

Council Package

August 24, 2021



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
August 24, 2021**

1. CALL TO ORDER AND RELATED BUSINESS

1.1. CALL TO ORDER

1.2. ADOPTION OF AGENDA

1.3. DECLARATION OF PECUNIARY INTEREST

1.4. ADOPTION OF MINUTES

1.4.1. July 13, 2021 Minutes

1.4.2. June 28, 2021 Parks and Recreation Minutes

2. CLOSED SESSION

3. DELEGATIONS

3.1. MOTION FOR ACCEPTANCE OF DELEGATION

4. CORRESPONDENCE

**4.1. Town of Rocky Mountain House – Cancellation of Household Hazardous Waste
Funding**

4.2. Action on Smoking & Health – Campaign for a smoke-free Alberta

4.3. Lamont Health Care Centre Regular Board Meeting Minutes – June 24, 2021

- 4.4. CN News Release – CN to Engage with Communities for the Development of its Interim Extreme Weather Plan**
- 4.5. Lamont County – Invitation to virtual signing with Ukrainian officials**
- 4.6. Town of Claresholm – Code of Conduct**
- 4.7. Town of Claresholm – Royal Canadian Mounted Police Retroactive Pay**
- 4.8. Municipality of Crowsnest Pass – Bill C-21 – Changes to the Criminal Code and the Firearms Act**
- 4.9. Big Lakes County – Big Lakes County’s Support for the Royal Canadian Mounted Police**
- 4.10. Fort Saskatchewan RCMP – Quarterly Community Policing Report**
- 4.11. Alberta Municipal Affairs – Senate Election and Referendum Funding**
- 4.12. Alberta Municipal Affairs – Ministerial order under the Emergency Management Act**
- 4.13. Municipal Affairs – Meeting with Minister of Municipal Affairs**
- 4.14. Pam Davidson – Candidate For Senate**

5. NEW BUSINESS

- 5.1 RFD Employee Handbook**

6. REPORTS

- 6.1. Mayor & Council**
- 6.2. CAO**
- 6.3. Director, Operations & Infrastructure**
- 6.4. Fire District**
- 6.5. Finance**

7. NOTICES OF MOTION

8. ADJOURNMENT



**Town of Lamont
July 13, 2021
Regular Meeting of Council**

HELD BY ZOOM MEETINGS

PRESENT:	Bill Skinner	Mayor
	Jody Foulds	Councillor
	Kirk Perrin	Councillor
	Al Harvey	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Dawn Nielsen	Interim Chief Administrative Officer
	Tyler Edworthy	Director, Operations & Infrastructure
	Robert Mu	Finance Officer
	Jaclyn Ponto	Recording Secretary

CALL TO ORDER AND RELATED BUSINESS:

Call to Order: Mayor Skinner: called the meeting to order at 7:00 p.m.

Adoption of Agenda

- Move Closed Session to just before the adjournment.

MOTION: 164/21 Councillor Koroluk: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

- a) Meeting Minutes – June 22, 2021

MOTION: 165/21 Councillor Taylor: That the Minutes of the June 22, 2021 Council Meeting be accepted as presented.

CARRIED

b) Special Meeting Minutes – July 2, 2021

MOTION: 166/21 Councillor Perrin: That the Minutes of the July 2, 2021 Special Council Meeting be accepted as presented.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE:

- Cypress County – Support for the RCMP
- Town of Beaverlodge – Support for the RCMP
- Town of Thorsby – Royal Canadian Mounted Police and Provincial Policing
- Town of Viking – Proposed Provincial Police Force
- Village of Holden – Proposed Provincial Police Force
- Village of Rockyford – Support for RCMP
- Lac La Biche County – Support for the RCMP
- Town of Turner Valley – Support for RCMP
- Village of Standard – Support for the RCMP
- Town of Fairview – Support for the Royal Canadian Mounted Police
- County of Forty Mile No. 8 – Support for the Royal Canadian Mounted Police
- Lamont Health Care Centre Regular Board Meeting Minutes – May 27, 2021
- Lamont County Housing Foundation Regular meeting of the Board of Directors – May 31, 2021
- CN North America’s Railroad News Release
- Town of Ponoka – COVID-19 and Small Town Businesses
- Town of Viking – Discontinuing the Canadian Mental Health Association’s Independent Living Skills workers from urban centres

MOTION: 167/21 Councillor Perrin: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Cancellation of Council Meetings

MOTION: 168/21 Councillor Koroluk: That Council cancel the July 27, 2021 Council Meeting and the August 10, 2021 Council Meeting.

CARRIED

Town Asset Commemorative Naming Policy

MOTION: 169/21 Councillor Harvey: That Council alter Policy #11-21 Town Asset Commemorative Naming Policy from 14 days to 21 days, include the Lamont Leader and change Facebook and the Town Website to Social Media.

CARRIED

MOTION: 170/21 Councillor Foulds: That Council approve Policy #11-21 Town Asset Commemorative Naming Policy as amended.

CARRIED

2022 Budget Processing Schedule and Approach

MOTION: 171/21 Councillor Taylor: That Council accept the report as information and approve the proposed Budget Timeline to allow for an Interim Operational Budget, Capital Budget, and 5-year Capital Plan for the year of 2022 to be presented in December 2021 and defer the final 2022 Operating Budget and 3-year operating plan presentation to April 2022.

CARRIED

60th Anniversary Bus-Train Accident Memorial

MOTION: 172/21 Councillor Foulds: That Council approve the donation request of \$5,175.00, plus in-kind services of approximately 108 staffing hours plus equipment.

CARRIED

REPORTS:

Council Reports:

Mayor Skinner	Written report attached.
Councillor Taylor	Written report attached.
Councillor Harvey	Attended a meeting with the MLA. Attended the CAO Interview meetings on June 24 and 26.
Councillor Koroluk	Attended the CAO Recruitment Meetings on June 24 and 26 and Special Council Meeting on July 2. Attended the Catering Club meetings on June 21 and 28.

Councillor Perrin Attended the CAO Interview meetings on June 24 and 26. Attended the Parks and Recreation Committee meeting on June 28. Attended the Special Council meeting on July 2.

Councillor Foulds Attended the June 23 Alberta HUB AGM. The election of executors is postponed to the November meeting. Attended the CAO Interview on June 24 and 26.

Staff Reports:

CAO – website is being updated, hoping to launch the new website mid-August.

Director, Operations & Infrastructure – Whistle cessation project should start work within the next month.

Finance Officer

MOTION: 173/21 Councillor Perrin: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: Rail Safety Week.

MOTION: 174/21 Councillor Taylor: That Council support the Rail Safety Week draft resolution.

CARRIED

CLOSED SESSION:

- **Legal Privilege**
 - *FOIP Section 27(2) – Legal Privilege*
- **CAO Recruitment**
 - *FOIP Section 17 – Disclosure Harmful to Personal Privacy*

MOTION: 175/21 Councillor Perrin: That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Sections 27(2) and 17 of the *Freedom of Information and Protection of Privacy Act* at 7:47 p.m.

CARRIED

MOTION: 176/21 Councillor Foulds: That Council revert to regular Council meeting session at 8:21 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 177/21 Councillor Perrin: That Council authorize Mayor Skinner and Interim CAO, Dawn Nielsen, to sign the executed CAO Employment Agreement as discussed in Closed Session.

CARRIED

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:24 p.m.

Mayor

Chief Administrative Officer



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
June 28, 2021
Parks and Recreation Committee**

Meeting Minutes

HELD BY ZOOM MEETINGS

PRESENT:	David Taylor	Chair
	Kirk Perrin	Vice-Chair
	Bill Skinner	Ex Officio
	Tyler Edworthy	Administrative Liaison
	Debbie Brill (Excused)	Public Member at Large
	Linda Sieker	Public Member at Large
	Linda Reid-Collins	Public Member at Large
	Glynnis Leonard	Public Member at Large

Public Attendees: None

CALL TO ORDER AND RELATED BUSINESS:

- 1) **Call to Order: Chair Taylor: 7:00 PM**
- 2) **Appointment of Recording Secretary: Linda Reid-Collins**
- 3) **Adoption of Agenda**

Motion: [Linda Sieker](#) : Move to adopt the agenda.

CARRIED

- 4) **Adoption of Minutes:**

Motion: [Linda Sieker](#) : Move to adopt the minutes as presented.

CARRIED

NEW BUSINESS:

1) Town Sponsorship, Donation, and Memorial Policy review:

- a) Discussion: A charitable receipt can be provided by the town if requested. Policy of naming-- would be reviewed each year to keep up to date. Being able to include an Annex as opposed to changing the policy.
- b) Discussion: Tyler received an email of replacing a tree before grand opening. The cost of that replacement to be emailed to committee.
- c) Discussion: Recognizing sponsors at Grand Opening would be an asset.

Motion:

CARRIED

2) Pickle Ball Court:

- a) Discussion: We need to find out costs. Target audience are people ages of 40+, but anyone can play. Possible grant application. Target cost of construction could be \$40,000-\$65,000. Contact a contractor (SPFSF) regarding a build. A location has yet to be determined. Further discussion needed

Motion:

CARRIED

3) Signage for Bike Park

- a) Discussion: Need two signs for park grand opening. Included on first sign would be address hours of operation. Included on second sign would be a map of the park and its amenities. Design layout with a draft to be approved by Town of Lamont.

Motion: Design and draft two signs sign for Hillside Park-one with the address and hours; second sign with the map of the park.

CARRIED

Old Business:

1) Bike Park Grand Opening:

- a. Discussion: Speaking with various vendors regarding possible event donation. Glynnis has bike with helmet she has graciously offered for donation. Possible door prize(s). Prop for ribbon cutting supplied by Linda Sieker. Invite guest, dignitaries, along with other community-based supporters (fire dept with the new fire truck) and media. Hotdogs/chips supported by council as a community event. Need town approval before 24-Aug-2021. More information to come.

Motion:

CARRIED

2) Trail Lighting Update:

- a. Discussion: Placement of lighting around park. No lighting can go close to hospital Heli-pad. Tyler provide map of possible location of lighting with the addition of placing one possibly on the hill. Portable solar lights \$3300/light +shipping-- there is \$5000 earmarked. Quote came in around \$79,000 for 14 lights (\$89,000 for special lighting) but looking for 10 lights. More information to come in the future.

Motion:

CARRIED

Round Table & Adjournment

- Next Meeting:
19-July, 2021 at 7:00 p.m. via Zoom.
- Meeting adjourned at 8:24 p.m.

Committee Chair Signature:





TOWN OF ROCKY MOUNTAIN HOUSE

P O BOX 1509 5116 50 AVENUE ROCKY MOUNTAIN HOUSE AB T4T 1B2

July 8, 2021

Honourable Prasad Panda
Minister of Infrastructure
Office of the Minister
Infrastructure
127 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Email: infrastructure.minister@gov.ab.ca

RE: Cancellation of Household Hazardous Waste Funding

Dear Minister Panda,

Under the Town of Rocky Mountain House Strategic Plan, Council is committed to being an environmental leader. Our municipality has focused on waste reduction and diversion, with the notable recent achievements of opening the Town of Rocky Mountain Eco Centre and launching a residential curbside organics collection program. Our 6,800 residents have embraced these programs and households are taking careful stewardship of their waste.

It is in this context that we were disappointed to learn the Government of Alberta ceased disposal funding for the provincial Household Hazardous Waste (HHW) program as of June 1, 2021. Alberta Environment and Parks' grant provided for the safe collection and transportation of these goods, while Alberta Infrastructure waived disposal fees at the Swan Hills Treatment Centre.

This action burdens municipalities with a \$2 million annual cost to safely dispose of HHW. Given the financial strain on municipalities affected by the global pandemic, this decision by the Alberta Government will force Albertans to take a step backwards in responsible waste disposal.

The Town of Rocky Mountain House urges you to take a long view of responsible waste management. With the pending transition to Extended Producer Responsibility (EPR) in Alberta, we encourage you to reinstate Alberta Infrastructure funding for municipalities to offset cost of disposal. Alternatively, the Government of Alberta should expedite the implementation of EPR for HHW to mitigate this unexpected financial burden on municipalities.

If you have any questions, I can be reached at tburke@rockymtnhouse.com or by phone at 403-846-8129. Alternately, you may contact our Chief Administrative Officer, Dean Krause at dkrause@rockymtnhouse.com or by phone at 403-844-3431.

Sincerely,



Mayor Tammy Burke

CC: Hon. Jason Nixon, Minister of Environment and Parks
RCA President, Jodi Tomchyshyn London
Town Council
CAO, Dean Krause
Alberta Municipalities



Alberta's amended *Tobacco, Smoking and Vaping Reduction Act*: Municipal Update

July 2021

The Alberta government recently proclaimed [Bill 19](#) which made several amendments to the *Tobacco and Smoking Reduction Act* including new restrictions on vaping products. These changes will take effect on July 31, 2021. The amendments have implications for Alberta municipalities but they do not interfere with the ability of local councils to pass bylaws to control tobacco, smoking, and nicotine vaping and to regulate the sale of these products. Section 7(a) of the *Municipal Government Act* provides local councils with broad authority over public health and safety including the authority to pass smoking and vaping bylaws.

Here are the major amendments to Alberta's tobacco (and vaping) legislation:

1. Alberta has aligned provincial restrictions on the sale, advertising, display, and consumption of vaping products with those on tobacco.
2. Alberta has become the first province in Canada to align public restrictions on smoking and vaping with provincial restrictions on cannabis consumption.
3. The new regulations provide an exemption for cigar lounges in indoor establishments including restaurants, bars and cigar stores.

Based on these new amendments, we urge local councils to:

1. **Ensure that your local bylaws align restrictions on the smoking and vaping of tobacco with any local restrictions on the smoking and vaping of cannabis.** Tobacco kills 50 times more Canadians than cannabis and local restrictions on tobacco use should mesh with restrictions on cannabis consumption. The Alberta government has aligned *provincial* restrictions on the use of

tobacco, vaping and cannabis which we applaud. However these restrictions do not extend to many public spaces such as parks, outdoor gatherings, public events, markets and hookah/shisha bars. Municipalities can close these loopholes with local bylaws. The alignment of these restrictions will help to reduce the social acceptability of public smoking and vaping and will protect youth and nonsmokers from exposure. This alignment will also help to improve compliance and simplify enforcement because the rules will be clear and consistent (i.e., no smoking or vaping of any substance in public spaces).

2. **Adopt local bylaws to fill gaps in the provincial legislation.** The provincial smoking restrictions do not adequately protect workers and users of *group living facilities, hotel and motel guest rooms, public housing* or public establishments that allow *hookah smoking*. The provincial law does not regulate smoking or vaping in many outdoor areas as listed above and it does not require tobacco or vaping retailers to be licensed. Various Alberta municipalities have adopted bylaws to address these omissions and we urge local councils to continue doing so.
3. **Close the cigar lounge loophole.** Unfortunately, the Alberta government has created a disturbing loophole for cigar lounges which can be closed by municipal councils. A number of local councils have passed bylaws that prohibit the creation of smoking lounges including Edmonton and Calgary. We encourage your council to pass a bylaw to prevent the creation of smoking lounges in your community by prohibiting all forms of smoking and vaping (including cannabis use) in indoor public places with no exemptions for cigar, shisha or cannabis lounges.

LAMONT HEALTH CARE CENTRE

Summary Minutes of the Regular Board Meeting Date: Thursday, June 24, 2021

1.0 Call to Order

Chairman Kent Harrold extended a warm welcome to members and called the regular meeting of the Board to order at 11:29 a.m.

Eight persons were in attendance in the Board Room.

2.0 Approval of Agenda

The proposed agenda was reviewed and approved as corrected.

3.0 Approval of Minutes

Minutes of the last meeting (May 27, 2021) were reviewed and approved as corrected.

4.0 Highlights of the meeting included discussion on the following items:

i. Community Involvement

Members discussed matters related to LHCC and Community involvement.

ii. Update re: 'Faithful Footprints' Grant

The 'Faithful Footprints' Grant has been approved. The Grant will be used toward the installation of additional solar panels on LHCC

iii. Update re: COVID-19

Mr. Bharmal reviewed COVID-19 precautions and restrictions within LHCC and noted that daily updates/changes are being implemented.

iv. Update re: ASLI Grant/LTC Replacement

Mr. Bharmal continues to communicate with AHS about LTC replacement.

4.0 Highlights - continued ..

v. Update re: LHCC Logo

The LHCC Logo continues to be a work in progress.

vi. Update re: Staff Continuing Education

Members are reviewing Policies relating to Staff Continuing Education.

vii. Update re: Harold James Scholarships

Members confirmed that the recipients Harold James Scholarships will be awarded to two Employees of LHCC - Mr. Steven Thiessen and Mrs. Shiela Korpan.

There were no applications received from Lamont High School Graduates.

viii. Presentation of Reports

Reports from the Executive Director, Medical Staff Committee and Board Committees were presented for information.

These reports presented the following highlights for discussion:

- Donation toward Chipman and Lamont Bus/Train Memorial
- Application for Medical Staff Membership and Privileges
- 2020/21 Audited Financial Statements
- AHS Update.

5.0 Next Meeting

The next Board meeting will be held on Thursday, September 23, 2021, commencing at 8:30 a.m.

6.0 Adjournment

There being no other business, the meeting was adjourned at 3:58 p.m.

/ds

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.



North America's Railroad

NEWS RELEASE

CN to Engage with Communities for the Development of its Interim Extreme Weather Plan

MONTREAL, July 29, 2021 - CN (TSX: CNR) (NYSE: CNI) announced today that it is seeking comments regarding its Interim Extreme Weather Fire Plan. The Plan presents measures to increase prevention, monitoring and response to wildfire risks when the fire danger level for a given area is "extreme". These measures will supplement existing practices and allow CN to serve our customers while protecting neighbouring communities.

Safety is a core value at CN. It is also a shared responsibility, which is why CN is seeking the input of local communities and governments, including Indigenous Governments or other Indigenous Governing bodies on its Plan.

Those who wish to provide such input and feedback are invited to do so on or before August 30, 2021 by using the following web-based platform www.cn.ca/extremeweatherplan or by contacting CN via phone at 1-888-888-5909.

To learn more about CN's safety initiatives, please visit: <https://www.cn.ca/en/safety/>

About CN

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada's Eastern and Western coasts with the U.S. South through a 19,500-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

Contacts:

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INTERIM EXTREME WEATHER FIRE RISK MITIGATION PLAN

Date: July 2021

CONTENT

1. INTRODUCTION.....	3
2. TRAIN SPEED REDUCTION.....	3
3. ADDITIONAL MEASURES DURING PERIODS OF EXTREME WEATHER.....	3
3.1. ADDITIONAL METHODS OF FIRE DETECTION.....	4
3.2. ADDITIONAL FIRE SUPPRESSION CAPACITY.....	4
3.2.1. Right of Way Maintenance.....	4
3.2.2. Non Right of Way Maintenance.....	5
3.2.3. Estimated Response Times.....	5
3.3. ENHANCEMENTS TO VEGETATION CONTROL MEASURES.....	6
3.4. ENHANCED EQUIPMENT AND LOCOMOTIVE INSPECTION PROCESSES.....	7
Appendix A.....	9
MAP – LOCATION OF SPECIALIZED FIRE-FIGHTING ASSETS AVAILABLE TO CN.....	9
Appendix B.....	10
EXCERPTS FROM GENERAL OPERATING INSTRUCTIONS.....	10
Appendix C.....	12
EXCERPTS FROM CN STANDARDS FOR FIRE PREVENTION (AS PER ENGINEERING TRACK STANDARDS T.S.11.0).....	12
Appendix D.....	17
INVENTORY OF CN DETECTORS.....	17

1. INTRODUCTION

Transport Canada's *Prevention and Control of Fires on Line Works Regulations* require that when a railway company becomes aware of a fire on the right of way, it must ensure that steps are taken to extinguish or control the fire as soon as practicable. These steps are set out in more detail in CN's Fire Preparedness Plan and Fire Hazard Reduction Plan.

These steps must include (a) the notification of the fire service that is responsible for the area where the fire is located if the fire cannot be extinguished or controlled without fire service assistance; and (b) the notification, if applicable, of the railway company that operates or maintains the line work.

Additionally, a key component of Ministerial Order 21-06 (MO 21-06) requires a railway to develop and implement an Interim Extreme Weather Fire Risk Mitigation (the Interim Plan), to address measures required when the fire danger level for a given area is "extreme" as reported for that area on the Canadian Wildland Fire Information System (CWFIS) published on the Department of Natural Resources Website (<https://cwfis.cfs.nrcan.gc.ca/home>) or on any other Government of Canada Website. The Interim Plan must at a minimum address fire detection, monitoring and response measures.

The following sets out CN's Interim Extreme Weather Fire Risk Mitigation Plan which details measures to be implemented during extreme fire danger level. This Interim Plan will be communicated to municipal and other local governments, including Indigenous governments, in order to receive comments for consideration in CN's final Extreme Weather Fire Risk Mitigation Plan.

2. TRAIN SPEED REDUCTION

When the fire danger level for a given area is "Extreme", train speeds will be adjusted taking into consideration a combination of ambient air temperature and permitted track speed.

3. ADDITIONAL MEASURES DURING PERIODS OF EXTREME WEATHER

CN's Fire Preparedness Plan sets out CN's requirements for internal and external notification of a fire that is detected as well as procedures for extinguishing or controlling a fire. CN's Fire Hazard Reduction Plan sets out among other, CN's primary Wildfire Prevention Strategies in connection with known fire hazards. These plans detail measures taken by CN to reduce or eliminate fire hazards, including, detectors used to detect hot wheel bearings and wheels on railway cars, equipment maintenance procedures, operating instructions and track standards. For reference, attached is **Appendix B** – Additional operating instructions provided to CN employees and contractors, **Appendix C** - An excerpt of the current track standards, **Appendix D** – An inventory of CN Detectors by Subdivision. To enhance these measures, CN undertakes

the following measures to address potential fire risks during periods of extreme fire danger level.

3.1. ADDITIONAL METHODS OF FIRE DETECTION

In addition to the requirements of the CN's Fire Preparedness and Fire Hazard Reduction Plans, CN implements the following additional measures to detect, mitigate and respond to fire risks along its railway during periods of "extreme" fire danger level.

- Increased use of end of train locomotive placement targeted to enable behind the train inspections to monitor for evidence of fire.
- Engineering will complete a fire patrol when ambient temperature is over 30 degrees Celsius and fire rating is Extreme between hours of 11:00 and 22:00, unless no trains have passed on that calendar day
- Engineering will patrol specific areas under extreme fire danger conditions when the following occurrences have been reported:
 - Dragging equipment/broken wheel identified visually or through way side inspection
 - Hot wheels or bearings identified visually or through way side inspection

3.2. ADDITIONAL FIRE SUPPRESSION CAPACITY

CN's Fire Preparedness Plan details CN's procedures for extinguishing or controlling fires. Specifically, it requires that if a fire on the right of way poses any danger to safe operation or the public in general, rail traffic must be halted and, if considered safe to do so, immediate suppression action must be taken using the resources reasonably and lawfully available to contain the fire. Employees are required to stay at the scene of the fire until released. If CN personnel cannot extinguish the fire easily, they must immediately request assistance from the appropriate fire service. It is important to note that CN employees are not trained fire fighters and are not expected to put themselves or others at risk to extinguish fires. The proper authorities will be notified in the event of an uncontrollable fire. CN's Fire Preparedness Plan also details CN's available firefighting equipment across its network.

In addition to requirements contained in CN's Fire Preparedness Plan, CN provides the following additional details on fire suppression capacity available during periods of Extreme fire danger levels as well as additional measures put in place to reduce associated risk.

3.2.1. Right of Way Maintenance

Fire suppression equipment for the maintenance of CN's right of way is used to prevent fires from occurring or to extinguish fires while in the incipient stage resulting from normal

work operations. Planned work on the CN right of way includes an assessment of fire conditions and mitigation measures when a fire risk exists. Fire suppression equipment for right of way maintenance varies throughout the CN network and by subdivision. Minimum required equipment is dependent on work being performed and fire risk.

Track crews which perform track installation and track repairs have backpack sprayers (soft or poly) with inline pumps, Class A foam and various hand tools such as Pulaski tools, shovels, adzes, and fire flails. In addition, depending on work performed and location, truck mounted skid units or water tanks with pumps and hose with laydown equipment are on site.

Bridges and Structures crews have sprinkler systems that provide protection for 1,000 feet of timber deck ties. Sprinkler system contains hose, sprinkler heads, and pumps. CN currently has 81 of these sprinkler kits at various locations across Canada. A sprinkler kit is onsite with work crews while work is being performed areas when dry conditions exist. Additionally, Bridges and Structures crews are equipped with backpack sprayers (soft or poly) with inline pumps, Class A foam and various hand tools such as Pulaski tools, shovels, adzes, and fire flails.

3.2.2. Non Right of Way Maintenance

CN has access to firefighting trailers through mutual aid, contracted agreement and CN company-owned equipment that is staged at strategic locations across the network. CN's firefighting trailers are designed and positioned for flammable liquid and liquefied petroleum gas movements but also have fire pumps, hoses, bladder tanks and laydown equipment applicable to other fires along the right of way.

In addition, across Canada, CN has access to water tenders, pumps, foam, and hose with laydown equipment of various sizes and capacities through CN's contractor network. Water tenders can transport water to sites for direct use or for filling of dump tanks or bladders. Pumps, depending on the type, can deliver high volume water (dewatering pump) or high pressure (centrifugal pump). Hoses and laydown equipment are available from 1-inch forestry hose for suppression activities up to 10-inch hose for high volume distribution.

CN maintains two 20,000-gallon specialty upfitted tank cars for fire operations. These tank cars are equipped with multiple fire pumps, deck gun and hose with laydown equipment. The use of fire tank cars is limited when rail operations are shut down or forbidden from operations.

Attached as **Appendix A** is a map indicating location of firefighting assets available to CN.

3.2.3. Estimated Response Times

The following describes CN's estimated response times for deployment when a fire is detected under three distinct scenarios.

Engineering Work – Estimated Response Time - Immediate

If a fire occurs as part of CN's normal maintenance or planned work activities, CN personnel on site will take immediate suppression action using the resources on site. If considered safe to do so. Additional CN resources or contracted resources will be mobilized to extinguish or contain the fire. If CN personnel cannot extinguish the fire while in the incipient stage, CN will immediately request assistance from the appropriate fire service through the CN Notification Process.

Fire called in by Train Crew – Estimated Response Time – Diligent

Any train crew that spots a fire or smoldering areas will immediately report the fire to CN's Rail Traffic Control (RTC). RTC will follow the CN Notification Process that will notify the appropriate fire services for the area and CN departments for resource mobilization of the closest fire asset.

Fire called in by General Public – Estimated Response Time – Diligent

Any report of a fire by the public through CN's Emergency Line will follow the CN Notification Process that will notify the appropriate fire services for the area and CN departments for resource mobilization of the closest fire asset.

For the purposes hereof, "immediate" response means immediate action upon trigger event (fire occurrence/determination that fire cannot be extinguished in the incipient stage), and "diligent" response means prompt response, taking into consideration all circumstances.

