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TOWN POLICY

ADMINISTRATION POLICY:
Collection of Doubtful Accounts

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-007

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 11, 2011
SUPERSEDES: Policy #C-12
UP FOR REVIEW: September 21, 2021

The purpose of this policy is to:

Provide uniform guidelines for the collection of doubtful accounts due to the Town of Cardston.

For general accounts receivable, once the account is 30 or more days in arrears, a reminder notice will be mailed to the debtor.

For accounts in arrears 60 or more days, the accounts receivable clerk will attempt to phone the debtor to remind him/her of the amount due and request payment.

Monthly statements marked “past due” will be mailed monthly on all outstanding accounts.

Once an account has been outstanding for more than 90 days, the account will be turned over to the Town of Cardston By-law Enforcement Officer for collection. The By-law Enforcement Officer will attempt to contact the debtor by a combination of phone calls, mail, and/or personal contact to request payment of the outstanding account.

If the debt relates to property and is billed to the property owner(s), under the MGA, Section 553(1), the amount of the outstanding receivable can be applied as a charge against the property. After the account has been outstanding for 90 days, or sooner if deemed necessary by the Chief Administrative Officer, any account which falls under Section 553(1) is to be transferred from the outstanding accounts receivable general ledger (GL) to the tax receivable GL.

Once the account is in arrears for 6 months, or more, from the date of the original invoice, the previous steps have been utilized, and the account has not been paid in full or satisfactory payment arrangements made by the debtor, a “Final Notice” letter will be sent. This letter will inform the debtor that, unless he or she contacts the office within the next 2 weeks, the account will be forwarded to a collection agency. If, after 6 months, the account is less than $20 (including penalties), the “final Notice” letter will not be sent, and the amount will be written off.

Three weeks after the letter is sent, the account is to be forwarded to the collection agency, previously arranged, to assist the Town staff in collection of the indebtedness.

After the account is more than one year in arrears and payment arrangements have not been made, or have not been kept up as agreed, the account will be set up on the Town's books as a doubtful account.

After the account is more than two years in arrears and payment arrangements have not been made, or have not been kept up as agreed, the account will be written off from the receivable listing and removed as a doubtful account.

TOWN POLICY

ADMINISTRATION POLICY:
Corporate Credit Card Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-011

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 4, 2012
SUPERSEDES: Policy #C-35-1
UP FOR REVIEW: September 25, 2022

Policy Statement:

The Town of Cardston recognizes that control procedures must be exercised over the use of corporate credit cards.

The purpose of this policy is to:

Establish authorities and accountabilities for issuing and use of corporate credit cards by designated staff. In addition, the policy will outline the responsibilities of those individuals who have authority to use Town of Cardston corporate credit cards and specify rules and limitations for use while conducting affairs of the organization.

Responsibilities and Procedures

The Council authorizes the Chief Administrative Officer (CAO) to obtain corporate credit cards on behalf of the Town of Cardston. The CAO is authorized to approve the allocation of a credit card to individual staff as deemed necessary. Prior to being issued a credit card, all cardholders shall sign the attached Cardholder Agreement.

A maximum limit of funds on the credit card will be $10,000 for the card held in the CAO's name and $5,000.00 per card for all other authorized cards.

Use of corporate credit cards is to be limited to expenditures when other payment methods are found to be untimely or inconvenient and include payments to companies who do not invoice or accept purchase orders and for confirming reservations for conferences and meetings. Cash advances are not allowed.

Receipts for all credit card payments are to be submitted to the Finance department. Purchases not accompanied by receipts will be the responsibility of the card holder. The monthly billing statement will be reviewed by the CAO, then forwarded to the Finance department for reconciliation with the authorized receipts prior to payment.

All expenditures shall correspond to an approved budget item shall be charged to the appropriate general ledger account.

Corporate credit cards shall not be intended for personal use. Usage shall be restricted for Town of Cardston business purposes only. The cardholder shall be responsible for any personal expenses and shall report immediately to the CAO of any personal use. Continuous personal use of the card may lead to forfeiture of the card and disciplinary action.

Lost or stolen corporate credit cards shall be reported immediately to the Credit Card Company and to both the CAO and the Director of Finance.

Town of Cardston Cardholder Agreement

I, _____, hereby acknowledge receipt of a Town of Cardston Corporate credit card.

I understand that improper use of this card may result in disciplinary action, as outlined in the policy, as well as personal liability for any improper purchase. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Town of Cardston Corporate Credit Card Policy.

I acknowledge receipt of said policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Town.

I will strive to obtain the best value for the Town when purchasing merchandise and/or services with this card.

As a holder of this Town card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the CAO or Director of Finance, upon demand, during the period of my employment. I further agree to return the card upon termination of employment.

I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Town will be entitled to reimbursement from me of such purchases. The Town shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

SIGNATURE: _____ DATE: _____

WITNESS: _____

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Disposal of Surplus Assets, Inventory and Other Items

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-012

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: March 10, 2015
SUPERSEDES: Policy #D-30
UP FOR REVIEW: September 25, 2022

Policy Statement:

The Town of Cardston is committed to disposing of its surplus assets, inventory, and other surplus items in a fair, consistent, and transparent manner that maximizes value and return to the Town. The Town recognizes that having a comprehensive asset management system is best practice in municipal governance. Asset management allows the Town to make more informed and better decisions that will ultimately allow it to better serve its residents.

The purpose of this policy is to:

Establish guidelines for the disposal of Town of Cardston surplus assets, inventory and other items such as salvage.

Determination of Value, Asking Price, or Charge-out Price

The Town will offer surplus assets, inventory and other items at an asking price that reflects a fair market value that maximizes value and return to the Town. Asking price must be approved by the Chief Administrative Officer (CAO).

Methods of Disposal

The CAO will exercise discretion as to the disposal of surplus assets, inventory and other items. Items with little or no perceived market value, or where the need is determined, may be donated to a non-profit or charitable organization to help further their community cause. Items with perceived market value or perceived to have a reasonable chance of realizing a return for the Town will be offered to the general public at a specific and firm asking price for a pre-defined time period. Items with a perceived value exceeding $1000 will be dealt with in the following manner:

When the pre-defined offering time has elapsed one of two alternatives will ensue:

1) If an offer has been received and it equals or exceeds the asking price then the highest offering price will be accepted. If this results in a tie, the winner will be determined through an unbiased draw process, as determined by the CAO.

2) If no offer equal to or greater than the asking price was received, then the process will be repeated either at a new asking price or at the previous asking price, subject to the approval of the CAO.

Items with a perceived value of less than $1000 will, at the discretion of the CAO, be listed to the public on a first-come, first-served method. For example, items may be listed on the Town web site or social media sites with a predetermined price and be available until the inventory has been exhausted. Other examples of appropriate venues or methods to advertise any type of disposal may include:

- Classifieds or newspaper posting, including online or print;
- Sale through public tender;
- Sale by auction;

Any items such as scrap metals, pallets, wire, oil, or other goods that become available for salvage, or sale through the capital or operational projects of the Town, remain the property of the Town. All funds derived from the salvage or sale of these goods is to be deposited by the Town for recording as revenue. Wherever possible, Town staff will request payment for scrap or salvage in the form of cheque instead of cash to ensure that the payments and corresponding deposit can be tracked.
Not all methods of disposal are equally suitable for all disposals; the most appropriate method of disposal must be approved by the CAO.

Related Party Transactions

Town of Cardston employees and any related or non-arms length parties may not submit an offer if they are involved in the tendering process; such persons must not receive preferential treatment or an advantage in the purchase process because of their relationship with the Town. Determination of whether such conflict of interest exists will be at the discretion and judgment of the CAO.

TOWN POLICY

ADMINISTRATION POLICY:
Finance and Tax Procedure Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-014

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 10, 2017
SUPERSEDES: Policy #F-30-1
UP FOR REVIEW: December 16, 2021

Policy Statement:

A policy of the Town to govern the miscellaneous Finance and Tax Department transactions.

The purpose of this policy is to:

Provide direction for the miscellaneous Finance and Tax Department transactions throughout the year.

1) Annual/Accumulated Surplus

(a) Given budget conventions, it is the Town's general practice to spend what has been budgeted in the calendar year. However, in the event that the Town realizes a surplus in any account, the surplus amount will be put into general operations unless otherwise allocated for reserves as per the Reserves Policy at the time.

2) Banking Access and Transfer of Funds.

(a) At this time the Town contracts out a large portion of its financial duties, therefore, it is necessary to give banking access to the contracted party assigned to those duties. The contracted party will have access to view account and investment information but should not approve any transaction or request the transfer of funds. Upon the cessation of the contracted duties, access to the banking information will be revoked for that contracted party.

(b) From time to time it is necessary to transfer money from one bank account to another or from an investment account to a general operating account or vice versa. When a transfer is needed, it must be approved by 2 signing authorities of the Town, one of which must be the CAO. Once the details are determined, the request can be completed by:

i. Submitting the request in writing to the banking/investment establishment with signatures from the CAO and 1 other person with signing authority, or

ii. Submitting two emails to the banking/investment establishment, from both the CAO and 1 other person with signing authority.

3) Charitable Donation Receipts

(a) If a person, group or organization makes a donation to the Town that qualifies as a Charitable Donation according to the Canada Revenue Agency (CRA), the Town may issue a Charitable Donation Receipt to the person, group or organization making the donation. This type of donation would include cash, goods or property.

(b) For reference, the CRA says the following about Issuing Charitable Donation Receipts:

i. A registered charity cannot issue receipts for the following:

- For contributions of services provided to the charity (services do not qualify as gifts) on behalf of another organization or charity in a name other than the name of the true donor.

ii. A registered charity is not permitted to issue an official donation receipt for a gift of service. At law, a gift is a voluntary transfer of property. Gifts of services (donated time, skills or efforts) provided to a charity are not property, and therefore do not qualify as gifts for the purposes of issuing official donation receipts.

4) Service Charges

The Town only charges a service charge when a cheque or other form of payment is returned with insufficient funds. This includes NSF Tax Installment Pre-Payment (TIPP) payments. The rate of service charge is $25.00.

(a) If a TIPP payment does not go through for a reason other than Insufficient Funds (i.e. Bank Error, Clerk Error), Administration may, at their discretion, waive or reduce the service charge.

5) Cancelling Taxes, Arrears or Penalties

The Town Council, under Section 347 of the Municipal Government Act (MGA), may cancel taxes or portions thereof upon application from the rate payer. For this, the following procedure is applied:

(a) Following a written request by the ratepayer (owner of the property) to cancel arrears or penalties on taxes, the request is brought before Council.

(b) Council must pass a resolution if the decision is to cancel any taxes, arrears or penalties.

i. A payment schedule agreement may be entered into when penalties are waived.

(c) Administration or a designate will notify the ratepayer of the decision of Council.

(d) If the taxes, arrears or penalties are to be cancelled, the Taxation Clerk must make an adjustment to the property's tax levy in the receivables system to cancel the amount(s) as per the resolution.

i. For penalty adjustments, a copy of the adjustment receipt will be placed in the Tax Cash Posting binder for reference.

ii. For tax or arrears adjustments, the Taxation Clerk must note the amounts written off with the date and resolution number on the Town copy of the tax notice. The Administrator must then initial the notation of changes.

6) Tax Installment Pre-Payment Plan (TIPP) Interest

It is beneficial to the Town to have steady revenue from the TIPP program throughout the whole year. To provide incentive for property owners to enroll in the TIPP program, the Town will set an interest rate each year that is attractive to the property owners as well as fiscally responsible for the Town. The following procedure should be followed:

(a) In May/June of each year, the Tax Clerk will collect short-term interest rates from the local banks and also contact the City of Lethbridge to see what their TIPP interest rate has been set at. Upon receipt of this information, the Tax Clerk, in conjunction with the Finance Department, will submit a recommendation for the TIPP interest rate to Council to be approved by resolution.

7) Petty Cash Fund

The Town Office shall maintain a Petty Cash fund of $500.00 to be kept in a locked cash box. Only the designated office clerks shall disburse petty cash from the cash box. At times of small purchases, this fund should be used.

If money is removed from the cash box to purchase something, the clerk obtaining the money must replace it with a note until the receipt for the purchase can be obtained. The note should include the following:

(a) The date;

(b) The name of the person taking the money;

(c) The amount of the money taken;

(d) What the money will be used for;

(e) Initials of the clerk.

A receipt must be submitted immediately after the purchase. The clerk dispensing the petty cash should include the following information on the receipt:

(a) The correct General Ledger (GL) account number

(b) A description of the purchase (not needed if the receipt clearly shows what was purchased)

(c) Initials by both the dispensing clerk and the receiving employee for the amount being returned/reimbursed

(d) If penny rounding occurred, indicate the actual amount returned/reimbursed

(e) If petty cash was given prior to the purchase, the note that was written should be stapled to the receipt with the additional notation made of the change that was returned.

During the summer when the Swimming Pool is open, a float of $100.00 will be disbursed from the Petty Cash Fund to the Pool, and will be returned at the end of the season.

A designated office clerk will balance and replenish the Petty Cash Fund from time to time as needed. If the Petty Cash is found short of funds of less than $50 and no receipt can be found after sufficient due diligence, the amount will be written off at the end of the year and the fund will be replenished to equal $500. If the amount is over $50, Administration will look into the matter and appropriate action will be taken.

TOWN POLICY

ADMINISTRATION POLICY:

Inventory Items – Sale to External Parties Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-025

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: July 27, 2004
SUPERSEDES: Policy #I-14
UP FOR REVIEW: October 4, 2022

Whereas, in the regular course of business, when performing custom work, or completing work requests for residents of the Town of Cardston, inventory items are often consumed. The inventory items used are carried on the books at their original purchase price (also called the Historical Cost). Often these items may not be replaced at their original purchase price, making the difference between the Historical Cost and replacement cost a loss to the Town. To regularly determine the current replacement price of inventory items during the course of performing work is not feasible. To streamline operations, and recover replacement costs (including a reasonable re-stocking and freight expense) inventory items should not be marked up when purchased by external parties.

Therefore, when items are sold to, or used in work chargeable to external parties, the following policy will be used:

- If the Historical Cost of the item is under $100, charge the Historical Cost plus 15%.
- If the Historical Cost is more or equal to $100, the Foreman pricing the job shall use their discretion in pricing by either charging the item's replacement cost plus a 2% administration fee, or the Historical Cost plus 15%.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Petty Cash Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-031

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 4, 2012
SUPERSEDES: Policy #P-13
UP FOR REVIEW: November 23, 2022

Policy Statement:

The Town of Cardston recognizes that control procedures must be exercised over the use of petty cash.

The purpose of this policy is to:

Establish authorities and accountabilities for the use of petty cash by designated staff. In addition, the policy will outline the responsibilities of those individuals who have authority to use petty cash and specify rules and limitations for use while conducting affairs of the organization.

Responsibilities and Procedures

The Council authorizes Chief Administrative Officer (CAO) to obtain corporate credit cards on behalf of the Town of Cardston. The CAO is authorized to approve the allocation of a credit card to individual staff as deemed necessary. Prior to being issued a credit card, all cardholders shall sign the attached Cardholder Agreement.

A maximum limit of funds on the credit card will be $10,000 for the card held CEOs name and $5,000.00 per card for all other authorized cards.

Use of corporate credit cards is to be limited to expenditures when other payment methods are found to be untimely or inconvenient and include payments to companies who do not invoice or except purchase orders and for confirming reservations for conferences and meetings. Cash advances are not allowed.

Receipts for all credit card payments are to be submitted to the Finance department. Purchases not accompanied by receipts will be the responsibility of the card holder. The monthly billing statement will be reviewed by the CAO, and then forwarded to the Finance department for reconciliation with the authorized receipts prior to payment.

All expenditures shall correspond to an approved budget item shall be charged to the appropriate general ledger account.

Corporate credit cards shall not be intended for personal use. Usage shall be restricted for Town of Cardston business purposes only. The cardholder shall be responsible for any personal expenses and shall report immediately to the CAO of any personal list. Continuous personal use of the card may lead to forfeiture of the card and disciplinary action.

Lost or stolen corporate credit cards shall be reported immediately to the credit card company and to both the CAO and the Director of Finance.

TOWN POLICY

ADMINISTRATION POLICY:

Photocopying & Faxing Costs Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-032

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: June 14, 2016
SUPERSEDES: Policy #P-20-1
UP FOR REVIEW: November 23, 2022

Policy Statement:

The Town of Cardston desires to establish a policy related to the fees for photocopying and faxing by Town Staff and other Public Groups or Individuals.

The purpose of this policy is to:

Cover the costs of long distance charges for faxing, ink, paper and general maintenance of the photocopying machines.

The CAO shall have discretion to charge no fee for documents requested by the general public related to their business with the Town. For example, copies of policies or bylaws, within reason can be copied for the public for no charge. Large documents such as the land use bylaw, municipal development plan or other similar documents would require a charge to the member of the public. The public will, at all times possible have access to documents such as policies and bylaws in electronic format via the Town web site, requiring no printing or copying.

TOWN POLICY

TITLE: Photocopying & Faxing Costs Policy **POLICY NUMBER: FA-032**

Photocopies

The following costs are for paper up to 11"X17":				
		Town Staff and Town Organizations*	Non-Profit Organization	General Public
B&W	One-sided	5¢	10¢	25¢
	Two-sided	7¢	15¢	30¢
Colour	One-sided	10¢	25¢	50¢
	Two-sided	15¢	50¢	$1.00

*For staff use, staff shall pay fees through another staff member.

*For prints larger than 11" X 17":
1¢ per square inch or $1.44 per square foot.

Faxing Costs

Local faxing charges
No Charge to send or receive *local* faxes.

Long distance faxing charges	
Receiving	50¢ per page
Sending	**Town Staff and Town Organizations**
	50¢ per document up to 10 pages. An additional 10¢ per page over 10 pages
	General Public
	$1.00 per document up to 10 pages. An additional 25¢ per page over 10 pages

ALL PRICES INCLUDE GST.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

TOWN POLICY

ADMINISTRATION POLICY:
Purchasing and Tendering Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-033

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: June 14, 2016
SUPERSEDES: Policy #P-40-2
UP FOR REVIEW: November 23, 2022

Policy Statement:

The Town of Cardston has adopted this policy to ensure that all necessary goods and services are acquired in a consistent manner that results in the best overall value to the Town of Cardston. The Town of Cardston intends to make purchases and contract agreements through an open, competitive and non-discriminatory selection process which will identify qualified suppliers through competitive bids and written quotations.

