval. These conditions should obligate the Developer to construct or pay for improvements and services required to properly service the Development, in addition to a condition requiring that the Developer enter into and complete the terms of the Agreement for the purpose set forth within Section 650 and 655.

7.0 COST RECOVERY AND COST CONTRIBUTIONS

7.01 In instances where the Municipality has incurred costs associated with municipal infrastructure in advance of Development or where the Municipality will incur such costs in order to benefit access or service new Development, the Municipality may:

a) **Enter into a Cost Recovery Agreement:** In such circumstances the Municipality would require, as a condition of the development permit or subdivision approval, that the developer enter into a Cost Recovery Agreement which would address payment of the Developer's proportionate share of the municipal infrastructure. It is more likely that this type of situation will arise in relation to development permits than subdivision approvals, as any new subdivision will more than likely require additional improvements which can be dealt with in the a Development Agreement together with the imposition of any costs associated with the municipally constructed infrastructure;

b) **Enter into a Cost Contribution Agreement:** In such circumstances the Municipality would required as a condition of the development permit or subdivision approval, a contribution towards infrastructure which has not yet been constructed which is to be constructed by the Municipality or another Developer. This type of agreement exposes the Municipality to risks as the actual costs of the project is unknown at the time the Agreement is entered into and the actual costs may vary greatly from the estimated costs.

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

8.0 DEVELOPMENT AGREEMENT, COST RECOVERY AGREEMENT AND COST CONTRIBUTION AGREMENT

8.01 There are a wide range of Developments which occur within the Municipality and as a result, various types of municipal infrastructure may be required and with that various types of Agreements that will need to be considered by the Municipality in the various circumstances.

8.02 Development Agreement: A development Agreement should be required upon a development permit application or subdivision approval whenever the Developer will be required to build any municipal infrastructure or improvements. If the Developer is also responsible for any oversizing costs or cost contributions towards infrastructure constructed by the Municipality or another Developer, the Development Agreement should contemplate the payment of these costs.

8.03 Cost Recovery: A Cost Recovery Agreement should be required if another Developer or the Municipality constructed any municipal infrastructure for which the development is within the Benefiting Area. This type of agreement should be used when the costs associated with the municipal infrastructure is known, as the project is already completed. This type of agreement may also provide for the payment of interest on the developer's proportionate share of the costs. Caution should be exercised in the payment of interest. This is due to the fact that there is no time limit on a municipality's ability to collect costs related to oversized improvements and depending on when the project was completed; the interest charge may make the development impractical as a result of the cost of the municipal infrastructure once the interest charges are included.

8.04 Cost Contribution: A Cost Contribution agreement is appropriate in circumstances when municipal infrastructure will be constructed by another developer or the municipality in the future. Generally, the cost contribution is based on an estimate only, with a provision requiring the developer to top up the contribution in the event that the actual costs are greater than the estimated costs. As a result, it would be beneficial for the cost contribution agreement to

provide security to the Municipality for the top up contribution which may be required.

8.05 If a Development arises that does not fall within one of the circumstances as set out above, the Development Officer may require the agreement for the situation which, in their opinion, most closely resembles the Development being considered.

8.06 All Developments, whether through a development permit application or an application for subdivision approval, which requires new or upgraded municipal infrastructure or which benefits from new or upgraded municipal infrastructure will be subject to an Agreement.

9.0 CALCUATION OF A DEVELOPER'S PROPORTIONATE SHARE

9.01 The Municipality shall determine the amount of the Developer's proportionate share for new or upgraded municipal infrastructure constructed which benefits the Development, based upon:

a) The breakdown of costs per Benefiting Area provided by the Developer's engineer who constructed the oversized municipal infrastructure;

b) The breakdown of costs per Benefiting Area provided by the Municipality's engineer in circumstances where either the Municipality has or will construct the infrastructure or where the Developer who constructed the oversized infrastructure has not provided a breakdown of the costs per Benefiting Area; or

c) Any other method determined by the Municipality, in their sole discretion, acting reasonably which equitably and fairly divides the costs of the municipal infrastructure between the various benefiting areas.

9.02 The Municipality's CAO is hereby authorized to determine the interest that will be added to the construction and other costs associated with a municipal infrastructure project and which will form part of the amount used in determining a Developer's proportionate share. This authority includes but is not limited to:

TITLE: COST RECOVERY/COST CONTRIBUTION OF MUNICIPAL INFRASTRUCTURE

PROCEDURE

a) The determination of the appropriate interest rate to be charged and to ensure that such interest rate is adequately reflected in all agreements dealing with a particular municipal infrastructure project;

b) Determining if a particular infrastructure project, constructed by the municipality, will be subject to interest charges;

c) Determining the length of time for which interest should be charged on a particular municipal infrastructure project, upon determining that the project should be subject to interest.

10.0 DELEGATED AUTHORITY

10.01 Notwithstanding Section 8.6 of this Policy, where the Development Officer, in their opinion acting in good faith and reasonably, determines that a particular development, whether through a development permit application or an application for subdivision approval, should not be subject to an Agreement, such Development may not be subject to a condition requiring that an Agreement be entered into.

10.02 The Municipality's CAO is granted the authority to negotiate and draft all Development Agreements, Cost Contribution Agreements and Cost Recovery Agreements on behalf of the Municipality. This authority includes the authority to hire or consult with an engineer, legal counsel or any other consultant in regards to the Agreement.

TOWN OF SLAVE LAKE

CATEGORY: Administration
POLICY #: C.d. 030
OWNER DEPT: Planning
COUNCIL APPROVAL: December 4, 2018

TITLE: MUNICIPAL AND SCHOOL RESERVES

POLICY

POLICY STATEMENT:

The Town of Slave Lake will implement a Municipal and School Reserves Policy with the intent of ensuring that all new subdivisions contribute municipal and school reserves in order to ensure the orderly and planned development of parks and schools within the Town.

The Policy will also address the use and disposal of Municipal and School Reserves.

POLICY OBJECTIVES:

The objective of this policy is to:

1. To ensure the municipal and school reserves process is consistent with the Town's Municipal Development Plan and applicable Area Structure Plans.

2. To create a clear, consistent and transparent process that conforms to the Municipal Government Act and ensures developers are aware of the requirement to provide Municipal and School Reserves.

3. To ensure sufficient reserve lands are available to meet the needs of public school authorities.

4. To ensure sufficient reserve lands are available to meet the Town's need for parks and recreation.

5. To ensure the use and disposal of municipal and school reserves is transparent and consistent with Provincial legislation.

Brian Vance, Chief Administrative Officer

Dec 4, 2018
Date

TITLE: MUNICIPAL AND SCHOOL RESERVES

PROCEDURE

1.0 DEFINITIONS

1.01 Act

"Act" shall mean the Municipal Government Act, RSA 2000, C. M-26, as amended.

1.02 CAO

"CAO" shall mean the Chief Administrative Officer of the Town of Slave Lake, or his authorized representative.

1.03 Council

"Council" shall mean the duly elected Town Council.

1.04 Deferred Reserve Caveat

"Deferred Reserve Caveat" is an instrument registered on the Title of lands that serves as a notice or a caution that at the time the subject parcel is further subdivided municipal reserve may have to be provided.

1.05 Developer

"Developer" shall mean the owner of land or the person to whom a development permit or subdivision approval has been granted.

1.06 Municipality

"Municipality" shall mean the Town of Slave Lake.

1.07 Municipal and School Reserves

"Municipal and School Reserves" means land and/or money set aside for the development of parks and school sites as defined in the Municipal Government Act.

TITLE: MUNICIPAL AND SCHOOL RESERVES

PROCEDURE

1.08 Municipal Planning Commission

The Municipal Planning Commission is a body appointed by Bylaw and acts as the Town's Subdivision Authority.

1.09 Recreation Master Plan

"Recreation Master Plan" means a Plan adopted by the Town of Slave Lake that outlines the needs of the citizens with respect to recreation resources. The Recreation Master Plan guides future development decisions in order to respond to those needs by defining the need for and location of recreation programs, facilities, parks and open spaces.

1.10 Statutory Plan

"Statutory Plan" means a plan that has been adopted by bylaw and that has undergone a public hearing and three readings. Once adopted there is a legal obligation on the part of both the municipality and residents to adhere to the Plan. Statutory Plans include the Municipal Development Plan, Area Structure Plans and the Land Use Bylaw.

2.0 RESPONSIBILITIES

2.01 Town Council:

Approves the Municipal and School Reserves Policy.

2.02 Chief Administrative Officer (CAO):

Ensures the Municipal and School Reserves Policy is implemented and followed.

2.03 Director of Planning & Development:

Ensures that Municipal and School Reserves are allocated, in accordance with Policy, as part of subdivision approvals.

TITLE: MUNICIPAL AND SCHOOL RESERVES

PROCEDURE

3.0 STANDARDS/GUIDELINES

3.01 The Municipal Planning Commission (MPC), as the Town's Subdivision Authority, will determine if the Municipal and School Reserves are to be provided in the form of a land dedication, money and land or money in place of land. The MPC must have regard to all of the Town's statutory plans and the Act when making its determination regarding Municipal and School Reserves.

3.02 The Municipal Planning Commission may require the owner of a parcel of land that is the subject of a proposed subdivision to:

3.02.01 to provide part of that parcel of land as municipal reserve, school reserve or municipal and school reserve;

3.02.02 to provide money in place of municipal reserve, school reserve or municipal and school reserve, or

3.02.03 to provide any combination of land or money referred to in 3.02.01 and 3.02.02.

3.03 In accordance with the Municipal Development Plan and the Act, the Town of Slave Lake will require the developer of a subdivision to provide Municipal and School Reserves equivalent to not more than 10% of the appraised market value, determined in accordance with the Act, of the parcel of land, less all land required to be provided as conservation reserve or environmental reserve or made subject to an environmental reserve easement.

3.04 The total amount of money that may be required to be provided under 3.02 may not exceed 10% of the appraised market value, determined in accordance with the Act, of the parcel of land less all land required to be provided as conversation reserve or environmental reserve or made subject to an environmental reserve easement.

Combination of Land and Money

3.05 When a combination of land and money is required to be provided, the sum of:

3.05.01 the percentage of land required under section 3.03; and

TITLE: MUNICIPAL AND SCHOOL RESERVES

PROCEDURE

3.05.02 the percentage of the appraised market value of the land required under section 3.04;

may not exceed 10% or a lesser percentage set out in the Municipal Development Plan.

Money in Place of Land

3.06 Where money is provided in place of a land dedication for municipal and school reserves, the Developer must provide:

3.06.01 a market value appraisal of the existing parcel of land, as of a specified date occurring within the thirty five (35)-day period following the date on which the application for subdivision approval is made;

- as if the use proposed for the land that is the subject of the proposed subdivision, conforms with any use prescribed in a statutory plan or land use bylaw for that land; and

- on the basis of what might be expected to be realized if the land were in an un-subdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made;

or

3.06.02 if the Developer and the subdivision authority agree, a land value based on a method other than that described in 3.06.01;

3.06.03 if money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the subdivision authority must specify the amount of money required to be provided at the same time the subdivision approval is given.