3.3. ENHANCEMENTS TO VEGETATION CONTROL MEASURES

As outlined in CN's Fire Preparedness and Fire Risk Reduction Plans, CN practices Integrated Vegetation Management (IVPM) throughout its operations, which is aligned with CN's goal to take all reasonable steps to prevent wildfires. CN's IVMP is applicable to all CN operations and includes all track ballasts, right-of-way (ROW) and station grounds including rail yards and all property owned or controlled by CN. CN's IVMP utilizes the principles of Integrated Vegetation Management. CN conducts all vegetation management activities in a sustainable and responsible manner to minimize any potential negative impacts within environmentally sensitive areas.

During periods of Extreme fire danger levels, CN will also implement the following enhancements to its IVPM.

- CN personnel will identify debris or waste vegetation generated from the act of brush cutting on the CN Right-of-Way that represents a significant fire hazard and arrange for its removal if safe to do so.

- No brush cutting will be performed during periods of extreme fire danger except in the case of emergencies or where required to maintain safe railway operations (eg. obstruction to crossing sightlines).
- All the debris or waste vegetation generated during periods of extreme fire danger from the act of brush cutting must be removed from the CN Right-of-Way as it is generated if safe to do so.
- Weed spraying is not considered a high risk
 - Trucks spray 8' from centre line of track, only covering the ballast portion of track
 - Vegetation decomposes within 2 weeks

3.4. ENHANCED EQUIPMENT AND LOCOMOTIVE INSPECTION PROCESSES

CN's Fire Hazard Reduction Plan sets out CN's equipment and locomotive maintenance program.

In addition to the above, the following identifies CN's enhanced equipment and locomotive inspection processes implemented during periods where there is potential for a fire danger level of "extreme".

- Roots Blower Engine
 - spark inspection on all Roots blower locomotives (March-October)
 - Work scope includes inspection and cleaning of exhaust system, including retention traps and exhaust stack.
- Turbocharged Engines

Below is the maintenance plan in place for all turbocharged engines. In addition, all locomotives will receive a spark inspection during the spring (March-May).

 - Tier 0, 1 Turbocharged Engines
 - 92 day Spark inspection cycle
 - The inspection includes visual inspection of entire exhaust system, including inspection and cleaning of eductor tube.
 - Tier 2, 3, 4 Turbocharged Engines
 - 184-day Spark inspection cycle
 - The inspection includes visual inspection of entire exhaust system, including inspection and cleaning of eductor tube.

- All cars / equipment which have received an alarm for a hot wheel or hot axle, after being checked by conductor, will be set out at the next available location for full inspection and brake test by a qualified mechanical employee regardless of inspection status

Appendix A

MAP – LOCATION OF SPECIALIZED FIRE-FIGHTING ASSETS AVAILABLE TO CN



ERAC references Emergency Response Assistance Canada (<https://www.erac.org/>), Canada's dangerous goods emergency preparedness and response organization.

Appendix B

EXCERPTS FROM GENERAL OPERATING INSTRUCTIONS

Operating instructions provided to CN employees and contractors

General Additional Operating Instructions

1. Grass or weeds may not be burned on the right-of-way without proper authorization. Any required federal, provincial or local permits must be obtained before burning begins. All applicable fire regulations shall apply.
2. There shall be no smoking, use of open flames or ignition sources where flammable materials are stored or handled.
3. All flammable liquids/substances are to be placed in approved containers and Workplace Hazardous Materials Information System (WHMIS) labels applied. Ensure the availability of Material Safety Data Sheets where applicable.
4. Flammable liquids/substances shall not be disposed of in sewer systems, drains or garbage containers used for general disposal
5. Flammable liquids/substances shall not be stored in open containers. Ensure proper storage procedures with proper ventilation away from sources of heat or ignition.
6. Compressed gas cylinders must be stored in a designated location offering protection from passing vehicles or falling objects. All cylinders shall be secured in a vertical position with empty cylinders separated from full ones. Cylinders shall be stored in accordance with applicable fire codes.
7. Metal contact (ground /bonding cable) must be maintained between containers while transferring flammable liquids.
8. Filling gasoline tanks inside buildings or other enclosed spaces or while an internal combustion engine is running is prohibited.
9. Firefighting equipment must be maintained in operating condition and must be readily accessible at all times. If fire extinguishers are discharged for any reason, they must be re-charged immediately or replaced by fully charged extinguishers.
10. Fire doors must never be locked, blocked or tied open.

Fire prevention on locomotives

In the event of a fire on a locomotive, whether at the engine or in the electrical equipment, the following procedure should be followed:

- Shut down engine immediately.
- Pull battery switch if practicable.
- Pull all cables and disconnect hoses between the locomotive on fire and other locomotives in the consist.
- If possible, determine the location of the fire. It may be necessary to break electrical cabinet seals in order to properly direct fire extinguisher at flames.
- If it appears that the fire cannot be brought under control, a member of the operating crew should immediately notify the proper authorities so that assistance may be obtained as soon as possible.
- Using the remaining locomotives of the consist, the locomotive on fire should be placed on a siding in a remote location, (properly secured) to prevent further damage to railway and private property.

Appendix C

EXCERPTS FROM CN STANDARDS FOR FIRE PREVENTION (AS PER ENGINEERING TRACK STANDARDS T.S.11.0)

FIRE PREVENTION

1. Prevention of fires on to property and structures must be considered at the beginning of each task when working on the right of way.
2. Fire risk is highest during spring when dry grasses are prevalent. Fire risk can also rise in the summer during extreme hot and dry periods, and anytime work is performed near wooden structures. Local, State or Provincial agency warnings or advisories should be noted when working in these types of conditions. Use the higher of the agency or CN activity rating.
3. HOT WORK is any activity which involves cutting, grinding, welding or open flames.
4. The RIGHT OF WAY AND BRIDGE FIRE RISK ASSESSMENT, MITIGATION AND EMERGENCY RESPONSE form must be completed prior to performing any hot work when fire risk exists.
5. FIRE WATCH is a person assigned to observe a location during and after hot work. The fire watch will:
 - a. Have communications and contact information adequate to request assistance or contact the RTC.
 - b. Be equipped with sufficient firefighting equipment to suppress flare-ups.
 - i. The firefighting equipment will be a minimum of a filled 5 gallon back pack sprayer, and
 - ii. One round nose shovel and adze.
 - c. Be stationed in a safe position to fight fires as work is being performed.
 - d. Remain at the location for a minimum of two hours after the work is completed.
6. Fire prevention, fire awareness training and firefighting preparedness are mandated in Canada by Transport Canada's "Rules for the Control and Prevention of Fires on Railway Rights-of-Way". These rules outline:
 - a. The right's of a fire service inspector to request inspection of the right-of-way assess fire risk and training.
 - b. The requirements of the Railway to train, staff and provide equipment to prevent or fight fires.
 - c. To provide training records which will include:
 - i. Location and duration of training.
 - ii. Names and titles of trainer(s) and participants.
 - iii. Subject matter of the training course.

- d. The responsibility of the Railway for fires along, or originating from the right-of-way.
 - e. Limitations on days or time of day that hot work can be performed.
7. These items are also addressed locally by respective Provincial natural resources management governments and some State's Department of Natural Resources (or equivalent). These agencies have standards and guidelines pertaining to fire risk index fuel values (combustible materials present), required firefighting equipment, fire prevention and fire fighting training, and minimum fire watch inspection times.
- Consult these requirements when planning to perform work
- a. Be aware that environmental management agencies can restrict work activities based on "High" or "Extreme" fire risk rating.
8. Local Supervisors will:
- a. Ensure crews know the agency fire risk rating and work restrictions.
 - b. Ensure crews have firefighting equipment inventory that is required.
 - c. Maintain supplementary firefighting assets where required.
 - d. Have an updated fire fighting action plan where required.
 - e. Have a fire plan for critical or strategic structures,
 - f. Arrange for track patrols during periods of extreme fire danger.
 - i. Be aware of on going fires.
 - ii. Be aware of wind speed and direction when active fires are present.
 - iii. Provide constant monitoring of bridges if situations require.
9. Risk factors which need to be considered prior to performing hot work along the right-of-way include:
- a. Dry or dead vegetation.
 - b. Ties or timbers stacked and/or distributed along the right-of-way.
 - c. Weather, such as recent precipitation or lack thereof, wind speed and direction, temperature, humidity and forecasts.
 - d. Structural materials such as timber caps, stringers, piling or posts and ties. When these components are cracked, rotting or decayed the possibility of igniting increases.
 - e. Clothing – greasy or oily clothes can be ignited during cutting or grinding activities.
 - f. Smoking – smoking materials must be rubbed out and buried or disposed of properly.

- g. Equipment – Steel tracked equipment or cutting heads have the potential to throw sparks into combustible materials.
 - h. Fueling – ensure gas powered machines are fueled on a noncombustible surface, and after the machine has cooled to minimize the possibility of igniting in the event of a fuel spill.
 - i. Vehicles must not be parked in locations where hot exhaust systems could ignite dry vegetation.
10. Work activities addressed in these instructions include, but are not limited to:
- a. Routine work – defined as work performed on the right-of-way such as cutting rail, any welding, hand grinding, applying signal bond wires, etc.
 - b. Work on structures, in timber lined tunnels or snow sheds:
 - i. Rail related work (cutting, welding, hand grinding, applying signal bond wires, etc.).
 - ii. Dragging rail along the right-of-way and over bridges.
 - iii. Bridge work involving cutting with saw or torch, welding or grinding.
 - iv. Rail grinding with self propelled machines.
11. The minimum briefing for any Hot Work fire must include:
- a. Completing the RIGHT OF WAY AND BRIDGE FIRE RISK ASSESSMENT, MITIGATION AND EMERGENCY RESPONSE form.
 - b. The nearest fire department or fire service.
 - c. The contact number for fire / emergency services
 - d. Access to the location and directions to the site.
 - e. Any warnings, advisories or work restrictions issued by any agencies concerning fire risk status.
 - f. Fire fighting equipment on hand and ensuring operability of such equipment.
 - i. A minimum of two 5 gallon backpack sprayers with foaming nozzles.
 - ii. A minimum of two round nose shovels.
 - iii. A minimum of two adzes.
 - iv. Fire equipment to be staged no more than 50 feet from the work location.
12. For routine work during High or Extreme fire conditions, additional fire protection will include:
- a. Increasing the quantity of water carried onboard trucks to at least 90 gallons which includes at least 4 filled 5 gallon backpack sprayers with foaming nozzles.

- b. Foam fire suppressant added to the water supply.
 - c. Centrifugal pumps with at least 100 feet of 1 1/2" diameter hose.
 - d. Wetting of the area where sparks may be generated and in the direction of the wind.
 - e. Use of spark screens for all cutting, welding and grinding.
 - f. Wetting of area after work is complete.
 - g. Posting a fire watch for at least two hours after work is completed.
13. Any hot work on a structure or in a timber lined structure will include:
- a. A briefing with the B & S Supervisor and the Track Supervisor detailing the work to be performed.
 - b. A site inspection to identify all hazards, in particular fire hazards including the structure itself.
 - i. Remove piled timbers, dry grasses or brush if necessary.
 - c. Wetting of the immediate area and materials in the direction the wind is blowing prior to commencing hot work:
 - i. Foam fire suppressant additive must be mixed with water.
 - ii. Protect foam from entering the waterway.
 - iii. Foam will make ties slippery and extreme caution needs to be exercised.
 - d. Fire proof mats or packing sand will be placed to protect timber.
 - e. Spark shields will be used on timber structures in all conditions.
 - i. When possible, direct rail cutting sparks toward the center line of the track.
 - f. Cutting of structural components or rail will be made:
 - i. With a Saws-all or shear for sway brace and hook bolts, drift pins, etc.
 - ii. Using abrasive saws for cutting rail.
 - iii. Using a torch as the last option and only after discussing with the B & S Supervisor and Track Supervisor.
 - iv. Using chain saws to cut wood components.
 - g. Wet the entire area as often as required both during the work and after the work is completed.
 - h. A fire watch will remain with the bridge for a minimum of 2 hours.

14. Long term bridge construction or repair projects, which involve pile driving, significant torch cutting or other fire risk, will have a fire fighting and prevention plan which includes pumps and hoses utilizing either river water or a minimum 300 gallon portable water tank.
15. Rail on a bridge requiring flash butt welding, thermite welding or rail end build-up shall be welded off the bridge, when possible, and then installed on the bridge after all work on the weld is finished. However, if there is no alternative but to perform the welding on a bridge, follow the precautions below:
 - a. The briefing will include all items listed in the above sections.
 - b. Bridge ties must be spread at the joint to be welded.
 - c. For thermite welds, a 1/4" thick steel sandbox, partially filled with dry sand, will be placed between the ties in case of thermite weld run through.
 - d. If required, position an employee in a safe location under the structure to watch for and fight fires.
 - e. Fire watch will be posted for at least two hours after final work is completed.
16. Dragging rail on track causes heat build up on the rail being dragged and generates sparks which can ignite combustible materials. Track behind any rail dragging operation must be inspected for damage to rail fastenings and for fires or smoldering ties.
17. When dragging rail over an open deck bridge and temperatures are above 20°F (-10°C):
 - a. The briefing will include all items listed in the above sections.
 - b. Rail will not be dragged faster than 3 MPH across the bridge.
 - c. Care must be taken to avoid "steel on steel" contact of rail on open deck bridges.
 - d. At least one fire watches will remain at each structure for at least 2 hours after the move is completed,
18. Rail grinding with self propelled machines fire prevention requirements is covered in E.T.S. 1.4 GRINDING WITH SELF PROPELLED MACHINES.
19. In the event of a fire or flare up on or near any part of the structure, a fire watch will remain in place for a minimum of 4 hours after the fire has been extinguished and relieved of duty on after

Appendix D
INVENTORY OF CN DETECTORS

Subdivision	Number of Detectors		
	Hot Box	Hot Wheel	Dragging Equipment
Aberdeen	8	8	9
Albreda	10	10	16
Allanwater	11	5	11
Ashcroft	10	10	19
Assiniboine	1	1	1
Bala	21	11	22
Bedford	4	3	5
Blackfoot	7	7	9
Brazeau	2	2	2
Bulkley	10	10	14
Camrose	3	3	3
Caramat	18	11	19
Carberry	1	1	1
Chatham	1	1	1
Chetwynd	7	7	7
Clearwater	13	12	14
Coronado	2	2	2
Cromer	2	2	2
Drumheller	1	1	1
Drummondville	9	6	11
Dundas	10	6	14
Edson	28	23	38
Foothills	1	1	1
Fort Frances	8	8	8
Fort St. John	2	2	2
Fraser	10	8	12
Gladstone	3	3	3
Grande Cache	6	6	6
Grimsby	5	5	5
Guelph	1	0	1
Hagersville	1	1	1
Halton	7	4	11
Joliette	5	5	9
Kashabowie	6	6	6
Kingston	53	39	71
La Tuque	2	2	2
Lac La Biche	11	11	11
Lac St-Jean	8	8	13
Lampman	1	1	1
Letellier	1	1	1
Lillooet	4	4	4
Manning	5	2	5
Margo	3	3	3
Meander River	6	6	6

Subdivision	Number of Detectors		
	Hot Box	Hot Wheel	Dragging Equipment
Mont-Joli	5	4	5
Montmagny	6	5	6
Montreal	2	2	2
Napadogan	14	10	14
Nechako	8	8	8
Newcastle	4	4	4
Newmarket	4	3	4
Oakville	3	3	3
Okanagan	1	1	1
Oyen	1	1	1
Peace River	2	2	2
Pelletier	6	6	7
Prince George	4	4	4
Quappelle	4	4	5
Redditt	18	10	18
Rivers	30	18	37
Robson	3	3	3
Rosetown	4	4	5
Rouses Point	2	2	2
Ruel	23	18	23
Sangudo	3	3	3
Skeena	7	7	7
Slave Lake	5	3	5
Soo	5	5	5
Sorel	3	3	8
Sprague	8	8	9
Springhill	9	5	11
Squamish	6	6	6
Stamford	2	2	2
St-Hyacinthe	4	4	6
St-Laurent	3	3	3
St-Maurice	5	5	5
Strathroy	7	7	8
Stuart	1	1	1
Sussex	3	3	11
Telkwa	9	9	13
Tete Jaune	3	3	3
Three Hills	5	5	5
Togo	3	3	3
Tumbler	1	1	1
Turnberry	2	2	2
Val D'or	1	1	1
Vegreville	7	7	9

Subdivision	Number of Detectors		
	Hot Box	Hot Wheel	Dragging Equipment
Wainwright	22	22	39
Warman	1	1	1
Watrous	22	13	27
Westlock	4	4	4
Yale	10	10	16
York	3	3	5
Total	636	529	776



July 19, 2021

Town of Lamont Council Members
Box 330
Lamont, Alberta
T0B 2R0

Dear Council Members,

Lamont County has the unique distinction of being “the cradle of Ukrainian settlement in Canada.” To commemorate the Ukrainian immigration to Canada and celebrate the achievements and contributions that these settlers have made to our country, Lamont County has embarked on a twinning initiative with the Perehinske Community Village. The Perehinske Community Village from which early settlers came, triggered the first of five waves of Ukrainian immigration.

To officially mark this momentous event, Lamont County is hosting a virtual signing ceremony with Ukrainian officials on the morning of September 7th, 2021, at 8:30am, at the Lamont Hall at 4844-49 street, Lamont, Alberta. We are inviting you to be a part of the celebration.

We are asking you, or a designate, to join us in person for the ceremony, health restrictions permitting.

Please send your RSVP to Sara Rindero at sara.r@lamontcounty.ca or 780-895-2233 Ext 217.

Thank you in advance for helping Lamont County and the Perehinske Community Village commemorate this momentous event.

Sincerely,

A handwritten signature in black ink, appearing to read "David Diduck".

David Diduck
Reeve, Lamont County



Запрошуємо!

Муніципалітет Ламонт має винятковість як "колиска українського поселення в Канаді". На відзначення імміграцію українців до Канади та визнання досягнень та внесків, які ці поселенці зробили для нашої країни, муніципалітет Ламонт розпочав ініціативу побратимства із західноукраїнським селом Небилів (Перегінська селищна рада ОТГ, Івано-Франківська область). Село Небилів, звідки прибули ранні поселенці, викликало першу з п'яти хвиль української імміграції.

Щоб офіційно відзначити цю знаменну подію, муніципалітет Ламонт влаштовує віртуальну церемонію підписання меморандуму з українськими чиновниками, вранці 7 вересня 2021 р. о 8:30 ранку, в Ламонті при 4844-49-му стріті. Ми запрошуємо Вас стати частиною цього святкування.

Будь ласка, надішліть свою відповідь на запрошення Сарі Ріндеро за адресою sara.r@lamontcounty.ca або 780-780-895-2233 Ext 217.

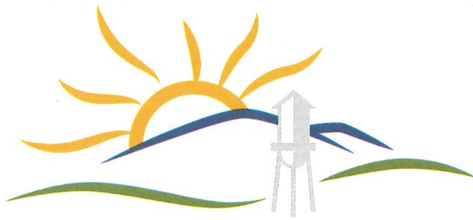
Заздалегідь дякуємо, що допомогли муніципалітету Ламонт та селу Небилів відзначити цю важливу подію.

З повагою,

A handwritten signature in black ink, appearing to read "David Diduk".

Дейвид Дідух

Голова муніципалітету Ламонт



Claresholm

Where **Community** Takes Root

July 26, 2021

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

RE: CODE OF CONDUCT

At the last regular meeting of Claresholm Town Council held Monday, July 19, 2021, Council discussed the Councillor Codes of Conduct instituted by the Alberta Government on October 26, 2017. It has been brought to our attention by the Alberta Urban Municipalities Association (AUMA) that the current Alberta Government has plans in the works to remove the requirement for municipalities to have a Code of Conduct in place to govern all Councillors equally by way of Bylaw.

The Town of Claresholm passed Bylaw #1641, the Council Code of Conduct Bylaw on April 9, 2018 prior to the government's deadline of July 23, 2018. In the current Council's first year of governance, it became inherently clear how important a Councillor Code of Conduct is, as our Council had to undergo advanced communication training and contract outside mediation to overcome some contentious issues.

Claresholm Town Council respectfully requests that your ministry tread this path lightly and make sure that consultation with municipalities in Alberta is completed prior to any major changes being made. The Alberta Urban Municipalities Association should be highly involved, and the Town of Claresholm fully supports their efforts. Having a requirement for municipalities to have a Code of Conduct Bylaw in place provides a framework for Council members' behavior and provides each Council direction and guidance for dealing with any contentious issues that may arise. It is imperative that the option of imposing sanctions on Council members continues as necessary to support this process. Claresholm Town Council requests that the Council Code of Conduct Bylaw requirement remains in place.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

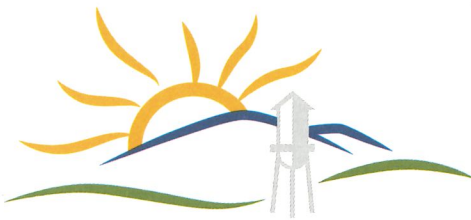
Yours truly,

Doug MacPherson
Mayor
Town of Claresholm

DM/kk

Cc: Mr. Roger Reid, MLA for Livingstone-Macleod
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities





Claresholm

Where **Community** Takes Root

July 26, 2021

Premier Jason Kenney
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: ROYAL CANADIAN MOUNTED POLICE (RCMP) RETROACTIVE PAY

At the last regular meeting of Claresholm Town Council held Monday, July 19, 2021, Council discussed the recent developments that the Royal Canadian Mounted Police (RCMP) have been drawing closer to an agreement that will require retroactive pay to be issued. This has been brought to our attention by the Alberta Urban Municipalities Association (AUMA).

Municipalities in Alberta such as ours under total population of 5,000 have recently been subjected to increasing our property tax rates on citizens and businesses in order to cover the cost of policing in our province. It is also something that we are not able to requisition for, which has further made raising the funds a contentious issue. Our tax payers are being directly affected by the increase already, and will feel the burden even more if our municipality must pay a share of the RCMP's pay increases.

Claresholm Town Council respectfully requests that the Alberta Government ensures that Alberta municipalities are not charged with assisting in funding the RCMP's retroactive pay when the agreement is complete. It should be up to the provincial and federal governments to deal with any shortfalls, and not to overload municipalities with further monetary strain.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Yours truly,

Doug MacPherson
Mayor
Town of Claresholm

DM/kk

Cc: Mr. Roger Reid, MLA for Livingstone-Macleod
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities





July 13, 2021

The Right Honourable Justin Trudeau, MP
Prime Minister of Canada
Langevin Block
Ottawa, Ontario K1A 0A2

VIA Email

Dear Prime Minister:

Re: Bill C-21 – Changes to the Criminal Code and the Firearms Act

On behalf of the Municipality of Crowsnest Pass, we are writing to express our concerns with respect to Bill C-21 to make changes to the Criminal Code and the Firearms Act. With respect to the provision to allow municipalities to create handgun bylaws, which would place conditions on federal firearms licenses relating to handgun use, storage or transportation within municipalities that have passed such bylaws, Council has passed the following motion at the June 8th meeting of Municipal Council in opposition to the Federal Bill C-21:

16-2021-06-08: *Councillor Sygutek moved that the Municipality of Crowsnest Pass is opposed to the adoption of any bylaws restricting the possession, storage, and transportation of legally obtained handguns, and that Administration write a letter to Prime Minister Trudeau with similar information as provided by Kingsville, Ontario which will be copied to all Alberta municipalities, MP Shannon Stubbs, MP John Barlow, and to the Leader of Official Opposition Erin O'Toole. Carried*

With the Province of Alberta sending Bill 211 to Royal Assent on April 29th, our Provincial government is ensuring that Municipalities are not saddled with trying to find the resources to impose or enforce gun control by creating inconsistent bylaws between jurisdictions. As most Municipalities across our province are rural in nature and would be faced with the same problems in attempting to enforce legislation of this nature, we are anticipating that the sentiment will be the same across most jurisdictions and hope that those municipalities in opposition will make their position known to the Federal Government as well.

We are also concerned that Bill C-21 is only targeting citizens that have licenses, not criminals that have already obtained firearms illegally and would never comply with a municipal bylaw. This will create a very confusing system that could result in an otherwise law abiding citizen, now being sentenced to two years imprisonment or permanent license revocation for unknowingly being in contravention of a bylaw in a community with different bylaws.

We thank you for your kind attention in this matter and request that the federal government will reconsider these changes to the Criminal Code and Firearms Act.

Sincerely,

A handwritten signature in black ink that reads "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: All Alberta Municipalities
MP Shannon Stubbs
MP John Barlow
Erin O'Toole, Leader of the Official Opposition



BIG LAKES COUNTY

5305-56 Street Box 239, High Prairie, AB T0G 1E0
T / (780) 523-5955 F/ (780) 523-4227

Agenda Item: 4.9

July 28, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Hon. Madu,

Re: Big Lakes County's Support for the Royal Canadian Mounted Police

At the July 28, 2021 regular meeting of Council, the many letters of support received from across the province in support of the Royal Canadian Mounted Police (RCMP) were discussed and a motion of opposition to the Provincial Government's recent proposal for a Alberta Provincial Police force was passed.

Rather than starting a new police service and the burden of costs and management that would come with that, we believe it would be better for the Alberta Government to investigate ways that the RCMP could receive more support. In previous history, Alberta had its own provincial police force, which led to economic hardships and the police force being unsustainable and the Royal Canadian Mounted Police policing services taking over. We believe that with today's financial realities we would end up with the same result.

Council of Big Lakes County and the local detachment have a very good relationship and we appreciate the care and commitment these members show in the community. Our local RCMP detachment is well respected in our community. They are visible in the community and take part in community events and initiatives. With many municipalities, including our own, indicating good relationships with the current RCMP detachments in their area, we do not feel that a new police service would serve the best interests of our residents.

We ask for the Provincial Government to listen to the voice of the people and redirect the time, energy and funds being used to investigate an Alberta Police Service be used for other needs, such as RCMP support.

We look forward to having an open dialogue with the Province as to the outcome of the continuance of the Royal Canadian Mounted Police. Thank you for taking our concerns into consideration. Please do not hesitate to contact our office should you have any questions or require any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Matthews". The signature is fluid and cursive, with the first name "Ken" being more prominent than the last name "Matthews".

Ken Matthews
Reeve

cc: Hon. Jason Kenney, Premier
Pat Rehn, MLA, Lesser Slave Lake
Dan Williams, MLA, Peace River
RMA Members
AUMA Members



July 27th, 2021

Agenda Item: 4.10

Mr. Bill Skinner
Mayor
Lamont, Alberta

Dear Mr. Skinner,

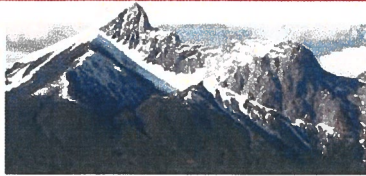
Please find attached the quarterly Community Policing Report that covers the April 1st to June 30th, 2021 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Fort Saskatchewan Detachment.