The purpose of this policy is to:

Comply with purchasing practices legislated by the federal and provincial governments.

Where appropriate, the Town of Cardston will give priority to Cardston businesses for the supply of goods and services and construction contracts.

1) Definitions

For the purposes of this policy:

(a) "Best Value" means

- **i.** Obtained by determining the total cost of performing the intended function over the lifetime of that function.
- **ii.** To include quantitative and qualitative factors.

(b) "Cardston Businesses" means

- **i.** Any person, firm, partnership or corporation which supplies goods or services, or construction contract services, is located in the Town of Cardston or in the Cardston trading area (i.e. Cardston County), and has a current business license, unless otherwise exempt from the requirement to obtain a business license.

(c) "Invited Tender" means

- **i.** Written solicitation to selected qualified suppliers.

(d) "Local Suppliers" *(see Cardston Businesses)*

(e) "New West Partnership Trade Agreement" means

i. Provincial legislative agreement between the provinces of British Columbia, Alberta and Saskatchewan that governs large purchases and construction contracts for government organizations. This came into effect on September 11, 2009.

(f) "Public Tender" means

i. Advertised solicitation to qualified suppliers. A public tender differs from invited tenders in that any supplier may respond.

(g) "Purchasing Agent" means

i. Any individual authorized to enter into contracts, agreements and purchase orders that bind the Town to the terms thereof for goods and services.

2) Purchasing Guidelines

(a) Purchasing shall follow guidelines set out in the New West Partnership Trade Agreement for purchases of goods and services over $75,000 and construction services over $200,000.

(b) In evaluating all quotations and tender bids from suppliers and contractors, the Town of Cardston shall consider the following purchasing criteria:

i. Quality

ii. Price

iii. Innovation

iv. Functionality

v. Assurance of supply and deliverability

vi. Anticipated customer service

vii. Compatibility with existing equipment

viii. Impact on local economy

ix. Other as deemed appropriate

(c) For goods and services and construction contracts that are not governed by provincial or federal legislation, the Town of Cardston will apply the following guidelines:

i. Purchases or contracts over $20,000 require a formal bid process. Where reasonable, local businesses should be contacted for bids. See appendix "A" for determining the best formal bid process to use. It will be at the discretion of the Chief Administrative Officer (CAO) to determine whether bid proposals will be by invited tender or public tender. A minimum of three proposals should be obtained whenever possible.

ii. Purchases or contracts $5,000 - $20,000 require three quotes when it is sensible and prudent to do so. Process costs and cost of time needs to be balanced against due diligence to obtain best value. Quotations may be in the form of written, fax, email, or price catalogues. For purchases in this category, a record of price quotes should be kept on file. When possible, local businesses should be contacted for price quotes.

iii. Purchases under $5,000 do not require a quote or tender award process. Discretion should be used to obtain best value; this may include occasional price shopping for routine purchases. When possible, purchases should be made locally.

(d) Purchasing agents or department heads may at their discretion use a formal bid process for purchases under $20,000 if the need arises. See appendix "A" to determine when such cases may be necessary.

(e) Where not governed by legislation, the Town will give preference to local suppliers after considering purchasing criteria in 2.b. and in consideration of overall best value to the Town of Cardston.

3) Used Equipment

(a) Purchasing agents or department heads may at their discretion purchase used equipment. It is often a challenge to compare two or more pieces of used equipment and discretion is required by purchasing agents. In order to obtain best value and minimize risk to the Town, purchasing agents should follow the criteria set out in 1.c., in addition to the following guidelines when purchasing used equipment:

i. Prior to purchase, obtain comparable information on at least 2 similar pieces of equipment. The following should be documented and used in comparing alternatives:

- Price
- Km's or hours on equipment
- Rating of general condition
- List of extras or accessories included
- Estimated freight and shipping costs
- Year
- Purchase price of new piece of equipment
- Mechanical inspection report
- Warranties available

ii. Once comparable information has been established, a purchasing agent may purchase used equipment provided it is comparable to recent actual sales and represents best value for The Town.

4) Authority to Purchase

(a) Contracts and Tender Awarding

i. The Town Council shall be required to approve by resolution any contract related to the provision of a "municipal public utility" as generally defined in section 28(b) of the Municipal Government Act. This includes but is not limited to the following current contracts:

- Solid Waste Collection Contractor
- Recycling Contractor
- Transfer Station Contract
- Cemetery Caretaker Contract
- All contracts related to the electrical distribution system where the Council is considered to be the board of directors for the electrical corporation

ii. The Town Council shall also be required to approve by resolution contracts related to the operation of Town owned facilities which are being operated by contract on behalf of the Town. This includes but is not limited to the following current contracts:

- Campground Operator Contract
- Golf Course Operation Contract / Lease

iii. In all cases, the CAO will carry out the business of the contract negotiation with the contractor. The CAO will consult with Council on matters of the contract where the contract is related to the items in clauses i & ii above. In all other cases and where reasonable, the contractor will not negotiate directly with the Council, rather through the CAO to Council.

iv. All other contracts which are essential for the day to day operations of the Town, or to satisfy capital work requirements, and which are approved within the annual budget shall be negotiated and concluded by the CAO.

v. If there is ambiguity as to whether a contract requires approval of Council, the CAO shall present the contract to Council for advice and a resolution if required.

vi. At all times, any contract negotiated and/or concluded by the CAO may be appealed to the Council should the affected contractor choose to appeal a decision or condition of the CAO.

(b) Use of Purchase Order

i. Purchases up to $20,000 require a signed purchase order prior to employees making a purchase of goods or services. Department heads and up to one alternate purchasing agent per department may authorize purchase orders in this range. In the event that department heads or alternate purchasing agents are not able to create a purchase order, they may call in to the office to request a purchase order. All employees purchasing goods or services must give the PO number to vendors at time of purchase.

ii. Purchases over $20,000 must be authorized by the Chief Administrative Officer (CAO) or designate. Department heads may place a requisition for the purchase of goods greater than $20,000, which will be subsequently reviewed and approved or disapproved by the CAO or designate.

iii. Purchase of goods greater than $75,000 will follow guidelines set out in the New West Partnership Trade Agreement and will be reviewed for approval by the CAO or designate.

iv. Construction contracts greater than $200,000 will also follow guidelines set out in the New West Partnership Trade Agreement and will be reviewed for approval by the CAO or designate.

(c) Documentation and Authorization for Payment

i. All vendors shall reference PO numbers on invoices. Invoices without PO numbers are at risk of non payment.

ii. Employees purchasing goods or services are required to sign invoices at time of purchase. Employees should check to see that the PO is referenced on the invoice at time of signing.

iii. Department heads are required to authorize payment and indicate the proper general ledger code and project allocation. If there are any unauthorized purchases, the department head will discuss discrepancies with purchasing employee and/or vendors to correct the issue.

(d) All items purchased must qualify as an approved budgeted item. Items that have not been included in the budget, must receive approval from Council prior to purchase. For additional clarification, refer to Policy # B/10 and amendments thereto.

(e) In an emergency situation, defined by the CAO, authority is granted to spend up to $50,000 without the need for a formal bid process, on the sole authority of the CAO. During the emergency, spending in excess of $50,000 is to be approved by a simple majority of council.

(f) Purchase orders will not be required for the following purchases:

i. Membership renewals

ii. Fuel purchases at card lock or fuel station

iii. Registration renewals

iv. Insurance

v. Conference and staff training

vi. Hotel bookings

vii. Meals

viii. General Operational Payments – i.e. utility & phone, freight, refund of credits, boulevard tree planting, sewer reduction, payroll disbursements, etc.

ix. Professional services – i.e. legal, audit, engineering (these services should be accompanied by a contract or engagement letter).

x. Expenses approved in program budgets - i.e. FCSS payments

xi. Annual requisitions from approved requisitioning authorities

xii. Contract payments – i.e. Fortis, Enmax contracted services

xiii. Donations

xiv. Minimal purchases where the petty cash fund is used

5) Opportunity Notification

(a) Depending on the nature of goods or services required, the advertisement should be posted locally, regionally, or nationally in reliable advertising media. The CAO or designate will determine how tenders will be advertised. Tenders should be sealed and time stamped when received by the Town.

(b) For goods or services that are expected to be $5,000 - $20,000 department heads should obtain at least three quotes from suitable vendors. In cases where there are not sufficient suitable vendors, as many quotes as can be obtained will suffice. Department heads are to use judgement in determining the best possible vendors for soliciting quotes. Whenever possible, local vendors should be solicited for quotes.

(c) For contracts or bids obtained under legislation, see notification requirements in the New West Partnership Trade Agreement.

6) Consulting and Services Contracts

(a) Consulting and service contracts will be awarded on the basis of price, demonstrated competence and qualifications for the type of services to be rendered. Requirements in Purchasing Guidelines 2(c) are to be followed when accepting new consulting and services contracts.

(b) All significant recurring services or consulting contracts/arrangements will be subject to review at least once every five years or more often if deemed necessary by the department head. (Recurring service contracts/arrangements would constitute services provided on a regular basis regardless of a formal contract or agreement).

7) Evidence of Policy Compliance

(a) Staff purchasing goods and services over $5,000 are required to maintain adequate record of quotation / tender submissions and document reasons for accepting successful submissions.

8) Resources

(a) New West Partnership Trade Agreement http://www.newwestpartnershiptrade.ca/pdf/NewWestPartnershipTradeAgreement.pdf

Formal Bid Processes

The following is a list of the possible bid processes that may apply for a given purchase of goods or general services.

Request for Information	Used for goods or services of any value where the Town has an idea and is looking for the best approach to execute it. The intent is to source technical or commercial data for possible inclusion in a follow up process; a contract is not intended at the end of this process
Request for Proposal	Used for goods or services of any dollar value where requirements and specifications are not clearly defined, the vendor is considered the expert, a high degree of flexibility is required and negotiations may be required. A contract is intended at the end of the process for which a formal legal agreement may be required.
Request for Quotation	Used when goods or services are of a low-dollar value, requirements and specifications are clearly defined, the Town is considered the expert and the award criteria is heavily weighted to price.
Request for Tender	Used where goods or services are of a high-dollar value, requirements and specifications are clearly defined, the Town is the expert, and award criteria is heavily weighted to price. A contract is intended at the end of the process for which little flexibility is required and a formal legal agreement may be required.
Request for Pre-qualification	Used to establish the technical abilities of a vendor and to ensure that the vendor will be capable of providing the required goods or services. Used to create bid lists when requirement is repetitive.
Expressions of Interest	Used to develop a list of potential bidders by gauging public interest in an expected future procurement.

The Chief Administrative Officer or designate will determine the best advertising medium for the above mentioned bid processes and will use their professional judgment to determine low-dollar versus high dollar values for request for quotation and request for tender processes. When possible a minimum of three suppliers should be contacted to obtain the best value. Requests may be advertised locally, regionally, or nationally as determined by the purchasing agent. Request may also take the form of an invited tender or public tender.

TOWN OF CARDSTON QUOTATION AND SUMMARY SHEET

To be used by departments for obtaining quotations for purchases over $20,000.00.
(See Attached Summary Sheet)

TOWN OF CARDSTON QUOTATION AND SUMMARY SHEET

To be used by departments for obtaining quotations for purchases over $20,000.00.
All quotations are subject to review and require approval by the CAO or Designate.

G.L. Number:_____ Person Obtaining Quotes: _____

Description of Items/Services:_____ Quantity:_____

COMPANIES CONTACTED (3 MINIMUM WHERE POSSIBLE)

VENDORS:

A.	**DATE:**
PHONE:	**CONTACT:**
QUOTED PRICE:	
B.	**DATE:**
PHONE:	**CONTACT:**
QUOTED PRICE:	
C.	**DATE:**
PHONE:	**CONTACT:**
QUOTED PRICE:	
D.	**DATE:**
PHONE:	**CONTACT:**
QUOTED PRICE:	

NAME OF SUCCESSFUL VENDOR: _____

REASONS FOR AWARD:

☐Low Bid ☐Items in stock ☐Customer Service ☐Time Frame ☐Shipping Costs

Other (Specify):_____

_____

CAO or Designate approval: _____ Date: _____

TOWN OF CARDSTON QUOTATION AND SUMMARY SHEET

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G.L. Number:_____ Person Obtaining Quotes: _____

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PHONE:	**CONTACT:**
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PHONE:	**CONTACT:**
QUOTED PRICE:	
C.	**DATE:**
PHONE:	**CONTACT:**
QUOTED PRICE:	
D.	**DATE:**
PHONE:	**CONTACT:**
QUOTED PRICE:	

NAME OF SUCCESSFUL VENDOR: _____

REASONS FOR AWARD:

☐Low Bid ☐Items in stock ☐Customer Service ☐Time Frame ☐Shipping Costs

Other (Specify):_____

_____

CAO or Designate approval: _____Date: _____

TOWN POLICY

ADMINISTRATION POLICY:
Refund Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-035

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: September 13, 2016
SUPERSEDES: Policy #R-5
UP FOR REVIEW: November 23, 2022

Policy Statement:

The Town of Cardston (the Town) is required to refund money from time to time for various reasons.

The purpose of this policy is to:

Develop guidelines and procedures on how refunds will be issued.

Types of Refund

For Interac/Debit refunds please see the “Methods of Refund” section. No dollar limit will be placed on the Interac/Debit refund if it falls within the guidelines specified.

When a refund is due and payable that is higher than $50.00, the Town will provide the refund by cheque or money order to the entitled payee.

When a refund is due and payable that is from $10.00 to $50.00, the Town may refund the amount by Petty Cash, cheque or money order.

If the amount is less than $10.00 the Town will not make a repayment until a request has been received either verbally or in writing for said refund. The Town will then provide a refund by Petty Cash or cheque.

Any refund amount less than $10.00 not claimed within a year will then become general revenue for the Town.

Methods of Refund

To issue a refund by Interac/Debit:

Refunds will only be issued by Interac/Debit if the original transaction was also paid by Interac/Debit at the same terminal on the same day. If the original transaction was done on a different termimal or day, a refund must be issued by a different method as provided in the policy.

To issue a refund from Petty Cash:

The Town employee must write up a receipt to go with any other refund documentation (i.e. Pool refund slip). Any refund documentation that the payee may provide must be approved and signed by a Town Employee from the applicable department (i.e. Pool employee signature for pool refund) before a refund will be given.

The refund receipt must show the following:

1) The date of the refund,
2) The payee name,
3) The reason for the refund, and
4) The amount of the refund.

The payee and Town employee giving the refund must sign the receipt to verify that the cash has been reimbursed and a copy of the receipt will be given to the payee with the cash.
The Town employee will then put the proper G.L number on the Town's copy of the receipt and both the refund documentation and the receipt will go in the Petty Cash box for balancing purposes.

***Access to the Petty Cash box should be limited to those employees that have been given authorization**.*

In the event that there is not enough money in Petty Cash to issue a refund, a cheque will be issued.

To issue a refund by Cheque or Money Order:

Documentation must be provided showing the following:

1) The payee name,
2) The payee's mailing address,
3) The reason for the refund,
4) The amount of the refund,
5) The correct G.L. number to pay the refund from, and
6) The Town employee's signature/initial that is approving the refund.

The required documentation will then be submitted to the A/P Clerk to create a voucher for processing.

The cheque will be processed with the next regularly scheduled cheque run unless unforeseen circumstances arise. In this case, the cheque will still be processed in a timely manner and then forwarded on to the entitled payee.

Money Orders will be processed and forwarded to the entitled payee in a timely manner.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Risk Management Policy Statement

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-036

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: March 27, 2001
SUPERSEDES: Policy #R-18
UP FOR REVIEW: November 23, 2022

Policy Statement:

Risk management is the process of making and carrying out decisions that will minimize the adverse effect of accidental losses upon our community.

The risk management process is vital to the health and safety of our employees, board and committee members and their employees as well as additional insured parties and the public. In financial terms, it is vital to our ability to pursue our goals, commence and operate programs, and to perform duties in a manner which will be recognized as professional by those we serve.

The Council of the Town of Cardston strongly endorses the goals and objectives of risk management, and direct our Chief Administrative Officer, employees, board and Committee members, and their employees and volunteers, as well as our additional insured parties to assist in achieving these goals.

Goals and Objectives

1) To avoid exposure to accidental loss by undertaking programs and activities for which the benefit to be derived is greater than the potential for accidental loss.

2) To prevent loss by identifying loss exposures, implementing techniques to reduce the chance of lass, monitoring success of those techniques, and adopting them to changing conditions.

3) To control losses when they do occur by:

(a) Assisting and supporting the injured party,

(b) Rapid reporting to supervisors, managers, and through them to the appropriate authority and/or agency,

(c) Recording pertinent information surrounding the loss,

(d) Maintaining confidentiality after the event and referring claims inquiries to senior management.

4) To raise the awareness of all members of staff, volunteers and the public concerning risk management.

5) To gain the assistance and cooperation of all employees, board and committee members and their employees and volunteers, and our additional insured parties as well as the public to utilize their expertise to suggest ways of improving risk management practices in our community.

6) To cooperate with, and provide input to, the Chief Administrative Officer in order to achieve the common goal of reducing accidental losses and their resulting costs for all subscribers.

TOWN POLICY

ADMINISTRATION POLICY:
Custom/Contract Work Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-049

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: June 13, 2017
SUPERSEDES: Policy #C-40-3
UP FOR REVIEW: December 14, 2021

The purpose of this policy is to:

Outline the rates and fees associated with work done for the public by the Town of Cardston employees and/or equipment. In principle, the Town of Cardston will attempt to encourage residents to use private contractors whenever the service is available privately. The daily and emergent operations of the Town of Cardston will be the priority of Town staff and equipment. (i.e. snow removal, grading, etc.)

Town Equipment

At all times Town equipment must have a Town operator unless specifically noted in the equipment rate schedule or specifically approved by Council.

All customers must sign a work request prior to the Town beginning any work.

The rates charged for providing manpower and equipment to the public will be as per the attached "Town of Cardston Equipment Rates" schedule.