TITLE: MUNICIPAL AND SCHOOL RESERVES

PROCEDURE

Deferred Reserves

3.07 Instead of requiring municipal reserve, school reserve or municipal and school reserve or money in play of any of them, a subdivision authority may direct that the requirement to provide all or part of those reserves be deferred against:

3.07.01 the remainder of the parcel that is the subject of the proposed subdivision approval; or

3.07.02 other land of the person applying for subdivision approval that is within the same municipality as that parcel of land;

or both.

Allocation of municipal and school reserve

3.08 When reserve land is required to be provided, the subdivision authority must specify the amount, type and location of reserve land that is to be provided, regardless of whether money is also required to be provided, and allocate the municipal reserve, school reserve and municipal and school reserve between the municipality and each school board concerned, as joint owners or as separate owners:

3.08.01 in accordance with an agreement made between the municipality and the school boards, or

3.08.02 in the absence of an agreement, in accordance with the needs of each of them as those needs are determined by the subdivision authority.

3.09 When money is required to be provided in place of municipal reserve, school reserve or municipal and school reserve, the subdivision authority must allocate money between the municipality and each school board concerned either jointly or separately:

3.09.01 in accordance with an agreement made between the municipality and the school boards, or

TITLE: MUNICIPAL AND SCHOOL RESERVES

PROCEDURE

3.09.02 in the absence of an agreement, in accordance with the needs of each of them as those needs are determined by the subdivision authority.

3.10 When a combination of land and money is required to be provided, the subdivision authority must:

3.10.01 specify the amount, type and location of the reserve land that is to be provided; and

3.10.02 allocate the municipal reserve, school reserve or municipal and school reserve or money in place or all of them between the municipality and each school board concerned;

in accordance with an agreement made between the municipality and the school boards, or in the absence of an agreement, in accordance with the needs of the municipality and the school boards as determined by the subdivision authority.

3.11 A decision concerning the allocation of municipal reserve, school reserve, municipal and school reserve or money in place of any or all of them must be made before an application for subdivision approval is granted.

Use of Municipal and School Reserves

3.12 Municipal reserve, school reserve or municipal and school reserve may be used by a municipality or school board or by them jointly for any or all of the following purposes:

- a public park;
- a public recreation area;
- school board purposes;
- to separate areas of land that are used for different purposes.

3.13 Despite that land is designated as municipal reserve, school reserve or municipal and school reserve, the municipality and one or more school boards may enter into any agreement they consider necessary with respect to a use referred to in subsection 3.12 or for any matter related to the use.

TITLE: MUNICIPAL AND SCHOOL RESERVES

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3.14 Money provided in place of municipal reserve, school reserve or municipal and school reserve and the interest earned on that money:

- must be accounted for separately, and
- may be used only for any or all of the purposes referred to in section 3.12.

Disposal of Municipal and School Reserves

3.15 If a council wishes to sell, lease or otherwise dispose of municipal reserve, or a council and a school board wish to sell, lease or otherwise dispose of municipal and school reserve, a public hearing must be held in accordance with Section 230 and must be advertised in accordance with Section 606 of the Act.

3.16 In addition to the noticed required under Section 3.15, notices containing the information required under Section 606 of the Act must be posted on or near the municipal reserve, or municipal and school reserve that is the subject of the hearing.

3.17 A council in the case of municipal reserve or a council and a school board in the case of municipal and school reserve, may after taking into consideration the representations made at a public hearing under Section 674 of the Act, direct a designated officer to notify the Registrar that the provisions of this Division have been complied with and request the Registrar to remove the designation of municipal reserve or municipal and school reserve.

3.18 If the Registrar is satisfied that this Part has been complied with the Registrar must remove the designation in accordance with the request made under Section 3.17.

3.19 On removal of the designation, the municipality or the municipality and the school board may sell, lease or otherwise dispose of the land, but the proceeds from the sale, lease or other disposition may be used in the case of sale, lease or other disposition of a municipal reserve or municipal and school reserve, only for any or all of the purposes referred to in Section 3.12.

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4.0 POLICY PROCEDURES

4.01 Administration will determine if there is a requirement to provide municipal reserves, school reserves or municipal and school reserves, as the case may be.

4.01.01 The Director of Planning and Development will conduct a search of the Title of the lands, which are the subject of a subdivision, as well as other lands that are owned by the Developer within the Town boundary, to determine if a Deferred Reserve Caveat(s) is present.

4.01.02 If a Deferred Reserve Caveat(s) has been registered on Title, the Director of Planning and Development will determine, through examination of the applicable Statutory Plans and the Recreation Master Plan; if a park and/or school site is proposed within the area of the lands that are the subject of the subdivision. Note: all Statutory Plans must align and as such, if a future park is recommended in the Recreation Master Plan, reference to that park should also be included in the applicable Area Structure Plan. Further, an Area Structure Plan should also indicate the need for a future public school site. If a future park and/or school site has not been referenced in a Statutory Plan or the Recreation Master Plan, then refer to Section 4.01.03.

4.01.03 The Director of Planning and Development will then refer to and review any agreement between the applicable public school authorities and the Town of Slave Lake with respect to Municipal and School Reserve allocations. This agreement should direct the Town with respect to the allocation of reserves to the public school authorities. Currently there are no agreements between the Town of Slave Lake and the public school authorities.

4.01.04 In the absence of an agreement, the Director of Planning and Development will confer, in writing, with the applicable public school authorities to determine their needs for a future school site. The applicable school authorities would have been notified during the preparation and adoption of an Area Structure Plan, regarding a future school site, if contemplated within the Plan and if required by the school authority.

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Land Dedication

4.01.05 If a park and/or school site is proposed within a Statutory Plan or Recreation Master Plan, the Director of Planning and Development will determine the approximate size of the proposed park and/or school site, as proposed in the Area Structure Plan or Recreation Master Plan, and compare that area to the amount of Reserves that have been deferred under the Deferred Reserve Caveat(s).

Sufficient Land

4.01.05 a. If it is determined that there are sufficient lands available between the Deferred Reserve Caveat(s) and the Municipal and School Reserve allocation required for the subject subdivision, the Director of Planning and Development will prepare a report for the MPC.

4.01.05 b. The Director of Planning and Development will include, as part of the Subdivision report for the MPC, the sections from the applicable Statutory Plans, Recreation Master Plan and the Deferred Reserve Caveat(s) to support the land dedication required for the proposed park and/or school site. Administration will also include a recommendation that the subdivision approval include the requirement to proceed with development of the park and/or school site, as the case may be, which will include the installation of municipal infrastructure.

4.01.05 c. The Municipal Planning Commission's decision shall include conditions requiring the Developer to enter into a development agreement for the subject subdivision and a separate development agreement for the future park and/or school site.

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4.01.05 d. The Developer shall be provided with the Municipal Planning Commission's decision in writing and afforded the appropriate opportunity to appeal in accordance with the Act. If no appeal is launched, the Developer is required to provide a tentative plan of subdivision for the new park and/or school site, as the case may be.

4.01.05 e. The Director of Planning and Development will ensure the development agreement for the subject subdivision addresses the Reserve allocation as approved by the MPC; and that a separate development agreement is required for the new park and/or school site and that the development agreement also addresses the provision of municipal infrastructure to the new park and/or school site.

4.01.05 f. Once the Deferred Reserve Dedication has been met, the Caveat(s) shall be discharged from Title.

Insufficient Land

4.01.05 g. If is determined that there is insufficient land available between the Deferred Reserve Caveat(s) and the Municipal and School Reserve allocation required for the subject subdivision, to satisfy the proposed park and/or school site, Administration will prepare a report for the MPC.

4.01.05 h. The Director of Planning and Development will include, as part of the Subdivision report for the MPC, the sections from the applicable Statutory Plans, Recreation Master Plan and the Deferred Reserve Caveat(s) to support a land dedication. Further the report will advise that there is insufficient land available to fulfill the required dedication for the proposed park and/or school site. The report will

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recommend the MPC register another Deferred Reserve Caveat with respect to the required Reserve allocation for the subject subdivision i.e. defer the Reserve allocation for the subject subdivision.

4.01.05 i. The MPC, while considering the report from Administration, must also consider the risk of waiting for a future subdivision of the subject lands to occur in order to settle the deferred reserve allocation. The need for a park and/or school site may arise before the land required under a deferred reserve allocation becomes available through subdivision. Note: funding for new public schools does not include the land or services for school sites, but rather only for the building itself.

4.01.05 j. The Developer shall be provided the Municipal Planning Commission's decision in writing and afforded the appropriate opportunity to appeal in accordance with the Act. If no appeal is launched, Administration prepares the Deferred Reserve Caveat in accordance with the Act and ensures it is registered concurrently with the subject subdivision plan.

4.01.05 k. The Director of Planning and Development will ensure that the land required to be dedicated for the subject subdivision approval does not exceed 10% of the Market Value of the appraised lands, in accordance with the Act.

4.01.05 l. The Director of Planning and Development will ensure the development agreement for the subject subdivision addresses the Reserve allocation as approved by the MPC.

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Money in Place of Land Dedication

4.01.06 If a park and/or school site have not been proposed in a Statutory Plan or the Recreation Master Plan, then the Reserve will be required in the form of a money in place of land dedication.

4.01.06 a. If is determined through an examination of the applicable Area Structure Plans and Recreation Master Plan that a future park and/or school site are not planned, money shall be requested in place of a land dedication.

4.01.06 b. The Director of Planning and Development will include, as part of the Subdivision report for the MPC, references to the applicable Statutory Plans and Recreation Master Plan and a recommendation that money be provided in place of a land dedication. The report to the MPC shall include the needs of each of the public school authorities and the Town (i.e. parks) with respect to the money being allocated. Essentially, if the school authorities have not expressed a need, outside of a future school site which must be identified in an Area Structure Plan, no money shall be allocated to them. Further, if the applicable Statutory Plans and Recreation Master Plan do not identify the need for a Park, the money allocated is then provided to the Town's Parks Reserve.

4.01.06 c. The Developer shall be provided the Municipal Planning Commission's decision in writing and afforded the appropriate opportunity to appeal in accordance with the Act. If no appeal is launched, the Developer is then required to obtain a market value appraisal of the existing parcel of land in accordance with Section 3.06.01 and submit said appraisal within the thirty-five (35) day time frame prescribed.

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4.01.06 d. Once a Market Value Appraisal is received it is to be reviewed by an independent appraiser, secured by the Town, to ensure the assumptions and comparisons within the Appraisal are fair and reasonable.

4.01.06 e. If the Developer and the MPC agree, a land value based on a method, other than that described in Sections 3.06.01 and 4.01.06 d, may be used.

4.01.06 f. The Director of Planning and Development will ensure the money required to be dedicated for the subject subdivision approval does not exceed 10% of the Market Value of the appraised lands, in accordance with the Act.