The Alberta RCMP remains committed to enhancing trust with the communities it serves. Body Worn Cameras are one way to enhance trust by increasing transparency of police interactions with citizens. We want to ensure all Albertans have the confidence that the justice system is there to protect them. As such, included in this Community Policing Report package is an information package on Body Worn Cameras, which will slowly be phased into operations over the latter stages of the year. In terms of costing, the Federal Government recognizes that this was not in the multi-year financial plans for Contract Partners, and thus has agreed to fund the first 3 years of the roll-out. This will further provide some time for Contract Partners to factor this into their future planning processes (i.e. MYFP). As we are still assessing the rollout, we are unable to provide community-specific cost estimates. Once costing is known, we will provide financial forecasting to our communities with Municipal Policing Service Agreements.

Our first priority is always the safety and security of Albertans, and this reporting along with your valued feedback will allow us to assess and enhance our policing service to ensure we are meeting your needs on an ongoing basis. Accountability, efficacy, and transparency are the cornerstones of our service delivery as we continue to address the priorities that are important to your community.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Inspector Mike McCauley
Officer in charge
Fort Saskatchewan RCMP

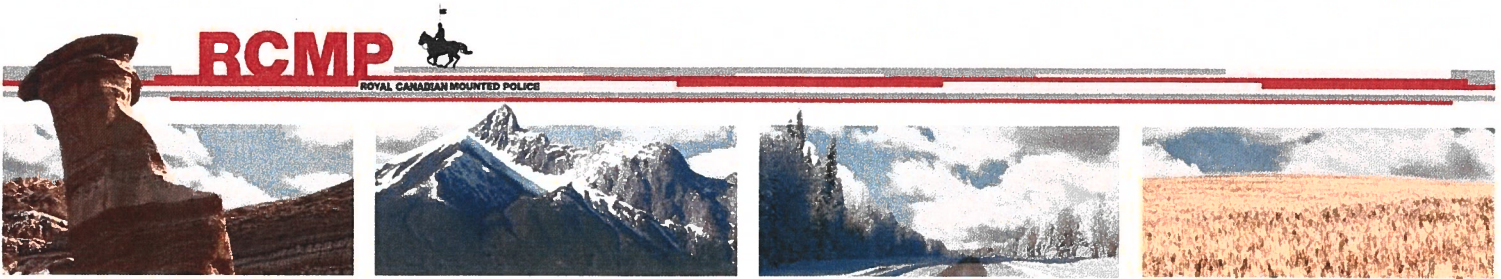


RCMP Provincial Policing Report

Detachment	Fort Saskatchewan
Detachment Commander	Inspector Michael McCauley
Quarter	Q1 2021
Date of Report	2021-07-27

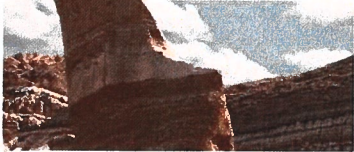
Community Consultations

Date	Attendee(s)	Notes
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Community Priorities

<p>Priority 1</p>	<p>Traffic Safety</p>
<p>Current Status & Results</p>	<p>The Fort Saskatchewan Detachment has adopted the "Vision Zero" traffic safety philosophy, whereby the goal is to work towards having zero fatality and major injury collisions. This quarter, overall motor vehicle collisions are down slightly 2% as compared to the same period last year, and thus far in 2021, we have had 1 fatality and 5 injury collisions.</p>
<p>Priority 2</p>	<p>Domestic Violence</p>
<p>Current Status & Results</p>	<p>As Domestic Violence is becoming more apparent in our communities. The Fort Saskatchewan Detachment has a dedicated Domestic Violence Unit. The unit consists of a Corporal and a seconded Constable. The unit will organize and host 4 educational programs in partnership with Victim Services and/or Families First. The educational programs will provide information and assistance for those who are in domestic violence relationship. The programs will assist those victims who are in a cycle of domestic violence to break that cycle. During this reporting period the unit was unable to host an educational program due to the COVID restrictions that were in place.</p>
<p>Priority 3</p>	<p>Crime Reduction (Property crime)</p>
<p>Current Status & Results</p>	<p>Significant efforts were made to use intelligence to pro-actively target prolific offenders and track crime trends in order to reduce rural property crime. In 2020 we saw a 17% decrease as compared to 2019, which is a significant decrease. Thus far in 2021, property crime is down 6% as compared to the same period last year.</p>

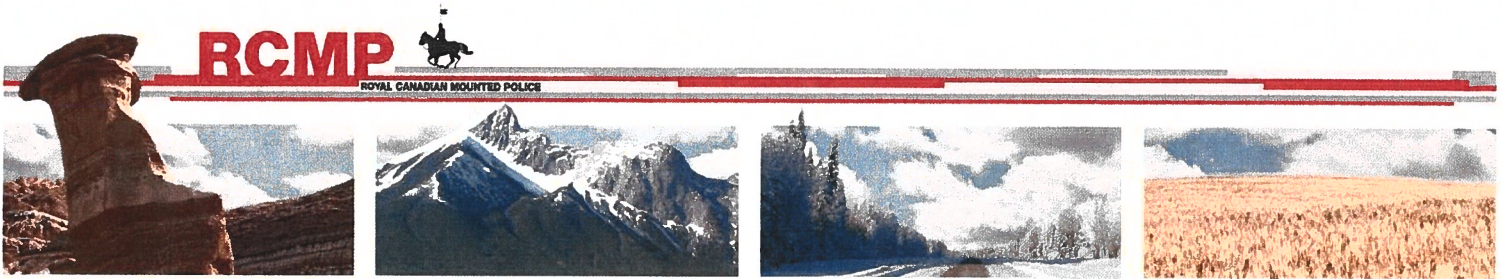


Priority 4

Youth/Community Engagement

Current Status & Results

The Fort Saskatchewan Detachment is committed to engaging both the community and the youth that we serve and to improve these relationships. During this reporting period the members are receiving an updated presentation on the Restorative Justice Program. There were a total of 7 Restorative Justice diversions. One member participated in a VTRA protocol assessment for a youth. An on-line presentation was created for parents and youths about on-line safety (in relation to Sexual Offences). A media release was sent out to the community with information for them on how to access this presentation. The members are continuing to contact our local communities and partners to inquire if they have any concerns or issues that they may have.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2020	2021	% Change Year-over-Year	2019	2020	% Change Year-over-Year
Total Criminal Code	175	176	1%	772	668	-13%
<i>Persons Crime</i>	32	42	31%	122	112	-8%
<i>Property Crime</i>	109	102	-6%	527	439	-17%
<i>Other Criminal Code</i>	34	32	-6%	123	117	-5%
Traffic Offences						
<i>Criminal Code Traffic</i>	25	16	-36%	89	111	25%
<i>Provincial Code Traffic</i>	477	1,109	132%	2,433	2,774	14%
<i>Other Traffic</i>	3	4	33%	14	19	36%
CDSA Offences	13	12	-8%	21	31	48%
Other Federal Acts	15	14	-7%	26	34	31%
Other Provincial Acts	103	82	-20%	256	316	23%
Municipal By-Laws	5	10	100%	12	20	67%
Motor Vehicle Collisions	43	42	-2%	300	256	-15%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

From April to June (2020 to 2021), Person Crimes increased by 31% and was primarily driven by Arson (2 to 8) and Fraud (from 3 to 10).



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	8	5	1	2
Detachment Support	2	2	0	0

² Data extracted on June 30th, 2021 and is subject to change over time.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - Of the 8 established positions, 5 officers are working with 1 on leave (suspension with pay). There are 2 hard vacancies.

Detachment Support - All support positions are currently filled.

Quarterly Financial Drivers

On average, expenditures within PPSA detachment areas are lower this fiscal year. Reductions have been realized primarily within extra duty pay and unit operating costs, including travel, fuel and guarding costs. Surplus funds have allowed for the reallocation of funds to deferred information technology and operational equipment requirements.

Town of Lamont - Fort Saskatchewan Detachment

Crime Statistics (Actual)

January to June: 2018 - 2021

All categories contain "Attempted" and/or "Completed"

July 6, 2021

CATEGORY	Trend	2018	2019	2020	2021	% Change 2018 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		2	0	1	0	-100%	-100%	-0.5
Sexual Assaults		0	1	3	0	N/A	-100%	0.2
Other Sexual Offences		0	2	2	1	N/A	-50%	0.3
Assault		6	13	10	5	-17%	-50%	-0.6
Kidnapping/Hostage/Abduction		0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	3	2	2	-50%	0%	-0.7
Uttering Threats		10	4	3	4	-60%	33%	-1.9
TOTAL PERSONS		22	23	21	12	-45%	-43%	-3.2
Break & Enter		3	6	11	3	0%	-73%	0.5
Theft of Motor Vehicle		7	9	8	9	29%	13%	0.5
Theft Over \$5,000		0	1	0	0	N/A	N/A	-0.1
Theft Under \$5,000		9	16	13	9	0%	-31%	-0.3
Possn Stn Goods		0	1	4	1	N/A	-75%	0.6
Fraud		0	1	11	4	N/A	-64%	2.2
Arson		0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	0	16	12	N/A	-25%	5.2
Mischief - Other		16	10	4	2	-88%	-50%	-4.8
TOTAL PROPERTY		35	44	67	40	14%	-40%	3.8
Offensive Weapons		1	1	2	0	-100%	-100%	-0.2
Disturbing the peace		2	3	7	1	-50%	-86%	0.1
Fail to Comply & Breaches		5	4	11	2	-60%	-82%	-0.2
OTHER CRIMINAL CODE		3	8	6	1	-67%	-83%	-0.8
TOTAL OTHER CRIMINAL CODE		11	16	26	4	-64%	-85%	-1.1
TOTAL CRIMINAL CODE		68	83	114	56	-18%	-51%	-0.5

Town of Lamont - Fort Saskatchewan Detachment
Crime Statistics (Actual)
January to June: 2018 - 2021

All categories contain "Attempted" and/or "Completed"

July 6, 2021

CATEGORY	Trend	2018	2019	2020	2021	% Change 2018 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	1	0	-100%	-100%	-0.5
Drug Enforcement - Trafficking		2	0	2	1	-50%	-50%	-0.1
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		4	0	3	1	-75%	-67%	-0.6
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		4	0	3	1	-75%	-67%	-0.6
Liquor Act		1	0	3	1	0%	-67%	0.3
Cannabis Act		0	1	2	1	N/A	-50%	0.4
Mental Health Act		5	15	14	6	20%	-57%	0.2
Other Provincial Stats		11	12	21	16	45%	-24%	2.4
Total Provincial Stats		17	28	40	24	41%	-40%	3.3
Municipal By-laws Traffic		0	1	1	0	N/A	-100%	0.0
Municipal By-laws		3	1	3	0	-100%	-100%	-0.7
Total Municipal		3	2	4	0	-100%	-100%	-0.7
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	0	N/A	N/A	0.0
Property Damage MVC (Reportable)		14	4	10	7	-50%	-30%	-1.5
Property Damage MVC (Non Reportable)		0	2	1	0	N/A	-100%	-0.1
TOTAL MVC		14	6	11	7	-50%	-36%	-1.6
Roadside Suspension - Alcohol (Prov)		0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		63	26	32	31	-51%	-3%	-9.0
Other Traffic		1	1	1	0	-100%	-100%	-0.3
Criminal Code Traffic		2	1	4	2	0%	-50%	0.3
Common Police Activities								
False Alarms		7	2	8	2	-71%	-75%	-0.9
False/Abandoned 911 Call and 911 Act		17	7	5	6	-65%	20%	-3.5
Suspicious Person/Vehicle/Property		10	15	9	22	120%	144%	3.0
Persons Reported Missing		2	1	4	1	-50%	-75%	0.0

Fort Saskatchewan Provincial Detachment
Crime Statistics (Actual)
Q1: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

July 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		2	0	0	0	0	-100%	N/A	-0.4
Robbery		0	2	1	1	0	N/A	-100%	-0.1
Sexual Assaults		3	0	1	3	1	-67%	-67%	-0.1
Other Sexual Offences		1	0	2	0	1	0%	N/A	0.0
Assault		25	22	24	14	22	-12%	57%	-1.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		7	5	6	7	7	0%	0%	0.2
Uttering Threats		19	18	8	7	11	-42%	57%	-2.7
TOTAL PERSONS		57	47	42	32	42	-26%	31%	-4.5
Break & Enter		13	19	27	21	8	-38%	-62%	-0.8
Theft of Motor Vehicle		13	21	28	12	14	8%	17%	-0.7
Theft Over \$5,000		2	5	1	4	0	-100%	-100%	-0.5
Theft Under \$5,000		11	38	40	26	29	164%	12%	2.4
Possn Stn Goods		14	14	16	11	17	21%	55%	0.3
Fraud		8	9	9	9	10	25%	11%	0.4
Arson		3	0	2	1	3	0%	200%	0.1
Mischief - Damage To Property		0	0	0	18	16	N/A	-11%	5.0
Mischief - Other		19	35	32	7	5	-74%	-29%	-5.6
TOTAL PROPERTY		83	141	155	109	102	23%	-6%	0.6
Offensive Weapons		5	2	6	10	9	80%	-10%	1.6
Disturbing the peace		11	5	5	7	4	-64%	-43%	-1.2
Fail to Comply & Breaches		11	14	9	12	11	0%	-8%	-0.2
OTHER CRIMINAL CODE		6	4	13	5	8	33%	60%	0.5
TOTAL OTHER CRIMINAL CODE		33	25	33	34	32	-3%	-6%	0.7
TOTAL CRIMINAL CODE		173	213	230	175	176	2%	1%	-3.2

Fort Saskatchewan Provincial Detachment
Crime Statistics (Actual)
Q1: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

July 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		6	5	3	11	5	-17%	-55%	0.4
Drug Enforcement - Trafficking		2	4	0	2	7	250%	250%	0.8
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		8	10	3	13	12	50%	-8%	1.1
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		2	3	2	2	2	0%	0%	-0.1
TOTAL FEDERAL		10	13	6	15	14	40%	-7%	1.0
Liquor Act		6	3	4	15	9	50%	-40%	1.8
Cannabis Act		0	0	0	12	9	N/A	-25%	3.0
Mental Health Act		6	20	18	21	13	117%	-38%	1.5
Other Provincial Stats		30	55	53	55	51	70%	-7%	4.2
Total Provincial Stats		42	78	75	103	82	95%	-20%	10.5
Municipal By-laws Traffic		2	1	0	0	0	-100%	N/A	-0.5
Municipal By-laws		11	6	1	5	10	-9%	100%	-0.3
Total Municipal		13	7	1	5	10	-23%	100%	-0.8
Fatals		0	0	1	1	1	N/A	0%	0.3
Injury MVC		10	5	8	3	5	-50%	67%	-1.2
Property Damage MVC (Reportable)		62	51	45	29	35	-44%	21%	-7.6
Property Damage MVC (Non Reportable)		6	8	3	10	1	-83%	-90%	-0.8
TOTAL MVC		78	64	57	43	42	-46%	-2%	-9.3
Roadside Suspension - Alcohol (Prov)		0	0	0	0	4	N/A	N/A	0.8
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		167	392	734	477	1,109	564%	132%	196.9
Other Traffic		5	3	3	3	4	-20%	33%	-0.2
Criminal Code Traffic		25	20	26	25	16	-36%	-36%	-1.3
Common Police Activities									
False Alarms		39	30	15	15	9	-77%	-40%	-7.5
False/Abandoned 911 Call and 911 Act		26	35	19	18	28	8%	56%	-1.3
Suspicious Person/Vehicle/Property		49	43	64	39	42	-14%	8%	-1.8
Persons Reported Missing		3	5	3	4	7	133%	75%	0.7
Search Warrants		1	2	0	1	1	0%	0%	-0.1
Spousal Abuse - Survey Code (Reported)		44	31	25	24	20	-55%	-17%	-5.5
Form 10 (MHA) (Reported)		0	0	0	8	3	N/A	-63%	1.4



Body Worn Camera & Digital Evidence Management System

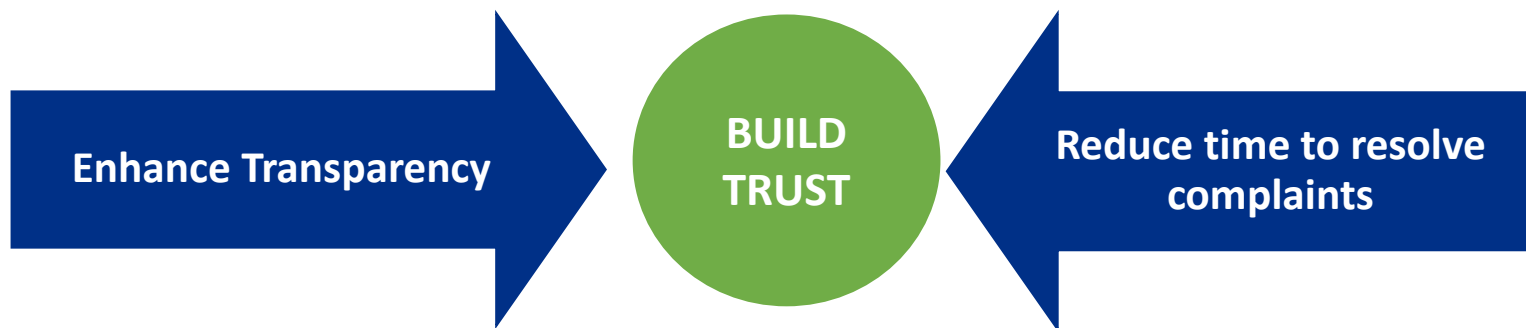
Alberta Royal Canadian Mounted Police

July 2021



Why Body Worn Cameras?

- Body Worn Cameras (BWC) are intended to overtly capture an accurate, unbiased and reliable audio/video account of incidents involving uniformed police
- Increasingly deployed by police in Canada and internationally to:



- Other potential benefits?
 - a reduction in the number of public complaints
 - increased usage of video evidence in court proceedings resulting quicker resolution



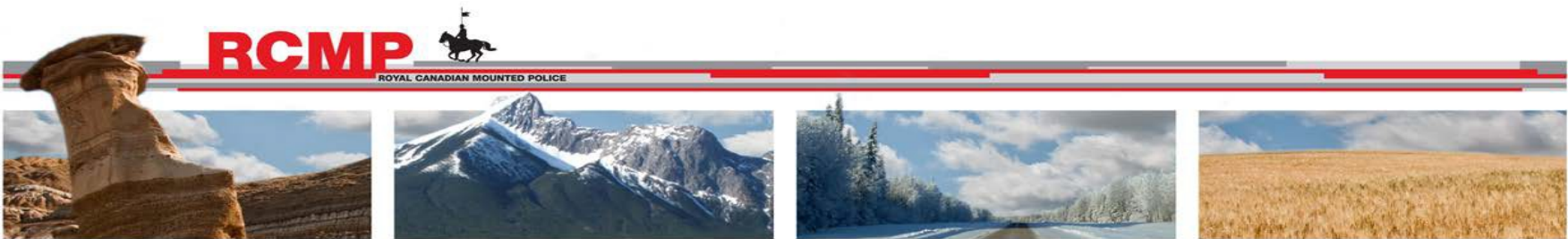
Why Now?

- The RCMP is committed to enhancing trust with the communities it serves. One way to increase trust is by increasing transparency of police interactions with citizens.
- BWCs alone are not expected to change behavior; this is **one part** of a comprehensive RCMP strategy to address systemic racism.



“

Providing body-worn cameras to RCMP officers is viewed as an important step to strengthening RCMP trust, transparency and accountability, with a focus on strengthening trust and relationships with racialized and Indigenous communities.”



Initiative Objectives

Improved evidence gathering and prosecutions

Improved transparency and accountability for police leading to increased public trust confidence in police

Timely resolutions or withdrawal of complaints upon video viewing

Improved police and public behaviour

Work is underway to identify specific metrics to measure the achievement of results



What we know



BWC will become a ***national standard*** for RCMP members that are interacting directly with communities.



Based on research, the RCMP estimates BWCs will cost \$2000-\$3000 per camera per year. Accurate numbers will be confirmed once a vendor is in place. The Federal Government will fund the first 3 years of the roll-out.



There is an expectation that BWC will start to be rolled out in Fall 2021 and an understanding that **roll-out could take up to 18 months**.



Once a vendor is selected, **implementation will be phased**. Pilot projects in various settings (e.g., rural, remote, and urban) are expected to assist in refining and adjusting procedures and training materials prior to broad implementation.



Next Steps in Alberta

- Contract partners cannot opt out of BWC. This will be part of RCMP standards. There will, however, be some flexibility with respect to unique/local requirements for the deployment of additional BWC.
- Once exact costs are known we will provide financial forecasting to our communities with Municipal Policing Services Agreements.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR105523

August 5, 2021

His Worship Bill Skinner
Mayor
Town of Lamont
PO Bag 330
Lamont AB T0B 2R0

Dear Mayor Skinner:

On October 18, 2021, the Government of Alberta intends to conduct a provincewide election of nominees for Canada's Senate, as well as a referendum. Senate and referendum voting will be conducted alongside the general municipal election. To support local governments administering these votes, the Senate Election Grants Regulation under the *Alberta Senate Election Act* and Referendum Payments Regulation under the *Referendum Act* require the Minister of Municipal Affairs to make payments to the local authorities that are administering the votes.

The regulations state:

- where an election under the *Local Authorities Election Act* is required in a municipality or ward, the elected authority or other body that conducts the vote under the *Alberta Senate Election Act* or *Referendum Act* in that municipality or ward shall be paid a grant of \$1 per capita or \$1,000, whichever is greater; or
- where no election under the *Local Authorities Election Act* is required in a municipality or ward, the elected authority or other body that conducts the vote under the *Alberta Senate Election Act* or *Referendum Act* in that municipality or ward shall be paid \$2 per capita or \$2,000, whichever is greater.

Given there will be both senate elections and referendum questions occurring as part of the 2021 municipal general election, municipalities holding local elections will be eligible for a grant of \$1 per capita or \$1,000 (whichever is greater) for the senate election vote and \$1 per capita or \$1,000 (whichever is greater) for the referendum for a total interim grant of \$2 per capita or \$2,000 (whichever is greater).

Should it then later be determined that a municipality does not need to hold a local election, the municipality will then be eligible for an additional grant of \$1 per capita or \$1,000 (whichever is greater) for the senate election vote and \$1 per capita or \$1,000 (whichever is greater) for the referendum for a total combined grant of \$4 per capita or \$4,000 (whichever is greater).

.../2

Based on this formula, and to streamline the process, the **Town of Lamont** will receive an initial grant payment of **\$3,548** in August to conduct the 2021 Senate election and referendum. If a local election is not held under the *Local Authorities Election Act* in the **Town of Lamont** on October 18, a second payment of **\$3,548** will be made in October.

If the Senate election and/or referendum are cancelled, the **Town of Lamont** will be required to return the initial grant payment to the Government of Alberta, if requested by the province.

Some municipalities may be administering the Senate election and referendum on behalf of the Minister of Municipal Affairs for a neighbouring entity, and will receive the payments calculated for the neighbouring entity. These municipalities will receive a separate letter confirming the additional amounts once the contracts are finalized.

Conducting the Senate election and the referendum at the same time as local elections will leverage efficiencies and economies of scale, while ensuring all Albertans have the ability to participate in the vote.

Thank you for your work in strengthening democracy in Alberta.

Sincerely,



Ric McIver
Minister

cc: Dawn Nielsen, Interim Chief Administrative Officer, Town of Lamont



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays

Agenda Item: 4.12



JUL 14 2021

Reeve David Diduck
Lamont County
5303 - 50 Avenue
Lamont AB T0B 2R0

Dear Reeve Diduck:

Thank you for your letter of May 26, 2021, requesting a Ministerial Order to authorize the delegation of the duties and powers of five municipalities under the *Emergency Management Act* to a joint emergency advisory committee.

I am pleased to provide you with a copy of Ministerial Order No. A:004/21, authorizing the Town of Lamont, the Town of Mundare, the Village of Andrew, the Village of Chipman, and Lamont County to delegate their powers and duties under the *Emergency Management Act* to the Lamont Regional Emergency Management Advisory Committee.

I commend all involved municipalities for pursuing this form of regional collaboration, and I wish you success on this initiative.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. A:004/21

cc: His Worship Mike Saric, Mayor, Town of Mundare
His Worship Bill Skinner, Mayor, Town of Lamont
His Worship Gary Leppek, Mayor, Village of Andrew
His Worship Toni Nygren, Mayor, Village of Chipman



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. A:004/21

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 11.3(1)(b)(ii) of the *Emergency Management Act*, authorize the Town of Lamont, the Town of Mundare, the Village of Andrew, the Village of Chipman, and Lamont County to delegate their powers and duties under the *Emergency Management Act* to the Lamont Regional Emergency Management Advisory Committee.

Dated at Edmonton, Alberta, this 14 day of July, 2021.

Ric McIver
Minister of Municipal Affairs

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2021 AUMA Fall Convention, scheduled for November 17-19, 2021. It is our hope that these meetings will be in person.

We understand there may be newly elected officials on council and the meeting requirements may change following the municipal elections. However, should your municipality wish to meet with Minister McIver during the convention, please submit a request by email to MA.MSLEngagementGroup@gov.ab.ca no later than September 10, 2021.

In your meeting request, please be sure to include two specific policy items or issues your municipality would like to discuss with the Minister.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with which Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Mike Decker/Stakeholder Relations Team
Municipal Affairs

Pam Davidson

CANDIDATE FOR SENATE

Good afternoon,

My name is Pam Davidson, and I am running for Senate here in Alberta. I believe that to properly represent Albertan's, I need to visit municipalities across the province so I can learn about the unique needs of each community.

I am reaching out to you today because I am beginning my province wide tour and I want to meet with you. I am eager to learn about your community and the unique challenges it faces. I want to learn how I could best represent you as your senator.

Alberta needs strong advocates in government, and I believe I am the best candidate for the job.

To set up a meeting, please contact my campaign advisor Alexandra Carlile. Ph: 587-437-1339. Email: a.carlile@albertacounsel.com.

I look forward to meeting with you and discussing what can be done to help your municipality

Thank you,

Pam Davidson

About Me:



Pam Davidson is a long-time political activist, organizer, and volunteer. Residing in Red Deer County, the married mother of four owns and operates her own farm, raising livestock and producing various crops. Davidson is running to defend Alberta, protect small businesses, promote responsible natural resource development, uphold individual liberties, and stop anti-Alberta government overreach.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 5.1

COUNCIL MEETING DATE:
August 24, 2021

ITEM DESCRIPTION OR TITLE

Employee Handbook

RECOMMENDATION

That Council rescind the policies as listed in Schedule A and accept the Employee Handbook in their place.

BACKGROUND

Strategic Plan Objective 6.1 is to develop a schedule and strategy to review and update bylaws and policies. Policies are split between governance, requiring council adoption, and administrative, requiring Chief Administrative Officer approval. The creation of an Employee Handbook will achieve the goal of splitting the governance policies from the administrative policies.