Property Pin Location

The Town staff, at the request of a property owner may locate by detection or survey property pin markers. All customers who request a property pin location must first sign a work request. The charge for property pin location is $30 per pin with a minimum of 2 pins being located.

Discounted Work

The Town of Cardston may apply a discounted rate for certain types of work done on behalf of residents. The criteria for the application of the discounted rate is as follows:

1) The Town does not want to find itself in competition with or undercutting the rates of other private sector operators for work that can be awarded in a competitive environment. Therefore, the work must be non-competitive. This means that the work to be done by the Town would, in reasonable circumstances, only be performed by the Town. The most common example of this is a direct connection to a town water or sewer main, where the main is located within a Town street or boulevard. Any excavation from the resident's home to the property line would either;

- **(a)** need to be done by a private contractor, or
- **(b)** be done by the Town at the full posted policy rate.

It will be at the discretion of the CAO or designate as to whether the work in question, under reasonable circumstances, is considered to be non-competitive.

The discount to be applied in appropriate circumstances is listed in the attached equipment rate schedule.

TOWN POLICY

ADMINISTRATION POLICY:
Tangible Capital Assets Capitalization Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-060

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: November 13, 2012
SUPERSEDES: Policy #T-6-2
UP FOR REVIEW: December 19, 2021

Index:

1. Tangible Capital Assets
2. Purpose and Scope
3. Definitions
4. Definitions of Major Asset Classifications
5. Capitalization Policy and Threshold
6. Recording and Classifying Assets
7. Valuing the Asset
8. Amortization
9. Maintaining Records
10. Useful Lives

1) Tangible Capital Assets

The recording and accounting for Tangible Capital Assets will change effective January 1, 2009. This policy will set forth guidelines to be followed in recording the acquisition, amortization and disposal of tangible capital assets.

2) Purpose and Scope

Tangible capital assets are a significant economic resource managed by municipalities and a key component in the delivery of many municipal programs. Tangible capital assets include such diverse items as roads, buildings, vehicles, equipment, land, water systems, aircraft, computer hardware and software, dams, canals, bridges, electrical lines, sewer systems etc. The purpose and reason for this change in accounting for tangible capital assets is to provide better budgeting, replacement, and control over recording of assets and to provide information to management regarding the status and condition of the municipality's tangible capital assets.

3) Definitions

For the purposes of this Section:

(a) Tangible capital assets are non-financial assets having physical substance that:

i. Are held for use in the production or supply of goods and service;

ii. Have useful economic lives extending beyond an accounting period (usually one year); and

iii. Have been acquired to be used on a continuing basis.

(b) Cost is the amount of consideration given up to acquire, construct, develop or better a tangible capital asset, and include all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset is considered to be equal to its fair value at the date of contribution.

(c) Fair value is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

(d) Net book value of a tangible capital asset is its cost, less both accumulated amortization and the amount of any write-downs.

(e) Residual value is the estimated net realizable value of a tangible capital asset at the end of its useful life to a municipality.

(f) Service potential is the output or service capacity of a tangible capital asset, and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life.

(g) Useful life is the estimate of either the period over which a tangible capital asset is expected to be used by a municipality, or the number of production or similar units that can be obtained from the tangible capital asset, by a municipality. The life of a tangible capital asset may extend beyond the useful life of a tangible capital asset to a municipality. The life of a tangible capital asset, other than land is finite, and is normally the shortest of the physical technological, commercial, and legal life.

4) Definitions of Major Asset Classifications

(a) Land
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (roads, highways, dams, bridges, tunnels, etc) and other program use but not land held for resale.

(b) Land improvements
All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, fences, etc. Land Improvements would also include costs for legal fees, planning, engineering, subdivision, area structure plans, etc. for Town-use lands.

(c) Buildings
Permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.

(d) Engineered structures
Permanent structural works such as roads, bridges, canals, dams, water and sewer, utility distribution and transmission systems, including plants and substations.

(e) Machinery, Equipment & Information Tech Systems
Equipment that is heavy equipment for constructing infrastructure, smaller equipment & information tech systems used in buildings and offices, furnishings, computer hardware and

software. This class does not include stationary equipment used in the engineered structures class.

(f) Vehicles
New vehicles are recorded at cost and amortized in accordance with guideline. Used vehicles are recorded at cost and the remaining life will be determined by management based on remaining useful life.

(g) Cultural & historical
Works of art and historical treasures that have cultural, aesthetic or historical value that is worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements, but the existence of such property should be disclosed.

5) Capitalization Policy and Thresholds (See Appendix B)
There may be some expenditures that meet the definition of a tangible capital asset; however such expenditures should be treated as an operating expenditure. The reason for this is that the expenditure is below the capitalization threshold and the cost of recording and keeping track of the assets is greater than the resulting benefit. The capitalization thresholds are as follows:

(a) All land purchased (except land bought for resale) will be recorded as a tangible capital asset.

(b) Land improvements - amounts expended on a project exceeding $5,000

(c) Buildings costing in excess of $25,000

(d) Engineering structures costing in excess of $25,000 will be recorded by components in a separate schedule for each type of infrastructure asset

(e) Machinery, equipment and information tech systems costing in excess of $5,000

(f) Vehicles costing in excess of $5,000

(g) Capital Leases
A capital lease is a lease that substantially transfers all the benefits and risks or property ownership to the municipality. This would occur when one or more of the following conditions are present at the inception of the lease.

i. There is reasonable assurance that the municipality will obtain ownership of the leased property at the end of the lease term.

ii. The lease term is of such duration that the municipality will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its lifespan

iii. The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

(h) Lease equipment and vehicles. Leases are of two types:

i. Capital lease
If the intent is to purchase the equipment or vehicle for a nominal purchase price at the end

of the lease, this is called a capital lease, and the asset will be recorded as a tangible capital asset and amortized and the lease liability will be recorded as a defined finance contract.

ii. Operating lease
If the equipment will be returned to the lessor at the end of the lease, this is called an operating lease and the payments are recorded as an expense.

6) Recording and Classifying Assets

(a) The Asset Record System

i. The asset record system must be manageable and provide sufficient information to facilitate good business decisions. The municipality should maintain an asset register that provides a complete description of the asset including legal description, make, model, serial number, cost, etc.

(b) Betterment or Maintenance

i. A betterment will occur when the physical output or service capacity is increased, the operating costs are decreased, the useful life is extended or quality of output is improved.

ii. Other expenditures would be considered a repair or maintenance and recorded as an expense.

iii. Whether a betterment or maintenance is to be recorded as a tangible capital asset or a repair is based on the capitalization policy set forth in section 5, Capitalization Policy and Thresholds.

(c) When Assets Should be Recorded

i. Most assets will be purchased as a single item i.e. a piece of equipment, vehicle, computers, etc. other purchases may be part of a major facility such as a building, a new plant, etc. If purchased as a single item, then the cost will be recorded as an asset at the time of purchase. If a major facility and the cost to complete will be over a year then the cost will be recorded in a work in process account and transferred to an asset account when the project is complete and the asset put into service.

ii. Network or component.
Existing engineered structure i.e. sewer plant, water plant will be recorded as a network and new structures as components. This will facilitate the recording of existing assets and provide for better management and control for purchases of tangible capital assets.

iii. Groups
When a group of assets are purchased such as water meters, golf carts, etc. and the cost of each individual item is less than the threshold, the accounting department in conjunction with the appropriate foreman will make the decision whether or not to capitalize the assets. The decision will be based on cost and guidelines. This decision will need to be made keeping in mind that if the assets are capitalized, what will be the end benefit to the town of keeping track of these items.
Recommendations for making the decision are:

- If the cost for each item is below the threshold amount, then record the purchase as an expense or record as a capital expenditure by group (i.e. cost of similar items).
- Water meters, etc. - when items of this type are purchased, record the purchase in an inventory account. Then when required for use, transfer the cost from the inventory account to an expense account. When an item is purchased as part of a group (i.e. golf carts), a property control record of this type of asset will be maintained for insurance, control and replacement purposes.

(d) Roads and Street cost will be recorded as follows:

i. Road base at cost and no depreciation will be recorded.

ii. Top coat (asphalt) depreciated at rates described in Appendix A.

iii. The cost between road base and top coat must be provided by the contractor.

7) Valuing the Asset

(a) Purchased assets will be recorded at cost. Cost will include purchase price, duties, freight, delivery charge, installation, site preparation cost and non-refundable taxes. Discounts and rebates will reduce cost.

(b) Contributed or donated assets will be recorded at fair value. Fair value will be determined by a qualified person i.e. an appraisal, engineer, auctioneer, etc.

(c) If two assets are purchased for a single purchase price, request that the seller allocate the appropriate cost to each asset.

(d) Cost for constructed or developed assets will include all expenditures (including, materials, wages, machinery time, and overhead costs) attributable to the project. If there are interest costs included as the result of borrowed money being used to pay for the project then the interest cost will be recorded as an expense.

(e) Betterments will be recorded at cost and whether to be recorded as a tangible capital asset or a repair will be determined by the accounting department and the foreman responsible for the project.

8) Amortization

(a) Amortization will be calculated using the straight line method over the useful life of the asset. Amortization will commence the month of purchase or when an asset is put into service.

(b) Amortization will be recorded in the month that the asset is purchased and will be prorated in the first and last year, based on the number of months of use.

(c) Since the town usually keeps their assets longer than usual and the determination of salvage is not realistic, no salvage value will be considered when calculating amortization.

(d) Reviews and write downs:

i. Department heads should perform an annual review of the assets under their control to determine condition and usefulness and advise administration and accounting department of the results of the review and then it can be determined what action is necessary.

ii. If the asset's condition is suspect, then the asset should be disposed of, or the value written down to its future estimated useful life. If it is determined by the department head that a piece of equipment is no longer useful the administration and accounting departments will be advised and the decision confirmed. The equipment and related amortization will be written off and the equipment disposed of either by sale or scrap.

iii. When equipment is sold, traded, or scrapped the transaction will be recorded as follows:

- Proceeds of disposal will be recorded as cash or accounts receivable.
- The equipment and related amortization will be removed from the accounting records.
- Any gain or loss on disposal will be recorded in the appropriate account in the statement of operation.

9) Maintaining Records

It is important that tangible capital asset records be completed on a timely and accurate basis. I.e. when an asset is acquired. Communication between the operating departments and the accounting department must be on a regular basis so that the capital asset ledger is always current. The following matters should be addressed:

(a) The accounting department is responsible for ensuring that the capital asset register is current, complete and accurate.

(b) Operating department heads are to report to the accounting department when there are any changes to capital assets (i.e. sold, scrapped, or no longer in use).

(c) Inventory of assets will be conducted annually by department heads and will report to the accounting department as to any changes to the capital asset register.

(d) When assets are acquired or disposed of, the accounting department is to be provided with a complete description of the asset purchased or disposed of, thus ensuring that records are complete and accurate.

10) Useful Lives

Attached is a schedule of recommended useful lives and capitalization thresholds (Appendix A). Any change from these guidelines must be approved by the Chief Administrative Officer. Such recommendations will be presented to the Town Council with reason. Once approved by Council the guidelines will be amended accordingly.

Appendix A: Recommended Maximum Useful Life

Asset Classes	Maximum Useful Life
Major	
Minor	
Sub-class one	
Sub-class two	
Sub-class three	

Land

Right of way
Undeveloped right of way
Parks
General

Cultural & Historical

Public art
Historical
Heritage site

Land Improvements

Parking Lot	
Gravel	15
Asphalt	25
Playground Structures	10
Landscaping	25
Fences	10
Sprinkler System	25
Golf courses	25
Tennis Courts	20
Fountains	20
Lakes/Ponds	25
Retaining Walls	20
Running Tracks	15
Outdoor lighting	20
Airport Runways	10
Soccer Pitch-Outdoor	20
Bike/Jogging Paths	
Gravel	15
Asphalt	20
Landfill	
Pits	Volume

Pads	Volume
Transfer Stations	25
Construction in progress	
Swimming pool	30
Buildings	
Permanent Structures	
Frame	50
Metal	50
Concrete	50
Portable Structures	
Metal	25
Frame	25
Leasehold Improvements	Variable
Construction in progress	
Engineered Structures	
Roadway system	
Bridges	Variable
Overpass/Interchange	60
Curb and gutter	30
Parkades	50
Roads and streets	
(*subject to weather conditions)	
Lanes/Alleys	
ACP-Hot mix	20*
Gravel	15*
Non-conforming	20*
Local/Collector/Arterial/Major Arterial	
Concrete	30*
ACP- Hot mix	20*
ACP-Cold mix	10*
Chip Seal	10*
Oil	5*
Gravel	15*
Canals	xxx
Road Signs	
Traffic Control	30
Information	30
Lights	
Decorative	30
Street	30

Traffic	30
Guard Rails	30
Ramps	20
Sidewalks & para ramps	30
Rail System	40
Construction in Progress	
Water System	
Distribution System	
Mains	60
Services	60
Pump, lift and transfer stations	35
Plants and facilities	
Structures	40
Treatment equipment	
Mechanical	40
Electrical	40
General	40
Pumping Equipment	40
Hydrants/Fire Protection	40
Reservoirs	40
Construction in progress	
Miscellaneous	20 (rate set by MGMT.)
Wastewater System	
Collection System	
Mains	60
Services	60
Pump, lift and transfer stations	20
Plants and Facilities	
Structures	60
Treatment Equipment	
Mechanical	40
Electrical	40
General	25
Pumping Equipment – Emergency and Other	35
Lagoons	40
Construction in Progress	
Storm System	
Collection System	
Mains	60
Services	60
Pump, lift and transfer stations	20
Catch Basins	60
Outfalls	75

Wetlands	75
Retention ponds	75
Treatment Facility	40
Construction in Progress	
Fiber Optics	30
Electrical System	
Electrical generation	
Boilers	30
Turbo Generators	30
Combustion Turbines	20
Condensate Lakes	10
Gas Compressors	20
Other	10
Generation Wind/ Turbine	30
Construction in Progress	
Electrical Transmission	
Structures & Improvements	35
Station & Line Equipment	
Transformers	40
Switchgear	35
Protection Systems	20
Insulators	60
Other Structures & Equipment	35
Towers and fixtures	38
Poles and fixtures	38
O/H Conductors & Devices	35
U/G Conductors & Devices	40
U/G Conduit	40
U/G cable	40
Construction in progress	
Electrical Distribution	
Site development	35
Station & line equipment	
Transformers	40
Switchgear	35
Protection systems	20
Insulators	60
Towers and fixtures	38
Poles and fixtures	38
O/H conductors & devices	35
U/G conductors & devices	40
U/G conduit	40

Construction in progress	
General Plant-Electrical	
Site Development	80
Electrical Substations	
Site Development	35
Station & Line Equipment	
Transformers	40
Switchgear	35
Protection Systems	20
Other structures & equipment	35
Towers and fixtures	38
Poles and Fixtures	38
O/H Conductors & Devices	35
U/G Conductors & Devices	40
U/G Conduit	40
U/G Cable	40
Construction in Progress	
Gas distribution system	
Structures	75
Transmission	75
Services	75
Medium pressure	36
High pressure	36
Measurement	35
Construction in progress	

Machinery and Equipment

Heavy construction equipment	Variable – (set by MGMT)
Stores	20
Food services	10
Fire Equipment	20
Police special equipment	10
Aircraft	Variable
Boats	25
Fitness and wellness	10
Control systems	5
Communication links	20
SCADA system	10
Fueling stations	15
Laboratory	10
Communications	
Radios	10
Telephone systems	10

Tools, shop and garage equipment	15
Scales	15
Bins	15
General Equipment	20
Meters	20
Electrical	20
Cumulative	20
Interval	20
Water	40
Parking Meters and splitters	20
. Turf Equipment	10
Ice resurfacer	10
Office Furniture & Equipment	
Furniture	20
Office Equipment	5
Audio/Visual	10
Photocopiers	5
Computer Systems	
Hardware	5
Software	10
Construction in Progress	
Information/Tech Systems (i.e. MIMS, IMP - Infrastructure Master Plan)	5

Vehicles

Light Duty	10
Medium Duty	10
Heavy Duty	10
Transit Buses	20
Fire Trucks	20
Light rail transit cars	40
Used vehicles	Determined by MGMT based on remaining useful life.
Construction in progress	

Amortization

The cost, less any residual value of a TCA with a limited life should be amortized over its useful life in a rational systematic manner. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed when the appropriateness of a change can be clearly demonstrated.

Scope:

This Policy addresses the following:

- Asset classifications (major & minor)
- Capitalization threshold for each asset classification
- Amortization method to be used
- Review schedule

The following table shows the classes, capitalization thresholds and amortization method to be used.

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Review Schedule
Land		All land will be recorded	N/A	N/A
Land Improvements		$5,000.00	Straight Line	Every 3 years
Engineered Structures	Roadway Systems	$25,000.00	Straight Line	Every 5 years
	Water System	$25,000.00	Straight Line	Every 5 years
	Wastewater System	$25,000.00	Straight Line	Every 5 years
	Storm System	$25,000.00	Straight Line	Every 5 years
	Sidewalk, Curb & Gutter	$25,000.00	Straight Line	Every 5 years
	Bridges	$25,000.00	Straight Line	Every 5 years
	Electrical	$25,000.00	Straight Line	Every 5 years
Machinery and Equipment		$5,000.00	Straight Line	Every 3 years
Vehicles		$5,000.00	Straight Line	Every 3 years
Information Tech and Systems		$5,000.00	Straight Line	Every 3 years
Cultural & Historical		N/A	N/A	N/A

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Travel Expense Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-073

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: June 10, 2014
SUPERSEDES: Policy #T-15-2
UP FOR REVIEW: December 20, 2021

The purpose of this policy is to:

Establish the guidelines and procedures to be followed to reimburse the cost of travel expenses incurred by Town of Cardston employees, or individuals authorized to travel on Town of Cardston business.

Transportation

The Town of Cardston strives to be a good steward of public funds, therefore, travel should normally be done in the most economical way in consideration of all direct transportation costs, accommodation, and the time involved.

Whenever reasonable, a vehicle supplied by the Town of Cardston should be used for business travel. Travel by private vehicle will be reimbursed at standard rates from the person's normal place of work to the destination(s) by the most direct route. The Mileage Rates are set in accordance to the Canada Revenue Agency Rates.