4.01.06 g. The Director of Planning and Development will ensure the development agreement for the subject subdivision addresses the Reserve allocation as approved by the MPC.

4.01.06 h. The Director of Planning and Development will ensure the money dedication is paid, as per the Development Agreement, and that the applicable funds are deposited into the Town's MR (Park and School) Reserve and accounted for in accordance with Section 3.14.

Land and Money Dedication

4.01.07 If a park and/or school site is proposed within a Statutory Plan or Recreation Master Plan, the Director of Planning and Development will determine the approximate size of the proposed park and/or school site, as proposed in the Area Structure Plan or Recreation Master Plan, and compare that area to the amount of Reserves that have been deferred under the Deferred Reserve Caveat(s). The Director shall ensure that the Titles of all lands owned by the Developer are

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searched as there may be multiple Deferred Reserve Caveats. If the combined total of Reserves required to be dedicated for the subject subdivision and any deferrals can satisfy the land required for a future park and/or school site, with extra left over, then both a land and money dedication will be required.

4.01.07 a. If is determined that there are sufficient lands available between the Deferred Reserve Caveat(s) and the Municipal and School Reserve allocation required for the subject subdivision to satisfy the entire area of Reserve land to be dedicated, plus extra, the Director of Planning and Development will recommend both a land and money dedication.

4.01.07 b. The Director of Planning and Development will prepare a report for the MPC and include the sections from the applicable Statutory Plans, Recreation Master Plan and the Deferred Reserve Caveat(s) to support the land dedication required for the proposed park and/or school site. Administration will also explain that the required Reserve dedication will exceed the land required and recommend a cash dedication as well. Administration will also include a recommendation that the subdivision approval include the requirement to proceed with development of the park and/or school site, as the case may be, which will include the installation of municipal infrastructure.

4.01.07 c. The Developer shall be provided the Municipal Planning Commission's decision in writing and be afforded the appropriate opportunity to appeal in accordance with the Act. The decision shall indicate that Reserves will be required in the form of both land and money. The decision shall also include conditions requiring the Developer to enter into a development agreement for the subject subdivision and a separate development agreement for the future park and/or school site.

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4.01.07 d.	If no appeal is launched, the Developer is then required to obtain a market value appraisal of the existing parcel of land in accordance with Section 3.06.01 and submit said appraisal within the thirty-five (35) day time frame prescribed.
4.01.07 e.	Once a Market Value Appraisal is received it is to be reviewed by an independent appraiser, secured by the Town, to ensure the assumptions and comparisons within the Appraisal are fair and reasonable.
4.01.07 f.	If the Developer and the MPC agree, a land value based on a method, other than that described in Sections 3.06.01 and 4.01.07 d, may be used.
4.01.07 g.	The Director of Planning and Development will ensure that the land and money required to be dedicated for the subject subdivision approval does not exceed 10% of the Market Value of the appraised lands, in accordance with the Act for both the land and money dedication.
4.01.07 h.	The Director of Planning and Development will ensure the development agreement for the subject subdivision addresses the Reserve allocation as approved by the MPC; and that a separate development agreement is required for the new park and/or school site, as the case may be. Finally, the Director of Planning and Development will ensure that the development agreement for the new park and/or school site also addresses the provision of municipal infrastructure to the new site.
4.01.07 i.	The Director of Planning and Development will ensure the applicable school boards are consulted throughout the process of establishing the new school

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site to ensure the site meets the needs of the schools boards. The Tentative Plan of Subdivision shall indicate that the site is for School Reserve (SR) such that the new legal land description includes the SR designation. Finally, the Director of Planning and Development will ensure that the Title of the new school lands is in the name(s) of the respective school board(s).

4.01.07 j. Once the Deferred Reserve Dedication has been met, the Caveat(s) are to be discharged from Title.

4.01.07 j. The Director of Planning and Development will ensure the money dedication is paid, as per the development agreement, and that the applicable funds are deposited into the Town's MR (Park and School) Reserve and are accounted for in accordance with Section 3.14.

4.01.07 k. The Director of Planning and Development will process the subdivision plan for the new park and/or school site as the case may be.

Use of Municipal and School Reserves

4.01.08 In accordance with the Act, municipal and school reserves may only be used for the purposes outlined in Section 3.12.

4.01.08 a. Any encroachments onto municipal reserves shall be dealt with in accordance with the Encroachments on Public Lands Policy C.d. 025.

Disposal of Municipal and School Reserves

4.01.09 In accordance with the Act, a Developer or landowner may wish to have Council consider a request to dispose of municipal reserves.

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4.01.09 a. A request to consider the disposal of municipal reserves must be in writing and must be accompanied by the prescribed fee.

4.01.09 b. The Director of Planning and Development will prepare and present a report requesting Council's consideration of the disposal. If Council wishes to proceed with a disposal of municipal reserve, a date and time is established for the required Public Hearing.

4.01.09 c. An advertisement, completed in accordance with the Act, and advertised in accordance with the Town's Policy with respect to advertising, is prepared. Referral letters are prepared and sent to neighboring property owners advising of the proposed disposal and the date and time for the required Public Hearing. Finally, a poster mounted on a sandwich board, is posted on the subject municipal reserve lot announcing the proposed disposal and the date and time for the required Public Hearing. The sandwich board shall be removed after the Public Hearing is held.

4.01.09 d. Internal referrals are sent to the various Town departments notifying of the proposed disposal.

4.01.09 e. The Director of Planning and Development will prepare and present a report for the Municipal Planning Commission and shall include a recommendation from Administration, as required under the Act. The Municipal Planning Commission is required to provide Council with a recommendation with respect to all municipal reserves disposals.

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4.01.09 f.	A report is prepared for the Public Hearing and Council meeting and shall contain any and all referral comments received with respect to the proposed disposal; as well as a recommendation from Administration as required under the Act.
4.01.09 g.	The Developer or landowner is notified, in writing, of Council's decision. Council has unfettered discretion with respect to the disposal of municipal reserves and therefore there is no appeal to their decision.
4.01.09 h.	Administration prepares a Removal of MR Designation form and submits the completed form, along with the prescribed fee, to the Alberta Land Titles office for registration.
4.01.09 i.	If the disposal of Municipal Reserves involves the subsequent sale of the property, the file is turned over to the Director of Finance for the conveyancing process.
4.01.09 j.	The sale of the Municipal Reserves, after disposal, shall be completed in accordance with the Vending of Town Owned Land Policy C.d. 003.
4.01.09 k.	The Director of Finance will ensure the proceeds from the sale of the reserve lands is accounted for in accordance with section 3.14 and said funds are deposited into the Town's MR (Park and School) Reserve.

Town of SLAVE LAKE

TOWN OF SLAVE LAKE COUNCIL POLICY			
Department:	Planning & Development	Policy No:	PD.PLN.24-1011
Policy Title:	Vending on Public Lands	Issue Date:	04-23-2024

1. PURPOSE

1.1. To enhance the overall image and economic vitality of commercial areas through the provision of vending on public sidewalks, boulevards, and on-street parking stalls.

2. POLICY STATEMENT

2.1. Subject to the conditions of this policy, public sidewalks, boulevards, and on-street parking stalls may be temporarily used for the purposes of the following:

- Sidewalk Sales;
- Vending Carts;
- Sidewalk Cafes; and,
- Parking Patios.

2.2. This policy does not apply to Vending from pedal powered or motorized vehicles. For motorized vehicles selling food refer to the Food Truck Policy.

2.3. This policy does not apply to private property, special events or festivals.

3. DEFINITIONS

3.1. **Approved Vending Sites** means sites determined by the Planning and Development Department to be appropriate for Vending on public sidewalks, boulevards, or within on-street parking stalls. Vending Sites include sites for Sidewalk Sales, Vending Carts, Sidewalk Cafés, and Parking Patios.

3.2. **Associated Business** means the business operating full time at a commercial location and that owns the Sidewalk Sale, Sidewalk Café, or Parking Patio.

3.3. **Boulevard** means that portion of Town road lying between the curb line of a Town road and the adjacent front property line excepting that portion

occupied by a constructed sidewalk, or where there is no curb, that portion of Town road lying between the portion of the road ordinarily travelled by vehicles and the adjacent front property line excepting that portion occupied by a constructed sidewalk and may include drainage ditches.

3.4. **Curb** means the dividing line of the street between the part of the street intended for the use of vehicles and that intended for pedestrians whether marked with a curbstone or not.

3.5. **Drinking Establishment** means a development where liquor is sold and consumed on the premises and entertainment may be provided to patrons/customers, in the forms of a dance floor, live music stage, live performances, recorded music, video lottery terminals (VLTs), etc. This use may also include the provision of food for consumption on the premises. Drinking Establishments must be licensed by the Alberta Gaming, Liquor and Cannabis Commission and shall prohibit the presence of minors.

3.6. **Eating Establishment** means a use where food is prepared and sold for consumption on the premises or off the premises and includes restaurant food services only and restaurant licensed.

3.7. **Food Truck** means a large vehicle equipped with facilities for cooking and selling food. See the Food Truck Policy for more information.

3.8. **Parking Patio** means a Sidewalk Cafe which has been extended to include the temporary conversion of designated parking stall(s) located on public streets.

3.9. **Parking Stall** means any portion of a parking area marked by one or more painted lines, numbers, poles, signs, or other device to indicate that it is intended for the parking of a vehicle.

3.10. **Patio Heater**, also referred to as a mushroom heater or umbrella heater, means a radiant heating appliance for generating thermal radiation for outdoor use.

3.11. **Sidewalk** means portion of the public right-of-way designed and intended for use by pedestrians.

3.12. **Sidewalk Café** means a group of tables and chairs and other accessories situated and maintained upon a public sidewalk or boulevard for the consumption of food and beverages sold to the public from, or in, an adjoining indoor eating or drinking establishment (i.e., associated business). Examples are restaurant food services only and restaurant licensed, craft brewery & distillery – minor, and drinking establishment).

3.13. **Sidewalk Sale** means a sale held by the business immediately adjacent to the portion of public sidewalk or boulevard and includes displays, tables, tents, etc., required by the business to conduct the sale. Sidewalk sales may extend into the on-street parking stalls immediately adjacent to the store front of the associated business.

3.14. **Street** means a public road, alley or other place designed and intended for use by the public for the passage of vehicles and pedestrians, but does not include a parking lot, whether privately or publicly owned.

3.15. **Tabletop Heater** means an open-flame appliance such as fire pits, fireplaces, and tabletop units that help people enjoy outdoor dining and socializing in the colder months.

3.16. **Vending** means engagement in the sale of beverages, food, and other approved products.

3.17. **Vending Cart** means stationary stands, kiosks, or mobile units such as hand carts that sell food and beverage items or wares and merchandise on public sidewalks. A Food Truck is not considered a Vending Cart.