The Employee Handbook is written in conjunction with e2r Solutions, a resource offered through the Alberta Urban Municipalities Association (AUMA). e2r Solutions offers both human resources and legal perspectives and this will ensure compliance with Employee legislative standards. It is written in plain language, so it is easy to read and user friendly.

The Employee Handbook is written using the existing Employee Policies, with some additions and updates required to bring it in line with existing procedures, and to ensure compliance with Employee legislative standards.

Administration recommends Council rescind the policies as listed in Schedule A and accept the Employee Handbook in their place.

COMMUNICATIONS

Administration will distribute the Employee Handbook to employees.

IMPLICATIONS OF DECISION

The creation of the Employee Handbook allows the Chief Administrative Officer to manage the administration of employees as required, and within the regulations set out in the MGA.

FINANCIAL IMPLICATIONS

Items in the Employee Handbook that impact finances are approved within the operational budget annually.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Section 207

Strategic Plan Goal #6: Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent, and effective governance practices.

ATTACHMENTS

1. Schedule A Policy list to rescind
2. Employee Handbook

Report Prepared By: Dawn Nielsen, Interim CAO

Approved by Interim CAO: 

Schedule "A"

RFD Employee Handbook

Rescind Policies:

12-03 Job Descriptions

12-23 Christmas Bonus Gift Card

12-24 Mission Statements

12-25 Purpose and Authority

12-26 Definitions

12-27 Hours of Work

12-28 Probationary Period

12-29 Employee Code of Ethics

12-30 Misconduct and Discipline

12-32 Substance Abuse

12-34 Termination of Employment

12-35 Regular Day Off

12-36 Vacation Entitlements

12-37 Statutory Holidays

12-38 Leaves of Absence

12-39 Sick Leave

12-40 Education leave Training Cost Reimbursement

12-40 Education and Professional Agreement

12-41 Parental Leaves – Maternity Adoption Paternity

12-42 Group Benefit Plan

12-43 Travel and Subsistence

12-44 Employee Records

12-45 Promotions

12-46 Payroll Administration

12-48 Service Awards

12-49 Security Clearance

12-50 Remuneration Policy

12-51 Performance Reviews

12-51A Employee Self Evaluation

12-51B Employee Evaluation

12-53 Cell Phone Use

12-54 Employee Time Sheet

12-61 Working Alone

12-62 Health and Safety

12-63 Harassment and Violence

12-63 Schedule A Harassment or Violence Reporting Form

12-63 Schedule B Investigation Reporting Form

12-63 Schedule C Post Intervention Victim Questionnaire

12-63 Schedule D Risk Assessment

12-64 Open Door

12-65 LAPP Local Authorities Pension Plan

12-67 Employee COVID-19

31-05 Personnel – Clothing Allowance

31-06 Employment Identification

31-10 Overtime Standby



MUNICIPAL CORPORATION OF THE TOWN OF LAMONT

EMPLOYEE HANDBOOK

5307-50 Avenue
Lamont, Alberta T0B 2R0

(780) 895-2010
www.lamont.ca

Welcome Letter

Welcome to Municipal Corporation of the Town of Lamont (Please note that “the Town of Lamont” and “Town” are used interchangeably throughout this Employee Handbook).

We are pleased that you are part of the team!

Our commitment to excellence is reflected in a consistent strengthening of business systems, strategic alliances, and partnerships with customers, but we could not do it without you.

We value our employees, and we need to create an environment where you can succeed in your own goals in order to help us succeed in ours. At the Town of Lamont, we believe that all employees have an important contribution to make, both individually and to the team. We are committed to providing an environment where all employees are encouraged to reach their highest potential.

Please join us in striving to please our customers, in aiming to be the best you can be, and in making our Town a success.

We have written this Employee Handbook to answer some of the questions you may have concerning our Town and our human resources policies and benefits. Please read it thoroughly and retain it for future reference.

We wish you great success in your position, and we hope that your employment relationship with the Town of Lamont will be a rewarding experience.

Sincerely,

Rick Bastow
CAO

Employee Human Resources Policy Statement	5
Non-Employee Human Resources Policy Statement	6
About Us	7
Corporate Mission Statement.....	7
Employee Handbook Mission Statement.....	7
Diversity Statement.....	7
Human Resources Policies	9
Advancement.....	9
Alcohol and Substance Abuse	9
Business Conduct.....	11
Business Expenses.....	12
Confidentiality	14
Conflict of Interest.....	15
Customer Relations	16
Definitions of Employment.....	16
Device Usage	17
Dress Code.....	18
Educational Assistance	19
Electronic Communications.....	19
Employee Benefits	24
Employee Recognition	25
Employee Records.....	25
Health and Safety	26
Hours of Work.....	28
<i>Meal and Break Periods</i>	29
<i>Overtime</i>	29
<i>Standby and Callout</i>	30
<i>Timekeeping</i>	30
<i>Regular Day Off</i>	31
Housekeeping.....	31
No Smoking	32
Open Door	32
Outside Employment.....	32
Payroll.....	33
Performance Reviews	33
Pension Plan.....	34
Probationary Period	35
Progressive Discipline.....	35
Resignation.....	36
Service Awards	37
Telecommuting	38

Temporary Layoffs	39
Time Away from Work.....	39
<i>Absenteeism and Tardiness</i>	39
<i>Bereavement and Compassionate Leave</i>	40
<i>Jury Duty/Witness Duty</i>	41
<i>Legislated Leave of Absence</i>	41
<i>Maternity Leave/Parental Leave</i>	41
<i>Medical Leave of Absence</i>	43
<i>Paid Holidays</i>	44
<i>Personal Leave of Absence</i>	45
<i>Sick Days</i>	45
<i>Vacation</i>	46
<i>Voting</i>	47
Town Events	47
Town Property.....	48
Town Vehicles.....	48
Visitors	50
Working Alone.....	51
Workplace Harassment and Discrimination Prevention Policy.....	52
Workplace Violence Prevention Policy	56
PRIVACY POLICY	61
APPENDICES	63
Appendix A – Employee Handbook Acknowledgment.....	64
Appendix B – Vacation Request Form	65
Appendix C – PIPA Consent	66
Appendix D – Group Overtime Agreement.....	67

Employee Human Resources Policy Statement

This Employee Handbook is designed to acquaint you with the Town of Lamont. This Employee Handbook will provide you with information concerning working conditions, responsibilities, employee benefits, and some of the policies that will affect your employment. You should read, understand, acknowledge, and comply with all provisions of the Employee Handbook.

The Town reserves the right to alter the policies set out in this Employee Handbook upon providing employees with such notice as the Town determines in its sole and exclusive discretion.

The following Employee Handbook also contains procedures that represent best practices as determined by the Town.

Please note that this Employee Handbook supersedes all previous Employee Handbooks or policies, the subject matter for which is contained herein, oral or written, if any, between the Town, including any of its wholly-owned subsidiaries and its employees.

If you have any questions upon review of these policies, please contact your Supervisor.

Non-Employee Human Resources Policy Statement

Please note that the policies set out in the Employee Handbook were specifically designed for the Town of Lamont employees; however, there are various policies throughout the Employee Handbook that are applicable to non-employees (i.e., contractors, consultants, co-op students, agency employees, interns, and volunteers) of the Town of Lamont.

While the general essence of the policies applies to non-employees there may be particular elements of the policies (including but not limited to any benefits or other forms of remuneration) that may not apply and are intended for employees only.

Specifically, the following policies in the Employee Handbook are relevant to all non-employees of the Town of Lamont:

- Alcohol and Substance Abuse (*excluding the Employee and Family Assistance Program*)
- Business Conduct
- Confidentiality
- Conflict of Interest
- Customer Relations
- Dress Code
- Electronic Communications
- Health and Safety
- Housekeeping
- No Smoking
- Open Door
- Privacy Policy
- Respect in the Workplace
- Telephone Usage
- Town Events
- Town Property
- Visitors

Any violation of any of the policies listed above which are applicable to non-employees may result in the termination of the relationship between you and the Town of Lamont.

If you have any questions upon review of these policies, please contact the Chief Administrative Officer (“CAO”).

About Us

The Town of Lamont is a caring community where we live, work and play.

Corporate Mission Statement

Through effective and positive governance, provide residents with quality services, facilities and amenities to develop and maintain a safe, viable and vibrant community.

Employee Handbook Mission Statement

The mission of the staff of the Town of Lamont is to create an environment through open communication that encourages the generation of ideas and development of strategies and procedures for the responsible and effective utilization of the community resources.

In order to accomplish this mission, we require interaction with employees in a spirit of openness and integrity, and the creation of an atmosphere in which an employee is allowed to achieve a high level of job satisfaction and positive self-worth while contributing in a valuable and professional manner within the organization.

While employees must be cognizant of municipal finances and the directives and dictates of Council, the universal application of fairness, integrity, open communication, and concern for employee well-being, will be fostered.

Diversity Statement

The Town of Lamont believes that ensuring diversity is fundamental to its future growth and progress and is an integral part of its business activities.

We believe that success happens where new ideas can flourish – in an environment that is rich in diversity and a place where people from various backgrounds can work together. At the Town of Lamont, we know that an environment that fosters diversity is the kind of environment which brings out the untapped potential that lies in our workforce, stimulates innovation and Town growth.

Our diversity mission is to continue to be a Town with the following characteristics:

- Universal recognition by everyone with whom it deals as a Town committed to diversity and synonymous with improving the opportunities of disadvantaged groups in employment;
- A workforce that fully reflects the requisite skills available in the relevant employment market;
- A preferred employer and vendor for all cultural groups in the population by virtue of our reputation in this field;
- An environment where every employee understands and voluntarily values diversity in all areas of practice; and
- An environment where all employees have the opportunity to reach their highest potential.

Recognizing and encouraging of the uniqueness of individual contribution within a team environment is fundamental to the Town of Lamont and its employment policies. Our philosophy is found in all aspects of employment such as recruitment, compensation, training, promotion, transfer, and benefits. All employees at the Town of Lamont will be treated as individuals according only to their abilities to meet job requirements, and without regard to factors such as race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation, or any other factor that is legislatively protected. Any kind of discrimination or harassment based upon these factors is neither permitted nor condoned, and above all, will not be tolerated under any circumstances.

Human Resources Policies

The following are the Town of Lamont's human resources policies, which are listed in alphabetical order for your ease of reference.

Advancement

The Town of Lamont believes in an environment where all employees are given the opportunity to contribute, learn and grow. We encourage personal and professional growth within the Town, which ultimately depends on your desire to succeed.

We pledge to all employees the opportunity to be promoted from within whenever possible. It is important that you discuss your career goals and aspirations with your Supervisor, so that the Town can do everything possible to assist you in achieving them.

We encourage all employees to apply for jobs within the Town should they become available.

Alcohol and Substance Abuse

We aim to provide all employees with a drug-free and safe workplace. To this end, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Violations of the Alcohol and Substance Abuse policy will lead to disciplinary action, up to and including immediate termination of employment for cause. Such violations may also have legal consequences.

While on the premises of the Town of Lamont and while conducting business-related activities off the premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, cannabis or illegal drugs.

Please note that the only exception to this is if an employee is participating in a Town social function or if an employee is conducting business in a social environment where alcohol is served. In those circumstances, only light alcohol consumption is permitted.

The legal use of prescription drugs* (including cannabis used for medical purposes) is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees who are in safety sensitive positions or who operate machinery (including but not limited to motor vehicles) are required to report any prescription drug use that may impact their ability to safely carry out their job functions to human resources (if there is any doubt, please report). Once reported, the Town will take appropriate measures to ensure employee safety, in accordance with applicable health and safety and human rights legislation.

Any employee reporting for work and found to be under the influence of alcohol, cannabis, illegal drugs, controlled substances or prescription drugs (subject to the qualification above, i.e. prescription drugs that do not impair an employee's ability to carry out their essential duties) will be asked to leave the premises but will be provided transportation to ensure that they arrive home safely.

Employee and Family Assistance Program: Employees with questions or concerns about substance dependency or abuse are encouraged to seek information from their Supervisor or some other member of the management team regarding available support and appropriate resources in the community. Such requests should be made before a workplace incident/accident/near miss. Further, the Town is pleased to provide employees with access to our Employee and Family Assistance Program provided by Work Health Life. This service can be accessed by calling 1-844-880-9142 or online at www.workhealthlife.com.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. This leave may be granted if the employee agrees to participate fully in the rehabilitation program, if the employee agrees to abide by all Town policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave does not cause the Town of Lamont undue hardship. Employees who fail to seek assistance before a workplace incident/accident/near miss may be subject to discipline up to and including termination of employment for violating this policy.

Drug and Alcohol Testing

An employee who is suspected of engaging in prohibited conduct will be subject to immediate suspension pending an investigation by the Town. In the course of the investigation, the Town may require the employees in a safety sensitive position to submit to a drug and/or alcohol test.

Safety Sensitive Position

A position in which the job function, including non-routine and emergency duties, involves responsibility for actions or decisions which, if not performed correctly, could directly cause or contribute to:

- A significant incident affecting the health or safety of employees, contractors, customers, the public or the environment, or
- An inadequate response or failure to respond to an emergency or operational situation.

For the purposes of this policy, the following job categories have been classified as safety sensitive positions:

1. All Operations Employees.

Drug and alcohol tests may be required in the following circumstances:

- i) Reasonable Cause: The Town reserves the right to require Employees engaged in a safety sensitive position to be tested for cause for alcohol and drugs as part of an investigation into a possible violation of this policy if that individual is at work in an unfit condition.
- ii) Post Incident: Employees working in a safety sensitive position, where there are reports of dangerous behaviour or following an incident/accident where it is reasonable to conclude that alcohol and/or drug use may have been a factor in the incident or accident.

Conduct of Tests: Qualified independent professionals will perform drug and alcohol testing and the results will be analyzed in a reputable third party laboratory. In the adoption of all proper testing protocols including significant safeguards regarding confidentiality, all samples will be properly labelled and protected at all times. When necessary, employees will be required to

execute any and all required consent documentation authorizing the communication of the test results to the Town.

Any employee who refuses to submit to a drug and alcohol test or tampers with a sample for the alcohol or drug test as outlined in this policy will be subject to discipline up to and including termination for cause.

If the investigation confirms that a violation of the Alcohol and Substance Abuse policy has occurred, the employee may be subject to disciplinary measures, up to and including termination of employment for cause.

If an employee is concerned about their ability to abide by this policy, because of an alcohol or drug dependency, or if an employee wants more information about using alcohol and prescription or over-the-counter drugs safely, they are encouraged to contact their personal physician or qualified health care professional.

** For purposes of clarity, prescription drugs include but are not limited to pain killers and cannabis used for medical purposes.*

Business Conduct

Employees must observe the highest ethical standards in the performance of their duties. The public interest must be their primary concern. Conduct in your work, on behalf of the Town, must be above reproach at all times. By accepting employment with us, you have a responsibility to the Town of Lamont and to your colleagues to adhere to certain rules of behaviour and conduct.

The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon coworkers to follow the rules of conduct, then our Town will be a better place to work for everyone.

Of course, it would be impossible to list rules to cover every situation. Generally speaking, the Town of Lamont expects its employees to use common sense and good judgment. Any conduct which is dishonest, illegal, or unauthorized will not be tolerated and may be grounds for disciplinary action up to and including immediate termination of employment for cause. Any violation of the activities listed below may result in various forms of disciplinary action, including but not limited to an oral or written warning, suspension without pay or immediate termination of employment for cause, depending on the seriousness of the offence.

Some examples of unacceptable conduct are:

- Any conduct which could injure or adversely affect our customers' or the Town of Lamont's operations;
- Failure or refusal to follow a Supervisor's instructions;
- Failure, refusal, or inability to properly and competently perform assigned work despite the Town's efforts to assist;
- Repeated unexcused absences or tardiness;
- Unauthorized absence from work on one (1) or more days, i.e., no call/no show;
- Breach of employee's duty of loyalty to the Town of Lamont, including but not limited to any actions that are known or ought reasonably be known to be detrimental to the Town of

- Lamont's efforts to operate profitably;
- Negligence or any careless action which endangers the life or safety of the employee or another person;
- Disclosure of confidential information concerning the property, government, or affairs of the Town without proper authorization from the CAO, nor shall any such information be used to benefit themselves or others. In addition, employees shall not benefit from the use of any information acquired in the course of their duties, which is not generally available to the public;
- Malicious gossip and/or spreading rumours; engaging in behaviour designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same;
- Violation of any of the Town of Lamont's policies or procedures;
- Misuse, destruction, damage, or theft of the Town of Lamont's, a customer's, or any other individual's property whether on the Town or customer property;
- The use of Town-owned vehicles, equipment, material, or property for their personal convenience or profit;
- Soliciting or accepting tips or other gratuities from customers, vendors, suppliers, or others;
- Participating in any political activity during working hours. Political activity is defined as campaigning or lobbying for any political party or politician;
- Falsification or misuse of any customer, employment, or other records including time records, expense records, and employment applications; and
- Gambling on Town premises.

Fair Dealing: All employees must deal honestly, ethically, fairly, and in good faith with the members, directors, employees, and non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers) of the Town and as well with all persons and entities having dealings with, or acting as donors to, or as competitors of, the Town; in particular, no employee shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

Duty to Report Violations: Each employee will promptly report any violation by any person of this policy which becomes known to or is reasonably suspected by that employee. Inappropriate delay in reporting a known or reasonably suspected violation is itself a violation of this policy.

The Town assures every employee that it will not carry out or, to the fullest extent reasonably within its power, permit any retribution or retaliation of any kind for reports made in good faith regarding known or reasonably suspected violations of this policy. The ability of an employee to make reports without fear of retribution or retaliation is vital to the successful implementation of this policy.

It is not an excuse for non-adherence to this policy that the non-adherence was directed or requested by another person.

Business Expenses

It is the policy of the Town of Lamont to pay for all reasonable expenses incurred by employees while doing business for the Town of Lamont. The Town of Lamont does not pay for an employee's personal expenses. You are expected to exercise good judgment with respect to any expenses you incur and check the accuracy of bills before paying or accepting them. All expenses must be pre-authorized by an employee's Supervisor and receipts are required before any

expense is reimbursed.

Once approved, the actual costs of expenses directly related to accomplishing business objectives will be reimbursed. You should submit receipts within the current month.

Abuse of this business expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment for cause.

Business Travel

You are asked to book your own air travel and hotel arrangements by using the Internet.

Air: You are expected to travel coach class and at the most economical direct route and book in advance whenever possible to obtain the best rates. Airline tickets are to be economy or regular class. First or business class will not be considered a reimbursable expense.

You may retain frequent flyer program benefits. However, participation in these programs must not influence flight selection which would result in additional costs to the Town of Lamont.

Hotel: Reasonable rates should be selected. Room service is discouraged and hotel laundry acceptable only when the trip is in excess of seven (7) days.

Business Entertainment: Reasonable entertainment of customers is acceptable. Names of guests and purpose must be listed on the back of the receipts. Meals and snacks are not to be charged to the Town unless otherwise approved by your Supervisor. This is to avoid small expenses that you probably would otherwise incur whether you were on site or in the office. Unless dining with a customer, expensing alcoholic beverages is not permitted.

Tips & Gratuities: Tips are legitimate expenses but should be kept to an acceptable level. Reasonable and necessary gratuities for service attendance and portage may be claimed to a maximum of fifteen percent (15%). Meal tips are to be included with meal claims.

Parking: Reasonable business-related parking costs incurred are reimbursable.

Transportation: You are required to use the most practical form of transportation. Taxis are the most reasonable, while rental cars should be limited to cases only when necessary. Charges for bridges, ferries and mandatory highway tolls can also be included on the expense report. However, the Town of Lamont will not cover highway tolls for optional highways.

If you are involved in an accident while traveling on business, promptly report the incident to your Supervisor. The Town of Lamont does not pay for traffic or parking tickets, or for cars rented for personal use.

Business travel by employee-owned vehicles will be authorized when it is the most cost effective and practical way to travel. Kilometres will be reimbursed at Canada Revenue Agency rates; this is subject to change annually. Please note that travel using a personal vehicle should be approved in advance.

Car Rental: The Town will reimburse the car rental costs when a rental car is deemed necessary. If there are multiple Town employees at the same location, you may be required to share a car. If business reasons dictate the use of a non-standard vehicle (i.e. four (4) or more Town travelers),

you will be reimbursed accordingly. You will be required to use the Town or personal credit card to rent a car. Car rental, parking and gasoline receipts are required for reimbursement.

Car Insurance: You should inform your automobile insurer if you use your vehicle for work purposes; this may increase your insurance premium. The Town of Lamont will not assume any liability for any loss or accident relating to the operation of your personal vehicle since it is your responsibility to ensure that you carry adequate insurance to cover such losses. If you rent or lease a vehicle, it is considered to be your personal vehicle for the purposes of this policy.

Corporate Credit Card: The Town of Lamont has a corporate credit card that may be used for Town business expenses with prior approval from your Supervisor. Once approved, the corporate credit card can be obtained from the Deputy CAO. Once the purchase has been made the corporate credit card must be immediately returned to the Deputy CAO, with the corresponding receipt signed by your Supervisor.

Use of corporate credit cards to charge personal expenses are prohibited. The Town of Lamont may choose to restrict usage or revoke corporate cards where consistent abuse of the policy is evident.

A lost or stolen credit card must be reported immediately to the Deputy CAO.

Confidentiality

Confidential information about the Town of Lamont, the Town's business associates, customers, suppliers, or employees should not be divulged to anyone other than persons who are authorized to receive such information. No disclosure under any circumstances other than in the normal course of business should be made without first asking appropriate management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with the Town is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties, both for the individuals involved and for the Town.

In the course of any job within the Town, you may become aware of personal and confidential information. In particular, you may obtain information about our customer's financial and other sensitive information. It is imperative that you take all measures appropriate to ensure the confidentiality of customers' private and confidential information and records, including ensuring that all customers' records and information is appropriately safeguarded from any unauthorized access or disclosure, including compliance with any applicable privacy legislation.

Employees shall not disclose confidential information concerning the property, government, or affairs of the Town without proper authorization from the CAO.

Breach of confidentiality regarding any information or records relating to our customers may result in immediate termination of employment for cause. The Town depends on the maturity and loyalty of each employee to keep private any such information. Subject to any applicable legal requirements, you may also depend on your Supervisor to keep confidential any personal matters discussed.

For the sake of clarity, confidential information includes, but is not limited to, the following examples:

- The names of customers, suppliers, or independent contractors;
- Any information, including but not limited to financial information relating to our customers;
- Compensation data;
- Financial information;
- Pending projects and proposals;
- Personnel/payroll records; and
- Confidential conversations between any persons associated with the Town.

Conflict of Interest

Employees are expected to be independent with respect to their actions, decisions, and judgments regarding all Town business. To this end, employees are expected not to have any relationships, activities, or personal financial interests that might possibly impair or affect their judgment or influence their decisions concerning Town business.

Of course, it is impossible to list rules to cover every situation, and the Town of Lamont expects its employees to use common sense and good judgment. However, to avoid confusion, some examples of unacceptable conduct are noted below. Accordingly, an employee of the Town of Lamont shall not:

- Accept any gift, commission, reward, advantage or benefit of any value from any person, firm or corporation which is interested directly or indirectly in any manner in business dealings with the Town. Employees are expected to report to their Supervisor any offers of gifts, rewards, etc., which appear to the employee, intended to influence them in the discharge of their duties;
- Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of the employee's official duties;
- Place himself/herself in a position to derive any direct or indirect benefit or interest from any Town contracts where the employee can influence decisions;
- Engage in any outside employment, work, or business undertaking that interferes with the performance of duties as a Town employee;
- Engage in any outside employment, work, or business undertaking in which he/she has an advantage derived from employment with the Town;
- Demand, accept, offer, or agree to accept from a person who has dealings with the Town, a direct or indirect commission, reward, advantage or benefit of any kind, whether to be received by the employee, by a member of the employee's family, or by a third party whom the employee wishes to benefit;
- Benefit or cause friends or relatives to benefit from the use of information acquired during the course of the employee's official duties and which is not generally available to the public;
- Accept casual or infrequent business entertainment in the form of lunches, dinners, etc. without the consent of your Supervisor and unless such a benefit is within the bounds of propriety and not such as to bring suspicion upon the employee's objectivity;
- Use or permit the use of the Town's property for any kind for personal convenience or profit or for any activities not associated with the discharge of official duties;

- Participate in any public appearances relating to their involvement in private interests before any committee or board, established by the Council where such appearance could represent a conflict of interest; and/or
- Participate in any political activity during their working hours. Political activity is defined as campaigning or lobbying for any political party or politician.

Employees who have access or who are deemed to have access to restricted information relating to tendering or leasing of Town-owned land properties and/or assets will be ineligible to bid or lease. "Restricted information" in this section means technical or commercial information, the release of which could jeopardize the future position of the bidder or lease holder.

If you have any questions concerning any of the unacceptable activities listed above or are in doubt about any particular situation, please do not hesitate to speak to your Supervisor for clarification or guidance.

Please note that violation of this policy will lead to discipline up to and including termination of employment for cause.

Customer Relations

The Town of Lamont's reputation has been built on excellent service and quality work. Maintaining this reputation requires the active participation of every employee. Employees should always strive to ensure that customers are satisfied.

The opinions and attitudes that customers have toward our Town may be influenced for a long period of time by the actions of one employee. We want to know when our customers have problems so we can correct them in a timely and prudent manner. If you receive an oral or written complaint from a customer about any of our services, please report it to your Supervisor immediately so we can work together to resolve the situation.

Definitions of Employment

There are five (5) types of employment statuses at the Town of Lamont. Each employment status has its own distinctive requirements and benefits eligibility, which are as follows:

Probationary: Employees who are in their initial ninety (90) days of employment with the Town. While probationary employees receive all legally mandated entitlements under employment standards legislation, they are ineligible to participate in all Town sponsored benefit programs until such time as they have successfully completed the ninety (90) days probationary period or as provided below.

Regular Full-Time: Employees who successfully complete the ninety (90) days probationary period and who are regularly scheduled to work at least thirty-five (35) hours per week for a period of indefinite duration. Regular full-time employees are entitled, when eligible, to participate in all Town sponsored benefit programs in accordance with plan terms, unless otherwise described below.

Regular Part-Time: Employees who successfully complete the ninety (90) days probationary period and who are regularly scheduled to work at least twenty (20) hours per week but no more than thirty-four hours (34) hours per week for a period of indefinite duration. Regular part-time employees are entitled, when eligible, to participate in Town sponsored benefit programs in accordance with plan terms, as described below.

Seasonal (Full or Part-Time): Employees who are hired to work for a specific period of time (twelve (12) months or less in duration) to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Contract employees retain that status unless notified of a change. While seasonal employees receive all legally mandated entitlements under employment standards legislation, they are ineligible to participate in all Town sponsored benefit programs. This includes employees who are hired full-time or part-time to work for a specific period during the summer.