Charges for tolls, parking and similar travel expenses will be reimbursed with receipts at reasonable cost.

Accommodation

Expenses for accommodation will be reimbursed with receipts at reasonable cost.

If the Town of Cardston has arranged for group accommodation for a particular event or meeting, individuals choosing to stay elsewhere will only be reimbursed up to the cost of the group accommodations.

Meals and Incidental Expenses

Expenses for meals and incidental expenses will be reimbursed with receipts at a reasonable cost.

Fines

Fines for traffic or parking violations shall not be reimbursed and will be the responsibility of the driver.

TOWN POLICY

ADMINISTRATION POLICY:
Administrative Operations Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-001

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 27, 1998
SUPERSEDES: Policy #A-10
UP FOR REVIEW: September 20, 2021

Role of Municipal Administrator

1. The duties of the Municipal Administrator are prescribed in the M. G. A Section 207, 208, 209 and also located in the Human Resources Manual.
2. The Council of the Town has combined the duties of the Secretary and Treasurer.
3. The Administrator or Chief Administrative Officer (CAO) delegates, co-ordinates or carries out the policy direction of Mayor and Council. The Administrator is directly responsible to the Mayor and Council.

Role of Supervisors and Staff

4. All supervisors are responsible to the Municipal Administrator who is responsible to Council.
5. Supervisors that act as administration for a Council designated board must act in the best interest of their groups in carrying out the duties and responsibilities of the board as approved through By-Law or resolution of Council.
6. All staff shall act in the best interest of the Town through efficient and frugal operation.
7. At no time can the staff pledge the credit of the Town without prior authorization of supervisors.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Civic Centre Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-006

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 23, 2010
SUPERSEDES: Policy #C-8-1
UP FOR REVIEW: September 21, 2021

Policy Statement:

The goal of the Town of Cardston is to provide a quality facility to the public in a wide variety of uses and areas. This building has many amenities and can accommodate many different concepts:

- The Alberta Fire Code including occupancy limits must be adhered to at all times.
- There is no smoking within the confines of the Civic Centre.
- Functions must be under responsible adult supervision at all times.
- All rental fees are as per most recently approved “Fees and Charges” schedule.

General Rules

1) Town of Cardston sponsored non-profit and community organizations are entitles to one free meeting per month.

2) Each group is required to set up and take down the equipment used and provide a general clean up. If a group fails to put away equipment, the Town may require additional charge for work it would have to do.

3) While setting up chairs, tables, risers, etc. due care should be exercised to not damage the walls and floors. Some heavy items require two people.

4) Groups are requires to pick up a key prior to their function and return it according to the arrangements made. There is no duplication of keys allowed.

5) A first aid kit is located in the kitchen and the main office.

6) Due to the size and nature of the building, other groups may have concurrent use of the building.

7) Use of tape on painted walls is prohibited. Pins on the draperies are also prohibited.

8) All groups must have responsible supervision. Children are not to be left unattended to run through the halls and rooms.

9) Any repair for damage, above normal wear and tear, will be assessed to the renter.

10) Adherence to the Alberta Fire Code includes that hay/straw bales or real trees are not to be allowed inside the building and candles must be confined to a chimney with only two per table.

Care must be taken that no exits are blocked off in any way in setting up for a function. A copy of the Alberta Fire Code is located in the main office for clarification.

Failure to comply with these rules and guidelines may result in discontinued use in the future.

Multipurpose Room: Seating capacity 180 with chairs – 144 with tables.

1) A sound system is available for use.
2) The piano is not moved from the platform unless prior approval is received from the Parks and Recreation Foreman.
3) Renter is to inform staff of table and chair requirements prior to time of use.
4) Eating is allowed in the room. Access may be limited to kitchen depending on the function in the cultural hall. A coffee pot is available if needed.
5) All window and doors are to be locked following the use of the room.

Cultural Hall: Seating capacity 700 with chairs – 550 with tables.

1) Cleaning supplies are available by request and will be left in the kitchen for use. Extra garbage bags are located in the kitchen.
2) The lift if available for moving items from the lower floor to the gym floor and stage level. A safety chain is provided and must be in place when the lift is in use. Only Civic Centre operators will be allowed to operate the lift.
3) The building has 400 padded chairs available for use for functions. There are also an additional 250 folding chairs.
4) Playing with balls will not be allowed in the Civic Centre building.
5) A sound system is available for use during functions. One system is located on the northwest wall of the stage. The other is in the sound room and will be dealt with later in the policy.
6) All tables and chairs and display items (decorations) must have protective covering between the item and the floor.
7) Please no water on the floor.

Sound and Lighting Systems

1) The sound and light control panels are available to groups that have a trained operator. The town will train a responsible individual from the rental group if needed. It is not our policy to provide a trained technician for functions although under special circumstances arrangements may be made. Access to the sound and lighting room is by a separate key.
2) Any changes of the wires and connections are to be authorized through the Parks & Recreation Foreman. The Town must be notified immediately if any equipment malfunctions.
3) Food or drink is not to be allowed in the sound room.

4) Microphones and other equipment are kept under lock and key, and if required must be checked out.
5) No sound or lighting equipment shall leave the Civic Centre.

Piano

1) A concert grand piano is available in the facility in a limited access room. The room is off limits unless authorization is received from the booking agent.
2) Use of the piano is for selected functions only. If practice is required by children, a parent must also accompany and supervise while in use.
3) Movement of the piano is restricted to authorized personnel only.

Kitchen

1) The kitchen is available to groups upon scheduling and paying the rental fee.
2) The kitchen must be cleaned following use. This includes dishes (washing, drying, and setting them in the proper location), mopping the floor, and leaving the wet dish towels in the containers provided.
3) Knives are kept in a locked drawer. A key is available if required.
4) All cutting is to be done on the cutting and chopping blocks that are provided. There are white plastic cutting boards available.
5) All hot kettles and pots, etc., must be kept off the arborite countertops unless otherwise protected by the appropriate hot pads. A ceramic counter is available to accommodate hot items.
6) All garbage must be placed in the plastic bags provided and put in the garbage bin outside to the north of the kitchen.
7) Groups will be charged for missing or damaged equipment.

CIVIC CENTER RENTAL AGREEMENT

BETWEEN THE

TOWN OF CARDSTON

AND

_____

(name of the group or organization, hereafter called "the Group")

Group Delegate _____

Address _____

_____ Phone _____

The Town of Cardston hereby rents to the Group the use of the Civic Center for functions according to the following guidelines:

1. The Group delegate will pay a deposit at time of booking or signing of the Rental Agreement. This said deposit will be used for securing the space booked and to secure against damages occurred. The deposit will be returned upon a final inspection after the conclusion of the event/function.
2. The Group delegate is the person responsible to coordinate the acquisition of keys from the Town Office. At the conclusion of the event/function the Group delegate is responsible to return the keys as prearranged. If keys are not returned within 48 hours of the conclusion of the event/function the deposit paid may be withheld.
3. The Group is responsible for any undue wear and tear or breakage to the facility or equipment. Replacements and repairs should be discussed with the Town's representative to determine the avenue to proceed. If any undue wear and tear or breakage to the facility or equipment is discovered upon inspection the deposit paid may be withheld.
4. The Group delegate is to supervise and be responsible for the proper control of group members and guests while on the premises.

Booking Date _____, 20____ Function Date _____, 20____

Arrival Time _____ Departure Time _____

Room(s) Booked:

1) _____ Cost: _____ Key# _____

2) _____ Cost: _____ Key# _____

3) _____ Cost: _____ Key# _____

4) _____ Cost: _____ Key# _____

Type of Function: _____

Total Cost for Rental: $_____ **Payment Received:** _____, **20** _____

Deposit: $_____ **Deposit Paid:** _____, **20** ____

Final Inspection Completed: _____, 20____

DEPOSIT **RETURNED / HELD** If held, for reason:

_____

_____

_____ _____

Group Delegate Town of Cardston

TOWN POLICY

ADMINISTRATION POLICY:
Flag Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-015

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 14, 2014
SUPERSEDES: Policy #F-40
UP FOR REVIEW: September 25, 2022

The purpose of this policy is to:

Establish guidelines to properly display the Canadian National flag and to ensure the Town of Cardston's practice of lowering flags to half-mast is exercised in a consistent and appropriate manner.

The Town of Cardston intends on displaying the Canadian National flag in conjunction with the Provincial flag and the Town of Cardston flag, in various municipally owned locations throughout the community. The Town recognizes that the Canadian National flag must be displayed in a manner befitting the national emblem. The Town also recognizes that at times, the flag will be flown at half-mast position to commemorate a solemn occasion.

The following guidelines and procedures will be adhered to when displaying flags on municipally owned property:

- The Canadian National flag will be flown in conformity with rules adopted by the Government of Canada Department of Canadian Heritage.

  (Refer to http://www.pch.gc.ca/eng/1359048153800/1359048247377 for further details not included in this policy)

- When only two (2) flags are displayed, the Canadian National flag should be furthest to the left (to an observer facing the display).
- When only three (3) flags are displayed, the Canadian National flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right. A common combination of flags is that of the National flag of Canada with a Provincial flag, and a Municipal flag. In such a case, the National flag should be in the centre with the Provincial flag to the left and the Municipal flag to the right (to an observer facing the display).
- The Canadian National flag should be raised first and lowered last.
- When a flag becomes tattered and is no longer in a suitable condition for use, it should be removed from the property destroyed in a dignified way.

Half-Mast
Flags are flown at the half-mast position as a sign of mourning and/or to commemorate a solemn

occasion. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

The following guidelines and procedures will be adhered to when lowering flags on municipally owned property to half-mast:

- The lowering of flags to half-mast is at the directive of:
    - The Prime Minister's Office acting through Canadian Heritage;
    - The Premier's Office;
    - The Mayor and Council of the Town of Cardston, or;
    - The Chief Administrative Officer (CAO) or designate for the Town of Cardston.
- Flags will be flown at half-mast on all Town of Cardston properties from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:
    - The Sovereign;
    - Governor General of Canada;
    - Prime Minister of Canada;
    - Lieutenant Governor of Alberta;
    - Premier of Alberta;
    - A sitting MP representing the riding;
    - A sitting MLA representing the riding;
    - A sitting Member of Council;
    - A Town of Cardston employee who dies in the line of duty.
- November 11, *Remembrance Day*

  On November 11, flags will be flown at half-mast from sunrise to sunset at all Town of Cardston properties. If the Town of Cardston facility is located by a cenotaph or place where a service is taking place, half-masting is to occur from 11:00 a.m. to sunset or at the time of the service until sunset.

Flags may be flown at half-mast for any other occasion that the Town of Cardston Council deems appropriate through resolution of Council.

This policy is subject to review to ensure that it remains in conformance with the rules and proper etiquette for displaying the Canadian National flag.

TOWN POLICY

ADMINISTRATION POLICY:

Access to Information Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-017

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: September 25, 2017
SUPERSEDES: Policy I-10-1
UP FOR REVIEW: September 25, 2022

Policy Statement:

The Town of Cardston recognizes the right of access by the public to information in records under the control of the Town as an essential element of our system of democracy. The Town is committed to openness and transparency by respecting both the spirit and requirements under the *Freedom of Information and Protection of Privacy Act.* The Town of Cardston further recognizes the responsibility to protect the privacy of individuals by controlling the manner in which the Town collects, makes use of, and discloses personal information.

The Town of Cardston acknowledges the importance of facilitating access to records by making every reasonable effort to assist applicants. The Town must also ensure a high standard of care for records under its control. Sound information management plays a key role in facilitating the ability to exercise the right of access under the *Act.*

The Town will ensure that every reasonable effort is made to help applicants receive complete, accurate and timely responses in the format requested, in accordance with the *Act*.

The purpose of this policy is to:

Accommodate individuals and corporate bodies requesting access to information, while protecting the privacy of individuals granted to them under the *Freedom of Information and Protection of Privacy Act.* This Policy also governs under what conditions employees of the town shall release information when requested, and what information they are permitted to release.

Providing Access to Information

1) If the requested information is on the List of Routinely Available Records contained in the attached Schedule "A", the following applies:

(a) If the applicant wants to view the record, there is no charge. Records must be viewed within the Town office and cannot be removed from the premises.

(b) If the applicant wants a copy of the record, a charge may be assessed in accordance with the most current photocopying costs policy.

2) If the Information is *not* on the List of Routinely Available Records contained in the attached Schedule "A", the following applies:

(a) The applicant must submit their request for the record *in writing* by:

i. Filling out the *Request for Access to Information Form* in Schedule "C" attached to this policy, or;

ii. Contacting the Town Office by fax, letter, or email requesting the information. This option only applies to requests for **tax certificates**, **compliance certificates**, **zoning confirmation**, and **tax information**. A fee will be charged for these items according to the fee schedule contained in Schedule "B": Fee Schedule for Access to Information, attached hereto.

3) **(a)** Any request for access to information that is refused must be responded to with a written notice of refusal by an administrator in the Town Office.

(b) As per Section 65 & 66 of the *FOIPP Act,* any person denied access to information may request the Commissioner review the decision.

Protection of Privacy

4) Town employees will not:

(a) Provide the name or contact information for the owner of any property. Employees may provide any other information on the assessment roll, and advise the requestor to take the supplied information to a registry where they can retrieve the owner's name, or they may request to view the assessment roll.

(b) Provide any information other than routinely available records over the phone or by email unless they have already received a completed access to information request form, or other approved manner of authorization.

(c) Provide the tax information for a property to anyone other than the property owner unless prior approval has been received.

List of Routinely Available Records

- Agendas of Council and Committee meetings
- Annual reports
- Assessment roll
- Budgets
- Building permit statistics
- Bylaws
- Cemetery Records
- Committee membership lists
- Copies of non-confidential items received at Council meetings and public hearings
- Development permits
- Election results
- Fee schedule
- Financial statements
- Garbage pickup schedule and routes
- Information bulletins
- Job postings
- Legal plans
- Maps
- Master studies
- Minutes of Council, Committee and Board Meetings (other than minutes awaiting approval)
- Minutes of public hearings and public meetings
- Policy manual
- Subdivision plans (proposed or approved)

SCHEDULE "B"

Fee Schedule for Access to Information

Verification In Writing	Fee
1) Tax Certificate	$25.00
2) Compliance Certificate	$25.00
3) Zoning Confirmation	$25.00
4) Tax Information	$10.00

Note: If two or more of items above, excluding Tax Information, are requested at the same time on the same property, the second and subsequent verifications shall be $10.00 each.

If Tax Information is requested, the only additional item that will be discounted will be a Tax Certificate, and only to the amount of $15.00.

Other Information

All other requests to access information not listed above or on the *List of Routinely Available* Records contained in Schedule "A" shall be charged a **flat fee of $25.00 *plus* $25.00 per hour** if research is required (an estimate will be provided for the required research).

****This fee does not apply to a request for the applicant's own personal information****

Access to Information Request Form

Information Requested For: _____

(Civic Address)

✓ **(Check all that apply)**

	ROLL NUMBER			
	LINC NUMBER			
	TITLE NUMBER			
	LEGAL DESCRIPTION	PLAN	BLOCK	LOT
	LAND ASSESSMENT			
	IMPROVEMENT ASSESSMENT			
	LOT SIZE			
	DATE BUILT			
	*OTHER (DESCRIBE)			
	**TAXES (REQUIRES AUTHORIZATION)			TAX YEAR
	**COPY OF PROPERTY ASSESSMENT NOTICE (REQUIRES AUTHORIZATION)			TAX YEAR

** A fee may be applied, see fee schedule in Schedule "B" of this policy.*

** I, the undersigned, hereby authorize _____

(Realtor, Appraiser, Other)

to request the tax information and/or a copy of the property assessment notice for the property which I own located at the above address in the Town of Cardston in the Province of Alberta. I further authorize the employee(s) of the Town of Cardston to release the same to the above-named party.

Print Name: _____

Signature: _____

Date Signed: _____

TOWN USE ONLY

Date Info Released: _____

Employee Initial: _____

SCHEDULE "D"

Tax Information*

Requested by: _____ **Date:** _____

(dd/mm/yyyy)

CIVIC ADDRESS			
ROLL NUMBER			
LEGAL DESCRIPTION	PLAN	BLOCK	LOT
TITLE NUMBER			

ASSESSMENT	LAND	IMPROVEMENT	TOTAL

TAX LEVY	YEAR	AMOUNT	PAID? (Y/N)	OWING
	NEXT PENALTY DATE (DD/MM/YYYY)		PENALTY RATE (%)	

TAX INSTALLMENT PREPAYMENT PROGRAM (TIPP)	ON TIPP? (Y/N)	CREDIT

Information provided by: _____ **Date:** _____

**Charge for this information is $10.00* *(dd/mm/yyyy)*

TOWN POLICY

ADMINISTRATION POLICY:
Pandemic Influenza Planning Policy

DEPARTMENT: Choose an item.

POLICY NUMBER: GN-028

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: September 8, 2009
SUPERSEDES: Policy #P-5
UP FOR REVIEW: November 23, 2022

Policy Statement:

To ensure business continuity in a pandemic, short term planning with a health focus is paramount. Succession planning to assign temporary duties may also be required in the event key staff members are unable to report for work for a considerable period of time. Emergency management and overall recovery is greatly improved if critical services are available without significant interruption.

In the event of a pandemic, it is important that core people and essential skills are available to keep critical parts of the Town of Cardston operating. The following strategic concerns have been documented to help plan for this.

Identification of Core People and Core Skills

The issues that need to be considered include:

- What are the critical functions of the department/unit?
- Who are the primary individuals required to keep the critical functions of the department/unit running?
- What are the core skills required to keep the critical functions of the department/unit running?
- Are there sufficient back-ups for the people and skills if there is a high level of absence? Are there other resources (e.g. volunteers, retirees) that could be utilized if necessary?
- Are there any systems which rely on periodic physical intervention by key individuals to keep them operational? How long would the system last without attention?
- Are there other critical inputs (e.g. materials, supplies, products, suppliers, contractors) that are required to maintain the critical functions of the department/unit?
- Who are the designated people required to manage the pandemic contingency plans for the each department/unit?