3.18. **Vendor** means any person(s) who owns and/or operates a Sidewalk Sale, Vending Cart, Sidewalk Cafe, or Parking Patio.

3.19. **Wood Burning Fire Pit** means an acceptable fire pit constructed of non-combustible materials. Approved materials include masonry brick, concrete blocks, or heavy gauge metal to form an enclosed burning area.

Town of SLAVE LAKE

4. GUIDELINES

4.1. Procedure and Responsibility

4.1.1. Location of Vending Sites

4.1.1.1. Vending on public sidewalks, boulevards, and parking stalls shall be permitted only on an Approved Vending Site, for an approved Sidewalk Sale, Vending Cart, Sidewalk Café, or Parking Patio.

4.1.1.2. The approved location of Vending Sites shall be based on the following criteria:

4.1.1.2.1. There shall be no loading zone, accessibility ramp, or cross walks at the curb.

4.1.1.2.2. There shall be a minimum of 3.0 m (10 ft.) between any portion of an approved Vending Site and the curb return (i.e., corner or intersection of streets).

4.1.1.2.3. Vending Sites shall not be located where visibility to vehicle or pedestrian traffic safety is deemed to be an issue by the Town.

4.1.1.2.4. A minimum clear passageway of not less than 1.5 m (5 ft.) for pedestrians shall be maintained and free of any physical obstructions such as utility poles, fire hydrants, trees, temporary signs, sandwich boards, benches, or garbage receptacles. Tree grates must be in good condition and flush to the sidewalk surface if they are located within the 1.5 m (5 ft.) passageway or within a Vending Site.

4.1.1.2.5. Vending Sites shall not be used in such a way as would restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by emergency services or sanitary vehicles.

4.1.1.2.6. Sidewalk Cafés and Parking Patios are also subject to regulations in the Land Use Bylaw.

4.1.2. Vending Site Approval

4.1.2.1. Will be approved on a seasonal basis only, from April 1st to October 15th. Applicants will be required to re-apply annually.

4.1.2.2. Are limited to operation between the hours of 7 am and 10 pm and are not permitted to operate from 10 pm to 7 am.

4.1.2.3. Will only be permitted for applicable existing businesses within the Town.

4.1.2.4. There shall be no permanent modifications made to the public right of way (i.e., sidewalks, boulevards, or streets). The applicant is liable for all loss, costs, damages, and expenses whatsoever incurred or suffered by the Town for the operation of a Sidewalk Sale, Vending Cart, Sidewalk Café, and Parking Patio.

4.1.2.5. Must be maintained in a tidy, clean, and sanitary condition. Dirt, refuse, or debris shall not be permitted to accumulate at a Vending Site. The Town reserves the right to refuse renewal for Sidewalk Sales, Vending Carts, Sidewalk Cafés, and Parking Patios that are not maintained in an attractive and safe condition.

4.1.2.6. All items associated with any Vending Site that may be affected by the wind must be properly anchored with sandbags or concrete blocks (i.e., temporary anchoring). All items that are only temporarily anchored must be removed from the Vending Site at the close of business each day. For Parking Patios, where possible, items that may be affected by wind must be permanently anchored to the patio. Those items that are permanently anchored to the Parking Patio may remain when the business is closed for the day. At no time may items associated with a Vending Site be tied or anchored to street furniture (i.e., benches, utility cabinets, light standards, fire hydrants, etc.) or greenery (i.e., trees, shrubs, etc.).

4.1.2.7. The temporary placement of pop-up tents, gazebos, or shade structures will be permitted on a temporary basis (i.e., day use only), must be properly anchored, must be removed at the close of business each day.

4.1.2.8. Portable propane heaters or tabletop fire pits may be approved for a Vending Site. The device must meet the regulations outlined by the Town and must be approved under the issuance of a Vending Permit. Patio heaters and tabletop fire pits must be certified by the CSA, ULC or other recognized certification body. Patio heaters and tabletop fire pits and the placement of them must follow the criteria below and the site plan submitted with the application should indicate the following:

4.1.2.8.1. Fire extinguishers must be located in the Vending Site and must be easily accessible.

4.1.2.8.2. Patio heaters and tabletop fire pits are allowed in outdoor areas only.

4.1.2.8.3. Patio heaters and tabletop fire pits are positioned in compliance with manufacturers' instructions for required clearances above, around and underneath the heaters and fire pits.

4.1.2.8.4. Patio heaters and tabletop fire pits do not obstruct doors, fire exits or firefighting equipment, such as fire extinguishers, fire hydrants or fire department connections, and are properly distanced from building air intakes.

4.1.2.8.5. Required distancing is maintained from combustible materials such as umbrellas, awnings, walls, tablecloths, paper products, decorations, etc.

4.1.2.8.6. Patio heaters and tabletop fire pits are placed on a level, stable hard surface, not grass or an uneven surface, to avoid being knocked over.

4.1.2.8.7. Patio heaters and tabletop fire pits are not positioned near the edge of an elevated platform.

4.1.3. Other Requirements for Vending Sites

4.1.3.1. Insurance a minimum liability insurance of $2,000,000 is required for each approved Sidewalk Sale, Vending Cart, Sidewalk Cafe, or Parking Patio.

4.1.3.2. Theft - the Town of Slave Lake assumes no responsibility for any theft of property owned by the Vendor.

4.1.3.3. Licenses - all Vendors shall be required to obtain a Business License under the Town's Business License Bylaw.

4.1.3.4. Indemnification - the Vendor shall indemnify and save the Town harmless of all activities undertaken by the Vendor.

4.1.3.5. Special Events and Festivals - unless otherwise determined by the Town, an individual licensed for a Sidewalk Sale, Vending Cart, Sidewalk Café, or Parking Patio shall also have authority to provide vending services at that site during special events.

4.1.3.6. Legislation - the Vendor must abide by all laws and regulations; bylaws and resolutions governing the vending operation and must satisfy all levels of government.

4.1.3.7. Policy Compliance - the Town reserves the right to withdraw Vendor privileges at any location for failure to meet one or more of the requirements outlined in this policy.

4.1.3.8. Vending Permit – all Vendors shall be required to obtain a Vending Permit approving the location and operation of the Vending Site.

4.2. Operation of Approved Vending Sites

4.2.1. Sidewalk Sales

4.2.1.1. All items associated with a Sidewalk Sale must be removed from the sidewalk or on-street parking area before the close of business each day.

4.2.1.2. The area used for a Sidewalk Sale shall not exceed the width of the store front of the associated business and in the case where the Sidewalk Sale extends onto the on-street parking, shall not extend beyond the depth of the on-street parking stalls.

4.2.1.3. Sidewalk Sales must provide barrier free access to the public sidewalk. A minimum of 1.5 m (5 ft.) of the public sidewalk must remain free of any obstructions.

4.2.1.4. A Sandwich Board Sign may be placed in the Sidewalk Sale area (i.e., Vending Site) however cannot be placed within the area maintained for public access.

4.2.1.5. Sidewalk Sales may utilize a larger commercial tent however the tent must meet NFPA (National Fire Protection Association) Standards. A manufacturer's label must be affixed to the tent for inspections.

4.2.1.6. Tents are to be anchored with cement blocks or sandbags and the use of tent pegs, poles, anchors, or other items that pierce the ground will not be permitted on public sidewalks or streets. Tent pegs, poles, anchors, or other items that pierce the ground may be approved for grassed boulevard areas or gravel streets and only with the expressed written permission of the Town.

4.2.1.7. Sidewalk Sales may utilize portable wood burning fire pits, however, the device used must meet regulations outlined by the Town and must be approved under the issuance of a Vending Permit. The wood burning fire pit must be portable, raised a minimum of 15.24 cm (6 inches) off the ground, and must be placed on a non-combustible base, such as concrete brick or sidewalk block, asphalt, or gravel. An area of 3.0 m (10 ft.) around the fire pit must remain free of any structures or any vegetation. Fire extinguishers must be located in the Sidewalk Sale area and must be easily accessible.

4.2.2. **Vending Carts**

4.2.2.1. Vending Cart units shall be of good quality and aesthetically pleasing in appearance. They shall not have any lights,

sounds, or actions which could be a distraction for motorists and pedestrians.

4.2.2.2. Vending Cart selling food or beverages must be approved by Alberta Health Services.

4.2.2.3. All items associated with the Vending Cart must be removed from the sidewalk before the close of business each day.

4.2.2.4. Vending Carts may only be placed on the sidewalk and may not be placed within on-street parking stalls.

4.2.2.5. Vending Carts must allow a minimum of 1.5 m (5 ft.) of Sidewalk between private property (or any other obstruction) and the Vending Cart, as barrier free access for the public.

4.2.2.6. Neither the Vending Cart, nor any items relating to operation of the Vending business, shall lean against or hang from any building or other structure without permission from the owner of the applicable building or structure.

4.2.2.7. To avoid unnecessary competition, Vending Carts shall not be located within 10.0 m (30 ft.) of any business (including another Vendor) which is selling similar products.

4.2.3. Sidewalk Cafés and Parking Patios

4.2.3.1. All Items associated with an approved Sidewalk Café or Parking Patio must be removed at the end of the season (i.e., no later than October 15th).

4.2.3.2. Sidewalk Cafés and Parking Patios must provide barrier free access to the public sidewalk and to the Café or Patio. A minimum of 1.5 m (5 ft.) of the public sidewalk must remain free of any obstructions.

4.2.3.3. The area of a Sidewalk Café and Parking Patio shall not exceed the width of the store front of the associated business and in the case of Parking Patios cannot extend beyond the depth of the on-street parking stalls.

4.2.3.4. Sidewalk Cafés that are developed within 1.0 m (3.3 ft.) of the adjacent building (i.e., store front of the associated business), will not be required to enclose the Café; otherwise, the Café must be enclosed with a rope, rail, or fence.

4.2.3.5. Where a Sidewalk Café utilizes the entire sidewalk width, a temporary boardwalk/walkway for pedestrians to walk around the Café shall be provided. The boardwalk/walkway shall be a minimum of 1.0 m (3.3 ft.) in width and cannot be obstructed at any time. The Boardwalk/walkway must be developed at least 1.0 m (3.3 ft.) from a lane of traffic and must be enclosed with a rail or fence.

4.2.3.6. Parking Patios must be setback 1.0 m (3.3 ft.) from a lane of traffic and maintain a 0.6 m (2 ft.) setback from adjacent parking stalls on either side.

4.2.3.7. Parking Patios must be enclosed with either a fence or a rail and all entrances/exits into the Patio must be placed such that they provide direct access to the sidewalk. Access to the Patio shall not be obstructed by furniture, signs, or any other item.

4.2.3.8. All Parking Patios shall provide a platform/deck surface that is level with the curb and sidewalk with no more than 1.27 cm (1/2 in.) change in the elevation between the Patio space and the existing curb and sidewalk.

4.2.3.9. All lighting provided for Sidewalk Cafés and Parking Patios shall be directed away from residential areas, other properties, and streets.