Casual: Employees who are hired to work on an on-call or job-by-job basis, or less than twenty (20) hours per week, and who are paid on a day/hourly rate basis are classified as casual workers. Casual workers do not become regular employees as a result of the passage of time or after working a specified number of hours. Casual workers have no guaranteed weekly hours and will be contacted to work on an as-needed basis. Casual workers are not eligible for Town sponsored benefit programs.

For the purposes of this section, Town sponsored benefits programs are those benefits that are not legislatively required to be provided by the Town such as group health insurance.

Device Usage

The purpose of this policy limiting the use of cell phones and other communication devices at work is to protect the employees. Inappropriate use of communication devices at work can cause injuries because it is distracting and may interfere with the proper and safe use of equipment and machinery. Devices and headphones or wireless earpieces may also get tangled in machinery or interfere with the proper use of personal protective equipment.

The devices covered by this policy include smartphones, mobile phones, text pagers, two-way radios and other wireless devices, whether owned by the Town or the individual worker ("Devices").

The rules set out in this policy apply to all work-related activities, including but not limited to driving to conduct job-related activities, whether such vehicles are owned by the Town or the employee. The policy applies to all conversations whether personal or business related.

Prohibited Uses

While in the workplace during work hours, employees are expected to focus on work and may not use any Device in the workplace for any inappropriate purposes, including but not limited to:

- Engaging in personal conversations;
- Playing games;
- Surfing the internet;
- Checking e-mail; and

- Sending or receiving text messages.

While operating a vehicle, employees may not use a Device unless and until they have pulled over in a safe spot (or let a passenger answer the call). If it is urgent, employees may accept or return the call provided they remain parked off the roadway. They may not resume driving until their conversation is over. If employees need to place a call for a work-related matter, they must first pull over in a safe spot.

Permitted Uses

Employees may use Devices while they are not working (i.e. coffee and lunch breaks). Employees that have Devices issued by the Town to be used for business purposes may use those Devices in a safe manner for business matters.

Employees who violate this policy will be subject to disciplinary measures up to and including termination of employment for just cause.

Dress Code

It is important for all employees to project a professional image to customers, prospective customers, visitors, and guests. As such, the Town of Lamont employees are expected to dress in a manner consistent with the nature of the work they perform and as outlined below.

Office Employees

Although the Town of Lamont is supportive of “business casual dress”, all employees are expected to wear attire that is in the spirit of a professional environment. Employees meeting with customers or potential customers are expected to dress accordingly. If in doubt as to what is considered appropriate, please discuss with your Supervisor.

Operations Employees

The Town requires protective clothing for Operations employees to be worn at all times when carrying out normal working duties or engaged in hazardous work. The Town shall supply personal protection equipment such as hard helmet, eye protection, gloves, and hearing protection.

The Town provides the following financial assistance to Regular Full-Time Operations employees for protective clothing. The Town is desirous of improving employee working conditions by compensating their apparel requirements for safety, economics, and increased productivity.

The Town shall purchase and supply to Operations employees uninsulated coveralls as required.

All clothing is the responsibility of the Town employees to whom it is issued, including repair and cleaning. Employees shall be required to preserve issued clothing in order to ensure maximum life expectancy and to ensure a presentable appearance.

Operations employees shall be reimbursed by the Town for safety footwear meeting the necessary standards in an amount of one hundred and fifty (\$150.00) dollars per year.

Operations employees shall be reimbursed by the Town for outerwear in an amount of one hundred (\$100.00) dollars per year.

If payment was made to an employee for boots or winter outerwear, the employee must remain employed by the town for one (1) year after payment is received or the employee will be required to repay the Town.

Identification

Identification will be provided by the Town for all Town employees for the purpose of identifying to the public a Town employee on the job.

General

Employees, who are inappropriately dressed in the opinion of management, may be sent home and required to return to work in acceptable attire. Time spent away from work for this purpose may be unpaid, to be determined at the Town's sole discretion.

Employees are also expected to maintain acceptable standards of personal grooming and hygiene while performing their duties. Avoid wearing strong perfumes or colognes, and any personal practices or preferences that may prove offensive to others.

Educational Assistance

The Town of Lamont is committed to encouraging its employees to further their knowledge and skills in areas related to their work, and as such have developed a program of educational assistance to assist in offsetting the cost of education and professional development.

Employees are encouraged to speak with their Supervisor for further details about the available assistance. Employees may be required to review and sign a detailed training agreement.

Electronic Communications

General Statement of Policy

This document sets forth the Town of Lamont's policy on access to, use and disclosure of information entered into or obtained through the Town's computers and other electronic communication systems that can receive and retain information.

Voicemail, facsimile, data network, email systems, and other electronic communications are for use in conducting the business of the Town of Lamont. We expect communications and information received or transmitted through these systems will have a business purpose. We recognize that employees will occasionally use these electronic communication systems for personal matters. We expect that employees' personal use will be minimal, will not interfere with the conduct of our business, and that the content of the communications employees send and receive will comply with the requirements set forth below.

1. Subject to the above, the computer hardware, software, email, other media of electronic and telephonic communications and the Internet connection (collectively the "Communication Systems") are the property of the Town and are to be used solely for business purposes.
2. Use of the Communication Systems for outside commercial ventures, religious or political causes, outside organizations, illegal purposes, or other non-job related matters such as entertainment or gaming, or to disclose, store or send confidential, proprietary, secret or

privileged information is prohibited. The Town's Communication Systems may not be used in a way that may be harassing, disparaging, disruptive or offensive to others, or harmful to morale.

3. Employee communications transmitted or received by the Communication Systems should not be considered private by employees. The Internet gateway is not a secure system. There is no expectation of privacy for either the sender or recipient of electronic communications using the Communication Systems.
4. The use of the Communication Systems and the transmissions sent or received may be monitored or examined by authorized personnel to ensure the Town's legitimate business interest in the proper utilization of its property and compliance with its policy. The Town reserves the right to access and disclose the contents of the communications/transmissions as is required in furtherance of the Town's legitimate business interests, by law or by legal obligations to third parties. By using the Communication Systems, employees consent to such access and disclosure of the contents of the communications/transmissions as set out above by authorized Town personnel. The existence of passwords or message delete functions does not restrict or eliminate the Town's ability or right to access electronic communications.
5. Information on Internet activity may be collected and periodically reviewed with the focus on possible misuse, unauthorized access and growth trends for capacity planning.
6. Use of software that violates the software vendor's licensing agreement is prohibited.
7. Employees shall not use a code, access a file, or retrieve any stored information, other than where authorized. Employees shall not attempt to gain access to another employee's messages without the latter's permission.
8. The Town, in its sole discretion, reserves the right to suspend or limit an employee's use of the Communication Systems.

Violations of this policy may necessitate disciplinary action, up to and including termination of employment for cause.

Prohibited Use

Policies prohibiting all forms of harassment apply to the use of the Communication Systems. No one may use the Communication Systems in any manner that could be construed by others as harassment or discrimination based on a person's race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation, or any other factor that is legislatively protected. As such, it is of fundamental importance that these tools not be used for the following purposes:

- Visiting any pornographic web site;
- Expressing sexual jokes or other written references to sexual conduct; and
- Displaying sexually suggestive or other offensive objects, pictures or cartoons.

Any communications containing such content should be immediately brought to the attention of the Supervisor. Abuse of the Communication Systems to access or transmit offensive images or materials may in certain circumstances (i.e., child pornography) require the Town to report such illegal activity to the appropriate authorities.

In addition, due to issues surrounding IT bandwidth, as well as the high volume of spam that already infiltrates our working environment; the following uses are also prohibited:

- Participation in web-based chat rooms;
- Storing or forwarding jokes, political satire, trivia, "chain mail," or other "junk" communications;
- Sending and/or receiving online greeting cards, non-business related newsletters, or non-business related news groups; and
- Downloading of MPEG files.

The Communication Systems may not be used to solicit for social, religious, political, or other causes, outside organizations, or other personal matters unrelated to the Town of Lamont's business. Users may not send unsolicited email to persons within or outside of the Town. This includes distribution of hoaxes, chain letters, or advertisements. Users may not propagate viruses, knowingly or maliciously (spamming). Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending email.

Use of Electronic Communications

Because all electronic communications represent the Town of Lamont in some way, all such communications should observe normal standards of professional conduct. All use of the Communication Systems should take business interests into account: trade secrets should be protected; communications should be courteous and display proper grammar and spelling, just as business letters and conversations should; recipients of communications should be limited to those for whom the communications are intended and necessary; and responses to communications should be appropriate and swift, whether entailing reply, storage to other locations, or deletion to eliminate clutter.

Use of the Internet

Employees may have access to the Internet depending on their job responsibilities. Every Internet site visited is capable of determining the employee's and the Town of Lamont's identity. Exercise sound judgment and much discretion when accessing the Internet.

Downloading and Duplicating

Computer viruses reside on the Internet. Do not download program or executable (".exe") files without the prior approval of your Supervisor.

All software used by the Town of Lamont's is specially licensed. Employees must not duplicate copies or download software from their computer to other computers or vice versa.

Confidentiality

We have an obligation to preserve and protect our customer's confidential data, as well as trade secrets and other confidential information. The confidentiality of data (including email messages) sent via the Internet cannot be assured. The transmission of customer sensitive material, trade secrets or any other proprietary information, without the customer's permission and/or approval from management, is prohibited and may result in discipline, including termination of employment for cause.

Copyright of Software

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder and your Supervisor.

Storage of Media

The Town of Lamont may store electronic communications and information for a period of time. From time to time, communications or information stored in the Communication Systems may be deleted, printed, or utilized for any purpose.

Town Access to Electronic Communications

Email and voicemail messages, a history of Internet domains accessed, and preliminary drafts of word processing documents may be electronically stored even after they have been deleted from your computer or telephone.

Footer for Email

All email should contain this footer:

“Confidentiality Warning: This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.”

No Expectation of Privacy

The Town of Lamont and specially authorized individuals reserve the right to access, use and disclose contents of the Communication Systems at any time and review, use, and disclose communications within the Communication Systems, without notice to users of the Communication Systems. No one may access or attempt to access another's electronic communications without appropriate authorization from management. The reasons the Town of Lamont may access the Communication Systems include but are not limited to: system maintenance; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that the Town of Lamont operations continue appropriately during an employee's absence; investigating alleged employee misconduct; and any other purpose deemed appropriate by the Town of Lamont. Employees should not expect the use of the Communication Systems to be private.

Online Social Community Pages, Personal Websites and Blogs

The purpose of this section is to define guidelines and standards for employees who maintain personal pages within an online social community such as Facebook, Twitter or Instagram, a personal website, and/or blog.

This policy covers appropriate use of personal pages, websites, and/or blogs that reference the Town and applies to all employees, non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), and other workers at the Town who maintain a social media account, a personal website and/or blog.

If you choose to identify yourself as a Town employee or to discuss matters related to the Town's business on your personal page, website or blog, please bear in mind that although the personal page, website or blog is a *personal project* and a medium of *personal expression*, some readers

may nonetheless view you as a *de facto* spokesperson for the Town. In light of this, we ask that you observe the following guidelines:

- Please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of the Town. To help reduce the potential for confusion, we would appreciate it if you put the following notice or something similar in a reasonably prominent place on your site:

The views expressed on this personal page, website/blog are mine alone and ought not be considered as originating from my employer.

If you do put a notice on your page and or site, you need not put it on every page, but please use reasonable efforts to draw attention to it.

- Do not disclose any information that is confidential or proprietary to the Town or of any third party that has disclosed information to us. The Town's policy on Confidentiality applies. Accordingly, a violation of the policy may lead to discipline, up to and including termination of employment for cause.
- Please remember that your employment relationship gives the Town certain rights with respect to concepts and developments you produce that are related to the Town's business. Accordingly, we strongly discourage publishing such concepts or developments related to the Town's business on your site. If you have any questions in this regard, please consult management.
- Since your site is a public space, we anticipate you will be as respectful to the Town, our employees, our customers, our partners and affiliates, and others (including our competitors) as the Town itself endeavours to be.
- Be very careful to avoid posting any material that is protected by copyright. Failure to do so could result in legal action against you by the owner of the material. It may also lead to Town imposed discipline, up to and including termination of employment for cause.
- We also warn you against making a false claim, expressly stated or implied to be factual, that may harm the reputation of the Town, an individual, business, product, group, government or nation. This could lead to civil or criminal actions against you. In addition, you may face Town -imposed discipline, up to and including termination of employment for cause.
- Please be aware that the Town may request that you temporarily confine your personal page, website or blog commentary to topics unrelated to the Town (or, in rare cases, that you temporarily suspend your website or blog activity altogether) if it considers this is necessary or advisable to ensure compliance with legal requirements or to protect the interests of the Town and its stakeholders.

If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to your Supervisor.

Employee Benefits

The Town of Lamont is pleased to be able to offer its eligible employees and their families a comprehensive benefits program following the prescribed waiting period and subject to the terms of the respective plans. Effective the date of issuance of this Employee Handbook, eligibility is based on employees regularly scheduled to work a minimum of twenty (20) hours per week, with employment status of Regular Full-Time or Regular Part-Time.

Where such plans are underwritten by an outside third-party insurance carrier any dispute regarding entitlement to benefits constitutes a dispute exclusively between the insurance carrier and the employee.

Effective the date of issuance of this Employee Handbook, the benefits program includes the following components and monthly premium payments will be paid as follows:

	Percentage of monthly premium paid by:	
	<u>Employer</u>	<u>Employee</u>
Life Insurance & Accidental Death and Dismemberment	75	25
Dependent Life Insurance	75	25
Long Term Disability Insurance	75	25
Extended Health Insurance	75	25
Dental Insurance	75	25
Employee and Family Assistance Program	75	25
Best Doctors	Included	Included

Regular Full-Time employees shall also be eligible to receive vision coverage to a maximum of \$350.00 per calendar year as well as access to a health spending account.

Participation in the above noted benefits is a condition of employment. Employees having comparable coverage to extended health care and dental insurance through other sources are permitted to opt out of these components.

Employees absent from work for a period of more than twelve (12) consecutive months will no longer be eligible for benefits (subject to compliance with the applicable provincial minimum employment standards legislation), unless alternative arrangements are made by the employee to pay for the applicable premiums to maintain such coverage and provided such an arrangement is permitted by the benefit plan terms and the applicable provincial minimum employment standards legislation.

Please note the Town of Lamont reserves the right to cancel, revise, or amend any of the above noted plans without notice.

Please speak to your Supervisor regarding your eligibility or refer to our benefit booklet for detailed information on our benefits program.

Employee Recognition

The Council of the Town recognizes the efforts and commitment of staff and makes efforts to acknowledge this appreciation when permitted by the Town budget. For example, Town employees may receive a gift card from a business of their choice in the Town of Lamont as a holiday gift. Such recognition is determined annually at the sole discretion of the CAO.

Employee Records

A confidential file shall be created for each employee in which to store documents and information pertaining to their employment with the Town. Personnel files are to be kept in locked compartments or in the possession of the authorized staff members. Access to the file is limited to the employee, Supervisor, and the CAO.

The following information to be kept in the personnel file includes but is not limited to:

- a) Resume, application and information gathered in the employee selection process;
- b) Payroll and benefit data;
- c) Performance evaluations;
- d) Documentation of disciplinary measures;
- e) Correspondence between employee and employer;
- f) Record of training and staff development; and
- g) Any additional confidential information pertaining to employment with the Town.

Personnel files are the property of the Town of Lamont, and access to the information they contain is restricted. Generally, only management personnel of the Town of Lamont, who have a legitimate reason to review information in a file, are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in the Town of Lamont 's offices while in the presence of an individual appointed by the Town of Lamont.

Information will not be released for a reference check without authorization from the employee. Response to a reference check will be limited to factual information that can be substantiated by records. Information released that is of the nature of an evaluator's personal opinion, will be clearly identified as such.

Any discrepancy between this policy and Freedom of Information & Privacy Act ("FOIP") then FOIP will be adhered to.

It is the responsibility of each employee to promptly notify the Town of Lamont of any changes to personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, the employee must notify the Deputy CAO within three (3) business days.

Health and Safety

The Town of Lamont is committed to a health and safety program that protects our employees, others (i.e. contractors) who enter onto our property, and the general public.

Supervisors and employees at every level are responsible and accountable for the Town's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this Town expects. Health and safety excellence include the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all employees. By working together, we can achieve this goal.

The Town, Supervisors, and employees are all legally responsible for health and safety in the workplace.

This policy applies to any person that is employed or contracted directly and under the supervisions of the Town of Lamont.

DEFINITIONS

1. **"Hazard"** means a situation, condition or thing that may be dangerous to the safety or health of employees.
2. **"Hazard Assessment"** means the process of identifying the hazards associated with a defined task, prescribing personal protective equipment and other relevant protection measures which must be employed to reduce the risk from the hazard.
3. **"Supervisor"** means any employee that gives instructions and/or orders to subordinates and/or is being held responsible for the work and actions of other employees.
4. **"Working Alone"** means to work alone at any time during a shift where assistance from other employees is not readily available when needed in the normal course of duties or in the event of an injury, illness or emergency.
5. **"Work Area"** means a place at a work site where an employee is, or may be, during work or during a work break.

Procedures:

RIGHTS AND DUTIES

1. Employee's Rights:
 - a. To be involved and participate in health and safety discussions and decisions.
 - b. To conduct a Hazard Assessment for any Work Area they will be working in.
 - c. To report a concern with any Hazards within their Work Area which might have been overlooked during a Hazard Assessment.
 - d. To know of potential Hazards and have access to basic health and safety information in the workplace.
 - e. To refuse work if the employee has reason to believe that Work Area is unsafe and to be protected from reprisal for exercising this right.
2. Employee's Duties
 - a. To take reasonable care to protect the health and safety of themselves and other employee's present while they are working.
 - b. To cooperate with the Town for the purposes of protecting the health of safety of:
 - i. Himself/herself/they/them;
 - ii. Other employees engaged in the work of the Town; and

- iii. Other employees not engaged in the work of the Town but present at or near the Work Area at which that work is being carried out.
- c. Use and wear devices and personal protective equipment required by the Town or the *Alberta Occupational Health and Safety Act, Regulation, and Code* (hereinafter referred to collectively as the "OH&S Act").
- d. Refrain from causing or participating in harassment or violence.
- e. Report concerns about an unsafe or harmful works site act or condition that occurs/exists or has occurred/existed to the Supervisor.

3. Town's Duties

- a. To ensure the health and safety of:
 - i. All employees engaged in the work of the Town.
 - ii. All employees, contractors, and the public, not engaged in the work of the Town but are present at or near the Work Area at which the work is being carried out and may be affected by the Hazards originating from the work site.
- b. To ensure that all employees:
 - i. Engaged in the work of the Town are aware of their responsibilities and duties under the OH&S Act.
 - ii. Working Alone are compliant with the procedures set out in the current Working Alone Policy.
 - iii. Are not subjected to or participate in harassment or violence at the work site.
 - iv. Are supervised by a person who is competent and familiar with the OH&S Act
- c. That health and safety concerns are resolved in a timely manner.
- d. Where a prime contractor is required, the prime contractor is advised of all the Supervisors and employees names.
- e. They consult and cooperate with the Health and Safety Representative.
- f. That Supervisors and employees are adequately trained for the protection of health and safety at the work site.

4. Supervisor's Duties:

- a. To ensure:
 - i. They are competent to supervise the employees under their supervision.
 - ii. The employees under their supervision work in accordance with procedures and measures required by the OH&S Act.
 - iii. The employees under their supervision use all Hazard controls and properly uses or wears the personal protective equipment required by the Town or under the OH&S Act.
 - iv. That employees are not subjected to or participate in harassment or violence at the work site.
- b. Take all precautions necessary to protect the health and safety of every employee under their supervision.
- c. Advise every employee under their supervision of all known or reasonably foreseeable Hazards to health and safety in the area where the employee is performing work.
- d. Report concerns about an unsafe or harmful work site action or condition that occurs/exists or has occurred/existed to the Town.

5. In addition, the Town, Supervisors, and employees will:

- a. Cooperate with any person exercising a duty imposed by the OH&S Act.
- b. Comply with the OH&S Act and any site policies, procedures and codes of practice.

6. Other workers (e.g. contractors, suppliers, or service providers) will comply with OH&S Act and site policies.
7. Employees at every level must be familiar with the requirements of the OH&S Act as it relates to their work.

HAZARD ASSESSMENTS

1. A Hazard Assessment must be conducted to assess a Work Area and to identify existing and potential Hazards before work begins at the Work Area and prior to the construction of a new Work Area.
2. A report showing the results of the Hazard Assessment must be prepared and must include:
 - a. The date the assessment was prepared or amended; and
 - b. Identification of all Hazards; and
 - c. Identification of methods to control or mitigate the Hazards.
3. A Hazard Assessment must be repeated:
 - a. At intervals sufficient to prevent the development of unsafe and unhealthy working conditions; or
 - b. When a new work process is introduced; or
 - c. When a work process of operation changes; or
 - d. Before significant additions or alterations have been undertaken to a Work Area.
4. A prime contractor must ensure that the Town undertaking work in the Work Area is made aware of any existing or potential work site Hazards that may affect that Employer's workers.
5. The Town must ensure that all affected workers are involved in developing the Hazard Assessment as well as the methods of controlling or mitigating the Hazards identified.
6. The Town must ensure that all affected workers are made aware of the findings of the Hazard Assessment and the methods of controlling or mitigating the known Hazards.

Hours of Work

Regular work hours are department specific and as follows:

- a. Office Staff Hours – 8:30 a.m. – 4:00 p.m., Monday through Friday.
- b. Operations Hours – Regular scheduled shifts between 6:00 a.m. – 6:00 p.m. Monday through Friday.

Operations employees will receive the following shift differential:

- a. \$1.50 per hour shift differential will be applied to all scheduled hours worked outside regular working hours.
- b. Qualified Shift Differential Hours – 6:00 p.m. to 6:00 a.m. Monday to Friday and all weekend hours worked.

Shift Differential will not be applied to any overtime or statutory holiday compensation.

All regular work schedules will be available to employees two (2) weeks in advance unless last minute shift changes are required.

Any tasks that, if performed, would result in the daily hours of work exceeding eight (8) hours or weekly hours of work exceeding forty-four (44) hours of work in accordance with the applicable provincial minimum employment standards legislation cannot be undertaken without express written approval from the Supervisor.

Please talk to your Supervisor if you are unclear about working hour expectations and/or if a deviation from the foregoing regular work hours is necessary.

Hours of work may vary from time to time due to business requirements. The Town will give advance notice of twenty-four (24) hours prior to necessary last-minute shift changes and a minimum of eight (8) hours rest will be allotted between shifts.

If an employee is going to arrive to work late or leave early, please refer to the Absenteeism and Tardiness policy below.

Meal and Break Periods

Meal periods are unpaid and will be provided in accordance with the applicable provincial minimum employment standards legislation (that is, thirty (30) minutes of unpaid break time in each shift that is five (5) consecutive hours of work). Meal breaks do not constitute hours of work for employment standards purposes, including the calculation of overtime, so long as they are provided in accordance with the applicable provincial minimum employment standards legislation.

Break periods for employees working less than a full shift will be:

- a) One fifteen (15) minute paid break if working greater than two (2) and less than five (5) hours.
- b) Two fifteen (15) minute paid breaks if working more than five (5) hours and less than seven (7) hours.

A fifteen (15) minute paid break may be taken both before lunch and after lunch break.

Overtime

The Town of Lamont will comply with the overtime requirements set out in accordance with the applicable provincial minimum employment standards legislation. Our intent is to work toward a level of efficiency in which staffing can meet customer requirements on a regular schedule.

Reasonable overtime notice will be given in advance if business requirements permit.

All employees, excluding managers, supervisors and any other positions/occupations excluded from the overtime provisions of the applicable provincial minimum employment standards legislation, are eligible for overtime pay or time off in lieu of overtime pay if they are required to work overtime. Accordingly, employees are requested to consider the Group Overtime Agreement, attached hereto as Appendix "D". Please discuss your requirement to work overtime with your Supervisor.

As stated above, it is necessary to obtain advance approval from your Supervisor before working overtime. Given the Town of Lamont's ongoing efforts to carefully monitor the costs of operation, the employee obligation to obtain PRIOR written authorization from the employee's Supervisor

BEFORE working overtime hours is fundamental. In the unlikely event unanticipated and urgent overtime is worked without the employee having obtained prior approval, such approval may subsequently be provided upon a consideration of the circumstances by the employee's Supervisor. The employee must notify their Supervisor immediately after working such overtime hours.

Standby and Callout

To provide adequate service to customers, it is necessary to have Operations employees on standby (i.e. on-call) to handle any emergency calls after regularly scheduled work hours. Employees will be added to the standby rotation schedule once they have obtained the knowledge and experience to respond competently to the standby requirements.

Each standby rotation is for a period of one (1) week. During the standby rotation, the employee must be within one half ($\frac{1}{2}$) hour of travel time to the Town of Lamont.

The Town will prescribe a standby pay rate which will be communicated to employees and is subject to change.

If an employee who is not on standby receives a call regarding an emergency, they shall inform the resident to phone the emergency pager number. An employee is to only respond to emergencies unless otherwise authorized by the Supervisor or CAO.

An emergency includes but is not limited to the following situations:

- i. A resident has no water;
- ii. A water line break;
- iii. A plugged sewer;
- iv. Any situation which is a danger to people or may cause damage to property;
- v. A road condition which may constitute a danger; and
- vi. A request for assistance from the fire department.

A minimum of three (3) hours overtime pay or Time In Lieu (TIL) will be paid/given for an employee performing duties on a call out. Any additional calls within the minimum guarantee period shall be considered as just one call.

If more than one person is required to handle the emergency, the employee shall attempt to contact another Operations employee for assistance.

The CAO or Director of Operations and Infrastructure may contact any qualified personnel they feel necessary to deal with a situation.

Timekeeping

All the Town of Lamont employees are required to submit a timesheet monthly which accurately shows the hours worked by the employee. Timesheets are to be approved by the Supervisor prior to being submitted for payroll.

The Supervisor's timesheets will be approved by the CAO, and the CAO's timesheets will be approved by the Finance Officer or his/her designate.

Recording another employee's time, with or without authorization, is strictly prohibited and may result in disciplinary action up to and including termination of employment for cause. Moreover,

falsifying time worked is a serious employment offence and will result in disciplinary action up to and including termination of employment for cause.

Regular Day Off

The Town of Lamont is desirous of improving the quality of the public service of the Town and promoting the wellbeing and increased productivity of its employees to the end that the people of the Town Lamont will be well and efficiently served.

The policy provides the employee with the incentive of having a regular day off through the accumulation of extra work hours as well as being a morale booster. Employees are encouraged to use the regular day off for medical, dental or any other personal appointment, reducing the amount of paid time away from work.

This policy applies to all Regular Full-Time employees of the Town.

A regular day off ("RDO") shall be accumulated as follows:

a) Administration:

An extra forty-six (46) minutes per day must be worked. The employee shall be entitled to one scheduled RDO per two (2) week period.

b) Operations:

An extra thirty (30) minutes per day must be worked. The employee shall be entitled to one scheduled RDO per month.