Planning for Absence

Issues that need to be considered include:

- What are the critical staff numbers and skills required to keep the critical functions of the department/unit running?
- At what level of absence would the operation be in jeopardy?
- What arrangements are needed to minimize risk to staff who remain on the job?
- Could some, or all, of the departments operations shift to having staff work from home or off site with little warning?

Pandemic periods and phases

For help with response planning for the Town of Cardston please refer to the table of pandemic periods and phases (Table 1).

Table 1 Pandemic Periods and Phases

Period	Description	WHO Phases
Inter-Pandemic Phase	New Virus in animals, no human cases	1 - 2
Level 1 - Pandemic Alert	New Virus causes human cases	3
Level 2 - Pandemic Warning	Evidence of increased human-to human transmission	4 - 5
Level 3 - Pandemic	Efficient and sustained human-to-human transmission Suspected/Confirmed case(s) in Alberta	6
Level 4 – Pandemic	Confirmed case(s) at the Town of Cardston or in Cardston	6
Post-pandemic Period	Return to inter-pandemic period	7

Suggested Actions

Level 1

- Review existing business continuity plans and/or develop pandemic-specific procedures as appropriate.
- Identify ways to promote prevention and identify ways to minimize staff, customer and visitor exposure and illness.
- Consider how essential messages can be communicated across the Town of Cardston.
- Establish mechanisms for alerting staff to a change in pandemic status.
- Establish procedures and triggers for escalating a response.

Level 2

- Alert staff to a change in pandemic status.
- Implement prevention and illness minimization plans/activities.
- Initiate pandemic information communication activities.
- Activate international travel plans.
- Review/test business continuity plans.

Levels 3 & 4

- Alert staff to the change in pandemic status.
- Activate measures to minimize introduction and/or spread of influenza (social distancing, management/tracking of illness, cancellations, closures, etc.)
- Activate essential business continuity measures and establish regular review and emergency management process.
- Review and update risk and impact assessment.
- Set response objective and identify specific action required.
- Determine activities/services to be maintained / discontinued (who needs to come to work).
- Communications with staff regarding the Town of Cardston status and to promote confidence in the workplace and response activities.
- Activate the process for recovered/well staff members to return to work.

Post-Pandemic Period

- Review and update risk and impact assessments.
- Establish criteria and process for agreeing to return to business normal.
- Activate process for communicating business normal status to staff, customers and visitors.
- Manage return to business normal.
- Activate debrief process(es).
- Update pandemic plans as appropriate.
- Update Emergency Response Plan and various business continuity plans as appropriate.

Planning Assumptions

Although it is not possible to predict the severity of a pandemic or how long a pandemic may last, there are a number of planning assumptions that can be used to guide the planning process.

Course of an Influenza Pandemic

- There will be little lead time between when a pandemic is first declared by the WHO (Phase 6) and when it spreads to the Town of Cardston.
- An influenza pandemic usually spreads in two or more waves, either in the same year or in successive influenza seasons (i.e. October to April).

- A second wave may occur within three to nine months of the initial outbreak wave and may cause more serious illnesses and potential fatalities.
- Each wave could typically last about 8 weeks, building to a peak in week 4 before abating.

Extent and Severity of Illness

The assumptions listed below attempt to outline the potential impact of a large severe pandemic influenza wave on the workforce. The basic scenario is based on a drastically different time, that of the last pandemic that impacted North America at the start of the 20th century back in November 1918.

- Because the population will have limited prior exposure to the virus, most people will be susceptible.
- 15% of the workforce could be absent for 8 weeks because of school closures and obligations of working parents to stay home and look after children. Note that this proportion will vary according the particular workforce.
- Departments should make contingency plans to operate for the pandemic period with at most 85% of their normal staff available and 50% available for the peak three weeks of the pandemic.
- The workplace attack wave follows a pattern similar to that expected in the general population.
- Every person who becomes ill is likely to be away from work for 7 shifts.
- Regrettably, for 2% of workers the illness may prove fatal.

Action Plan for Maintaining Essential Service/Activity

An action plan for each essential service/activity should be documented during the planning process. The action plan should include details about:

- The essential service/activity
- Key emergency staff (i.e., the individual(s) responsible for implementing the action plan)
- Details of the activation procedure
- Identification of community impact issues
- Reallocation potentials of staff from other service/activity areas
- Communication strategy to staff, business partners and customers/community
- Staff absenteeism monitoring activities
- Reporting requirements to decision makers
- Decision making process during a pandemic influenza
- Resource needs including a listing of contact information for the following:
    - Staff list and contact information (for notification and communication purposes)
    - Private sector contact information (for purchasing equipment, obtaining additional staffing resources etc.)

Employee Protection Measures

Communicate Health Measures

Encourage others to follow these simple steps. If you have children, be a good role model. Teach them to count to 20 while washing their hands and show them how to cover up when they cough or sneeze.

Wash Hands Regularly

- Before eating and after coughing, sneezing or using the washroom
- Use soap and warm water for at least 20 seconds
- Use alcohol-based hand sanitizers when soap and water are not available

Cover Your Mouth and Nose When You Cough and Sneeze

- Sneeze into a tissue or into your upper sleeve rather than your hand.
- If you use a tissue, deposit it in a trash receptacle and wash your hands immediately.

Keep Shared Surface Areas Clean

- Doorknobs, light switches, telephones, keyboards and other surfaces can become contaminated with all kinds of bacteria and viruses.
- Regular cleaning and disinfecting of these surfaces can help.

Stay at Home When Sick

- If you go out when you're sick, you may spread your illness to co-workers, neighbors or others. It may take you longer to get better if you are not well rested. Wait until you no longer have a fever and your cough is improving.

Employee Absence Due to Pandemic Influenza

The Town of Cardston recognizes that in the event of a federally, provincially or locally declared Influenza Pandemic, the current sick leave policy may not address the needs of the employees.
It is imperative that a staff member who has been diagnosed with Pandemic Influenza, or has been exposed to Pandemic Influenza because a member of their household has been diagnosed with Pandemic Influenza, stay at home rather than come to work and potentially infect other staff members.

1) Permanent and temporary staff members will be granted paid sick leave if they or their household are diagnosed with Pandemic Influenza.

2) Sick leave will be granted over and above any regular sick leave already accrued by the staff member, as needed.

3) If a staff member requires sick leave, he/she shall provide a medical certificate.

In deciding whether an employee with an apparently contagious illness may continue to work, the Town of Cardston will consider several factors:

- The employee must be able to perform normal job duties and meet regular performance standards.
- In the judgment of the Town of Cardston, the employee's continued presence must pose no risk to the health of the employee, other employees and/or customers, contractors, and visitors.

In the event that the Town of Cardston determines that an employee is unable to perform normal job duties, meeting regular performance standards, or poses a risk to the health of others, the Town of Cardston reserves the right to inform the employee that they must take sick leave until their health improves, and is cleared by a physician for a safe return to work. During this extraordinary medical situation, this leave will be paid at the employees' regular rate of pay.

If an employee disputes the Town of Cardston's evaluation that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no significant risk to the employee, or others.

This policy will be reviewed annually by Council.

TOWN POLICY

ADMINISTRATION POLICY:

Emergency Response Policy for a Major Rain Event

DEPARTMENT: General Administration

POLICY NUMBER: GN-034

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: September 26, 2006
SUPERSEDES: Policy #R-3
UP FOR REVIEW: November 23, 2022

Policy Statement:

This policy is formulated to provide direction for Town of Cardston Staff to deal with major rain events that have the potential to cause flooding of Lee Creek and infiltration of water into the Town of Cardston's sanitary and storm sewer lines.

The purpose of this policy is to:

Be proactive in the event of a major rain event and detail two areas of focus:

1. Preventative Policy
2. Operational Policy

Preventative Policy

The Town Public works department will ensure that all pumps and emergency apparatus have been serviced by May 1 of each year and are operational and ready to be deployed as per the Operational Policy.

Operational Policy

1) All departments of the Town are on notice that in the month of June, that manpower is necessary in the event of major flooding. Holidays may be suspended in the event that an emergency situation is imminent.

2) The Alberta Department of Environment has a notification system regarding River Forecasting that notifies key Town Employees, through a call out sequence, of pending major events. The levels of reporting are:

(a) High Stream Flow Advisory;

(b) Flood Watch; and,

(c) Flood Warning.

3) When a high stream flow advisory is sent during normal working hours, the Town of Cardston Public works staff will begin monitoring sewer flows at strategic locations. Those being manhole inspections at the intersection of 2nd Ave. and 1 St. East; 3rd Ave. and 1 St. East; 3rd Ave. and 2nd St. East; 6th Ave. W, south of the Cardston IGA Mall; 3rd Ave 4th & 5th Streets West. The monitoring is to determine the level of flow in the manholes. A line will be painted in each manhole that will designate at what water level that pumping shall commence. If the high stream flow advisory is sent after normal working hours, management will determine if a call out is required to inspect flow in the manholes to determine if manpower will be required. If after hours a Flood Watch is sent, the manpower will be deployed and prepare to pump as required.

4) If levels in the manholes are not at the pump line and the forecast has been updated to Flood Watch, men and equipment will be deployed to mitigate the emergency.

5) When a high flow call out comes from the lift station, Town of Cardston Public Works employees shall establish the nature of the callout and if it is a rain event, will commence to monitor the lift station and the manholes that are identified.

6) Once water levels have reached the agreed upon levels, manpower and equipment will be deployed to each location to commence pumping.

7) Once the decision is made to pump sanitary sewer water to discharge it into the storm sewer system, Alberta Environment must be notified by calling 1-800-222-6514.

8) Employees or trained volunteers will man the pumps to ensure continual operation.

The six inch trash pumps will be set up at the location of manhole #7 located at 2nd Ave and 2nd Street east and manhole #4 located at 6th Ave W. Southwest of the IGA. Other pumps will be placed at strategic locations on 3rd Ave. W. and 4th and 5th streets at manholes #5 & #6 and east of the Third Avenue Bridge on 2nd street at manhole #3.

Operation shall continue until such time as the rain event has ended, or the levels in the manholes are lower than the pumping mark. Monitoring shall continue with all pumps in place, in case the rain event is updated to an emergency situation.

TOWN POLICY

ADMINISTRATION POLICY:
Water Shortage Response Plan Policy

DEPARTMENT: General Administration | **POLICY NUMBER: GN-070**

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: May 10, 2011
SUPERSEDES: Policy #W-10
UP FOR REVIEW: December 20, 2021

1) Introduction

- The Town of Cardston is responsible for the management of water resources within the municipality. This document is intended as a management and preparedness plan for water shortages in the supply of raw water from the water license diversion locations. The plan will provide guidance to the Town of Cardston staff managing water shortage situations.

2) Existing Water Licenses

- The Town of Cardston has existing licenses in the amount of 1702 acre feet. A copy of these licenses are attached in Appendix A.

3) Risk

- The source of water for these licenses is within the southern tributaries (Lee Creek, Belly River and St. Mary River) of the Oldman River Basin. This basin has had water shortages previously and it is anticipated that there will be shortages in the future. The basin has been closed to new license application as annual volumes in the basin are exceeded by the volume of licenses.

4) Supply Augmentation Strategies

- During the last major shortage in southern Alberta, a Water Sharing Agreement was implemented between the majority of license holders on the southern tributaries of the Oldman River which allowed all users to obtain a portion of their allocation rather than have all junior license holders go without. If conditions warrant, the Town of Cardston would pursue a similar agreement.
- If the water shortage is not major, the Town of Cardston will enter into a sharing agreement with Cardston County and/or Leavitt Irrigation District. This would allow sharing of priority licenses and provide potable water to both the Town and County during short periods of shortage.

5) Demand Reduction Strategies

The Town of Cardston supports water conservation and therefore is committed to establishing programs and regulations that promote a reduction in demand. The following is a list of techniques that will be used whereby conservation will be achieved:

(a) All connections will be metered.
(b) Water conservation messages and information will be distributed through various mediums.
(c) The Town's water rates will be structured in such a way as to deter excess consumption.
(d) Household conservation shall be encouraged through ongoing water conservation initiatives such as the supply of aerators, flow restrictors and conservation rebate programs.
(e) In the case of water shortage, the Town would impose restrictions on consumption for uses such as lawn watering, car washing, etc.

6) Triggering Criteria

The triggering criteria will be based on the Water Supply Outlook Reports published by Alberta Environment. This report is made available monthly through Alberta Environments website. Based on the information in the Water Supply Outlook, the Town of Cardston will initiate a water shortage response as follows:

(a) Level I – Voluntary: Alberta Environment issues a Water Supply Outlook that indicates the lower value of the "Probable Range as Percent of Average" of the water supply for the southern tributaries is less than 70%.

i. The Town will issue a water shortage advisory and provide conservation educational material;
ii. The Town will request voluntary conservation;
iii. The Town will initiate discussions with Alberta Environment regarding a possible Water Sharing Agreement in the southern tributaries basin.

(b) Level II – Mandatory: Alberta Environment issues a Water Supply Outlook that indicates the lower value of the "Probable Range as Percent of Average" of the water supply for the southern tributaries is less than 60%.

i. The Town will issue a water shortage alert;
ii. The Town will impose restrictions on water use;
iii. The Town will monitor compliance and enforce restrictions.

(c) Level III – Emergency: Alberta Environment issues a Water Supply Outlook that indicates the lower value of the "Probable Range as Percent of Average" of the water supply for the southern tributaries is less than 50%.

i. The Town will issue a water shortage emergency;
ii. The Town will ban all non-essential water use.

TOWN POLICY

ADMINISTRATION POLICY:
Communications Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-074

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 20, 2017
SUPERSEDES: Policy #C-15-2
UP FOR REVIEW: December 20, 2022

Policy Statement:

It is the policy of the Town of Cardston to:

1) Inform citizens about the Town's policies, programs, services, projects, and initiatives through communication that is effective, timely, accurate, and consistent.
2) Consult and inform stakeholders when establishing or developing priorities, policies, programs, and services where reasonable and practical.
3) Anticipate the needs of the community, Council, and Administration for timely and relevant information.
4) Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.
5) Ensure the Town is visible and responsive to the citizens it serves.

The purpose of this policy is to:

Establish guidelines to ensure that communication with the stakeholders and residents of the Town of Cardston is efficient, effective, consistent, timely, and open. This policy will apply to all internal and all external communications of the Town of Cardston.

External Inquiries

Information on the Town's policies, programs, services, projects, and initiatives should be generally available to the public in a variety of formats, subject to available resources.

Guidelines for dealing with general external inquiries include:

- Information is provided to the public by trained and knowledgeable staff.
- Service is timely, courteous, and efficient.
- When information is unavailable, a prompt and clear explanation is provided.
- Information in all formats is well identified as being from the Town of Cardston.

- Commonly available information will be made available on the Town's website for public access. Information must be posted when a major new policy, program, service, project, or initiative is underway to advise the public of services for which they may be eligible, to explain new developments, or to inform citizens of risk(s) to health and safety.

For inquiries made by representatives of the media; inquiries regarding legal issues, Town personnel, or municipal elections; the following guidelines must be followed.

1) Media Inquiries

(a) The media play an important role in disseminating information to the public. Due to the delicate balance that must be struck between freedom of information and protection of privacy when dealing with the media, all media inquiries shall be directed to the CAO or their designate.

(b) The Mayor is generally the Town's chief spokesperson regarding policies, priorities, and decisions to the public, unless another member of Council is designated by Mayor and Council. The CAO shall direct all appropriate inquiries regarding Council matters to the Mayor.

(c) Committee Chairs are normally the spokesperson for regular matters dealt with under the jurisdiction of their particular committee.

i. If a committee issue becomes controversial, or is likely to become controversial, the Mayor may be the spokesperson for the committee.

(d) The CAO is the spokesperson for administrative and operational matters, but may direct inquiries of a technical nature to the foreman or director of individual departments, programs, or projects. With the approval of the CAO, foremen may designate technical experts to present information on specific programs or projects with which they are intimately familiar.

2) Legal, Personnel, and Election Inquiries

(a) Inquiries regarding pending litigation, or involving a significant exposure to litigation, should be directed to the CAO.

(b) Inquiries regarding personnel-related information should be directed to the CAO.

(c) Inquiries regarding municipal election and campaign issues should be directed to the Returning Officer or the CAO.

External Communications

1) Coordination

(a) The CAO is responsible for the overall coordination of communication and the carrying out of this policy.

(b) The Communications Clerk is normally responsible for carrying out external communications.

(c) General guidelines for external communications include:

i. Respect the authority and responsibility of the Town Council, whose members are entitled to learn about proposed policy initiatives, or major new services, programs or initiative before information about them is released to the general public or the media.

ii. Consult with the CAO when preparing information campaigns or strategies, or when preparing a response to a media inquiry.

iii. Keep information that is related to matters in draft form, under investigation, before the courts, or under the jurisdiction of another authority in strict confidence.

iv. Represent the will of Council in all communications.

2) Public Events and Announcements

Information campaigns regarding public events are arranged to communicate about major developments or to release information that is new and important to municipal services, programs, projects, and initiatives.

Guidelines for each proposed public event or information campaign include:

(a) Determine whether individual departments will arrange or participate in an event or information campaign.

(b) Prepare a Communications Plan to ensure well-managed communication. The plan should take into account appropriate recognition of partners and funders. Such recognition may include the use of partner or funder corporate names and logos.

(c) Provide, in advance, an agenda or copy of the Public Event or News Conference Plan and Briefing Notes to the CAO and any Council representative(s) taking part, together with an advance copy of any Media Advisory, Release, or Backgrounder.

(d) Coordinate participation through the CAO when multiple municipal departments, community partners, or other levels of government are involved, or as requested by the Mayor or CAO.

3) Public and Stakeholder Consultations

Open and effective communication is the key to successful public consultations. Guidelines for Public Consultations include:

(a) Consult with the CAO who provides support, advice, and approval to administrative staff (Communications Clerk) who plan, implement, and evaluate public consultation processes.

(b) Prepare public consultation plans for any significant changes in service levels, notify Council in advance of the Consultation plan

(c) Inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes (such as surveys, town hall meetings, public hearings, open houses, committees meetings, etc.) including dates, times, and locations.

i. This may be done through the Town's website, Town run social media, letters of invitation, posted notices, media notices, advertisements, and other formats.

ii. Clearly identify public information materials as being from the Town.