4.2.3.10. Parking Patios must be designed in a manner that prevents the accumulation of food debris and garbage beneath the structure. The structure must also allow for appropriate street drainage and shall not obstruct the overland flow of stormwater.

4.2.3.11. Live or amplified music is permitted within a Sidewalk Café and Parking Patio; however, the playing of music must

conform to the Town of Slave Lake's Community Standards Bylaw. Further, the playing of music must be conducted in a respectful manner ensuring that adjacent businesses and homes, patrons, pedestrians, and drivers of motor vehicles are not negatively impacted by the volume of the music. Further, the music must not pose a distraction for drivers of motor vehicles. Negative impacts of the music also include the lyrical content of the music, and as such, the music must not contain profane, lude or sexually explicit language. No music videos, digital and/or video display will be permitted.

4.2.3.12. The applicant must permit representatives of the Town of Slave Lake Operations (i.e., public works, utilities), and Community Services departments to enter the Sidewalk Café or Parking Patio for the purpose of installation, maintenance and repair of pipes, cables, wires, poles, trees, and other municipal installations. The cost of restoration is to be the responsibility of the owner of Sidewalk Café or Parking Patio.

4.2.3.13. The Sidewalk Café or Parking Patio owner cannot use any part of the Sidewalk Café or Parking Patio for any other use at any time (i.e., parking, advertising signs, etc.) other than what has been approved in the Vending Permit issued for the Sidewalk Café or Parking Patio.

4.2.3.14. Only food and beverages prepared and served from the abutting eating or drinking establishment (i.e., associated business) are permitted. No outdoor food or drink preparation or service facilities are permitted within a Sidewalk Café or Parking Patio.

4.2.3.15. The facilities of the abutting eating or drinking establishments (i.e., associated business) must provide food preparation, garbage storage and washrooms satisfactory to Alberta Health Services (AHS). Drinking Establishments must provide whatever is required of the Alberta Gaming, Liquor and Cannabis Commission (AGLC).

4.2.3.16. Sidewalk Cafés and Parking Patios must be licensed by all Federal, Provincial and Municipal authorities.

4.2.3.17. The maximum seating capacity of the Sidewalk Café or Parking Patio is to be determined by the Planning Department. Sidewalk Cafés and Parking Patios that serve alcohol, will be subject to seating capacity approval by the Alberta Gaming, Liquor and Cannabis Commission (AGLC).

4.2.3.18. A Sandwich Board Sign may be placed adjacent to the Sidewalk Café or Parking Patio, however, cannot be placed within the area for public access or on or within a temporary boardwalk/walkway intended for public access.

4.2.3.19. The Town maintains the right to remove any poorly maintained structures associated with a Sidewalk Café or Parking Patio, at the owner/operator's expense.

4.3. Issuance of Permits

4.3.1. The Director of Planning and Development will review the complete Vending Permit Application package and all referral comments received and issue a Vending Permit with conditions.

4.3.2. All applications will be evaluated and processed on a first come first served basis.

4.3.3. The conditions imposed shall include regulations established in this Policy, the Land Use Bylaw, the Advertising Bylaw, the Business License Bylaw, the Community Standards Bylaw, and the Traffic Bylaw.

4.3.4. The applicant will be advised, as a condition of the Vending Permit, that they are to comply with all Municipal, Provincial and Federal Codes and Regulations which includes obtaining any required municipal, provincial, and federal approvals, licenses and permits.

4.3.5. The Vending on Public Lands Permit shall be issued within twenty-one (21) days of receipt of a complete application.

ISSUED BY:	APPROVED BY:	DATE:
Mayor		04/23/2024
Chief Administrative Officer		2024/04/24.

Town of SLAVE LAKE

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-24.1009
Policy Title:	Subdivision Signs and Fences	Issue Date:	03-12-2024

1. PURPOSE

1.1. The purpose of this policy is to:

1.1.1. Provide clear direction to Administration, developers and private landowners regarding the Town's role and responsibilities with respect to the ownership, maintenance and replacement of Subdivision Identification Signs and Fences within new and existing subdivisions.

2. POLICY STATEMENT

2.1. The Town of Slave Lake will be responsible for the on-going maintenance, replacement or removal of Subdivision Identification Signs and Fences that are located on Town owned property. The Town will ensure whenever and wherever possible that Subdivision Identification Signs and Fences are developed or placed on or within the property boundary of privately owned land such that the ownership, maintenance, or replacement is not the responsibility of the Town of Slave Lake.

3. DEFINITIONS

3.1. Development Agreement means an agreement entered between a developer and the Town of Slave Lake which authorizes and guides the subdivision and development of land.

3.2. Development Permit means a document authorizing a development issued by the Development Authority.

3.3. Environment Reserve Lot means a parcel of land owned, operated, or maintained in whole by a public authority or municipality and consists of a swamp, gully, ravine, coulee, or natural drainage course, or land that is subject to flooding, or is considered unstable, or is a strip of land abutting

a bed and shore of any lake, river, stream, or other body of water.

3.4. Fence means a structure like a wall built outdoors usually of wood or metal that separates two areas or prevents people or animals from entering or leaving and includes a perimeter fence.

3.5. Public Open Space means an open space area, owned, operated, or maintained in whole or in part by a public authority or municipality as recreational area for public use, including passive and active forms of recreation, designed to serve the neighborhood and community and may include buildings for recreational and community facilities. A Public Open Space includes a park or tot lot.

3.6. Public Utility Lot means a parcel of land owned, operated, and maintained in whole by a municipality and is used for the installation and maintenance of utilities owned by the municipality.

3.7. Subdivision means the division of a parcel of land by a plan or by instrument and "subdivide" has a corresponding meaning.

3.8. Subdivision Identification Sign means a sign containing the name of the subdivision and such sign has been mounted on a free-standing structure or fence with the intent of identifying the subject subdivision and neighborhood.

3.9. Walkway means a path or passage defined for the movement of pedestrians and which is primarily constructed of concrete, asphalt, paving stones, or any similar material.

4. GUIDELINES

4.1. Procedure and Responsibility

4.1.1. Chief Administrative Officer (CAO)Ensures the Subdivision Signs and Fences Policy is implemented and followed.

4.1.2. The Director of Community Services ensures that all subdivision identification signs and fences that are placed on Town owned lands are maintained, repaired, and replaced when required.

4.1.3. The Director of Planning and Development ensures that all requests for the installation, maintenance or replacement of subdivision signs and fences are dealt with in a timely manner and in accordance with the approved policy.

4.1.4. Town Council approves the Subdivision Signs and Fences Policy and any amendments thereto.

4.2. General

4.2.1. Standards/Guidelines

4.2.1.1. For all new subdivision or condominium developments the associated Development Agreement or Development Permit must address the construction, maintenance, and replacement of Subdivision Identification Signs and Fences.

4.2.1.2. Whenever possible, Subdivision Identification Signs and Fences shall be constructed or placed on private property such that the Town of Slave Lake is not the owner of the Sign or Fence and is not responsible for the construction, maintenance, or replacement thereof.

4.3. Policy and Procedures

4.3.1. Upon For all new subdivisions where the developer is required or desires the placement or erection of a Subdivision Identification Sign or Fence, the Director of Planning and Development will ensure that the associated Development Agreement or Development Permit clearly indicates that the Sign and/or Fence must be installed or erected on or within the property boundary such that the titled owner of the land becomes the owner of the Sign and/or Fence, and the maintenance and replacement of the Sign and/or Fence becomes the responsibility of the current landowner.

4.3.2. For all new subdivisions where the developer is required to place or erect a Fence along a Walkway, Public Utility Lot, Environment Reserve Lot, or Public Open Space; the Fence must be installed or erected on or within the property boundary such that the titled owner

of the Fence will be the Town of Slave Lake. These Fences will become the responsibility of the Town of Slave Lake and all costs associated with the maintenance and replacement of the Fence will be the responsibility of the Town. As the owner of the subject land and the Fence, the Town will have the discretion to decide if the Fence is replaced or removed entirely.

4.3.3. The Director of Planning & Development will advise the Director of Community Services of any new Subdivision Identification Signs or Fences to be constructed on Town owned land.

4.3.4. Where the developer is proposing a Plan of Condominium and is required or desires the placement or erection of Subdivision Identification Sign and/or Fence, the Director of Planning and Development will ensure that the that associated Development Agreement or Development Permit clearly indicates that the Sign and/or Fence must be installed or erected on or within the property boundary such that the Condominium Association or the titled owner of the subject land becomes the owner of the Sign and/or Fence. As such, the construction, maintenance, and replacement costs of the Sign and/or Fence becomes the responsibility of the Condominium Association or the current landowner.

4.3.5. For all existing subdivisions where existing Subdivision Identification Signs and/or Fences have been placed or erected, these Subdivision Identification Signs and/or Fences are the responsibility of the current landowner where the subject Sign or Fence has been placed. The maintenance and replacement costs of the Sign or Fence become the responsibility of the current landowner. If the subject Subdivision Identification Sign or Fence exists on or within the boundary of a Walkway, Public Utility Lot, Environmental Reserve Lot, or Public Open Space the Town of Slave Lake, as the owner of the subject land, will have the discretion to decide if the Sign or Fence is replaced

or removed entirely.

4.3.6. The Director of Planning & Development shall notify, in writing, the owner of any Subdivision Identification Sign and/or Fence that falls into a state of disrepair and requires the owner to repair, replace or remove the subject Sign or Fence.

4.3.7. The Director of Community Services shall maintain an operating budget for, and carry out the construction, maintenance, and removal of Subdivision Identification Signs and Fences located on Town owned land.

5. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Chief Administrative Officer		2024/04/23
Mayor		2024/04/23

Town of SLAVE LAKE

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-24.1010
Policy Title:	Offsite Levy	Issue Date:	03-12-2024

1. PURPOSE

1.1. The purpose of this policy is to recover the cost of infrastructure required for growth by:

1.1.1. Using financing strategies that remain sustainable.

1.1.2. To create a transparent process by:

1.1.2.1. Conforming with the Municipal Government Act.

1.1.2.2. Providing opportunity for industry input into the levy and its administration.

1.1.2.3. Proving the Offsite Levies and reserve account statis to be part of the annual municipal financial audit of the Town of Slave Lake.

1.1.3. To create a clear and consistent process for the collection of the levies.

2. POLICY STATEMENT

2.1. The Town of Slave Lake will implement an Offsite Levy Policy with the intent of ensuring that all new Development, whether by way of a development permit or subdivision, pay the costs associated with the municipal infrastructure required for the Development.

3. DEFINITIONS

3.1. Accessory Building means a building or a structure separate and subordinate to the main or principle building, the use of which is incidental to that of the main building and is located on the same parcel of land.

3.2. Act means the Municipal Government Act, RSA 2000, C. M-26, as amended.

3.3. CAO means the Chief Administrative Officer of the Town of Slave Lake, or their authorized representative.

3.4. Council means the duly elected Town Council.

3.5. Developer means the owner of land or the person to whom a development permit or subdivision approval has been granted.