The Supervisor shall determine when the extra time is to be worked. Extra time shall not be accumulated by working through coffee breaks and lunch breaks shall not be less than thirty (30) minutes. Extra hours worked towards an RDO will not be considered overtime, subject to compliance with applicable provincial minimum employment standards legislation.

The RDO must be taken in the period in which it has been earned (i.e. two (2) weeks or one (1) month). An RDO cannot be banked or accumulated without prior consent of the Supervisor.

The RDO schedules will be drawn up for all eligible employees for each department and approved by their Supervisor. These schedules will be used as a guide so that the quality of public service will be carried out at an efficient and effective level and that the Supervisor and employee can prepare for the upcoming scheduled RDO.

The Supervisor has the authority to alter RDO schedules upon consultation with the employee. However, the Supervisor's decision is final. Accordingly, should an employee be on leave and another employee's RDO occur during this same time period, that employee's RDO may be rescheduled pending workload requirements of the Supervisor.

Housekeeping

Each employee's contribution to help maintain their personal work area and the general office areas (kitchen, supplies room, etc.) will ensure an attractive work environment.

Each employee's personal workstation area should be kept tidy and clear of any materials not required to perform their job. Proper supplies and equipment that are necessary to perform your duties should be neat and orderly. Only paperwork currently being worked on should be on a desk; all other paperwork should be placed in its proper area.

Employees are collectively responsible for maintaining the cleanliness of common office areas. The computer/supplies room must also be left in a neat and organized fashion. Wipe up any and all spills throughout the office. When eating at your desk there is to be no strong-smelling food, no greasy food, no soups and no food that spills easily. All garbage pertaining to food and/or drinks must be disposed of in the kitchen.

No Smoking

In keeping with the Town of Lamont's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace.

To accomplish this, smoking is allowed only outside the building (in accordance with municipal bylaws) and must not interfere with fulfilling any job responsibilities. This policy applies to all tobacco products as well as e-cigarettes and cannabis.

Open Door

We are committed to providing a positive environment that will enable our employees to achieve their professional goals. Our policy is to treat each employee as an individual, but at the same time encourage employees to work together as a team.

To this end, we are constantly striving to maintain strong communications between management and employees so that problems regarding working conditions and procedures can be freely discussed and satisfactorily resolved.

Bring your concerns to the attention of your Supervisor. If you do not feel comfortable with your Supervisor or you do not receive an adequate response, please discuss the situation with the CAO or Deputy CAO.

Our door is always open. We believe that discussing issues directly with one another will enable us to maintain the spirit of cooperation that has contributed to our continued success over the years.

Outside Employment

It is essential that all Town employees who engage in outside employment conduct themselves in such a manner that no ethical or legal conflict of interest may be occasioned by such sources of employment.

Employees shall disclose to the CAO any business, commercial or financial interest which may give rise to a reasonable apprehension of conflict or bias in connection with the exercise of their official duties and shall maintain such information current during their period of employment.

Employees may have outside employment except where:

- a) The outside employment interferes with or interrupts the employee's ability to completely carry out all his or her duties with the Town;
- b) The outside employment involves client contact or other outside employment performance during any portion of the workday where the employee is expected to be at work and/or performing duties for the Town;
- c) The outside employment involves performance of work which must be inspected or approved by another civic employee where a conflict of interest or preferential treatment may exist; and
- d) The outside employment directly results in any matter contributing to a proposal or contract which may require Town consideration or approval, whether of a financial nature or otherwise.

Where the employee accepts any outside employment in which such employment conflicts with his/her commitment to the Town, the employee is required to make it known to the prospective employer that his service is provided on a personal basis only and is in no way authorized, endorsed or supported by his/her regular employer – the Town.

Payroll

Employees are paid on a monthly basis via direct deposit.

Pay stubs will note the pay period for which the wages are being paid, hours worked, gross amount of wages, deductions, including applicable deductions on account of employee enrollment in the group benefit plan, if applicable, and deposit amount.

Statutory deductions for federal and provincial taxes, Canada Pension Plan, and Employment Insurance, all required by law, are deducted from employee earnings. These deductions may change, from time to time, as they are impacted by changes in the amount earned and by legislation.

Garnishments are pay deductions which may be taken by the Town pursuant to a court order, usually to help pay off a debt or obligation to others.

If you have questions concerning why deductions were made from your pay cheque or how they were calculated, please contact the Deputy CAO.

Performance Reviews

Everyone likes to know how their contribution is regarded and to understand what performance expectations the Town has of them. Performance reviews are intended to provide this feedback.

While performance feedback is something that you should receive on a regular basis, formal reviews are scheduled during the probationary period and annually thereafter and are a good opportunity for you to get comprehensive feedback on your achievements and areas requiring further development or attention. If you have any concerns regarding your performance, you should approach your Supervisor directly.

Wage Adjustments

A performance review is considered separate from wage adjustments. However, each employee's performance and rate of pay will be reviewed annually, and may be adjusted based on performance, business growth, as well as the general economic condition of the Town.

Pension Plan

The Town participates in the Local Authorities Pension Plan ("LAPP"), which is administered by Alberta Pension Services. The LAPP is a defined benefit plan that both eligible employees and the Town as the employer contribute to. Contribution rates are set by the LAPP Board of Trustees and reviewed at least every three (3) years.

The guidelines set out in this policy ensure employees entitled to benefits of the LAPP are enrolled accordingly to plan membership requirements and the Town is compliant with all mandatory membership criteria.

Definitions

1. "Base Unit" means the number of hours per year worked in order to earn one (1) year of pensionable service, excluding overtime. This varies by position so the scheduled hours by positions per week multiplied by fifty-two (52) weeks will be the base unit for that position.
2. "Pensionable Salary" means an employee's gross basic pay for the performance of regular duties plus any acting pay an employee may receive while covering for another employee during their absence. Earnings that do not qualify for pensionable salary include:
 - Overtime payments;
 - expense allowance;
 - on-call pay;
 - holiday and vacation pay paid as a lump sum; and
 - any form of special pay not listed above.
3. "Pensionable Service" means the number of years of eligible and qualifying employment.
4. "Permanent Full Time Employee" means an employee who occupies an established permanent full-time position working thirty (30) hours or greater per week and who has successfully completed the probationary period.
5. "Service Year" means the period from the first pay day of the year and ending with the last pay day of the year.

Procedure:

1. LAPP is compulsory for all Regular Full-Time Employees, after one (1) year of employment with the Town.
2. All eligible employees must participate until December 30 of the year in which they turn 71.
3. Casual, contract, seasonal (Full or Part-Time), or Regular part-time employees are not eligible for participation in the LAPP.
4. All employees currently receiving a monthly pension from LAPP are not eligible for participation in the LAPP.
5. The Town will enroll all Regular Full-Time Employees in the LAPP immediately if they are transferring from an existing LAPP employer, or reciprocal partnership without interruption in service.

6. If an employee's salary exceeds the limit of contribution as determined by the LAPP, the employee may be eligible to participate in a supplementary pension program as approved by the CAO.
7. When an employee undergoes a leave of absence and is enrolled in LAPP, depending upon the type of leave, that employee may be required to continue contributions to LAPP, or be given the option to buy-back as per the LAPP rules and regulations.

Upon enrollment, the Town will provide new members with a hard copy of the Pension Plan policy and will notify LAPP, who will provide the employee with further details on plan membership. The LAPP member handbook can be found on the LAPP member portal at: <https://www.lapp.ca/page/mypensionplan>.

Members are encouraged to register for secure access to personalized pension benefit information by activating their accounts on-line at: <https://www.lapp.ca/page/mypensionplan>.

Probationary Period

As employees begin their job with the Town of Lamont, the Town will do everything it can to get the new employee off to a good start and to acquaint each employee with the advantages and the opportunities that they will enjoy as an employee of the Town of Lamont.

The first ninety (90) days of employment are considered a probationary period for all new employees. This probationary period allows employees the opportunity to ask questions about their job and about the Town of Lamont business, services and policies. During this period, both employees and the Town of Lamont will have an opportunity to get to know one another. It will give new employees the opportunity to evaluate their new position and will give the Town the opportunity to evaluate whether new employees are best suited to their work assignments.

The Town retains the discretion to extend the probationary period where necessary.

Progressive Discipline

At the Town of Lamont, we strive to treat all employees fairly, justly, and equally. Sometimes mistakes and problems occur, and when they do, we will act immediately to resolve them. In discussing these matters with employees, the following points should be considered:

- The discussion should be in private;
- The employee should be informed of the problem, and will then be able to provide his/her side of the story along with reasons for his or her unsatisfactory performance or conduct; and
- The employee should then be informed of the appropriate discipline, if any, that will be instituted.

The Town is not required to follow this policy for employees within their probationary period or before terminating an employee without cause.

Progressive Discipline Process:

- | | |
|--------|--|
| Step 1 | Verbal Warning |
| Step 2 | Written Warning |
| Step 3 | Final Warning/Suspension (generally one (1) to three (3) days and without pay) |

Step 4 Termination/Dismissal

Please note that where appropriate, any step in the foregoing progressive disciplinary process may be repeated prior to moving to a more severe penalty. Alternatively, any step may be skipped in favour of a more severe penalty. Certain disciplinary infractions may also lead to an employee being demoted.

The procedure is as follows:

Verbal Warning: This warning will be issued on the first unsatisfactory performance and/or misconduct. A disciplinary memorandum will be completed and added to the employee's personnel file.

Written Warning: This warning serves to firmly call the employee's attention to continued unsatisfactory performance and/or misconduct. A disciplinary form will be completed and added to the employee's personnel file. The form will include the cause for warning, the employee's explanation, and the recommended corrective action.

Final Warning/Suspension (without pay): The final warning serves to put the employee on notice that his or her unsatisfactory performance and/or misconduct is not acceptable and that failure to immediately correct the problem may be cause for more serious disciplinary action, including termination of employment for cause. A disciplinary letter explaining the serious nature of the incident, the duration of the unpaid suspension and the corrective action necessary for improvement accompanies the final warning. A copy of the final warning letter will be added to the employee's personnel file.

Termination/Dismissal: Reflects the employee's continued failure to correct unsatisfactory performance and/or misconduct despite prior corrective actions or reflects a serious infraction of the standards of employee conduct that warrants termination of employment for cause.

Resignation

Should you decide to leave your employment with us, we ask that, subject to any provision in your employment agreement, you provide your Supervisor with written advance notice in accordance with the Alberta *Employment Standards Code* ("Resignation Notice Period"). Specifically, one (1) week of notice for employees with more than ninety (90) days but less than two (2) years of service and two (2) weeks' notice for employees with two (2) years' service or more.

Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the Town of Lamont.

Owed wages and vacation pay will be paid out in accordance with the Alberta *Employment Standards Code*.

We value employee comments and may invite the employee to participate in an exit interview. Participation is voluntary and the input and suggestions will be kept entirely confidential at all times subject to any legal requirements. This information may be beneficial to us in developing improvements to our Town on an on-going basis.

The exit interview includes finalizing all necessary paperwork relating to your pay, accrued vacation benefits, etc. and collecting any Town issued equipment.

The Town of Lamont requires the return of all Town property. This would include all property, materials or written information issued to an employee or in possession or control of an employee (i.e. computers, printers, keys, security cards, credit cards, phone cards, etc.).

In all cases employees are reminded of their continuing obligation to keep information acquired while employed at the Town of Lamont confidential in addition to any other post-employment obligation that may be applicable in the circumstances or any such obligations as set out in your employment agreement.

Service Awards

Employees shall be recognized for their years of service to the Town and their safe work practices.

Years of Service

Employees shall be recognized for their years of service to the Town commencing after five (5) years of service and in five (5) year increments thereafter. The service award shall be presented annually by the Mayor or CAO.

Long - Service Awards:

Years of Service Rendered	Value of the Awards	
5 years	\$	100.00
10 Years	\$	200.00
15 Years	\$	300.00
20 Years	\$	400.00
25 Years	\$	500.00
30 Years	\$	600.00
35 Years	\$	700.00
40 Years	\$	800.00
45 Years	\$	900.00
50 Years, or more	\$	1,000.00

Note: if the value of the award equal to or less than \$500 is a non-taxable benefit, any amount over the \$500 is a taxable benefit.

Safe Work Practices

Employees, with no lost time incidents in a calendar year, shall be recognized for their safe work practices annually. Recognition will be a non-monetary award as determined by the CAO annually.

Retirement

Regular Full-Time employees within the Town will be entitled to a retirement gift after a minimum of fifteen (15) years of service. The gift will be paid to a retiring employee on the employee's final pay. For the value of the retirement gift, refer to the value of long service awards above starting at \$300.00.

Telecommuting

For a limited number of positions within the Town, working away from the office, or telecommuting, may be possible.

Telecommuting is the concept of working from home or another location on a full or part-time basis. Telecommuting is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the Town.

Employees will be selected based on the following:

- Suitability of their position for telecommuting;
- An evaluation of the likelihood of their being successful telecommuters; and
- An evaluation of their Supervisor's ability to manage remote workers.

The decision to allow for telecommuting is in the sole discretion of the Town. If telecommuting is allowed for a position, it will last only as long as it is appropriate for Town. Further, telecommuting can be discontinued at any time, for any reason, without notice, and should the Town elect to revoke the privilege, it will not be deemed to be a fundamental change to the employment relationship.

Professionalism in terms of job responsibilities and work output for telecommuting employees will continue to follow the standards set by the Town.

Compensation and Work Hours

A telecommuting employee's compensation, benefits, work status and work responsibilities will not change due to telecommuting.

Furthermore, the telecommuting employee is expected to maintain their regular hours of work.

Equipment/Tools

The Town may provide specific tools/equipment for the employee to perform their current duties. This may include computer hardware, computer software, phone lines, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the Town for use at the remote work location is limited to authorized persons and for purposes relating to Town business only. The Town will provide for repairs to Town equipment where such repairs are deemed necessary. When the employee uses their own equipment, the employee is responsible for maintenance and repair of equipment.

Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while telecommuting.

The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. It is the employee's responsibility to report any work-related injuries and obtain the appropriate insurance coverage for injuries to third parties on the employee's property. The Town reserves the right to make reasonable visits to remote work locations to conduct safety inspections in the area(s) of the remote work location used for business purposes.

Any Town materials taken home should be secured and kept in the designated work area at home and not be made accessible to others.

Office Supplies

Office supplies will be provided by the Town as needed. Out-of-pocket expenses for other supplies will not be reimbursed without prior approval of the employee's Supervisor.

Communication

Employees must be available by phone and email during their normal hours. Employees are responsible for maintaining regular contact with their Supervisor.

All client meetings shall be conducted at a customer or Town worksite. Telecommuters shall be available for employee meetings, and other meetings at the Town offices as deemed necessary by management.

The employee remains obligated to comply with all Town rules, practices and policies. Failure to do so will result in the removal of such privilege.

Temporary Layoffs

From time to time there may be the need for the Town to temporarily layoff one or more of its employees. The Town retains the sole discretion to determine which employees will be subject to the temporary layoff.

The Town will give employees as much notice of a layoff as statutorily required and as business conditions allow. This expression of intent, however, does not create an obligation on the part of the Town of Lamont to provide any prior notification of a layoff.

The Town of Lamont will comply with the applicable provincial minimum employment standards legislation with respect to temporary layoffs.

Time Away from Work

Absenteeism and Tardiness

Good attendance and punctuality are expected from all employees and are important factors for your continued success at the Town of Lamont. Absenteeism and tardiness place a burden on other employees, on our customers, and on the Town of Lamont generally.

From time to time, however, it may be necessary for you to be late or to be absent from work. We are aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. If you know in advance that you will need to be absent, you are required to request this time off directly from your Supervisor.

In the instances when you cannot avoid being late for work or are unable to work as scheduled, you should notify your Supervisor as soon as possible in advance of the anticipated late arrival or absence. When you call in to inform the Town of Lamont of an unexpected absence or late arrival, you must contact your Supervisor directly. We encourage employees to speak with the Supervisor regarding any specific departmental protocols.

Do not inform another employee and have them relay the message to your Supervisor. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf and advise that person to contact your Supervisor. Where appropriate, you should call in each day that you are absent. the Town of Lamont reserves the right to request a doctor's note satisfactory to the Town of Lamont. In addition, the Town of Lamont reserves the right to require the employee attend on a third party medical examination to be arranged by the Town of Lamont.

Please note that attendance and absenteeism records will be considered as part of an employee's performance review. An excessive number of days absent without reasonable justification may lead to disciplinary action. Employees displaying an inability to adhere to this policy will be subject to disciplinary actions, up to and including termination of employment for cause. Subject to management's sole and exclusive discretion to vary the standards set out below in any given circumstance, three (3) late arrivals in any calendar year will typically result in the employee receiving an official verbal warning. Five (5) late arrivals in any calendar year will typically result in the employee getting an official written warning. Incidents of late arrivals in excess of five (5) in any calendar year may result in further discipline up to and including termination for cause.

Bereavement and Compassionate Leave

We extend our sincere condolences to those experiencing a death in their family. As a gesture of sympathy, we grant employees up to three (3) paid days in the event of the death of one of the following immediate family members:

- Spouse either married or common-law
- Mother/father
- Sister/brother
- Mother/father-in-law
- Brother/sister-in-law
- Daughter/son-in-law
- Child
- Grandparent
- Grandchild

Two (2) additional paid days may be granted in the sole discretion of the CAO if travel time is needed.

One (1) day with pay may be granted to serve as a Pall Bearer.

Up to three (3) days leave with pay may be granted to an employee whose immediate family member (as listed above) is critically ill. Employees caring for a critically ill family member must give their employer a medical certificate, which can be issued by a nurse practitioner or physician.

There may be occasions when you may wish to attend the funeral of other relatives or friends, and we suggest that you discuss this directly with your Supervisor.

Please note that bereavement and compassionate pay (if applicable) will not be paid in addition to another type of allowable pay for the same day(s), such as holiday pay, vacation pay, or other days that you would not normally have performed work for the Town.

Any provided leave is to be set off against, and not in addition to, any applicable leave entitlement provided under the applicable provincial minimum employment standards legislation.

Jury Duty/Witness Duty

Jury Duty: The Town of Lamont encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their Supervisor so that they may make arrangements to accommodate the absence.

Employees are expected to report to work whenever the court schedule permits.

Either the Town of Lamont or the employee may request an excuse from jury duty if, in the Town of Lamont's judgment, the employee's absence would create serious operational difficulties.

The Town will grant a leave of absence without loss of regular earnings for up to a maximum of ten (10) days to any Regular Full-Time and Regular Part-Time employee who is called to jury duty, provided that the employee reimburses the Town any amounts provided to them by the Court relative to such duty (less parking fees, meal allowance, and travel expenses).

The Town of Lamont will continue to provide benefits for the employee during jury duty absence. Vacation time will continue to accrue during jury duty.

Witness Duty: Employees are entitled to unpaid leave if they are subpoenaed for witness duty. If an employee has been subpoenaed or otherwise requested to testify as a witness on behalf of the Town, the employee will be paid for the entire period of witness duty.

Employees are expected to report for work whenever the court schedule permits.

Legislated Leave of Absence

Employees may be entitled to a leave of absence in accordance with the applicable provincial minimum employment standards legislation. The purpose of the various leaves, the eligibility, the length of the leave and the evidence required to substantiate the leave will depend on the type of leave taken and employees are encouraged to speak with their Supervisor regarding their entitlement.

Maternity Leave/Parental Leave

The waiting period to be eligible for maternity and parental leave will be in accordance with Alberta's minimum employment standards legislation. Once an employee is eligible for maternity or parental leave in accordance with Alberta's minimum employment standards legislation, the length of the leave will also be governed by this legislation. Please refer to the chart below that outlines the amount of time employees are entitled to in Alberta. This chart also outlines the amount of notice employees are required to give the Town prior to commencing the leave.

Leave	Length	Qualifying Period for Eligibility	Notice Prior to Leave
Maternity	Up to sixteen (16) consecutive weeks of unpaid leave	You must have worked at the Town for ninety (90) days prior to commencing the leave.	Six (6) weeks written notice is required before starting the leave. A medical certificate may be requested.

Parental	Up to sixty-two (62) consecutive weeks of unpaid leave (available to adoptive parents also)	You must have worked at the Town ninety (90) days prior to commencing the leave.	Six (6) weeks written notice is required before starting the leave.
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If pregnancy interferes with the employee’s job performance during the twelve (12) weeks before their due date, the Town may require that the employee start maternity leave earlier by notifying the employee in writing.

Employees must give the Town written notice at least four (4) weeks before they return to work or if they will not be returning to work after their leave ends

Federal Government Benefits

Both maternity and parental leave are taken without pay.

However, effective the date of issuance of this Employee Handbook, Federal Employment Insurance Benefits will be paid to eligible persons for:

- Fifteen (15) weeks for maternity leave if the employee has worked for at least six hundred (600) hours during the qualifying period; and
- Sixty-one (61) weeks for parental leave if the employee has worked for at least six hundred (600) hours during the qualifying period.

Please refer to <https://www.canada.ca/en/services/benefits/ei.html> for more information regarding the Federal Employment Insurance Program.

Benefit Continuation during Maternity/Parental Leave: The Town will continue to make its contributions to the benefit program on behalf of an employee who is eligible under the applicable provincial employment standards legislation for maternity or parental leave, unless it receives written notice from an employee that they do not intend to pay their portion of the premium cost, where applicable.

In order to continue participation in the Town benefit program, employees on maternity or parental leave must make appropriate arrangements to ensure payment of their portion of the benefit program premium cost for the duration of the leave, where applicable. Employees may provide post-dated cheques or make another type of payment arrangement that is satisfactory to the Town. Employees should contact their Supervisor to make the necessary arrangements.

An employee who does not want to continue participation in the Town’s benefit program during a maternity or parental leave is required to provide the Town with written notice that they do not intend to pay their employee portion of the premium cost. In the event that the employee does not intend to pay their portion of the premium cost, benefits will be suspended, and the insurance carrier may require further evidence of insurability in order to reinstate the employee’s benefits coverage upon expiry of the leave.

When an employee undergoes a leave of absence and is enrolled in LAPP, depending upon the type of leave, that employee may be required to continue contributions to LAPP, or be given the option to buy-back as per the LAPP rules and regulations.

Medical Leave of Absence

The Town recognizes that on occasion, employees may experience illness or injury that prevents them from attending at work for a significant period of time. While it is our hope that employees fully recover and return to work as soon as possible, our Medical Leave of Absence Policy addresses the circumstances where this is not possible and outlines our mutual responsibilities.

Firstly, when an employee becomes aware that the employee will be absent from work due to illness or injury for a period of time, the employee is required to contact their Supervisor regarding the absence as soon as possible. Please note that employees are not required to divulge a diagnosis.

The Town will require the employee to supply written medical evidence of an inability to attend at work if the absence is forecasted for longer than three (3) days (or sooner in the Town's sole discretion). It is important to note that any absences that are not supported by clear medical documentation will be considered to be unapproved, and subject to disciplinary action up to and including termination of employment for cause.

In addition, and during the currency of the medical leave, an employee will be required to provide medical documentation to the Town on an ongoing basis as requested. Requests for medical documentation will be sent to the employee by the Town and will usually include the requirement to have a treating physician or other medical specialist fill out certain forms. In all instances, it is the responsibility of the employee to ensure that these forms are filled out in a fulsome manner, and within the timeframes that are laid out by the Town. The purpose of the medical documentation is to (i) ensure the employee's medical leave is fully protected; (ii) obtain an anticipated return to work date; and/or (iii) ensure that the Town is able to evaluate the appropriate accommodation to ensure the employee's safe return to work.

As part of this process and in certain circumstances, the Town may also require the employee to attend independent assessments and/or independent medical examinations. Employees are expected to comply with such requests.

Regular communication during medical leaves is essential to ensure that we work collaboratively in the return to work process. If required, the Town will seek to modify the workplace and/or work schedule to accommodate employees who are disabled. If an employee is unable to perform the essential duties of their pre-injury/illness job, the Town will work with the employee to find ways to modify the job to suit their abilities. While the Town is not required to create jobs, if the employee is unable to perform the pre-injury/illness work with modifications, the Town will seek to be as creative as possible to accommodate the employee and will only cease to accommodate if it would be an undue hardship for the Town, or if the disability were to create a permanent inability for the employee to perform most of the essential duties of their job.

In all cases the Town will continue to accommodate the employee in accordance with human rights legislation.

While the Town is confident that our employees will comply with all of the requirements outlined above, employees should be aware that failure to comply with these requirements can result in disciplinary action up to and including termination of employment on a with cause basis.

Financial Assistance Available to Employees on Leave

Since medical leaves usually begin with one (1) or two (2) sick days, the employee will be eligible to first avail themselves of the Town’s Sick Days policy if the employee indeed has accrued but unused time.

If requested, an employee may be permitted to use any vacation time that he or she has accrued but also not yet used.

In all instances where there is an interruption in earnings, the Town will issue a Record of Employment to the employee. The Record of Employment is the government document that employees will need should they wish to apply for Employment Insurance “Sick Leave” Benefits through Employment and Social Development Canada (“ESDC”). The “Sick Leave” program generally provides for up to fifteen (15) weeks and additional details can be found at: <https://www.canada.ca/en/services/benefits/ei.html>. It is important to note that certain restrictions may apply to these benefits, and we suggest employees contact their local ESDC office to determine their personal eligibility.

Lastly, we take this opportunity to also remind all employees that the Town has a long term disability program that is available for extended medical leaves. This program has various requirements in order to qualify, and we would suggest that you please refer to our group benefits booklet for more information.

Paid Holidays

The following days are general holidays observed by the Town of Lamont:

HOLIDAY
New Year’s Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

Christmas Closure (typically between Christmas Day and New Year’s Day) will be at the discretion of the CAO. Employees must save holidays or time off in lieu for the required days otherwise the time off will be unpaid.

To qualify for pay on the above days, an employee must meet the eligibility requirements of the provincial employment standards legislation. As there are Town operations that must be available at all times, employees may be required to work on general holidays and will be compensated in accordance with the provincial employment standards legislation.

If a holiday falls within an employee’s vacation period, the employee shall be entitled to an extra day’s vacation with pay.

Religious Holidays: Employees who wish to observe religious holidays other than those identified herein, may use their Sick Days (see below) or take this time off as an unpaid leave or vacation.

Personal Leave of Absence

In certain circumstances, a leave of absence may be granted, without pay, for a specified period. All leaves of absence are to be requested in writing to the CAO stating the period of leave required and the reason for the leave. Requests for leave of absence will be considered on an individual basis and in light of circumstances prevailing at the time. Factors taken into consideration may include availability of suitable replacement staff, time of year, length of service, etc.

Leaves of absence will not normally be granted in circumstances where an employee can utilize vacation entitlement.

For the portion of the unpaid leave which extends past one (1) month the employee will be responsible for paying one hundred percent (100%) of the benefit premiums and pension contribution by the Town ceases.