(d) Report back to Council on the results of the public consultation.

(e) Inform participants in summary form of the results of the public consultation and outcomes.

i. This may be done through the Town's website, Town run social media, letters of invitation, posted notices, media notices, advertisements, and other formats.

Internal Communication

Open, two-way communication between Council and Administration and among Foremen, Managers, or Supervisors and Employees is vital to the effective operation of the Town and to achieve the Mission and Goals of the Town.

1) Council and Administration:

(a) Requests for Decision and Information Packages are the formal means of communication between Administration and Council. Clear, concise, relevant reports provide Members of Council with the information they need to make decisions on municipal policies, programs, services, and initiatives.

(b) Public Announcements must be distributed concurrently to Members of Council, except in urgent situations affecting public health, safety, or danger to persons or property, where every attempt will be made to distribute as soon as possible after distribution to the Media.

2) Foremen, Managers, or Supervisors and Employees:

(a) Effective internal communication is a shared administrative responsibility, led by the CAO and senior administrators.

(b) Foremen, Managers, and Supervisors must communicate with employees openly, often, and before information is made public, whenever possible.

(c) To inform and engage employees, a variety of formats must be used, as appropriate and as resources permit.

i. This may include the Town's intranet or published materials such as memoranda, notices, employee newsletters, electronic bulletins, oral presentations, and staff meetings.

(d) The needs of all employees should be considered including any employees who may not have access to electronic information

Internet and Electronic Communication

The internet and other electronic communication are important tools, which allow 24-hour access to information and support two-way communication.

Guidelines for the use of the internet and electronic mediums in communication include:

1) Make publications and routinely available information of interest to citizens available on the Town's website as soon as possible.

2) Incorporate mechanism for receiving and acknowledging public inquiries and feedback made through electronic means.

3) Establish ongoing updates and regular reviews of departmental pages and sub-sites so that information on policies, programs, services, projects, initiatives, and related third-party links is accurate, organized, and easy to understand.

4) Maintain a consistent look and feel across all pages on the Town's website.

5) Links to Third Party Sites:

(a) This type of link, which will generally open a new browser window, is provided for the convenience of the visitor. Inclusion of the link does not imply endorsement by the Town of Cardston, and the Town accepts no responsibility for the content found on any third party website. Links are subject to the approval of the appropriate department and may be removed without notice at the discretion of the department. Factors affecting approval or removal may include business case considerations, an assessment of the needs of the intended audience, the relevance to the Town or appropriate department and technical or legal considerations.

Visual Identity

A clear and consistent visual identity assists the public in recognizing and accessing the policies, programs, consultations, services, projects, initiatives, etc., of the Town. A Brand Standards Guide will be developed as per the Communications Plan to address this issue. Once the guide has been developed, this policy will be amended to reference that guide.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Alcohol / Illegal Drugs Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-002

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 26, 1999
SUPERSEDES: Policy #A-25
UP FOR REVIEW: September 20, 2021

Policy Statement:

The Town of Cardston will not tolerate the use of alcohol/illegal drugs in any of our facilities and could be cause for immediate termination of an employee. (Refer to Policy Manual – Termination Policy)

Employee

Any employee that comes to work under the influence of alcohol/illegal drugs and/or is consuming alcohol/using illegal drugs while on duty will be subject to immediate termination of employment.

Public

Alcoholic beverages/illegal drugs of any kind are prohibited in and/or on any Town of Cardston owned properties and equipment. These include all Recreation, Administration and Public Works facilities.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Cell Phone Use Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-005

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: October 28, 2010
SUPERSEDES: Policy #C-4-1
UP FOR REVIEW: September 20, 2021

The purpose of this policy is to:

Provide uniform guidelines for the purchase, use, and payment of cellular (cell) phones.

Individual departments, with the approval of the appropriate supervisor, may issue cell phones to staff members if it is deemed necessary to support Town business. All cell phones are to be used specifically or primarily for business purposes. All plans are to be based on the required allotment of minutes business use.

Use of personal cell phones or Town cell phones for personal calls should be limited to lunch time and coffee breaks. In cases where additional monthly charges are incurred on Town issued cell phones because the allotted minutes have been exceeded or long distance or roaming charges occur, the applicable supervisor must review the bill to isolate all personal calls made during the month and submit the bill to the employee. Abuse of cell phone use may result in the restriction of phone use privileges.

Due to research that indicates that cell phone use while driving is dangerous, the Town of Cardston has restrictions on employee use of cellular phones or similar devices while driving Town owned vehicles or equipment. The use of a cell phone or similar device while driving includes placing calls, text messaging, surfing the Internet, responding to email, checking for phone messages, or any other purpose while driving. To dial, or otherwise initiate a call the driver will leave the road and safely park the vehicle or equipment unless the device is connected through a Bluetooth or similar hands free equipment. The use of the Town's radio system while driving is not restricted as long as caution is used and the drivers remain alert to all driving and traffic conditions.

Violation of this policy while operating a vehicle will be dealt with under the Violation of the *Occupational Health and Safety Act Policy*.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Harassment Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-008

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: May 26, 2017
SUPERSEDES: Policy #H-2
UP FOR REVIEW: September 21, 2021

Policy Statement:

The Town of Cardston is committed to maintaining a harassment-free work environment. Every person has the right to individuality, respect, dignity, and to be treated right in their working environment.

The purpose of this policy is to:

The purpose of this policy is to maintain a working environment that is free from harassment, and to inform all employees and Town volunteers that matters of harassment will be dealt with promptly, fairly, and systematically.

The Town of Cardston will not tolerate harassment in our working environment. All investigations of harassment will be handled promptly, discreetly, and will be kept strictly confidential in respect to everyone involved. Incidents of alleged harassment will be promptly investigated and if allegations have merit - person or persons will be terminated or disciplined - in accordance, to the severity of the incident.

The Town of Cardston will then take the necessary steps to ensure that the complainant is protected from any form of retaliation by the respondent(s) who were the subject of the complaint, employees, or managerial supervisory personnel.

Definition

1) **"Harassment"** is defined as:

   (a) Any unwanted physical or verbal conduct that offends or humiliates you. Such conduct could interfere with your ability to do a job or obtain a service. Harassment can create a negative or hostile work environment which can interfere with your job performance and result in your being refused a job, a promotion, or a training opportunity. (Harassment complaints can be

based on race, colour, national or ethnic origin, religion, sex, marital status, family status, mental or physical disability, pardoned conviction, and sexual orientation); or

(b) Any unwelcome behavior which creates an intimidating, threatening, or hostile work environment, or which threatens the employee's dignity or respect.

Responsibilities

1) Management and Supervisory Personnel

(a) It is the responsibility of every management and supervisory person to:

(b) Be familiar with this policy and the provisions of the Individuals Rights Protection Act or any other legislation/regulations governing human rights in the work environment;

(c) Inform all new and old Employees, Counselors, and/or Town Volunteers of the policy;

(d) Create a work environment where employees will come forward with complaints;

(e) Investigate all reports of harassment and confirm clarification from the complainant and solution (handle complaints with objectivity, fairness, consistency, seriousness, and sensitivity);

(f) Inform the complainant(s) of their rights under the Individual's Rights Protection Act;

(g) Inquire if complainant(s) wants to make a formal complaint;

(h) Inform complainant to maintain an awareness of any retaliation for making the complaint and to carry out his/her duties in such a manner to promote the purpose of the policy and to ensure compliance with its provisions;

(i) Unless the situation deems inappropriate, please be investigated by immediate supervisors of respondent and complainant; consultation with department manager. Where more than one department it involved, the Town Administrator will decide the appropriate supervisor to investigate.

2) Employees and Town Volunteers

(a) It is the responsibility of every Employee or Town Volunteer to:

(b) Know the purpose of the policy, and comply with its provision and any other legislation/regulations governing human rights in the work environment;

(c) Have an awareness of what behavior is appropriate and not appropriate in the work environment in respect to harassment;

(d) Promote a harassment–free work environment;

(e) Cease any behavior that is found offensive by another employee(s). This includes verbal behavior, physical contact, non-verbal behavior, visual sexual-harassment, and psychological sexual harassment;

(f) Be sensitive to any situation in your working environment, which may create a sexist or hostile working environment. Make the management aware of these conditions.

3) Complainant (must be recipient of harassment)

(a) It in the responsibility of a complainant to:

(b) Inform the respondent(s) (i.e. the person who is harassing) that any inappropriate behavior is unwelcome and unacceptable; preferably at the time of the occurrence;

(c) Keep a record of all incident (dates, times, location, possible witnesses, what occurred, and your response). You do not have to records any incidents in order to file a complaint, but a record can strengthen your case and help you to remember details over time;

(d) Report your complaint to a supervisor or Department manager;

(e) Complainant(s) may involve an Employee Association representative, and complainant should be present when complaint is presented to supervisor or department manager.

4) Respondent (Harasser)

(a) It is the respondents' responsibility to;

(b) Know your rights;

(c) Report witnesses you may have;

(d) Respondents may involve the Employee Association, but must contact the Association themselves.

Procedures for Reporting and Investigating Harassment

1) When a report of alleged harassment is made to management or person in authority the complainant(s) will be advised of their rights in the respondent(s) rights in the matter.

2) Complainant(s) will then be asked whether he/she wishes to make a formal complain. a formal complaint occurs when complainant(s) files a complaint in writing of the incident that occurred. (i.e. date, time, and people involved).

3) If complainant(s) makes a complaint about person(s) to management or person in authority, but does not wish to make a formal complaint, management or person in authority will take such action that is appropriate to the situation.

4) For all complaints investigated (whether formal or informal), the supervisor will then meet and inform the respondent(s) of the complaint and process that will be followed.

5) Respondents should be informed of his/her rights.

6) Administrator will then interview the person(s) have knowledge of or who might have witnessed the incident(s).

7) Investigator will then conclude key incidents, facts, supporting materials, and conclusions of the investigations and submit a confidential report all other supervisors involved. Appropriate results will be given to the respondent(s) and complainant(s).

8) The Town of Cardston will then review the report and decide on what course of action to take. Any decision to terminate or otherwise disciplined respondent involved for harassment will be based on the seriousness of the incident(s). No written documentation will be placed in the complainants personnel file and no disciplinary action will be taken against the complainant unless it is determined that the complaint was made for malicious purposes.

9) The complainant and the respondent(s) will then be notified in writing of the actions arising from the investigation.

TOWN POLICY

ADMINISTRATION POLICY:
Vacation Scheduling Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-019

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 25, 1998
SUPERSEDES: Policy #V-10
UP FOR REVIEW: September 25, 2022

1) Employees shall be entitled to vacations earned as provided in the employee's contract.

2) All vacations must be scheduled through the appropriate supervisor and request must be made in writing by March 31 of the current year. If any time is available after March 31 it will be on a first come first serve basis.

3) Vacations shall be awarded by the supervisor after review of work loads.

4) Priority for vacations in any given year shall be on a rotation system with a department ensuring that all areas of Town responsibility are covered while the employee is on vacation. Change in order of the rotation shall occur each year.

5) For the office staff, selection of major vacations is discouraged at tax time and year end.

6) Off season schedules are listed in the Human Resources Manual with the Employee Contract.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Hiring Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-020

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 26, 2010
SUPERSEDES: Policy #H-10-1
UPDATED: March 22, 2018
UP FOR REVIEW: September 25, 2022

1) Establishment of Position & Employment

- **(a)** Positions shall be hired based upon the most recently approved organizational chart. Seasonal or tempaorary postions shall be hhired based upon a Council approved budget authorizing funding for said positions.
- **(b)** In establishment of specific employment opportunities, such as seasonal student positions, where possible, the Town should take advantage of grant opportunities in the creation of positions.

2) Preference of Employment

- **(a)** Where possible, the town should hire from within if an internal candidate meets the requirements for the job. Preference of employment will be given to residents or taxpayers of the Town of Cardston, all else being equal.

3) Job Appointment

- **(a)** All new employees of the Town whether permanent or seasonal shall sign an employment contract or letter of acceptance outlining the terms of employment.

4) Job Selection

- **(a)** All positions for full-time employment opportunities shall be advertised in the local media at least two weeks prior to the application deadline. The Chief Administrative Officer, or Council, may advertise with broader coverage for the management and administrative positions.
- **(b)** All seasonal positions will be advertised in local media each year. Employees who wish to return for the next season must submit an expression of interest to the appropriate department supervisor. No person is guaranteed their employment position from season to season, but will be given preference if their performance warrants such.
- **(c)** When rehiring temporary / seasonal employees, the department heads may rehire without interviewing if the department head feels the employee has met the standards of employment required by the Town.
- **(d)** All applicants for permanent or seasonal positions will be notified of their status by the appropriate medium unless the job posting states otherwise. Preference of this notification is letter, phone call, or email where considered appropriate.

(e) New Employees are to be carefully selected with respect to personal character, mental and physical abilities, and educational and occupational qualifications.

(f) The Town Council shall select and hire the Chief Administrative Officer. The Administrative staff shall be selected by the Chief Administrative Officer.

(g) The Chief Administrative Officer and Administrative Staff shall select and hire personnel for their appropriate departments, through formal hiring practice of advertising, with deadlines, and use a screening process, short listing and interviews.

(h) New full-time employees will be on a probationary period for six (6) months except for casual employees who will be on probation for twenty (20) working days. Full-time employees hired from within shall be granted a thirty (30) day evaluation period in their new position before their vacated position is filled.

(i) No member of Town Council shall obtain or retain employment by the Town of Cardston.

(j) Anytime that a prospective employee is a member of the immediate family of either a Town Councilor or another Town employee, to hire said prospective employee, whether in the same department or a different department, a resolution is required by Town Council.

(k) Once an immediate family member has been selected for a position and it is a temporary position, and through evaluation the employee meets the hiring requirements in subsequent, consecutive years, the resolution of Council will not be necessary, but the process in 4.b. is necessary.

(l) Immediate family is defined as wife, husband, mother, father, brother, sister, and children of the Councilor or employee. However, an employee's tenure of employment shall not be affected if, subsequent to his becoming an employee, a member of his family is selected to Council.

TOWN POLICY

ADMINISTRATION POLICY:

Hours of Work Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-021

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: November 8, 2011
SUPERSEDES: Policy #H-20-2
UP FOR REVIEW: September 26, 2022

1) The basic work week for all employees will be determined by local conditions and shall be established by the Town Council.

2) General Office is a maximum of 35 hours per week and all other departments regular hours of work shall be eight (8) hours per day, up to a maximum of 40 hours per week, Monday through Saturday, unless specified.

3) All employees Shelby permitted a maximum of one (1) hour unpaid lunch break near the midway point of each shift.

4) Public Works standard hours are as follows:

- 7:00 AM to 3:30 PM
- Half hour lunch break

5) Office staff standard hours are as follows:

- 8:30 AM to 4:30 PM
- Office opens at 9:00 AM
- 1 hour lunch break.

6) The daily work schedule is flexible and may be amended to suit both parties.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Employee Service Recognition and Commendation Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-022

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: July 14, 2016
SUPERSEDES: Policy #E-32-1
UP FOR REVIEW: September 27, 2022

Policy Statement:

The Town of Cardston (the Town), Mayor, and Council wish to recognize employees of the Town for the service which they provide to the Town.

The purpose of this policy is to:

Develop guidelines for the recognition and commendation for service as employees of the Town.

Years of Service

1) The Town agrees to provide recognition of service to permanent full-time and permanent part-time employees when they reach the following work anniversaries: 5, 10, 15, 20, 25, 30, and 35 years.

2) The following schedule will guide the value of the recognition of each event interval:

- **(a)** 5 years: Plaque or certificate and gift up to $50
- **(b)** 10 years: Plaque or certificate and gift up to $100
- **(c)** 15 years: Plaque or certificate and gift up to $150
- **(d)** 20 years: Plaque or certificate and gift up to $200
- **(e)** 25 years: Plaque or certificate and gift up to $250
- **(f)** 30 years: Plaque or certificate and gift up to $300
- **(g)** 35 years: Plaque or certificate and gift up to $350

3) The Town will purchase jackets with the Town insignia for all Town employees every 5 years commencing from 2002.

4) In the event of termination and re-employment, service shall commence from the date of re-employment.

5) This incentive is in addition to any other programs and policies in place.

Commendation

1) An amount of $1000 shall be included in the annual operating budget for commendation awards. Said awards are intended to provide incentive and reward for commendable effort and performance in the workplace. The distribution of such awards will be at the discretion of the CAO and/or Supervisor(s) in each department. The following criteria will be considered when determining awards:

(a) Match the reward to the person

(b) Match the award to the achievement

(c) Be timely and specific

Staff Christmas Bonus

The Mayor and Council of the Town desire to recognize the service of staff annually with Christmas bonus payments. The Christmas bonus shall be subject to the following terms:

1) The amount to which each full time permanent staff member is entitled as a bonus shall be determined by the following formula: Base rate of $75 per employee plus $10 per year of service with the Town.

2) Seasonal staff and contract staff are eligible to receive $75 per year with no addition for years of service.

3) Full-time permanent, seasonal, contract staff, and Mayor and Council will also receive one ham or turkey or the offered equivalent.

4) Staff who quit or are dismissed from employment from the Town are not eligible for the staff bonus in that same year.

5) All funds for the staff bonus must be approved in the yearly budget by Mayor and Council.

Retirement or End of Service

Employees who retire or resign from Town employment will be recognized for their years of service, provided the employee has been employed for five (5) years or more.

The money allocated to the retirement or resignation will be based on $20.00 per year for each year of service as an employee with the Town.

The funds can be used for any combination of the following:

1) Social function
2) Gift

The Town may combine with the Employee's Association if both are in agreement to provide a social or gift. However, the Town Council is responsible for the retirement or end of service recognition.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Policy for Benefits and Pension Plan Participation for Part-Time Permanent Employees

DEPARTMENT: Human Resources

POLICY NUMBER: HR-023

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 24, 2012
SUPERSEDES: Policy #E-35-1
UP FOR REVIEW: September 28, 2022

Policy Statement:

The intent of this policy is to provide guidelines when providing benefits to part time-permanent employees.