3.6. Development means:

3.6.1. An excavation or stockpile and creation of either of them;

3.6.2. A building or addition to, or repair of a building, and the construction or planning in, on, over, under land, or any of them.

3.6.3. A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or

3.6.4. A change in the intensity of use of land or building or an act done in relation to land or building that results in or is likely to result in a change in the intensity of use of the land or building.

3.7. Development Charges means the costs assessed by the Town of Slave Lake against land developers for their proportionate share of the costs of municipal infrastructure systems constructed by the Town which benefit the development, or re-development areas.

3.8. Land Use District means those Districts established and defined in the current Land Use Bylaw adopted by the Town of Slave Lake.

3.9. Main Building means the main or principle building on a site, the use of which is the main or primary use on the subject lands.

3.10. Municipality means the Town of Slave Lake.

3.11. Offsite Levy Bylaw means the bylaw of the Town of Slave Lake where an offsite levy is imposed in accordance with the authority of the Municipal Government Act RSA 2000, C. M-26 as amended.

3.12. Offsite Levy Study shall mean the current Offsite Levy Study prepared by

an engineer and provides the rationale and basis for the calculation of offsite levies in the Town of Slave Lake.

3.13. Re-developed Land means land within the boundaries of the Town of Slave Lake which has been developed upon.

3.14. Subdivision Area means that portion of the lands which are delineated and outlined in a subdivision plan and are the lands identified in a development agreement.

3.15. Use means a building or an area of land and the function and activities thereon.

3.16. Use, change of means the conversion of land or buildings, or portion thereof, from one land use activity to another, in accordance with the permitted or discretionary uses as listed in each land use district.

3.17. Use, Intensity of means the degree or scale of use or activity in relation to the amount of land and buildings associated with the use, amount of parking facilities required for the particular use or activity, etc.

3.18. Vacant Un-developed Land means any parcel of land within the boundaries of the Town of Slave Lake where a development permit has not been issued for development and no development exists or has existed on the land.

4. GUIDELINES

4.1. Procedure and Responsibility

4.1.1. Chief Administrative Officer (CAO) ensures the Offsite Levy Policy is implemented and followed.

4.1.2. Director of Planning and Development ensures that offsite levies are collected, in accordance with Policy, prior to the issuance of a development permit or subdivision approval.

4.1.3. Town Council approves the Offsite Levy Policy and any amendments thereto

4.2. Standards/Guidelines

4.2.1. In accordance with the current Offsite Levy Bylaw, the Town of Slave Lake will require the payment of an offsite levy prior to the issuance of a development permit or subdivision approval.

4.2.2. Where the subject land is considered Re-developed Land, the Town will not impose an offsite levy, regardless of whether an offsite levy has ever been collected.

4.2.3. Where the subject land is considered Vacant Undeveloped Land within any Residential land use district, an offsite levy will be required and will be triggered by an application for a development permit for the Main Building on the subject land. Development permit applications for Accessory Buildings or any other type of development, as defined in this Policy, other than a Main Building, will not trigger the requirement to pay an offsite levy.

4.2.4. Where the subject land is considered Vacant Undeveloped Land within any Commercial, Industrial, or Special land use district, an offsite levy will be required; and will be triggered by an application for a development permit for the Main Building, Change in Use, or Intensity of Use on the subject land. Any other type of development, as defined in this Policy, other than a Main Building, Change in Use, Intensity of Use of the subject land, will not trigger the requirement to pay an offsite levy.

4.3. Policy and Procedures

4.3.1. Subdivisions:

4.3.1.1. Upon receipt of a subdivision application, the Developer will be notified of the requirement to pay an offsite levy in accordance with the current Offsite Levy Bylaw.

4.3.1.2. For subdivision applications, Administration will prepare a Development Agreement, in accordance with the Cost Recovery/Cost Contribution of Municipal Infrastructure Policy. The subject Development Agreement shall address the

collection of offsite levies and shall be drafted in accordance with the current Offsite Levy Bylaw.

4.3.1.3. Where the subject Subdivision does not require the preparation of a Development Agreement, the requirement to pay offsite levy shall be a condition of subdivision approval.

4.3.1.4. Administration will calculate the offsite levy required utilizing the current Offsite Levy Bylaw as follows:

4.3.1.4.1. Referencing Figure 1-1 - Existing and Future Land Use Areas within Town Limits Map of the Offsite Levy Review study, determine the catchment area the subject land falls within.

4.3.1.4.2. Once it has been determined which catchment area the subject land falls within, refer to the **annually adjusted Table 7.1** – Development Charges Summary Table of the Offsite Levy Review study. This Table will provide the per hectare levy for each catchment area in Figure 1-1.

4.3.1.4.3. Determine the size of the subject land in hectares. Multiply the parcel size (in hectares) by the per hectare levy determined above. Goods and Services Tax (GST) is not added to an offsite levy.

4.3.2. Development Permits:

4.3.2.1. Upon receipt of a development permit application for a Main Building on a Vacant Undeveloped Land in any Residential district, the developer will be required to pay an offsite levy prior to issuance of the development permit.

4.3.2.2. Upon receipt of a development permit application for a Main Building or a Change of Use or Intensity of Use of the subject

lands on a Vacant Undeveloped Land within any Commercial, Industrial, or Special district; the developer will be required to pay off an offsite levy prior to issuance of the development permit.

4.3.2.3. Administration will calculate the offsite levy required utilizing the current Offsite Levy Bylaw as follows:

4.3.2.3.1. Referencing Figure 1-1 - Existing and Future Land Use Areas within Town Limits Map of the Offsite Levy Review study, determine the catchment area the subject land falls within.

4.3.2.3.2. Once it has been determined which catchment area the subject land falls within, refer to the **annually adjusted Table 7.1** – Development Charges Summary Table of the Offsite Levy Review study. This Table will provide the per hectare value for each catchment area in Figure 1-1.

4.3.2.3.3. Determine the size of the subject land in hectares. Multiply the parcel size (in hectares) by the per hectare value determined above. Goods and Services Tax (GST) is not added to an offsite levy.

5. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Chief Administrative Officer		2024/04/23
Mayor		20240423

Town of SLAVE LAKE

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-24-1008
Policy Title:	Lot Grading	Issue Date:	03-12-2024

1. PURPOSE

1.1. The purpose of this policy is to:

1.1.1. Ensure that Lot Grading within the Town of Slave Lake is developed in a cohesive and responsible manner limiting the impact to new and existing developments and lots.

1.1.2. Ensure that the Lot Grading inspections and required follow-up correspondence are carried out in a timely fashion.

1.1.3. Ensure that Lot Grading adheres to the Town's Development Standards and Procedures.

2. POLICY STATEMENT

2.1. The Town of Slave Lake will ensure clear direction and procedures are maintained, followed, and communicated with respect to Lot Grading.

3. DEFINITIONS

3.1. Development Officer means a Development Officer of the Town of Slave Lake.

3.2. Development Standards and Procedures means the Town of Slave Lake's minimum design standards for the design, construction, and installation of Municipal Improvements.

3.3. Final Grades means the as-built grades on a lot established once topsoil has been placed on top of the approved rough grade.

3.4. Grade means a gradient or slope.

3.5. Landowner means the person shown as the owner of the land on the current Land Title.

3.6. Lot means any land or property located within the Town of Slave Lake.

3.7. Lot Grading means the shaping and sloping of the land to direct surface drainage away from structures and adjacent properties and toward a public road.

3.8. Lot Grading Certificate means a post-construction stamped or sealed document that shows final as-built grades of a lot in comparison with design grades that were previously approved by the Town of Slave Lake.

3.9. Lot Grading Compliance means a letter issued by the Town once it has been determined that the lot grading for a lot complies with the Lot Grading Plan, the Subdivision Design Grades, the Development Standards and Procedures and Lot Grading Inspection.

3.10. Lot Grading Plan means a document submitted with the development permit application that shows existing and proposed grades for a lot.

3.11. Lot Grading Respecting Compliance means a letter issued by the Town once it has been determined that the lot grading for a lot does not comply with the Lot Grading Plan, Subdivision Design Grades, the Development Standards and Procedures or a Lot Grading Inspection. A Lot Grading Respecting Compliance letter may also require the developer/landowner to alter the grades or correct deficiencies in the lot grading.

3.12. Permanent means something that is lasting or intended to last or remain uncharged indefinitely.

3.13. Permanent Structure means a structure on the subject lands that is constructed and intended to be Permanent. Examples of Permanent Structures are, but not limited to, residential dwellings, detached garages, industrial, commercial, and institutional buildings.

3.14. Property means any lot or land located within the Town of Slave Lake.

3.15. Rough Grade means the backfilling of the foundation walls and the shaping of a lot to conform to the Subdivision Design Grades, where applicable, and the approved Lot Grading Plan. Rough Grade does not include the placement of topsoil.

3.16. Subdivision Design Grades means a Lot Grading Plan for a subdivision, prepared in accordance with the Development Standards and Procedures, which has been approved by the Town of Slave Lake and establishes the grades on each lot within a subdivision.

3.17. Town means the Town of Slave Lake.

4. GUIDELINES

4.1. Procedure and Responsibility

4.1.1. Chief Administrative Officer (CAO) ensures the Lot Grading Policy is implemented and followed.

4.1.2. Director of Planning and Development ensures the Lot Grading for all lots within the Town is completed in accordance with the prevailing Development Standards and Procedures, Land Use Bylaw, Property Drainage Bylaw, and the Lot Grading Policy.

4.1.3. Town Council approves the Lot Grading Policy and any amendments thereto.

4.2. **Standards/Guidelines**

4.2.1. In accordance with the Development Standards and Procedures and the Land Use Bylaw, the Town of Slave Lake will require the submission of a Lot Grading Plan and a Lot Grading Certificate for any new developments that include a permanent structure.

4.2.2. The Town will ensure lots are graded in accordance with the Development Standards and Procedures, the Land Use Bylaw and the Property Drainage Bylaw and will require lot grading for developments that include a permanent structure.

4.2.3. The Town will provide a clear and transparent process that is communicated and followed by developers, landowners, and the Town.

4.3. Policy Procedures

4.3.1. Lot Grading Plan

4.3.1.1. Upon application for a development that will include any permanent structure, a Lot Grading Plan, prepared by an Alberta Land Surveyor or by a Professional Engineer, will be required. The Lot Grading Plan shall be prepared in accordance with the Development Standards and Procedures, the Subdivision Design Grades, where applicable, and Land Use Bylaw.

4.3.1.2. For all lots where Subdivision Design Grades exist, the Lot Grading Plan shall include existing and proposed grades and shall propose a Grade pattern i.e., split lot, rear to front, or front to rear grading that is established in the Subdivision Design Grades. The proposed grades should match the Subdivision Design Grades.