Sick Days

The purpose of this policy is to offer a plan for income security in the event that an employee's ability to work is affected by personal illness, injury or disability or illness, injury or disability of a spouse or dependent child.

Regular Full-Time employees will accrue sick leave days at a rate of 1.5 days per month. Probationary, Regular Part-Time, Seasonal and Casual employees will not earn paid sick leave.

Sick days will accrue during annual vacation and during the first month of an unpaid leave of absence. During an unpaid sick leave, sick days will not accrue beyond one (1) month of the leave. Vacation entitlement (pay and time) does not accrue during an unpaid sick leave; however, in no case will you receive less than your minimum statutory entitlement to unpaid vacation time.

Wages for sick leave days will be equal to the employee's average regular daily wage.

Subject to the Absenteeism and Tardiness policy, a physician's note verifying the illness may be requested for any sick leave and will be required after three (3) days of sick leave. Medical verification may be required if illness persists (please see our Medical Leave of Absence policy for further information).

Sick days will accrue up to a maximum of one hundred and twenty (120) calendar days.

The purpose of sick days are to ensure an employee does not suffer an unnecessary interruption in earnings during both occasional and long-term absences related to illness, injury, or disability, up to the date upon which an employee may qualify for long-term disability benefits.

An employee will be able to use a maximum of one hundred and twenty (120) calendar days of sick time consecutively. This time period corresponds with an employee's eligibility to apply for long-term disability benefits. Even if an employee has remaining sick days in their bank, no further sick days will be paid once an employee is eligible to apply for long-term disability benefits, regardless of whether or not the employee applies or qualifies for long-term disability benefits.

If an employee is injured while doing work for the Town, the Worker's Compensation Board may provide loss of earning benefits, in which case sick days cannot be used. An employee will not be able to use sick days when they are in receipt of Worker's Compensation loss of earning benefits.

During an extended illness, the Government of Canada Employment Insurance (EI) program may provide benefits if the employee is not covered by other plans, does not have available sick days to use, or has used the maximum allowable consecutive sick days under this policy.

With appropriate verification from a physician, sick days may be used during annual vacation. Vacation days would then be rescheduled.

Employees will not be paid for earned but unused sick days upon cessation of employment.

In order to continue participation in the Town benefit program, employees on an unpaid sick leave must make appropriate arrangements to ensure payment of their portion of the benefit program premium cost for the duration of the leave, where applicable. Employees may provide post-dated cheques or make another type of payment arrangement that is satisfactory to the Town. Employees should contact their Supervisor to make the necessary arrangements.

The employee may be able to continue to pay LAPP contributions while on long-term disability leave. It is the responsibility of the employee to contact the LAPP member services for information. This entitlement shall be set off against any leave entitlements under the applicable provincial minimum employment standards.

Vacation

Employment with the Town entitles employees to annual vacation leave with pay. Vacation leave shall increase with length of service to the Town.

Vacation days for Regular Full-Time and Regular Part-Time employees shall be accrued as follows:

- a) After one (1) year of complete continuous service, each employee shall be entitled to ten (10) working days' vacation with pay. These days are to be taken prior to the end of the calendar year after the 1st anniversary date.
- b) After two (2) years of complete continuous service, each employee shall be entitled to fifteen (15) working days' vacation with pay.
- c) After seven (7) years of complete continuous service, each employee shall be entitled to twenty (20) working days' vacation with pay.
- d) After fifteen (15) years of complete continuous service, each employee shall be entitled to twenty-five (25) working days' vacation with pay.
- e) After twenty (20) years of complete continuous service, each employee shall be entitled to thirty (30) working days' vacation with pay.

Vacation days are earned during each year of continuous service and must be taken during the current calendar year (January 1 – December 31), except in the first year of service (see above). Exceptions to this may be approved by the Department Head and the CAO.

Seasonal and Casual employees will be provided with vacation time and pay in accordance with the applicable provincial minimum employment standards. Vacation pay will be paid to employees on each pay. As a result, when vacation time is scheduled, the time will be taken without pay.

Using vacation days before they are earned must have the approval of the Department Head and the CAO.

Vacation days shall be used in weekly blocks. Exceptions to this may be approved by the Department Head and the CAO.

Vacation leave requests shall be submitted to the Department Head for approval at least two (2) months prior to vacation using the Vacation Request Form (found in Appendix "B"). Employees who have submitted a written request for vacation, in advance, will have priority over those who have not. In cases of conflict, all decisions of the CAO are final.

Daily vacation pay is equal to the employee's average regular daily wages at the time vacation is taken.

Vacation entitlements may not be carried over from year to year, subject to statutory requirements. Employees are encouraged to use their available time each year. In special circumstances, an agreement may be made to carry over the unused vacation based on operational needs. Exceptions to this policy must be approved by management.

Vacation entitlement (pay and time) does not accrue during unpaid leaves of absence; however, in no case will you receive less than your minimum statutory entitlement to unpaid vacation time.

Voting

The Town's policy is to encourage its employees to participate in the election of government leaders. Therefore, adequate time off is allowed at the end of the workday to exercise this right. Should federal, provincial or municipal laws require specific time allowances, these requirements shall be adhered to. If the employee otherwise will be unable to vote, he/she may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot.

Please be sure to schedule this time off with your Supervisor to ensure proper department coverage.

Town Events

We ask that all employees exercise common sense and good judgment during all Town events, and we remind you that while we encourage a festive atmosphere, these are business events, and all Town policies regarding employee behaviour are still applicable.

Note that the Town of Lamont supports the policy of "Don't Drink and Drive" and will make all reasonable efforts to ensure that employees not drive while in an impaired condition.

The Town of Lamont strongly recommends that employees who consume alcohol at Town events pre-arrange for their transportation home. This may be done through family or friends, through public transportation or other forms of pre-arranged transportation (e.g. car service), or it may be done by ensuring that there is a designated driver at the event.

Town Property

Preserving and safeguarding the Town of Lamont's property is the responsibility of each employee. Equipment, materials, and supplies are the property of the Town of Lamont and must be used only for Town business on Town premises or on work sites. All such equipment, materials, and supplies must be protected from theft, misuse, or damage. If it is determined that the loss or damage of Town property is due to negligence of the employee, this negligence may result in disciplinary action up to and including termination of employment for cause. No Town property may be borrowed for personal use without the authorization of management.

Theft of the Town of Lamont's property or of a coworker's property will result in termination of employment for cause and possible criminal charges.

All Town-owned offsite assets must be returned upon notification of termination or resignation.

Town Vehicles

The Town of Lamont takes very seriously its duty of care to ensure that all drivers using Town vehicles or driving any vehicle on Town business in any circumstances do so in a manner that minimizes the risk, both to the employee and the Town.

This policy applies to our Town vehicles and private or rental vehicles authorized for use on Town business.

The Town has identified that motor vehicles are a necessary tool for the fulfilment of its business. Employees eligible for assignment of a Town vehicle or authorized to drive a personal vehicle for work purposes are selected at the discretion of management.

This vehicle policy sets out all the rules, processes, and regulations that the Town and all drivers must follow. Any employee violating this policy may be subject to disciplinary action up to and including termination of employment for cause.

The Town reserves the right to revoke or restrict an employee's authorization to drive a Town-owned or personal vehicle on Town business at any time at its sole and exclusive discretion.

Town Vehicle Usage

Driving a Town vehicle is a privilege and must be approved in advance by the employee's Supervisor. An employee is prohibited from abusing a vehicle. If an employee intentionally abuses a vehicle whether or not such abuse negatively affects the overall condition and residual value of the vehicle, the employee will be subject to appropriate disciplinary action and reimbursement to the Town. By your signature below and subject to provincial minimum employment standards requirements, the employee authorizes such reimbursement to be effected through the set off from any monies owing by the Town to the employee.

If you are authorized to use a Town vehicle for Town business, you are responsible for the following:

- Submit receipts for fuel daily.
- Reporting to your Supervisor any maintenance and/or repairs required.

- Paying any parking or moving violations against your or the vehicle, including any administrative charges applicable.
- Under no circumstances is an employee's spouse, dependents or other related or unrelated party allowed to drive a service vehicle. Repercussions of abuse of this policy will result in the immediate termination of employment of cause.
- It is inappropriate for any employee to park a service vehicle at business establishments that may present an unfavourable public perception. Remember the logos on our vehicles advertise the Town.
- Persons not authorized by the Town are not allowed to operate a Town vehicle.

Use of a Personal Vehicle for Business Reasons

Use of a personal vehicle for business purposes may occur for employees in certain positions. Authorization to use a personally owned vehicle for Town business is permitted under the following conditions:

- Employees and passengers must wear seat belts while the vehicle is in motion.
- Employees must have the appropriate license to operate their vehicles.
- Employees must provide proof of insurance upon hire and each time their policy is renewed or updated.
- Employees must provide a copy of their insurance certificates to their Supervisor.
- Employees must notify the Town of all vehicle accidents or violations involving vehicles driven on Town business.
- The Town is authorized to review the driver's Motor Vehicle Record annually as long as the driver is an employee.
- The vehicle owner is responsible for mechanical repairs.
- Employees are not allowed to operate vehicles while under the influence of alcohol, drugs, or other medications that could impair their ability to drive safely.
- Employees must comply with all provincial laws and regulations at all times.

Personal Car Insurance

You should inform your automobile insurer if you use your vehicle for work purposes; this may increase your insurance premium. The Town will not assume any liability for any loss or accident relating to the operation of your personal vehicle since it is your responsibility to ensure that you carry adequate insurance to cover such losses. If you rent or lease a vehicle, it is considered to be your personal vehicle for the purposes of this policy.

Safe Operation

It is each employee's responsibility to obey all traffic ordinances and to drive in a safe, courteous and professional manner when driving, adhering to all laws and regulations covered by local and/or provincial applicable authorities.

Employees should not operate a vehicle when their ability or alertness is impaired through illness or fatigue, nor when they are impaired or intoxicated by alcohol or drugs.

The Town must be notified immediately of any accident in which physical damage to a third party's vehicle occurs and/or any accident in which our employee or a third party is injured. Under no circumstances are the employees, operating a vehicle on Town business admit fault or accept blame for the accident prior to a formal investigation is being conducted.

Any employee violating this policy may be subject to disciplinary action, up to and including termination of employment for cause.

Licensing and Motor Vehicle Record Checks

Any employee operating a vehicle on Town business must maintain a valid driver's license and an adequate driving record. You will be asked to submit a copy of your driver's license as well as sign a waiver that will allow the Town to periodically review your driving record online with the aid of your driver's license number.

Any changes in your driving record must be reported to management immediately.

Telephone Usage

All employees who use cellphones are advised that the Town **strictly prohibits** employees from using hand-held cellphones while driving and does not require employees to make or receive calls when driving for safety reasons.

When driving, handheld cellphones should be switched off or, if switched on, the call should be left to go through to voicemail until a safe place to stop has been found to check messages and return calls. Drivers should pull over to a safe location before making or receiving calls, text messaging or accessing the Internet. Please note that we do not recommend that you pull over on the side of a highway; recommended pull over locations include a parking lot or service area. Employees should never take notes while talking and driving and if an in-depth conversation requires full attention, employees should return the call when they are not driving.

The foregoing prohibition does not apply to telephone calls in the event an employee is using a hands-free cellphone.

Employees, who travel on Town business, are required that they continue to adhere to this policy at all times during the trip, even while they are not technically working. Employees who have Town-provided cellphones are required to adhere to this policy at any time they are using the equipment.

Please be aware that you could face prosecution for failing to have proper control of your vehicle or for careless or reckless driving if use of a cellphone affects your driving. You may also be subject to discipline, including termination of employment for cause for violation of this policy.

It is a provincial offence to drive while using or holding a handheld cellphone in all Canadian provinces and territories.

Visitors

To provide for the safety and security of employees and the facilities of the Town of Lamont, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter any of the Town of Lamont facilities at the main entrance of that facility and may be required to sign in and out. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors

If an unauthorized individual is observed on the Town of Lamont premises, employees should immediately notify their Supervisor or, if necessary, direct the individual to the main entrance.

Working Alone

The purpose of this policy is to protect the safety of employees required to work alone. The Town of Lamont is committed to providing a safe work environment.

Definitions

“After Hours Call” means a call to the Town of Lamont’s emergency line any time outside of normal working hours for Parks & Recreation or Public Works.

“On-Call” means a worker who is scheduled to be available to deal with emergency situations including but not limited to, issues related to the sewer, water, roads, and municipal facilities outside of the normal working hours.

“Working Alone/Work Alone” means to work alone at any time during a shift where assistance from other employees is not readily available when needed in the normal course of duties or in the event of an injury, illness or emergency.

Procedures:

The Town has a duty to ensure employees who Work Alone are protected from probable risk of injury from health and safety hazards.

In addition to items below, employees must also follow procedures in the current Health and Safety Policy as appropriate.

The Town has a duty to ensure that no employee is permitted to Work Alone while performing a high-risk activity, including but not limited to:

- a. Working at a height which would require fall restraint equipment; or
- b. Working within a confined space;
- c. Working in or around an open excavation;
- d. Working with hazardous materials; or
- e. Any other activity deemed to require two (2) or more individuals to complete the task safely.

The Town acknowledges that there will be times when an employee is On-Call and it may be difficult to ensure that an additional individual is available to ensure that tasks are completed safely.

- a. Employees are prohibited from undertaking any of the high-risk activities identified above without having an additional individual on site to ensure that the employee is safe.
- b. If an employee determines that the After-Hours Call requires immediate response in order to mitigate additional damage occurring, an additional employee shall be called upon to assist with the situation; no high-risk activity shall be undertaken until the additional employee is on site.

The Town has a duty to provide an effective communications system for any employee Working Alone.

- a. An effective communications system must include regular contact by the employee or designate, at intervals appropriate to the nature of the hazard associated with the employee's tasks.
- b. Effective communications should consist of at least one (1) of the following:
 - Landline or cellular telephone communication; or
 - Some other effective means of electronic communication; or
 - Regular visits from the Town or designate to the employee; or
 - Regular contact from the employee to the Town or designate.

Workplace Harassment and Discrimination Prevention Policy

The Town of Lamont recognizes the dignity and worth of every employee, and to that end believes in providing and maintaining a work environment in which all employees are free from workplace harassment and discrimination. This policy applies to all employees and covers all forms of harassment and all forms of discrimination prohibited under human rights legislation.

Definitions

“Workplace” means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, golf games, etc.), work assignments outside the Town's office, work-related travel, and work-related conferences or training sessions.

“Discrimination” means the differential treatment of an individual on the basis of race, sex, colour, ancestry, place of origin, ethnic origin, same-sex partnership status, sexual orientation, age, disability, citizenship, family status or marital status, creed, gender identity or gender expression or any other factor that is legislatively protected (“Prohibited Grounds”).

“Harassment” means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety, and includes:

- i. Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- ii. A sexual solicitation or advance.

but excludes any reasonable conduct of an employer or Supervisor in respect of the management of workers or a work site.

Examples of harassment and discriminatory conduct include, but are not limited to:

- a) Humiliating an employee in front of co-workers;
- b) Subjecting an individual to unwelcome remarks or jokes;
- c) Consistent subjection of an individual to practical jokes or ridicule;
- d) The making of any work-related decision (including matters of hiring, promoting, compensating, work assignments, evaluations, training, or job security) not on the basis of merit, but on the basis of any of the Prohibited Grounds;

- e) Comments which are intended, or that ought reasonably be known, to promote stereotyping on any of the Prohibited Grounds;
- f) Jokes or comments which draw attention, for example, to a person's disability, age, ethnic, racial, or religious background or affiliation, or which draw attention to a person's gender or sexual orientation with the effect of undermining such person's role in a professional or business environment or that by their nature are known or ought to reasonably be known to be embarrassing or offensive; and
- g) Derogatory remarks, verbal abuse or threats directed towards members of one gender or regarding one's sexual orientation or with respect to a person's or group's ethnic, racial, or religious background or affiliation.

Types of unwelcome conduct of a sexual nature which may constitute sexual harassment include but are not limited to:

- a) Propositions of physical intimacy;
- b) Bragging about sexual prowess;
- c) Leering or inappropriate staring;
- d) Sexually degrading words or displays of suggestive pictures;
- e) Inquiries or comments about a person's sex life or sexual behaviour; and
- f) Sexual jokes or stories causing embarrassment or offence, that are told or carried out after the person telling the story or joke has been advised that they are embarrassing or offensive or that by their very nature are known or ought to reasonably be known to be embarrassing or offensive.

Policy Statement

All employees in the workplace have a right to work in an environment free from harassment and discrimination. In order to accomplish the Town's goal of promoting a harassment and discrimination free environment, the Town hereby establishes the following guidelines:

- a) The Town will not tolerate harassing or discriminatory behaviour from employees, non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customers, visitors, guests, or any others that attend at the workplace; and
- b) Every employee, non-employee (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customer or visitor conducting affairs at the Town's workplace shall be made aware of this policy, and the Town shall make every attempt to communicate its commitment to a harassment and discrimination free workplace.

Retaliation or reprisals are prohibited against any individual who has complained under this policy, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of discrimination and harassment.

The Town recognizes that individuals may find it difficult to come forward with a complaint under this policy because of concerns of confidentiality. Therefore, all complaints concerning workplace harassment or discrimination, as well as the names of parties involved, shall be treated as confidential to the furthest extent possible in law. The Town's obligation to conduct an investigation into the alleged complaint may require limited disclosure. No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe keeping in a confidential manner by the CAO in the related "Respect in The Workplace" file.

Responsibilities

Each and every employee is responsible for creating and maintaining a harassment and discrimination free workplace. All employees are requested to report promptly when they become aware of alleged actions or complaints of discrimination or harassment. Supervisors are responsible for providing a workplace that is free from harassment and discrimination. This responsibility includes actively promoting a positive work environment and intervening when problems occur.

The Town will provide training to its employees which will include a review and explanation of this policy and its procedures, as well as a description of the Town's expectations of employees relative to their behaviour in the workplace. This training will include the following:

- a) How to recognize workplace harassment and discrimination;
- b) Appropriate response to incidents of harassment and discrimination; and
- c) Procedures for reporting, investigating and documenting incidents of workplace harassment and discrimination pursuant to this policy and procedure.

Complaint Procedure

Step 1 - Self-Help

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

Step 2 - Management Support and Intervention

Employees who are not comfortable with step one (1) and who believe they are victims of discrimination or harassment, or become aware of situations where such conduct may be occurring, are encouraged to seek advice from and report these matters to their Supervisor or his/her designate.

Step 3 - Formal Complaint

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

- i. Complete the Harassment or Violence Reporting Form;
- ii. File the Form with your Supervisor or the CAO or his/her designate; and
- iii. Cooperate with those responsible for investigating the complaint.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. Depending on the circumstances, the Town reserves the right in its sole and exclusive discretion to suspend the respondent with or without pay during the course of the investigation. Generally, within ten (10) business days of the incident or notice thereof, the individual responsible for the investigation shall investigate the incident and may prepare a written report of the investigation findings. A report will be kept on file for a period of two (2) years from the date of the incident.

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of employment for cause as determined by the Town. Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination of employment for cause. Note, however, that an unproven allegation does

not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was an insufficient evidentiary basis to proceed.

For greater clarity, if the alleged respondent is a member of the senior management team (i.e. the CAO), you should file your formal complaint with your Supervisor, the Mayor or Council. Further, any respondent(s), regardless of their position within the Town, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

Complaints Against Third Parties

The Town recognizes that an employee may be subject to harassment or discrimination by customers or by others who conduct business with the Town. An employee who believes that he or she has been subjected to such conduct by a person who does not work for the Town may seek the advice of his/her Supervisor or a member of the senior management team or his/her designate who will take whatever action is appropriate in the circumstances.

Victim Support

The Town understands that victims of harassment and discrimination need support. As a result, the Town will ensure that all victims are advised that they are not to blame for the aggressive/harassing behaviours directed at them.

The Town recognizes that victims of harassment and discrimination who may have been exposed to a violent incident, may require emotional support and reassurance. The Town will ensure that victims, as well as others exposed to harassment or discrimination, are advised to consult a health professional of their choice for treatment or referral. Below is a listing of the agencies, programs and materials which are available to assist in seeking support.

Who	Contact(s)	What
Occupational Health and Safety (OHS)	Province-wide Call Centre 780-415-8690 Website: www.alberta.ca/file-complaint-online.aspx	To report serious injuries and provide information on the requirements of the Occupational Health and Safety Act and regulations. To report a complaint call or visit the website to submit online.
Alberta Human Rights Commission	Phone: (780) 427-7661 (Northern AB) Toll Free: 310-000 enter 780 427 7661 Website: www.albertahumanrights.ab.ca	Provides public information and education programs, and help Albertans resolve human rights complaints.
The Support Network	Distress Line: (780) 482-4357 To find the right community and social services area contact: 211	To talk to someone immediately for help. Directory of Community Services (Edmonton & Area)

		Also provides counseling services (including Crisis Counseling) courses and workshops in a variety of areas such as Assertiveness Training, Building Self Esteem, etc.
Help for Victims of Crime	Website: www.alberta.ca/help-for-victims-of-crime.aspx	Provides personal and financial support for victims of physical or emotional harm, property damage or economic loss as a result of a crime.
Employee and Family Assistance Program (EFAP)	Toll Free: 1-844-880-9142 Website: www.workhealthlife.com	EFAP is provided through the Town's benefit program and offers no cost, confidential help for any work, health, or life concern.

Program Evaluation and Review

The Town will engage in a program evaluation process to monitor the effectiveness of its policy and procedures. Given that the purpose of this policy and procedure is to minimize the occurrence of workplace harassment or discrimination and establish an environment of non-tolerance to workplace harassment or discrimination, the process will be evaluated against that measure.

The evaluation program will include the following:

- a Risk assessment questionnaire;
- b. Process evaluation in order to measure whether the program is meeting its intended objective; and
- c. Outcome evaluation to determine whether the program has met its objectives and whether additional opportunities for improvement in the program can be identified.

This process will include canvassing individuals who have made complaints as well as other employees as to their perception of the efficiency and fairness of the process.

A review will occur whenever an incident of harassment or discrimination occurs, if the Town or employee recommends a review, or at minimum, every three (3) years.

Workplace Violence Prevention Policy

The Town of Lamont recognizes the dignity and worth of every employee, and to that end believes in providing and maintaining a work environment in which all employees are free from workplace violence. This policy applies to all employees and covers all forms of violence.

Definitions

“Workplace” means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, golf games, etc.), work assignments outside the Town's office, work-related travel, and work-related conferences or training sessions.

“Violence” whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Policy Statement

All employees in the workplace have a right to work in an environment free from violence. In order to accomplish the Town’s goal of promoting a violence free environment, the Town hereby establishes the following guidelines:

- a) The Town will not tolerate violent behaviour from employees, non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customers, visitors, guests, or any others that attend at the workplace; and
- b) Every employee, non-employee (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customer or visitor conducting affairs at the Town’s workplace shall be made aware of this policy, and the Town shall make every attempt to communicate its commitment to a violence free workplace.

Retaliation or reprisals are prohibited against any individual who has complained under this policy, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of violence.

The Town recognizes that individuals may find it difficult to come forward with a complaint under this policy because of concerns of confidentiality. Therefore, all complaints concerning workplace violence, as well as the names of parties involved, shall be treated as confidential to the furthest extent possible in law. The Town’s obligation to conduct an investigation into the alleged complaint may require limited disclosure. As it pertains to violence, where the Town believes there to be imminent danger to an employee, it may divulge such confidential information as is reasonably necessary. No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe keeping in a confidential manner by the CAO in the related “Respect in The Workplace” file.

Responsibilities

Each and every employee is responsible for creating and maintaining a violence free workplace. All employees are requested to report promptly when they become aware of alleged actions or complaints of violence. This includes a responsibility for employees to report any alleged actions or complaints of domestic violence that occur outside the workplace and that may create a risk of danger to themselves or others in the workplace. Supervisors are responsible for providing a workplace that is free from violence. This responsibility includes actively promoting a positive work environment and intervening when problems occur.

The Town will provide training to its employees which will include a review and explanation of this policy and its procedures, as well as a description of the Town’s expectations of employees relative to their behaviour in the workplace. This training will include the following:

- a) How to recognize workplace violence;
- b) Appropriate response to incidents of violence; and
- c) Procedures for reporting, investigating and documenting incidents of workplace violence pursuant to this policy and procedure.

Complaint Procedure

Step 1 - Self-Help

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

Step 2 - Management Support and Intervention

Employees who are not comfortable with step one (1) and who believe they are victims of violence, or become aware of situations where such conduct may be occurring, are encouraged to seek advice from and report these matters to their Supervisor or his/her designate.

Step 3 - Formal Complaint

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

- i. Complete the Harassment or Violence Reporting Form;
- ii. File the Form with your Supervisor or the CAO or his/her designate; and
- iii. Cooperate with those responsible for investigating the complaint.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. Depending on the circumstances, the Town reserves the right in its sole and exclusive discretion to suspend the respondent with or without pay during the course of the investigation. Generally, within ten (10) business days of the incident or notice thereof, the individual responsible for the investigation shall investigate the incident and may prepare a written report of the investigation findings. A report will be kept on file for a period of two (2) years from the date of the incident.

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of employment for cause as determined by the Town. Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination of employment for cause. Note, however, that an unproven allegation does not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was an insufficient evidentiary basis to proceed.

For greater clarity, if the alleged respondent is a member of the senior management team (i.e. the CAO), you should file your formal complaint with your Supervisor, the Mayor or Council. Further, any respondent(s), regardless of their position within the Town, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

Complaints Against Third Parties

The Town recognizes that an employee may be subject to violence by customers or by others who conduct business with the Town. An employee who believes that he or she has been subjected to such conduct by a person who does not work for the Town may seek the advice of his/her Supervisor or a member of the senior management team or his/her designate who will take whatever action is appropriate in the circumstances.

Victim Support

The Town understands that victims of violence need support. As a result, the Town will ensure that all victims are advised that they are not to blame for the aggressive behaviours directed at them and that being a victim of violence does not reflect on them.

The Town recognizes that victims of violence who may have been exposed to a violent incident, may require emotional support and reassurance. The Town will ensure that victims, as well as others exposed to violence, are advised to consult a health professional of their choice for treatment or referral. Below is a listing of the agencies, programs and materials which are available to assist in seeking support.

Who	Contact(s)	What
Occupational Health and Safety (OHS)	Province-wide Call Centre 780-415-8690 Website: www.alberta.ca/file-complaint-online.aspx	To report serious injuries and provide information on the requirements of the Occupational Health and Safety Act and regulations. To report a complaint call or visit the website to submit online.
Alberta Human Rights Commission	Phone: (780) 427-7661 (Northern AB) Toll Free: 310-000 enter 780 427 7661 Website: www.albertahumanrights.ab.ca	Provides public information and education programs, and help Albertans resolve human rights complaints.
The Support Network	Distress Line: (780) 482-4357 To find the right community and social services area contact: 211	To talk to someone immediately for help. Directory of Community Services (Edmonton & Area) Also provides counseling services (including Crisis Counseling) courses and workshops in a variety of areas such as Assertiveness Training, Building Self Esteem, etc.
Help for Victims of Crime	Website: www.alberta.ca/help-for-victims-of-crime.aspx	Provides personal and financial support for victims of physical or emotional harm, property damage or economic loss as a result of a crime.
Employee and Family Assistance Program (EFAP)	Toll Free: 1-844-880-9142 Website: www.workhealthlife.com	EFAP is provided through the Town's benefit program and offers no cost, confidential help for any work, health, or life concern.