Amount Covered

Part-time permanent employees are to have the option of being on the Town of Cardston benefits plan which include health care, dental, and vision care. The Town agrees to contribute to benefits according to the Employee Association Agreement. The Town's contribution will be on a prorated basis according to the hours per week worked. For example, the office staff full time work week is 35 hours. If a part-time permanent employee is scheduled to work 20 hours per week, the Town would contribute 20/35 of the benefit premiums according to the Employee Association Agreement in effect at that time. The employee is responsible for the remaining portion of the premium.

Minimum Hours

To be eligible for extended health care, dental, and vision care an employee must be employed for a minimum of 15 hours per week. To be eligible for Long Term Disability an employee must be employed a minimum of 20 hours per week.

Pension Plan

Part-time permanent employees who work less than 30 hours but more than 14 hours per week have the option of participating in the Local Authorities pension plan and shall share the cost of said plan on the basis of contribution proportion as outlined in the Local Authorities Pension Act and Regulations.

Definitions:

1) **"Employee Association Agreement"** – agreement between the Town of Cardston and the Town of Cardston Employee Association that governs the relationship between the Employer and Employee.

2) **"Part-time permanent employee"** – an employee who is employed to work a set amount of hours per week on a part-time basis, with no determined end date.

TOWN POLICY

ADMINISTRATION POLICY:

Internet Acceptable Use Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-024

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: March 10, 2010
SUPERSEDES: Policy #I-30
UP FOR REVIEW: September 28, 2022

Policy Statement:

It is the policy of the Town of Cardston that employee productivity can be greatly enhanced through the use of the Internet, and that Internet resources shall be provided to full-time, part-time, and contract staff.

The purpose of this policy is to:

Outline and ensure that the Town of Cardston's Internet resources are used appropriately at all times when conducting the Town of Cardston business. Within this policy, "Internet resources" include, but are not limited to: access to the World Wide Web, FTP (file transfer protocol) servers, the intranet, and the Town of Cardston domain names and IP addresses. Use of these services is subject to the conditions delineated in this policy.

Scope

This policy applies to Internet access when using the Town of Cardston hardware, software, and facilities, and when using IP addresses and domain names registered to the Town of Cardston and acceptable use. The following users are covered by this policy:

1) Full-time and part-time employees of the Town of Cardston.

2) Contractors and temporary workers authorized to access the Internet.

3) Volunteers, interns, summer students, and other non-paid workers.

Internet Accounts

- Users of the Town of Cardston's network resources are required to read this Internet policy prior to receiving an Internet access account and password.
- In the event that a Town of Cardston employee loses, forgets, or believes that their password has become compromised, the employee must inform the IT department immediately. The IT department shall confirm the user name, reset the password, and inform the employee of changes made, and the procedures for changing their password.

- In the event that an employee terminates their employment with the Town of Cardston for any reason, Human Resources shall provide notification to the IT department immediately to ensure the removal of the former employee's access to the Town of Cardston email and internet resources. This is an important measure in protecting the safety and integrity of the Town of Cardston resources.

Acceptable Use

Employees of the Town of Cardston may use the Internet only to complete their job duties, under the purview of the Town of Cardston's business objectives. Permissible, acceptable, and appropriate Internet-related work activities include:

Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.

Collaborating and communicating with other employees, business partners, and customers of the Town of Cardston, according to the individual's assigned job duties and responsibilities.

Conducting professional development activities (e.g. news groups, chat sessions, discussion groups, posting to bulleting boards, Web seminars, etc.) as they relate to meeting the user's job requirements. In instances where the personal opinions of the user are expressed, a disclaimer must be included asserting that such opinions are not necessarily those of the Town of Cardston.

(During personal time or working-from-home situations through the Town of Cardston's IT resources) Retrieving non-job-related information to develop or enhance Internet-related skills, under the assumption that these skills will be used to improve the accomplishment of job-related work duties and responsibilities.

Unacceptable Use

Internet use at the Town of Cardston shall comply with all Federal and State/Provincial laws, and will not violate the Town of Cardston's other policies. Inappropriate and unacceptable Internet use includes, but is not limited to:

1) Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.

2) Any usage that conflicts with existing Town of Cardston policies (e.g. bandwidth limitations, network storage, etc.) and/or any usage that conflicts with the Town of Cardston's mission, goals, and reputation.

3) Copying, destroying, and altering any data, documentation, or other information that belongs to the Town of Cardston or any other business entity without authorization.

4) Downloading unreasonably large files that may hinder network performance. All users shall use the Internet in such a way that they do not interfere with others' usage.

5) Accessing, downloading, or printing any content that exceeds the bounds of good taste and moral values (i.e. pornography).

6) Engaging in any other activity which would in any way bring discredit, disrepute, or litigation upon the Town of Cardston.

7) Engaging in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers.

8) Engaging in any activity that could compromise the security of the Town of Cardston host servers or computers. Any and all passwords shall not be disclosed to, or shared with, other users.

9) Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless authorized to do so as part of completing one's assigned job duties and responsibilities.

10) Any individual Internet usage that violates any of the policies of the accessed information's source network.

11) Allowing unauthorized or third parties to access the Town of Cardston's network and resources.

Personal Use

This policy does allow room for limited and reasonable personal use of the Internet by authorized users. This privilege may be revoked at any time by the user's manager or the IT department.

This policy does not distinguish between Internet access performed during normal working hours and that performed on personal time (e.g. weekends, before/after working hours, and scheduled breaks). Any personal Internet usage conducted through the Town of Cardston's IT resources is covered by this policy, regardless of location or time of day.

Limited and reasonable personal use of Internet access is defined as any personally-conducted online activity or Web usage for purposes other than those listed in the Acceptable Use section of this policy. Personal use is limited to the following parameters, and shall not:

1) Have a negative impact on user productivity or efficiency.

2) Interfere with normal business operations.

3) Exceed reasonable time limits or duration.

4) Cause expense or network overhead to the Town of Cardston.

5) Compromise the integrity and security of the Town of Cardston resources or assets.

6) Conflict with any of the Town of Cardston's existing policies whatsoever.

Security

All Internet users at the Town of Cardston must comply with the following security guidelines, rules, and regulations:

1) Users must refrain from any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers.
2) Users are responsible for familiarizing themselves with procedures for downloading and protecting information in a secure manner, as well as for identifying and avoiding any online material deemed sensitive, private, and copyrighted.
3) Employees utilizing the Internet must conduct themselves in a professional manner at all times, especially while participating in collaborative activities, and must not disclose the Town of Cardston information or intellectual capital to unauthorized third parties.

Monitoring & Filtering

The Town of Cardston reserves the right to monitor any Internet activity occurring on its hardware, software, equipment, and accounts. Specifically:

1) The Town of Cardston does utilize monitoring software for the purpose of enforcing acceptable use policies. Monitoring software blocks access to certain Web sites for which access is deemed to be a contravention of these policies.
2) The Town of Cardston does utilize filtering software to restrict access to Web sites deemed unsuitable for business use. Where the Town of Cardston discovers activities that conflict with the law or this policy, Internet usage records may be retrieved and used to document any wrongdoing.
3) Individuals using the Town of Cardston's hardware, software, equipment, and accounts to access the Internet are subject to having online activities reviewed by IT or security personnel. Use of the Town of Cardston's Internet resources implies the user's consent to Web monitoring for security purposes. All users covered by this policy should bear in mind that Internet sessions are likely not private.

Social Networking Sites and Blogs

For the purposes of this policy, social networking is defined as any communication from Town of Cardston staff to the general public using the internet as the medium for communication. The use of social networking sites, e.g. Facebook, My Space, Friendster, etc. and **personal** Blogs / Twitter have been deemed an unacceptable use of personal internet at the Town of Cardston. The use of social networking sites and blogs are subject to the same limitations and acceptable use regulations provided for the Town of Cardston Internet Acceptable Use. The abuse of personal internet use on these sites using either the Town of Cardston owned and operated equipment or personal internet access devices during normal working hours will be subject to disciplinary action, up to and including termination of employment.

Employees that use these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the organization.

Business Use: To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Town of Cardston departments may consider participating

in social media formats to reach a broader audience. The Town of Cardston encourages the use of Social Media to further the goals of the Town where appropriate. No staff members may participate in social media correspondence without approval of the CAO and without receiving training on appropriate use of social media. An education package for all users will be supplied to employees who have a legitimate need to participate in social media.

The CAO has an overriding interest and expectation in deciding who may "speak" and what is "spoken" on behalf of the Town of Cardston on social media sites. The CAO may ask for approval of any posts prior to making the posting public, or may review any or all information sent out from the Town office by Town employees.

Departments that use social media are responsible for complying with applicable federal and provincial laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Protection (FOIP), privacy laws and information security policies established by the Town of Cardston.

Topics that are not allowed to be discussed on any social networking site include, but are not limited to any Council business discussed “in camera”, and Council meeting information that is not yet public knowledge, confidential land or tax information, or any confidential human resource information.

Business Information

The Town of Cardston retains ownership rights to all information created for the Town of Cardston business purposes, regardless of the media used to create it, or the location of said information. Similarly, the Town of Cardston retains ownership rights to all forms of intellectual property created by employees while under the employ of the Town of Cardston, regardless of the time, intent or location of its creation.

Nondisclosure of Business Information

In working for the Town of Cardston, employees shall not divulge, disclose, provide or disseminate Business Information to any third party not employed by the Town of Cardston at any time, unless the Town of Cardston gives written authorization. Furthermore, Business Information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for the Town of Cardston.

Town of Cardston Owned and Operated Property

All the Town of Cardston business is intended to be performed using the Town of Cardston owned and operated property, including computers, telephones, BlackBerry devices, letter-head, note-books, etc.

All information contained in, created or transmitted by the Town of Cardston owned and operated property is the property of the Town of Cardston.

Employee Owned Property

In the event that a the Town of Cardston employee creates, stores or transmits the Town of Cardston business information on personally owned property (including, but not limited to: lap-top computers, desk-top computers, mobile telephones, BlackBerry devices, memory cards, notebooks, PDAs, or loose-leaf paper, etc.), the business information will remain the express property of the Town of Cardston.

Upon Retirement, Layoff or Termination

Upon retirement, layoff or termination of employment with the Town of Cardston, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to the Town of Cardston business in their possession including, but not limited to: all customer lists, physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

In the event that a device containing the Town of Cardston business information is password protected, the employee will be required to provide the correct user name and password for the device.

Policy Non-Compliance

Any violation of this policy will be treated like violations of other Town of Cardston policies. Any and all misconduct will be addressed according to established procedures. Violations of this Internet Acceptable Use Policy may result in one or more of the following:

1) Temporary or permanent revoking of access to the Town of Cardston's Internet resources and/or other IT resources.

2) Temporary or permanent revoking of the Town of Cardston devices.

3) Disciplinary action according to applicable Town of Cardston policies, up to and including suspension or termination of employment.

4) Legal action according to Federal or Provincial laws.

Disclaimer

The Town of Cardston does not accept responsibility for any loss or damage suffered by employees as a result of employees using the Town of Cardston's Internet connection for personal use. The Town of Cardston is not responsible for the accuracy of information found on the Internet. Users are responsible for any material that they access, download, or share through the Internet. Any questions regarding the Internet Acceptable Use Policy should be directed to Employee's immediate supervisor or management.

TOWN POLICY

ADMINISTRATION POLICY:

Pension, Benefits and Employee Participation

DEPARTMENT: Human Resources

POLICY NUMBER: HR-029

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 14, 2017
SUPERSEDES: Policy #P-8
UP FOR REVIEW: November 23, 2022

Policy Statement:

The Town of Cardston wishes to provide a pension benefit for its Full-time and Part-time Permanent Employees through the Local Authorities Pension Plan (LAPP), administered by Alberta Pension Services (APS). The Town of Cardston also wishes to provide benefits for eligible Part-time Permanent Employees.

The purpose of this policy is to:

Set forth guidelines for employee participation in the Local Authorities Pension Plan (LAPP), what constitutes Pensionable Salary, and to set forth the calculation for benefits for Part-time Permanent Employees.

1) Definitions

(a) "Employee Association Agreement" means

- An agreement between the Town of Cardston and the Town of Cardston Employee Association that governs the relationship between the Employer and Employee.

(b) "Part-time Permanent Employee" means

- An employee who is employed to work a set number of hours per week on a part-time basis, with no determined end date.

(c) "Pensionable Salary"

- According to the LAPP, pensionable salary is defined as, "Basic pay for the performance of regular duties that counts towards your pension. Overtime salary and bonuses are not pensionable salary".

2) Pension Plan

(a) Pension contribution rates will be according to the current LAPP rates as set forth by Alberta Pension Services.

(b) All full-time employees must participate in the LAPP program unless they fall under the "Excluded from Membership" section as found in the LAPP e-guide.

(c) Employee participation will commence after their probationary period of one year. If an employee has been working under a contract and then moves to full-time status, approval may be given for the probationary period to be waived if their contracted duties equaled or exceeded one year.

(d) If a newly hired employee has previously participated in a pension program that has a reciprocal agreement with LAPP, that employee may immediately start contributing to the LAPP program.

(e) Part-time permanent employees who work less than 30 hours but more than 14 hours per week have the option of participating in the LAPP program with the same contribution rates as full-time employees as outlined in the LAPP Act and Regulations.

3) Pensionable Salary

(a) A full-time employee's regular hours would be 7 hours/day, 35 hours/week or 8 hours/day, 40 hours/week, according to their individual job description or contract.

(b) Pensionable salary is salary earned for the following classifications:

i Regular time – hours worked in the employee's regular shift as shown above.

ii Vacation time – paid vacations are granted as per the outline in the current Employee Association Contract and considered the same as regular time.

iii Personal leave – paid days that are granted as per the current Employee Association Contract and considered the same as regular time.

iv Sick time - days are earned and used as per the current Employee Association Contract and considered the same as regular time when used.

v Standby/Sunday Chores – this pay is eligible only if it is paid with each pay period on a regular basis.

vi Flex time/Time In Lieu – hours that have previously been worked to be used at a later date in the place of regular hours. They are considered regular hours for pension purposes.

(c) Pay types that do not qualify:

i Lump sum payments (including Vacation pay-outs)

ii Overtime/Doubletime

(d) For other regulations not stipulated in this policy, the Town of Cardston will follow the current LAPP Act and Regulations.

4) Health/Dental Participation Eligibility

(a) Part-time permanent employees are to have the option of being on the Town of Cardston benefits plan which includes health care, dental, and vision care. The Town agrees to contribute to benefits according to the current Employee Association Agreement. The Town's contribution will be on a prorated basis according to the hours per week worked.

i For example, the office staff full time work week is 35 hours. If a part-time permanent office employee is scheduled to work 20 hours per week, the Town would contribute 20/35 of the benefit premiums according to the Employee Association Agreement in effect at that time. The employee is responsible for the remaining portion of the premium.

(b) To be eligible for health care, dental and vision care, an employee must be employed for a minimum of 15 hours per week. To be eligible for Long Term Disability an employee must be employed a minimum of 20 hours per week.

(c) Benefit premiums are deducted from the employee semi-monthly with payroll as a prepayment for the next months' benefits. When an employee terminates, the employee will cease benefits as of the day of termination and they will not be entitled to a refund of their premiums as the Town is still billed for the full month.

TEMPLE CITY
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TOWN POLICY

ADMINISTRATION POLICY:
Salary Increment Policy

DEPARTMENT: Choose an item.

POLICY NUMBER: HR-042

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: April 23, 2022
SUPERSEDES: Policy #S-16
UP FOR REVIEW: November 29, 2022

Full Time Employees

Through human resource management, Administrative Supervisors (Chief Administrative Officer, Director of Infrastructure Services, Director of Corporate Services) will conduct annual Performance Reviews as per policy, and at such time, determine the eligibility of the employee for a salary increment increase. All salary increments will be within the parameters of the approved grids in the Town of Cardston Employee Association Contract and individual employee contracts.
Eligibility will be determined based on all three of the following criteria with the first two performance criteria as predominate indicators.

- Performance/job quality of the employee (as per Performance Review documentation)
- Improvement of skills and knowledge
- Length of service

The minimum time period between increment increases shall be one year, unless authorized by Council.

The Supervisors shall review all recommendations for salary increment increases with the Chief Administrative Officer prior to implementing.

Part-Time/Seasonal Employees

The Administrative Supervisors may adjust all part time/seasonal employees under their supervision, without authorization from the Chief Administrative Officer, based on past performance (as per Performance Review documentation) and years of service.

TEMPLE CITY
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TOWN POLICY

ADMINISTRATION POLICY:

Salary Policy – Seasonal and Full-Time Temporary (Part-Time) Employees

DEPARTMENT: Human Resources

POLICY NUMBER: HR-043

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: September 13, 2016
SUPERSEDES: Policy S-17-4
UP FOR REVIEW: November 29, 2022

Policy Statement:

A policy delineating the salary range for Seasonal and Full-Time Temporary (Part-Time) Employees for the Town of Cardston.

The purpose of this policy is to:

Establish a salary range that will be used to manage the necessary temporary employment needs of the Town of Cardston. The salary ranges in this policy are designed to be competitive in nature with other similar Public Bodies and to be attractive to potential employees.

Definitions:

Seasonal Employees: employees who have a regular 7 or 8 hour day/35-40 hour work week and who have an early commencement (April) and work until freeze up (October/November).

Full-Time Temporary (Part-Time) Employees: employees who have a regular 7 or 8 hour day/35-40 hour week and typically work only the summer months or less than 22 weeks in the year. Most Full-Time Temporary (Part-Time) employees would start close to the beginning of May and work until the end of the summer season (End of August-first part of September), but would also include those employees who work any portion of that time.

Due to the projected Provincial Minimum wage increases in October of 2016 through 2018, the following schedules have been created:

Seasonal Employees:
These hourly wages are slightly higher than the Full-Time Temporary (Part-Time) employees as the length of employment is longer.

Public Works				
	Fall 2016	2017 Season	2018 Season	2019 Season
Level 1	13.35	14.85	16.40	17.90
Level 2	14.35	15.85	17.40	18.90
Level 3	15.35	16.85	18.40	19.90
Level 4	16.35	17.85	19.40	20.90

All amounts are wages per hour of work.

Full-Time Temporary (Part-Time) Employees:
Due to the increased education/certification required for Lifeguards, Lifeguard wages will be $0.50/hour more than the regular Full-Time Temporary (Part-Time) employees.