4.3.1.3. For all lots where Subdivision Design Grades do not exist, the Lot Grading Plan shall include existing and proposed grades and shall propose a Grade Pattern i.e., split lot, rear to front, or front to rear. Finally, the Lot Grading Plan shall demonstrate how the proposed grades will property tie into the existing grades on adjacent properties.

4.3.1.4. Within ten (10) business days of receipt of a Lot Grading Plan the Development Officer will conduct a Lot Grading Plan Review. The Review will include the comparison of the Lot Grading Plan to the Subdivision Design Grades, where applicable, and the Development Standards and Procedures.

4.3.1.5. If the Lot Grading Plan meets with the requirements of the Subdivision Design Grades, where applicable, and the Development Standards and Procedures, the applicant is notified, in writing, that the Lot Grading Plan is acceptable.

4.3.1.6. If the Lot grading Plan does not meet with the Subdivision Design Grades, where applicable, and the Development Standards and Procedures, the applicant is notified, in writing, of the deficiencies and is required to submit an amended Lot Grading Plan. Amended Lot Grading Plans will undergo the same review and process outlined in sections 4.3.1.2 to 4.3.1.5.

4.3.2. **Lot Grading Certificate**

4.3.2.1. Upon completion of the Final Grades the developer/landowner shall submit a Lot Grading Certificate prepared by an Alberta Land Surveyor or by a Professional Engineer, showing proposed grades, as approved on the Lot Grading Plan, and the final lot grades. The Lot Grading Certificate shall be prepared in accordance with the Development Standards and Procedures and shall contain all information necessary to properly evaluate the final lot grading.

4.3.2.2. Lot Grading Certificates prepared at rough grade will not be accepted by the Town. The developer/landowner will be required to submit another Lot Grading Certificate prepared after final grades are achieved.

4.3.2.3. Within ten (10) business days of receipt of the Lot Grading Certificate the Development Officer shall conduct a Lot Grading Certificate Review. The review will include a comparison of the Lot Grading Certificate with the Lot Grading Plan, the Subdivision Design Grades, where applicable, and the Development Standards and Procedures.

4.3.2.4. Within ten (10) business days of receipt of the Lot Grading Certificate and once the Lot Grading Certificate Review is complete, the Development Officer will conduct a Lot Grading Inspection. This is a visual inspection of the final grades and

will determine if the Lot Grading Certificate represents the physical on-site conditions. The Planning Department will conduct two (2) Lot Grading Inspections at no charge and all additional inspections thereafter will be charged at a rate established in the Planning and Development Fees Bylaw.

4.3.2.5. Within five (5) business days of conducting the Lot Grading Inspection outlined in Section 4.3.2.4, the Development Officer will inform the developer/landowner of the results of the inspection by issuing, in writing, either a Lot Grading Compliance letter or a Lot Grading Respecting Compliance letter. The Lot Grading Respecting Compliance letter shall indicate deficiencies and any required work.

4.3.2.6. Once the required work has been completed, as outlined in the Lot Grading Respecting Compliance letter, another Lot Grading Inspection is conducted in accordance with Section 4.3.2.4.

4.3.2.7. Within five (5) business days of conducting the Lot Grading Inspection outlined in Section 4.3.2.4., the Development Officer will inform the developer/landowner of the results of the inspection by issuing, in writing, either a Lot Grading Compliance letter or a Lot Grading Respecting Compliance letter. The Lot Grading Respecting Compliance letter shall indicate deficiencies and any required work.

4.3.2.8. If it is determined through the Lot Grading Plan Review and the Lot Grading Inspection outlined in Section 4.3.2.4. that the developer/landowner has completed the required alterations to correct the lot grading; and if it is determined that it is not reasonable and practical to achieve Lot Grading Compliance, a Lot Grading Respecting Compliance letter will be issued. This letter will advise the developer/landowner that they cannot achieve Lot Grading Compliance and as such will not be

required to submit a new Lot Grading Certificate. The letter will further notify the developer/landowner that any and all liability associated with the non-compliance of the lot grading will be the responsibility of the landowner.

4.3.2.9. Once snow has fallen on the ground and there is the presence of frost it is very difficult to determine if a lot is graded in accordance with the Lot Grading Certificate or the Development Standards and Procedures. Further, frost heaves can alter the overall appearance of the lot, therefore leading to a misrepresentation of the actual grades. As such, Lot Grading inspections will not be conducted during winter months (i.e., Nov 1st to May 31st).

4.3.2.10. Lot Grading Certificates received during the winter months as outlined in Section 4.3.2.9. will undergo a Lot Grading Inspection the following spring.

5. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Chief Administrative Officer		2024/04/23
Mayor		2024/04/23

TOWN OF SLAVE LAKE

POLICY

OWNER DEPT: PLANNING & DEVELOPMENT	
EFFECTIVE DATE: MAY 21, 2019	**REVISED DATE:**
SUPERSEDES:	**MOTION NUMBER:** #185-19

TITLE: SPECIAL EVENT POLICY

POLICY STATEMENT:

The Town of Slave Lake encourages Special Events within the community and will work with Event organizers towards ensuring these Events, which are held on Public Lands or within Public Facilities, are safe, well planned and successful.

POLICY OBJECTIVES

The purpose of this policy is to:

1. Provide a clear, concise and appropriate process for applying for a Special Event Permit.
2. Ensure that all required agencies are notified of the proposed Special Event and that they are given an opportunity to provide comments and/or concerns.
3. Facilitate and assist Special Event planning by providing a process that ensures a successful and safe event.
4. Ensure that Special Events minimize the risk of liability to the Town, reduce the potential risk to public safety and of damage to Public Lands and Facilities.

Brian Vance, CAO

May 21 2019.
Date Approved

TITLE: SPECIAL EVENT POLICY

PROCEDURE

Definitions

Approved Burning Device:

Means a device made from pottery, metal or masonry, with a firebox that is no larger than 1 meter in diameter, located in an area that will not pose a risk of fire spread and that is equipped with an enclosed hearth with a mesh scree that is less than 1.25 centimeters or ½ inch, completely covering the top, or a hearth that is enclosed on all sides that has a mesh screen that is less than 1.25 centimeters or ½ inch, completely covering the top, or other approved covering that will not permit the spread of fire.

Charitable Community Event:

Means a non-profit event where the benefit of the event is delivered to the community or a significant segment of the community. Examples include, but are not limited to, River Boat Daze Block Party, Frost Fest, Canada Day Celebrations, Parades, etc.

Charitable Organization:

Means a non-profit organization or group whose primary objectives are philanthropy and social well-being which includes relief of poverty, advancement of education or religion or other purposes beneficial to the community.

Charitable Event:

Means a non-profit event such as religious event, public education and/or awareness event, etc. and may also include charitable fundraising. The primary purpose of a charitable fundraising event is to raise money for a cause, charity or non-profit group or organization.

Commercial Entity or Business Event:

Means an event held by a business or commercial entity where the event itself will not earn a profit (i.e. non-profit event) even though the business or entities normal operations include the provision of goods or services for profit. Examples include, but are not limited to, Staff BBQs, Team Building Events, Staff Appreciation Dinners and/or Award events, Company Celebrations, etc.

Commercial Use:

Means the use of land, a facility, equipment or other assets with the intent to earn a profit.

Community:

Means for the purpose of this Policy, the community of Slave Lake.

Emergency Action Plan:

Means a Plan that specifies the procedures for handling sudden or unexpected situations. The objective of the Plan is to be prepared to prevent fatalities and injuries, reduce damage to buildings and equipment and protect the environment and the community when sudden or unexpected situations occur.

Family Event:

Means a non-profit, private event that consists of members of a family or families.

Fireworks:

Means a device containing gunpowder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebration.

Green Spaces:

Means all public parks and open spaces and does not include public Sports Fields (i.e. baseball diamonds and soccer fields).

Occupying Space / Change in Use Development Permit

Means a development permit issued under the Land Use Bylaw which permits the occupancy of space or change in use or change of intensity of use.

Portable Cooking Device

Means any appliance sold or constructed for the purpose of cooking food in the out-of-doors by burning fueled from a liquid tank of less than 2 liters in size or a compressed gas cylinder.

Pubic Land or Facility:

Means land, buildings and/or facilities that are owned by the Town of Slave Lake.

Private Land or Facility:

Means land, buildings and/or facilities that are not owned by the Town of Slave Lake.

Special Event Permit:

Means a permit issued by the Town under the authority of the Special Event Policy, approving and providing conditions for a special event.

Walk/Run/Marathon:

Means an event where participants will either walk or run or both, on an open specified course for a predetermined distance or length of time. The event can be a sporting competition or may provide awareness, public education or be considered a Charitable Fundraiser.

Responsibilities

Chief Administrative Officer (CAO):

Ensures that the Special Event Policy is implemented and followed.

Director of Planning and Development:

Ensures that Special Events are processed and issued permits in accordance with the Special Event Policy.

Director of Operations

Ensures that all operational requirements around Road Closures and Parade Routes are administered and followed in accordance with the Special Event Policy.

Director of Community Services

Ensures that all operational requirements around Green Spaces are considered and administered in accordance with the Special Event Policy.

Town Council:

Approves the Special Event Policy and any amendments thereto.

Standards/Guidelines

1. The Town of Slave Lake will require that all Special Events held on public lands or within public facilities, as defined in this Policy, other than those that meet the exemption criteria, are required to apply for and receive a Special Event Permit, prior to the Event taking place. All Commercial Uses, as defined in this Policy, will be required to apply for an Occupying Space / Change in Use Development Permit, if applicable.
2. The Special Event Policy will not apply to Events held on private lands or within private facilities.
3. Events held within the Town's Multi-Recreation Centre (MRC), the Legacy Centre or the Sinclair and Charity Ball Diamonds, as well as the parking lots associated with these facilities, will not be subject to a Special Event Permit but rather a permit issued by the Community Services Department.
4. The Town reserves the right to refuse any application for a Special Event that is considered complete or incomplete, which is not received by the Town a minimum of fourteen (14) business days from the date of the Event.
5. All Events that will include a Road Closure will require an application for a Special Event Permit. The Road Closure must be approved by the Director of Operations. The Town does not rent or provide equipment, barricades, signs, personnel, volunteers or personal protective equipment (PPE) for any Event. The Town reserves the right to refuse to close a road.
6. The Town has seven (7) pre-approved Running and Walking Routes that have been designed with public safety in mind. All of these Routes minimize the potential interaction between pedestrians, participants and vehicle traffic. The Town reserves the right to refuse a walk, run or marathon that is not planned utilizing one of the seven (7) pre-approved Routes.
7. The Town will require Liability Insurance, in accordance with the minimum liability requirements as defined in the Insurance Section of this Policy, be provided for all Events on public lands or within public facilities. The Town reserves the right to request additional insurance for any Event that it considers, in its discretion, to be high risk.