Program Evaluation and Review

The Town will engage in a program evaluation process to monitor the effectiveness of its policy and procedures. Given that the purpose of this policy and procedure is to minimize the occurrence of workplace violence and establish an environment of non-tolerance to workplace violence, the process will be evaluated against that measure.

The evaluation program will include the following:

- a. Risk assessment questionnaire;
- b. Process evaluation in order to measure whether the program is meeting its intended objective; and
- c. Outcome evaluation to determine whether the program has met its objectives and whether additional opportunities for improvement in the program can be identified.

This process will include canvassing individuals who have made complaints as well as other employees as to their perception of the efficiency and fairness of the process.

A review will occur whenever an incident of violence occurs, if the Town or employee recommends a review, or at minimum, every three (3) years.

PRIVACY POLICY

The Town of Lamont is dedicated to maintaining the highest standards of confidentiality with respect to all employees' personal information provided to us. We are committed to ensuring that our handling of personal information is in compliance with applicable privacy legislation.

What Is Personal Information? Canadian privacy legislation defines "Personal Information" broadly as information about an identifiable individual or as information that allows an individual to be identified. Personal Information includes information such as address, gender, age, ID numbers, income, ethnic origin, employee files, credit records, or medical records. Generally speaking, Personal Information does not include what is considered business contact information: your name, title or position, business address, business telephone or facsimile number, or business email address.

Objectives of the Privacy Policy: The Town of Lamont is responsible for Personal Information it holds or has under its control, including Personal Information it passes on to others with your permission. We have designated a Privacy Officer to ensure our compliance with legislation and this policy. Our Privacy Officer will receive and respond to your inquiries and complaints regarding the protection and privacy of your Personal Information, and deal with requests for access to your information.

Our Privacy Officer is: CAO

Purposes for the Collection of Personal Information: The purposes for which Personal Information is collected by the Town of Lamont is, in part, specified below:

- To enrol the employee on the payroll system;
- To comply with requirements imposed by law; and
- To comply with statutory obligations including tax withholdings and remittances for Canada Pension Plan and Employment Insurance.

Any change of purpose to any of the above will be communicated to you. Where appropriate, Personal Information will be obtained directly from you. In the event Personal Information is obtained from any other source, you will be notified or your authorization will be obtained.

Consent to Collection, Use and Disclosure of Personal Information: BY SUBMITTING PERSONAL INFORMATION TO THE TOWN OF LAMONT OR ITS SERVICE PROVIDERS AND AGENTS, YOU AGREE THAT WE MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY, BUSINESS INTERESTS AND AS PERMITTED OR REQUIRED BY LAW. Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain of the identified purposes at any time by contacting the Privacy Officer. If you refuse to consent or withdraw your consent, we may not be able to provide you or continue to provide you with certain employment benefits.

There are circumstances where collection, use or disclosure may be justified or permitted, or where we are obliged to disclose Personal Information without your consent. These circumstances could include, but are not limited to:

- Where the information is publicly available;
- Where we are required to do so by law or by order of a court or tribunal;
- Where we believe, upon reasonable grounds, that there is an imminent risk to an identifiable

- person or group of death or serious bodily harm; and/or
- Where it is alleged that an employee, officer, agent or director of the Town of Lamont is guilty of a criminal offence, or is civilly liable in a legal action or guilty of certain misconduct.

In such circumstances, we will not collect, use or disclose more Personal Information than is required.

Attached as Appendix "C" is the form of consent you will be requested to execute where applicable.

Third Parties: Third parties that receive Personal Information will be required to confirm their commitment to the privacy policies set out herein.

Storage, Security and Protection of Personal Information: The Town of Lamont endeavours to maintain appropriate physical, procedural and technical security over our offices and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use or modification of Personal Information. Your Personal Information may be stored in secured physical locations and on computer network servers controlled by the Town of Lamont, located either at our offices or at the offices of our service providers. To help protect the confidentiality of your Personal Information, the Town of Lamont employs physical, administrative and technological safeguards appropriate to the sensitivity of your Personal Information. For instance, we use secure computer data networks protected by industry standard firewalls and password protection systems. In addition, where Personal Information is sent to a third party for processing, we make sure, through our arrangements with them, that all Personal Information is kept secure.

Retention of Personal Information: We will keep Personal Information only as long as it is necessary. When the Personal Information is no longer required, it will be destroyed to prevent unauthorized parties from gaining access to the information.

Access and Accuracy: Upon receiving a written request, and subject to any applicable exemptions, the Town of Lamont will inform you of the current version of your Personal Information and will give you access to that information and the opportunity to correct any errors in it. Access requests should be sent to our Privacy Officer, using the contact information provided above.

Changes to the Privacy Policy: The Town of Lamont reserves the right to modify or supplement this Privacy Policy at any time. If we make a change to this Privacy Policy, we will post such changes and, if requested, provide a physical copy to you.

APPENDICES

Please remove the following pages, sign where indicated, and return to your Manager. The original documents will be stored in your personnel file. You are welcome to retain a photocopy for your own records.

Appendix A – Employee Handbook Acknowledgment

I, _____, certify that I have read the Employee Handbook and understand all the policies and procedures set out in the Employee Handbook. I have had a full and complete opportunity to ask questions and seek clarification.

I agree to abide by the policies and procedures contained in this Employee Handbook. In particular, I am aware of the Town’s Progressive Discipline policy, Business Conduct policy, Respect in the Workplace policy and Health and Safety policy and acknowledge that a failure to abide by these policies and procedures may result in disciplinary action and/or termination of employment for cause.

Employee’s Name Printed _____

Employee’s Signature _____

Date Signed _____

Please note that failure or refusal to sign the Employee Handbook Acknowledgment will not release an employee from being bound by the policies contained in this Employee Handbook. All employees, by virtue of their acceptance of employment with the Town are bound by the policies contained herein.

Appendix B – Vacation Request Form

**Town of Lamont
Leave Request Form**

Employee Name: _____ **Date:** _____

Reason for Leave: ___ Vacation ___ Medical ___ Personal ___ Bereavement
___ Time In Lieu ___ Other

Date Requested From: _____ To: _____

Number of Hours: ___ Vacation ___ Medical ___ Personal ___ Bereavement
___ Time In Lieu ___ Jury Duty ___ Other ___ Total

Notes:

Employee Signature: _____ Date: _____

Manager's Approval

Manager's Signature: _____ Date: _____
--

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
-----------------------------------	---------------------------------------

Notes:

Appendix C – PIPA Consent

I, _____, by my signature below specifically consent to the collection, use or disclosure of my Personal Information in accordance with the Privacy Policy herein. Although I acknowledge I am being requested to provide written consent in this situation, I understand and agree that there will be circumstances where my express consent will be oral or my consent implied.

Dated this _____ day of _____, 20__

Employee's Name Printed _____

Employee's Signature _____

Appendix D – Group Overtime Agreement

1. It is agreed between:

The Employees Listed on Part A Attached

and

Town of Lamont of 5307 50 Ave, Lamont, AB

that either wholly or partly the employer will provide, and the employee will take, time off with pay in place of overtime pay for those hours worked in excess of hours in a work day or hours in a work week, whichever is greater.

2. Time off with pay is banked at a rate of 1 hour for each overtime hour worked.

3. The time off with pay in place of overtime pay shall be provided, taken and paid at the regular rate of wages at a time that the employee could have worked and received wages from the employer.

4. The time off with pay shall be provided, taken and paid within 6 months of the end of the pay period in which it was earned unless the agreement is part of a collective agreement which provides for a longer period of time.

5. If the time off with pay instead of overtime is not provided, taken and paid in accordance with paragraph 3, the employee shall be paid overtime pay of at least 1.5 times the employee's wage rate for the overtime hours worked.

6. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.

7. The employer shall provide a copy of this agreement to all employees in the group and to any employee who joins the group during the course of the agreement.

8. No amendment or termination of the agreement shall be effective without at least one month's notice in writing by one party to the other. In the case of the group giving notice, the notice in writing must be signed by the majority of the employees in the group.

I certify that the employees who have signed Part B attached to this form are the majority of the employees in the group described and named on Part A attached.

Dated this ____ day of _____, 20__.

Signature: _____

Print Name: _____

Part A

Description of Group:

Following is a complete list of all employees who together form the group described above as of _____, _____, 20__.

List names here

Part B

The employees whose signatures appear below wish to join the group overtime agreement attached to this form.

Print Name Legibly	Date	Signature



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: Aug 24, 2010
ELECTED OFFICIAL: Mayor Bill Skinner
REPORT PERIOD: Jul 7 – Aug 18, 2021

Boards and Committees:

- Jul 19 – Attended virtual Parks & Recreation Committee meeting
 - Planning for bike Park Grand Opening Event on September 12th
 - Received update on park trail lighting
- Jul 26 – Chaired Lamont County Housing Foundation Board meeting
 - Discussed new COVID-19 orders
 - Update on repairs at BeaverHill Pioneer Lodge from flooding
 - Parking lot paving Heritage Court/Villa 75 to commence September
- Jul 28 – Attended AUMA Summer Municipal Leaders' Caucus in Redwater
 - Good discussion on numerous municipal topics including interaction with media, elected official roles, election
- Jul 20 – Virtual AHS update on bed closures in province
 - 98.3% of acute care beds open in province. Closures mostly due to shortage of staff due to vacation

Items for Council Discussion:

Town of Lamont Business:

Professional Development (Workshops & Conferences):

- Jul 22 – Virtual Town Hall with Minister of Municipal Affairs Ric McIver
 - Information on COVID-19 Immunization progress in Alberta

Lamont Functions and Events:



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: Aug. 24, 2021

ELECTED OFFICIAL: Dave Taylor

REPORT PERIOD: July 13 – Aug. 24, 2021

Boards and Committees:

- **July 19: Parks and Recreation Committee meeting**
 - **Bike Park grand opening: Sept. 10 (17 b/u)**
 - **Hillside Park map**
 - **Lighting project update**
- **July 22: John S Batiuk RWC Special Meeting**
 - **Capital project cost share – Northeast Commission (CRNSWSC)**
- **Aug. 12 John S Batiuk RWC Board meeting**
 - **Overview on cathodic protection survey, maintenance and project recommendations**
 - **Update on JSB and CR Northeast Commission facilitated discussions**
 - **CN siding track installations**
 - **Renewal of operations contract with Strathcona County**
 - **Renewal of service contract with AECOM**

Town of Lamont Business:

- **Contacting VIPs and media for bike park grand opening**

Professional Development (Workshops & Conferences):

-

Lamont Functions and Events:

-

CAO REPORT

FOR THE PERIOD ENDING Aug 17, 2021

HIGHLIGHTS:

- Policy development- Employee handbook finalization.
- 2021 Election preparation, Council orientation options.
- COVID-19 Activities:
 - Continue to monitor cases and AHS protocols as required.
 - Opened bookings for all rentals.
- Municipal Asset Management Program (MAMP) training completed by Admin for input of Data once received.
- 2021 event planning; Bike Park grand opening and Picnic in the Park, Fire-Hall Naming celebration.
- Renewal of the Catering Club Agreement.
- Safety Codes Council Audit results and action plan submitted as required.
- Prepare and launch the Policing and 5-year Capital Plan survey for residents. A brief update on the survey is attached to this report.
- Adjust and prioritize workload until CAO position is filled.
- Updated Town Website launched Aug 9.
- Candidate Political Forum joint with Ft. Saskatchewan Chamber of Commerce is set for Sept. 23, 2021.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

Meetings

- Monthly Health and Safety Meeting – July 7 & Aug 4
- Lamont Fire Hall signage
- MLA Jacki Armstrong-Homeniuk
- Ft Saskatchewan Chamber of Commerce amalgamation with Lamont – introduction and organize Candidate political form in Lamont
- CREPP Final bi-weekly meeting July 7, will be reverting to Q starting September
- RCMP check-in
- Minister's Update on Alberta's Broadband Strategy
- COVID-19 Update for Alberta Municipalities with CMOH
- Community Facility Enhancement Program (CFEP) - General Program Info-session
- The Basics of NG911 Webinar
- Community Initiatives Program (CIP) Project-Based-General Program Info-session

RE: Future of Policing & Capital Planning Two-Part Survey

Good day Council,

The Future of Policing & Capital Planning Two-Part Survey closed on August 9, and we received 52 submissions, 46 residents and six business owners – all received online.

23 of the respondents had participated in the 2021 Budget survey last year.

A draft report will be provided for your review at the September 14 Council meeting including a survey overview, feedback regarding capital planning and the future of policing, as well as a full appendix.

The survey also provided opportunity to the ratepayers to share open-ended comments. 16 comments were received and they are listed at the end of the appendix; most comments were constructive or neutral in nature, and all anonymous.

A media advisory and posts on our online platforms will be distributed once the report is approved and available to ratepayers as well.

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING August 24, 2021

HIGHLIGHTS

STAFF

- All full-time staff have started diversity training.
- Operations Staff and safety meeting in line with OH&S guidelines.
- Hired casual support to cover summer leave requests, arena operations and other operational tasks.

Facilities

- Administration building drainage work is complete, landscaping is ongoing.
- Arena ice season preparation has initiated.

Transportation Maintenance

- August alleyway inspection was completed, the status map with information is attached.
- Roadway crack filling has been initiated.
- Road painting has been initiated.
- Tree removal and trimming due to safety concerns and recommendation from 2020 tree report have been completed.

Parks & Recreation

- Hillside Park landscaping and ground levelling is ongoing.
- Playground inspection and deficiency repairs have started.
- Large Item Pick Up program was held July 15 & 22, 2021.
- Weed spraying second application completed.

Utilities

- Replace faulty VFD (Variable Frequency Drive) at the 54 St reservoir.
- Inspected and logged problem sanitary access points.
- Water break in Campbell was isolated and repaired August 13 & 14, 2021.
- GFL agreement- Notice of Intent has been sent. Request for proposal is being developed.

Projects & Requests:

- 2021 Capital Project- Lamont Arena Plant Upgrades have been completed, including compressor overhauls and new operation panel including soft start.
- Asset Management data collection has started in collaboration with CITYWIDE.
- Fort Air Partnership agreement has been finalized, the trailer is on site and operating.
- Working with 60th anniversary Bus/ Train Memorial Committee on their project.
- Attended the CIP (Community Initiatives Program) and CFEP (Community Facility Enhancement Program) grant information sessions.

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING August 24, 2021

Alleyway Inspection Report

Assessment Map Description

RED-	Poor condition requiring moderate amount material and shaping. Property drainage and/or access issues may be present that limit the amount of work that can be done.
ORANGE-	Needs attention requiring material and reshaping. Minor property drainage and/or access issues have prolonged work to be completed.
YELLOW-	Satisfactory condition, may require patching and minor shaping.
BLUE-	Good condition requiring annual maintenance.
GREEN-	Exceptional condition will require minor annual maintenance over the next 3 years.
BLACK-	Currently not identified as an alley, would take significant amount of material and resources to bring to satisfactory condition.

Assessment Findings

In comparing the August assessment to the June assessment, the following has been identified:

- There were seven alleyway sections identified on the priority list in June. Five have been addressed to a satisfactory or good condition.
- In our effort to consistently improve the overall condition of our alleyways four lanes have been added to the need's attention (orange) list.

Work Disruptions and/or Limitations

As work is ongoing there have been some constraints in completing all alleyways, the following has been identified:

Access:

- Resident trees impeding the alleys, notice list will be created and sent to residents to trim trees.
- Location of utilities and equipment is too large to fit down some alleys. The grade-all attachment will be mounted to the tractor once rough cutting is complete. This will allow us to access most of these locations.

Property Drainage:

- There have been several locations identified where limited amount of work can be completed due to the risk of damage to personal property.
- Material cannot be added to these areas, and unique drainage solutions are currently in place that we do not want to impede.

OPERATIONS & INFRASTRUCTURE REPORT

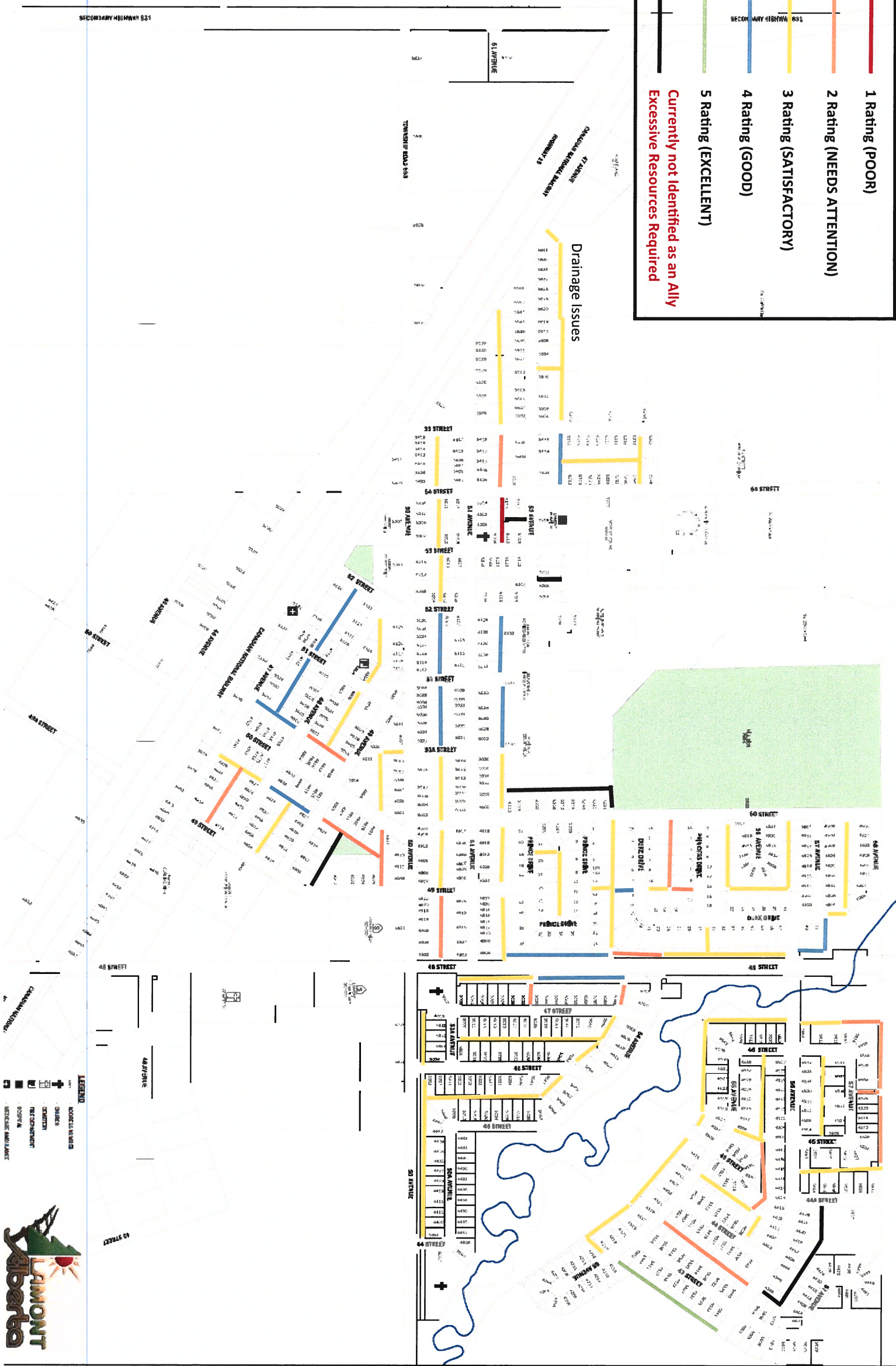
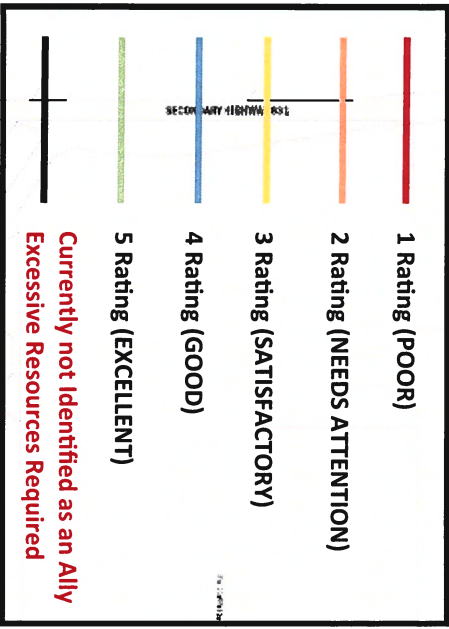
FOR THE PERIOD ENDING August 24, 2021

- Further inspection will be completed in these locations to identify possible corrective action.

Next Steps

Work to be Completed this year:

- Send out resident notice to trim trees.
- Mount the grade-all to work on alleys with limited access.
- Work on approaches to alleys, use millings or cold mix to ensure compaction.
- Fill potholes and final 2021 inspection before snowfall.
- Inspect locations with drainage issues to identify possible corrective action or options.





Lamont County Emergency Services MONTHLY FIRE DISTRICT REPORT

District	Month/Year
District Fire Chief	
Meetings/Events Attended	Professional Development
Projects Started/Completed	Other Information

Fire District Update	
Community Events Hosted/Attended	Training
<p>_____ Total Volunteer Hours in Community</p>	<p>_____ Training Sessions Held <i>The following topics were trained on:</i></p>
Incident Summary	Personnel Summary
<p>_____ Incidents _____ Alarms _____ Fires _____ MFR _____ Motor Vehicle Accidents _____ Other</p>	<p>_____ Personnel on the Roster _____ Volunteer Hours at Station</p>

Respectfully Submitted,

Description	Targeted Amount		2021 Actual		Variance	% of Completion	2021 - Jul	2020 - Jul	Increase/ (Decrease)	Percentage	Note
	2021 Budget	Jul	Jul	Jul							
REVENUE											
General Revenue	(2,713,173)	(2,555,049)	(2,586,255)	(126,918)		95%	(38,501)	(13,922)	(24,580)		
Administration	(344,348)	(200,870)	(308,928)	(35,420)		90%	(644)	(586)	(58)		
By Law	(4,200)	(2,450)	(2,571)	(1,629)		61%	(200)	(40)	(160)		
Strs. & Road	(514,919)	(300,369)	(638)	(514,281)		0%	0	0	0		
Storm Sewer	0	0	(55)	55		0%	0	0	0		
Water	(580,049)	(338,362)	(275,603)	(304,446)		48%	(95,578)	(93,498)	(2,080)		
Sewer	(278,184)	(162,274)	(81,298)	(196,886)		29%	(28,390)	(27,790)	(599)		
Garbage	(344,417)	(200,910)	(174,860)	(169,557)		51%	(58,409)	(56,921)	(1,488)		
Cemetery	(2,037)	(1,188)	(800)	(1,237)		39%	0	0	0		
Planning & Subdivision	(2,537)	(1,480)	(1,064)	(1,473)		42%	(200)	(128)	(72)		
Hall	(10,000)	(5,833)	(5,172)	(4,828)		52%	0	0	0		
Arena	(47,887)	(27,934)	0	(47,887)		0%	0	(33,687)	33,687		
Park	(211,347)	(123,286)	(14,100)	(197,247)		7%	(200)	(200)	0		
Curling Rink	(500)	(292)	0	(500)		0%	0	0	0		
FCSS	0	0	0	0		0%	0	0	0		
TOTAL REVENUE	(5,073,398)	(2,767,230)	(3,577,270)	(1,496,128)		71%	(222,122)	(226,771)	4,649		
EXPENSE											
Council	140,633	82,036	48,679	91,954		35%	7,524	6,553	971		
Administration	727,789	424,544	366,485	361,304		50%	50,495	44,230	6,265		
Fire	32,878	19,179	15,027	17,851		46%	1,169	1,216	(47)		
Disaster Service	1,500	875	60	1,440		4%	0	0	0		
By-Law	65,176	38,019	17,301	47,875		27%	2,048	1,531	518		
Public Work	225,939	131,798	106,759	119,180		47%	13,175	40,724	(27,549)		
Street & Road	449,900	262,442	196,856	253,044		44%	37,817	26,492	11,324		
Storm Sewer	11,400	6,650	370	11,030		3%	0	0	0		
Water	632,896	369,189	343,543	289,353		54%	47,750	22,536	25,214		
Sewer	65,265	38,071	11,118	54,147		17%	924	7,169	(6,246)		
Garbage	399,763	278,612	250,123	149,640		63%	23,754	23,549	205		
Family Community & Cemetery	23,375	13,635	2,510	20,865		11%	810	800	10		
Town Beautification	17,500	10,208	4,367	13,133		25%	220	300	(80)		
Planning & Subdivision	108,300	63,175	40,681	67,619		38%	11,207	4,823	6,385		
Hall	136,546	79,652	82,335	54,211		60%	7,448	9,405	(1,957)		
Arena	289,580	168,922	113,518	176,062		39%	12,897	11,816	1,081		
Park	107,613	62,774	48,405	59,208		45%	13,592	16,390	(2,798)		
Curling Rink	42,813	24,974	30,467	12,346		71%	1,405	4,182	(2,777)		
FCSS & School Fund	548,077	319,712	320,192	227,885		58%	0	0	0		
Total Expense	4,026,943	2,394,467	1,998,796	2,028,147		50%	232,234	221,717	10,517		

Description	2021 Budget	Targeted Amount Jul	2021 Actual Jul	Variance	% of Completion	2021 - Jul	2020 - Jul	Increase/ (Decrease)	Percentage	Note
Capital Programs										
Administration	0	0	0	0	0%	0	0	0	0%	
Fire	0	0	0	0	0%	0	0	0	0%	
Public Work	0	0	0	0	0%	0	0	0	0%	
Street and Road	46,340	27,032	9,343	36,997	20%	9,343	272,617	(263,274)	-97%	
storm Sewer	32,500	18,958	0	32,500	0%	0	0	0	0%	
Water	0	0	0	0	0%	0	0	0	0%	
Sewer	1,045,625	609,948	295,390	750,235	28%	0	0	0	0%	
Planning & Subdivision	0	0	0	0	0%	0	0	0	0%	
Hall	0	0	0	0	0%	0	0	0	0%	
Arena	146,800	85,633	71,947	74,853	0%	1,778	0	1,778	0%	
Park	136,255	79,482	31,259	104,996	23%	0	0	0	0%	
Curling Rink	0	0	0	0	0%	0	0	0	0%	
Total Capital Programs	1,407,520	821,053	407,939	999,581	29%	11,120	272,617			