8. All Events on public lands or within public facilities must be evaluated to ensure the Event will have limited negative impacts on public lands or facilities. The Town reserves the right to refuse certain Events or portions of Events that may cause damage to public lands or facilities, or may expose the Town to unnecessary risk or liability. The Town reserves the right to cancel any Event due to severe weather conditions or other unforeseen event.
9. All Events held on public lands or within public facilities must include, as part of the Special Event Application, an Emergency Action Plan. The level of detail required in the Emergency Action Plan will vary depending on the Event.
10. All Events must comply with the regulations established in the Special Event Policy, the Parks Bylaw, the Advertising Bylaw, the Land Use Bylaw, the Business License Bylaw, the Traffic Bylaw, the Cannabis Bylaw and the Community Standards Bylaw, and will also be required to obtain any other municipal, federal or provincial approval, license or permit.
11. The Town of Slave Lake will issue a Special Event Permit, in accordance with the Special Event Policy, within fourteen (14) business days of receipt of a complete application.

Policy and Procedures

1. Upon receipt of a completed Special Event Application, the Director of Planning and Development will review the application to ascertain if the proposed Event should be issued a Special Event Permit, an Occupying Space / Change in Use Development Permit or if the Event meets the listed exemptions and will not require a permit.

Exemptions

1. If the proposed Event is a Charitable Event, Charitable Community Event, Family Event or Commercial Entity or Business Event as defined in this Policy, and the proposed Event meets the following exemptions, a Special Event Permit will not be required:
   (a) If the Event is a Charitable Event, Charitable Community Event, Family Event or Commercial Entity or Business Event to be held within a private facility or on private lands;
   (b) If the Event is a Charitable Event, Family Event or Commercial Entity or Business Event to be held outdoors on public lands or indoors in a public facility and the number of participants will not exceed fifty (50) people;
   (c) If the Event is a Charitable Event which includes a Walk to be held outdoors on public lands and the number of participants will not exceed fifty (50) people.

Events requiring a Special Event Permit

1. A Special Event Permit will be required if the proposed Event is to be held outdoors on public lands and meets the criteria noted in Section 1 – Exemptions, however, the applicant would like to include any of the following:
   (a) approved burning device;
   (b) fireworks;
   (c) temporary structures such as tents, stages, fences, commercial grade inflatable play structures, booths, etc.;
   (d) licensed area i.e. for the serving of alcohol;
   (e) a road closure or closure of a portion of a public road, parking lot, etc.
2. If the proposed Event is for a Commercial Use, as defined in this Policy, the applicant shall be notified that an Occupying Space / Change in Use Development Permit may be required. The Special Event Permit shall not be utilized for any Commercial Use application.
3. If the proposed Event does not meet any of the exemptions noted in Section 1 – Exemptions, then the applicant will be required to complete a Special Event Permit Application form and submit all required supporting documentation. A complete Special Event Application shall be received a minimum of fourteen (14) business days prior to the Event to allow the Town sufficient time to complete the required referral and permit issuance process.
4. The Town reserves the right to refuse any Special Event Application that is not received within sufficient time to complete the required referral or permit processing time frame i.e. fourteen (14) business days.
5. A complete Special Event Application will include a Special Event Application form with signature of the applicant, a detailed description of the proposed Event, a Site Plan, Event Liability Insurance, and an Emergency Action Plan. If the Event includes a walk, run or marathon, selection of one of the pre-approved Running and Walking Routes is also required. If the Event includes a road closure, then the applicant shall also include a Road Closure Consent form that has the signatures of all affected landowners or business owners consenting to the road closure.
6. Once a complete Special Event Application has been received, the Director of Planning and Development will open a file and assign a permit number.
7. All Special Event Permits are a “no fee” permit.
8. After the file has been opened, the Director of Planning and Development will send out referral letters, including the application package, to the required list of referral agencies and internal referrals. The intent of the referral process is to ensure that all those individuals who should be aware of the Event have an opportunity to provide comments and/or concerns, if any.

Road Closures

1. If the proposed Event includes a Road Closure, the application is also referred to the Director of Operations, who has authority to close public roads.
2. The Director of Operations will review the requested Road Closure, and if in agreement, will prepare and issue an official Road Closure Map which will be forwarded to the Planning Department to be included in the subject Special Event Permit. The Director of Operations will also determine what level of traffic control will be required for the proposed Event and will communicate those requirements to the applicant.
3. The Director of Operations will also work directly with the applicant with respect to any special requirements around the Road Closure. All parking signs and barricades must be rented by an external company. The Town of Slave Lake does not lend or rent these items or any required Personal Protective Equipment (PPE). Volunteers will be required for all Events that include a road closure, to increase the safety of the participants in the Event. All Volunteers must be provided with required PPE. Volunteers and participants in the Event cannot direct traffic during a road closure and are required to follow the Traffic Bylaw and the rules of the road.
4. The Director of Operations reserves the right to refuse to close any public road at his/her discretion.
5. Some events require Provincial applications and/or approvals from departments such as the Ministry of Transportation and Highways. The Director of Operations will notify the applicant of such applications and require the applicant to submit approvals from required Provincial departments when received.

Walks/Runs/Marathons

1. If the Event includes a walk, run or marathon, the applicant will be required to select one of the pre-approved Running Walking Routes. The applicant will be required to provide Volunteers for the Event to increase the safety of the participants for the entire duration of the Event. All Volunteers are to be provided with the required PPE. All Volunteers and participants must be informed of and are expected to follow the particular Running Walking Route for the Event as well as the Traffic Bylaw and the rules of the road.
2. The Special Event Permit issued for a walk, run or marathon shall include major and minor crossing maps and shall also advise of any special requirements such as volunteers, signs, barricades, beacons, etc.
3. Alternative routes may be considered and approved at the discretion of the Director of Planning and Development.

Green Spaces

1. If the Event is to be held in Green Spaces i.e. Parks, the applicant should consider the activity, not just during the event but also access to and clean up after the event. Safety and security will need to be included in the application. Each activity type will require an assessment of their appropriateness for public property. The applicant will be responsible for providing sufficient information about the proposed Event to allow for an assessment by the Director of Community Services and other related departments as necessary. Supporting documents such as maps and detailed outlines of the Event should be submitted with the application.
2. The Town will attempt to limit bookings in Green Spaces at two (2) per day to ensure the events are successful.
3. The applicant shall be notified, as part of the Special Event Permit, that restricting public access to a public Green Space or equipment within a public Green Space will not be permitted.
4. The Town reserves the right to cancel an event scheduled at any of its public spaces or facilities due to severe weather conditions or other unforeseen event.

On-site Event Equipment

1. The Site Plan for the Special Event Application shall include where special equipment or other infrastructure will be placed at the Event. This may include items such as tables, chairs, tents, fencing, portable toilets and wash stations, stages, booths, etc. The Director of Community Services shall approve any and all equipment or infrastructure placed in public Green Spaces, the Director of Operations will approve the placement of all equipment or infrastructure in public roads, streets or lanes.
2. The installation or placement of any equipment or infrastructure that pierces the ground including fence posts, tents, poles/pegs, signs, etc. on public lands must be pre-approved. It is preferred that all structures required for Events are secured using cement blocks or sandbags. No equipment, infrastructure or other object may be tied to public infrastructure such as park fixtures, greenery (i.e. trees or shrubs), street furniture (i.e. garbage receptacles, park benches, etc.), light or signal standards, bollards, and signs (i.e. street, directional or traffic signs).
3. Applicants may be charged for any damages resulting from unauthorized set up methods.
4. All tents must meet National Fire Protection Association (NFPA) standards. A manufacturer's label must be affixed to the tent for inspection.

5. Non-commercial Grade Inflatable Play Structures are not permitted on public lands. All Commercial Grade Inflatable Play Structures must be pre-approved by the Town and operated by an individual licensed to operate the structure. A copy of the Operator's License shall be provided to the Town as part of the application.

Insurance

1. All events on public lands will require insurance designed to cover the Event organizer and volunteers from liability claims made by another person related to injury to that person and/or damage to property. Property owned by the volunteer or personal injury to a volunteer is not covered by this insurance. Volunteers should ensure that they have adequate property insurance as well as insurance for disabilities either through employment or other means.

2. Proof of insurance must be provided as part of a Special Event Application. The Certificate of Insurance can only be completed by an insurance agent. A minimum of two (2) million and as high as five (5) million dollars "comprehensive general liability" insurance will be required depending on the type of event. The minimum liability insurance requirements are as follows:
   (a) $2,000,000 Comprehensive General Liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants;
   (b) Cross-liability clause: municipality named as an additional named insured. Insurance for the event should commence prior to the use of municipal facilities and end after the event. If municipal facilities are required prior to and extend past the scheduled event, insurance for the event should cover the additional time period for set-up, practice and clean-up, etc.
   (c) $5,000,000 Comprehensive General Liability insurance is required for, (but not limited to) the following:
      (i). Mechanical Amusement Rides;
      (ii). Pony Rides;
      (iii). Petting Zoos;
      (iv). Commercial Inflatable Play Structures;
      (v). Fireworks;
      (vi). Parades;
      (vii). Commercial Block Party.

      Other High-risk activities as determined by the Town of Slave Lake.

Emergency Action Planning

1. The Town of Slave Lake will require the submission of an Emergency Action Plan for all Events that will be held on public lands or within public facilities. The level of detail required will vary with each Event. The Emergency Action Plan shall include:

(a) the names and contact information for the Event manager and key personnel involved;
(b) the Event emergency procedures;
(c) contact information for all emergency agencies;
(d) a list of any agencies or groups involved and their respective responsibilities;
(e) a contingency for bad weather;
(f) a contingency for specific Event risks;
(g) a plan for lost/found persons or property;
(h) crowd control if applicable;
(i) shelter in place;
(j) evacuation plan;
(k) traffic management plan if applicable;
(l) a list of names and contact information for first aid services;
(m) media plan and proactive messaging for potential risks.

Other Provisions

1. All Events shall adhere to the current Community Standards Bylaw.
2. All “for profit” businesses or organizations must have a valid Town of Slave Lake Business License.
3. All advertising of Special Events must adhere to the Town of Slave Lake’s Land Use Bylaw and the Communications Policy.
4. All Events that will include Fireworks or a Fire Pit must also obtain a permit from the Lesser Slave Lake Regional Fire Department, prior to the event taking place.
5. All participants in Events shall adhere to the Traffic Bylaw and the rules of the road.

Issuance of a Special Event Permit

1. The Director of Planning and Development will review the complete Special Event Permit Application package and all referral comments received and issue a Special Event Permit with conditions.
2. The conditions imposed shall include regulations established in the Special Event Policy, the Parks Bylaw, the Advertising Bylaw, the Land Use Bylaw, Business License Bylaw, the Traffic Bylaw, the Cannabis Bylaw and the Community Standards Bylaw.
3. The applicant will be advised, as a condition of the permit that they are to comply with all Municipal, Provincial and Federal Codes and Regulations which includes obtaining any required municipal, provincial or federal approvals, licenses or permits.

4. The Special Event Permit shall be issued within fourteen (14) business days of receipt of a complete application.