	Fall 2016		2017		2018		2019	
	Lifeguards	Regular	Lifeguards	Regular	Lifeguards	Regular	Lifeguards	Regular
Level 1	12.00	11.50	13.30	12.80	14.65	14.15	15.95	15.45
Level 2	13.00	12.50	14.30	13.80	15.65	15.15	16.95	16.45
Level 3	14.00	13.50	15.30	14.80	16.65	16.15	17.95	17.45
Level 4	15.00	14.50	16.30	15.80	17.65	17.15	18.95	18.45
Level 5	16.00	15.50	17.30	16.80	18.65	18.15	19.95	19.45

All amounts are wages per hour of work.

In the event that any of the proposed Minimum Wage increases do not get approved, the most recent rates will remain effective and this policy will be reviewed.

Benefits would be as per the Current Employee Association Contract in regards to holiday pay, etc. Placement of an applicant at any Level would be determined by Department Heads based on the individual's qualifications and experience. The number of years with the organization does not necessarily merit a level increase.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

TOWN POLICY

ADMINISTRATION POLICY:
Termination Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-045

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 25, 1998
SUPERSEDES: Policy #T-2
UP FOR REVIEW: November 30, 2022

The Town of Cardston has developed policies to deal with the termination of an employees for cause or other reasons, or, if an employee wishes to terminate his/her employment. These policies are developed to clearly define the processes for termination. The Employment Standards Code of the Province of Alberta shall be the guide for termination unless further clarification is provided in this policy. However, this policy does not reduce the minimum standards as required by law.

There are certain actions that are cause for Immediate Dismissal of an employee. These are actions that discredit the integrity and image of the Town. The following is a list of actions leading to Cause for Dismissal.

1. Habitual lateness,
2. Consuming alcohol while on duty,
3. Negligence in performance of primary duties,
4. Disregard for verbal or written instructions,
5. Misuse or abuse of Town vehicles or machinery,
6. Reporting for work under the influence of alcohol,
7. Verbal abuse of Supervisors or Town Officials,
8. Excessive unexplained absenteeism,
9. Repeated disregard of safety regulations,
10. Theft of Town property or funds,
11. Malicious conduct,
12. Immoral conduct while on the job.

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TOWN POLICY

ADMINISTRATION POLICY:
Use of Shop and Other Facilities After Work Hours

DEPARTMENT: Human Resources

POLICY NUMBER: HR-048

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 24, 2012
SUPERSEDES: Policy #S-30-1
UP FOR REVIEW: November 30, 2022

Policy Statement:

Mayor and Council and the Town of Cardston Employees recognize that use of Town Facilities after work hours is a benefit to employees

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This policy is for permanent full-time employees. This policy continues with the following guidelines:

1. All use will be coordinated through the supervisor directly related to the facility that is being used.
2. Each employee using a facility after hours for his or her own personal use shall enter his or her name in a log book provided indicating the time entering and the time leaving the facility.
3. All facilities shall be governed by the "safe work policies" of the Town of Cardston.
4. All employees shall sign waivers.
5. Vehicles shall not be left in the shops or yards unless previously authorized.
6. Use of Town Mobile Equipment is prohibited.
7. Shop to be cleaned after use and all tools to be cleaned and returned to the proper places.
8. All welding or cutting to be authorized.
9. Employees are to provide their own supplies for personal work.
10. Shop use shall be limited to Tuesday and Thursday evenings, Saturdays and on Statutory Holidays. If the Statutory Holiday falls on a Sunday, then the shop use day will be the day that is recognized as the Statutory Holiday by the Town.
11. Use will be limited to employees and employees' spouses registered vehicles.

The Risks have been identified in the Town of Cardston's safety manual, which lists the areas of risk in the shop and also safe work practices associated with the each job. AUMA has asked us to identify risk areas.

General Shop Rules – During Working Hours

1. No equipment or tools rented or loaned to private individuals unless authorized. (excepting sewer snakes.)
2. No parts or materials loaned or sold unless authorized.
3. No personal vehicles or equipment to be worked on during business hours.
4. All tools and equipment to be cleaned and returned to proper places.
5. Shop to be cleaned after each job.

TOWN POLICY

ADMINISTRATION POLICY:
Standby Policy

DEPARTMENT: Choose an item.

POLICY NUMBER: HR-057

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: March 10, 2015
SUPERSEDES: Policy #S-50-2
UP FOR REVIEW: December 19, 2021

Policy Statement:

The Town of Cardston recognizes that it may be required to respond to callouts and provide services beyond regularly scheduled work hours. Some Town employees, therefore, will be required to be on standby and respond to callouts as needed.

The purpose of this policy is to:

Establish structure of the Town's standby schedules as well as remuneration for employees on standby.

Standby Guidelines

The Town's standard water/wastewater standby schedule is designed on a rotation of four employees, however this may change based on employee availability and training. The electrical standby schedule may be shared between all certified and authorized linemen within the electrical department. The standby schedule will be arranged so one employee is on-call for one week at a time. The employees on rotation will determine their schedule based on an equal rotation basis.
Employees on standby must be reachable by cellphone for the entire period of time that they are on standby—this includes weekends and holidays as well as the period of time between the end of one workday and the beginning of the next.
All remuneration for standby will be classified as pensionable earnings.

Water / Waste Water Standby Remuneration

Total remuneration for standby will be a maximum of $18,578.00 to be divided proportionately between the numbers of employees on call rotation. This number will be set annually and amended from time to time as necessary.

Electrical Standby

The Town requires a qualified electrician to be on standby at all times and respond to callouts as needed. Town electricians on standby will receive $100/week or $5,200 annually divided proportionality between those on call.

Water / Wastewater and Recreation Sunday Chores:

Sunday Chores at the Town's water and waste water plants and recreation facility checks will be paid through this Standby Policy up to an annual maximum of $6,710.50 to be divided equally among the employees performing the chores. The Sunday chores payment allocation will be subject to pay increases or decreases as negotiated by the Employee Association.

Callouts

This Standby Policy does not establish any new provisions for employee callouts. The guidelines and remuneration for callouts will be dealt with through the Town's Employee Association Contract. However, there may be circumstances where a Town employee responds to a resident's request for a Town-owned device (such as a sewer snake). If the responding employee chooses to exercise the overtime clause in his or her Employee Association Contract, the employee must make the resident aware that he or she will bear the cost of the employee's callout. This notice must be made prior to the physical lending of the device to the resident.

TOWN POLICY

ADMINISTRATION POLICY:
Sick Leave Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-059

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: October 27, 2009
SUPERSEDES: Policy #S-56
UP FOR REVIEW: December 19, 2021

Policy Statement:

The Town of Cardston shall provide the following program to assist employees who are absent from the workplace due to illness or injury. Employees have a responsibility to make every effort to ensure that they return to work in a state of health and well-being which will enable them to perform their job to the best of their abilities.

The purpose of this policy is to:

1. Define Sick Leave
2. Determine Return to Work guidelines;

Sick Leave Defined

- Sick leave is defined as a benefit for every employee who comes under the terms of the Employee Association agreement the opportunity to be absent from work, but still receive full wages and benefits while recovering from an illness or injury for a period of time not exceeding the accumulated sick leave credit.
- Sick leave is reserved for employee's personal use only and cannot be used for assisting family or friends during their sickness. Annual personal leave is appropriate for tending to friends or family. Sick leave is also reserved for recovery from illness or injury and not intended for general personal or recreational use.
- Medical, Dental, Chiropractic, or Therapy appointments may be considered Sick time, however travel time to such practitioners does not qualify. Travel time may be considered applicable of the employee must travel to a specialist as referred by their family doctor. Such discretion is to be approved by the employees Supervisor (or designate).

Return to Work (RTW)

- The Town of Cardston will provide reasonable accommodation for the employee who may be able to return to work on a part-time basis with or without restrictions.

- Prior to a return to work following an injury or illness-related absence of more than 2 weeks (10 days), the employee may be required to provide a written statement to Human Resources from their Medical Doctor that outlines:
  a. The employee is able to return to work on a full-time basis without restrictions; or
  b. The employee is able to return to work, with the nature and duration of any work restrictions described.
- Employees returning to work with restrictions must contact and work with Human Resources prior to coming to work.
- For employees who are absent from the workplace due to illness or injury, the Town of Cardston will support a proactive and collaborative return to work program. Employees have a responsibility to participate in such a program, if possible, in light of their medical condition. The program will involve the joint efforts of the employee, the employee's Medical Doctor, the Supervisor (or designate), and Human Resources.
- If the return to work program involves assessments of physical ability by Human Resources or an independent third party, the costs of these assessments shall be paid fully by the Town of Cardston.
- In all cases, the return to work program shall be consistent with the parties' duty to reasonably accommodate an employee's handicap, short of unreasonable hardship.

Other

- Sick leave accrual, sick leave reporting, and all other details concerning this issue will be as per the Employee Association agreement.

TOWN POLICY

ADMINISTRATION POLICY:
Training and Development Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-064

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 14, 2017
SUPERSEDES: Policy #T-16-1
UP FOR REVIEW: January 24, 2022

Policy Statement:

The Town of Cardston believes in the development of our workforce, both to enhance employee engagement and commitment to the Town as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables the Town to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into the Town of Cardston annual budget.

The investment that the Town of Cardston makes in partnership with employees in their continuing career development allows us to achieve maximum flexibility in meeting our current and future skills requirements. The Town is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of our employees. Employees will be provided with opportunities so that they may maintain and develop their skills, adapt to changing workplace needs and fulfill their employment potential within the Town.

Definitions

For the purposes of this Policy:

Training and Development — May include formal training, work experiences, conferences, job networking or formal courses of study to update and enhance the skills/knowledge necessary to make a continuing contribution to the work of the Town of Cardston, in current and future roles.

Responsibilities

Senior Administration:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Considering employees development initiatives in annually reviewing performance of foreman / department heads.
- Providing resources for employees training and development to ensure that skill levels of employees are strong, broad and well-suited to the pursuit of the Town's objectives.

Foreman / Department Heads:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Discussing with employees development needs in relation to the work of the unit.
- Providing opportunities for the discussion of individual goals on at least an annual basis and for the development of a mutually agreed plan for training and career development.
- Recognizing developmental achievements during the year.
- Based on the operational requirements of the unit, providing job-specific training to enable employees to acquire skills and knowledge necessary to the work of the unit based on identified needs, for example by participating in training seminars, job network meetings and temporary assignments.

- To the extent that operational requirements allow, providing employees with appropriate opportunities to acquire skills or experience which would enhance employees' ability to make a continuing contribution to the work of the Town of Cardston. Examples include participating in training seminars, job network meetings and cross-training.
- Review and approve appropriate requests for training and development. Supervisory approval for time away from the job for purposes of training and career development will be based on the following criteria:
    - Operational requirements of the work unit in relation to duration and timing of the development activity
    - Benefit of the development activity to the work of the Town of Cardston
    - Benefit of the development activity to the achievement of the employees' career goals within the Town
    - Costs for training fall within operational budget constraints.

Employees:

Take the primary responsibility for managing their careers by:

- Examining current skills and identifying areas for further development.

- Seeking opportunities for ongoing skills enhancement.
- Taking advantage of relevant training.
- Keeping skills and knowledge up to date to meet changing workplace needs.
- Contributing to the department/division's annual planning process.
- Putting full effort into the course and receiving a passing grade on all courses.

Application of Knowledge / Skills Aquired:

Supervisors have an obligation to ensure that the employee knowledge and/or skills acquired by the training are then applied to the organization for the benefit of the organization. Employees have an obligation to only pursue education and training that they will be able to apply to the organization upon completion. Both supervisors and employees are to exercise discretion if it is anticipated or understood that the employee will be leaving the organization shortly following the training.

General Procedure

For all training and development activities, applicants will be selected on the basis of identified Town and individual needs, assuming candidates meet program standards and requirements.

Town of Cardston employees may either:

1) Be requested to participate in training courses, or

2) Request to participate in training courses

Application

All employees who are applying for, or are requested to participate in, training and development courses will complete the Application for Training (Schedule A) form in consultation with their supervisors. Detailed descriptions of course content and requirements should be attached to the application.

Training Requiring Leave of Absence

Any training or development program which requires a leave of absence must be in a field directly related to current responsibilities or as approved in conjunction with career planning / succession planning activities and approved by Town Council.

For training under an apprenticeship program requiring a leave of absence to take courses on campus or away from the workplace, the following conditions may apply:

Tuition and books for courses will be paid by the Town of Cardston. Should the employee not obtain a passing grade in the said course, the employee will be responsible to repay the Town all tuition and book expenses. The employee will continue to receive their regular pay during the leave. The employee will have 2 attempts to pass the course and if unsuccessful, relocation to another department within the Town, or termination of employment may occur. Approved expenses do not include lodging, mileage, fuel, or food during the time of the apprenticeship.

Employees who participate in this specific training will be obligated to enter into a promissory agreement with the Town of Cardston. This agreement will obligate the employee to continue employment with the Town following completion of their education for 1 year for every leave of absence costs consisting of tuition, books and time paid for by the Town. Normally, only one session of schooling or one leave will be granted per calendar year.

i.e. If the employee takes 3 years of schooling, they will be obligated to remain with the Town for a minimum of 3 years following the completion of all courses and the receipt of certification of graduation or status. In the event of a trade apprenticeship, completion is considered when the final year of schooling and requisite hours of work are both completed to gain journeyman or desired status. Failure to remain in employ with the Town for the agreed to amount of time will result in the employee having to repay costs associated with the education and training (including wages). This agreement and all details will be signed by the employee, the immediate supervisor, and senior management and is attached to this policy as “Schedule B”.

Application for Training Form

Employee Name(s)	
Date of Training	
Location	
Course Costs	
Material Costs	
Mileage Costs	
Other Costs	
G.L. Account	
Purpose / Intent of Training	
How will the knowledge or skill gained in training be applied to Town operations in the future?	

Employee	
Management	
Date Signed	

Employee Agreement

Further to the Town of Cardston policy on Training and Development, _____ (the employee) wishes to undertake training or apprenticeship which will require significant financial investment on the part of the Town. The Town agrees to fund specific expenses related to this training based on the following terms and conditions;

The employee will reimburse fully the Town for any book, material and tuition expenses if the employee does not obtain a passing grade in the course.

If the employee does not obtain a passing grade in the course twice, the employee may be relocated to another department if the employee is determined to have a beneficial skill set to that department and there is an available opening, or have their employment terminated.

Upon successful completion of the course, the employee agrees to remain employed with the Town for one year following full certification for every year of apprenticeship or training completed.

Should the employee leave the employment of the Town prior to the designated time, all educational related expenses including wages, tuition, books, and other materials paid for by the Town will be owed and payable to the Town.

The employee authorizes that in turn for receiving regular salary and aforementioned educations expenses paid during the course of the training, the Town may withhold and deduct any monies owed from the final paycheck of the employee should said employee leave the employment of the Town prior to fulfilling the requisite time obligations. In short, the employee agrees that any amounts owing to the Town may be set off against any monies owed to the employee from the Town.

Should the employee leave prior to fulfilling their obligations under the agreement, and the final pay cheque funds are not sufficient to cover all town expenses, the employee may set up a payment schedule for the remaining balance not to exceed 12 months. Should the employee not honor the payment schedule, the Town reserves the right to pursue the balance via the most effective method.

I understand my obligations under this policy as set forth above:

Employee Name	
Employee Signature	
Witness Name	
Witness Signature	

TOWN POLICY

ADMINISTRATION POLICY:
Vehicle Use Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-067

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 13, 2009
SUPERSEDES: Policy #V-15-1
UP FOR REVIEW: December 20, 2021

Policy Statement:

The Town of Cardston owns and maintains vehicles which are available solely for the purpose of assisting staff members in the day to day functions of performing Town of Cardston business.

The purpose of this policy is to:

Ensure the availability of and the appropriate use for Town owned vehicles.

Authorized drivers shall only be employees of the Town of Cardston who hold current & valid drivers licenses. No other drivers are allowed to operate Town of Cardston vehicles unless by approval of Council. Authorized passengers shall be employees of the Town or their guests involved with official Town business.

Driver Responsibilities include the following:

- Ensure all Safety policies and procedures of the Town of Cardston are adhered to.
- Ensure that all safety devices, including seat belts, are used by all vehicle occupants.
- Maintain a current & valid driver's license.
- Operate vehicles in accordance with Federal, Provincial and local regulations and traffic laws.
- Use safe driving practices at all times.
- Report unsafe vehicle conditions or concerns promptly to the employee's direct supervisor.
- Report all accidents, license suspensions, and traffic violations (including parking violations) to the driver's direct supervisor.
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle.
- The use of alcohol or smoking in Town vehicles is strictly prohibited at all times.

- Driver is responsible for the payment of all fines or traffic violations associated with the use of Town vehicles other than those related to repair and maintenance which is the responsibility of the Town.

Appropriate use of vehicles includes the following:

- Town of Cardston vehicles are to be used to conduct official Town business.
- Vehicles are not to be used for personal errands or similar activities.
- Damage/restoration costs resulting from unauthorized or illegal use of Town vehicles will be the complete responsibility of the driver.

Whenever possible, an employee will be provided with a Town owned vehicle when business travel is required outside of the Town of Cardston.

On call employees shall have access to a Town owned vehicle to take home while on call. All other vehicles are to be parked at the appropriate Town owned facility after business hours unless authorized by the Chief Administrative Officer due to unusual circumstances.

TOWN POLICY

ADMINISTRATION POLICY:
Policy Manual

DEPARTMENT: Human Resources | **POLICY NUMBER: HR-119**

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: September 21, 2018
SUPERSEDES: New
UP FOR REVIEW: September 21, 2023

Policy Statement:

The Town of Cardston Policy Manual contains statements of policies and procedures to be followed by all Department Administrators and Supervisors. It is to serve as a permanent reference and working guide for personnel in the day-to-day administration of our policies, procedures and practices.

These written policies and procedures should increase understanding, eliminate the need for personal decisions on matters of Town policy, and help to assure uniformity throughout our organizations. It is the responsibility of each and every member of management to administer these policies in a consistent and impartial manner. For more complete understanding, employees should be permitted to read the policies and familiarize themselves with the detail.

Policies and Procedures are subject to modification and further development in light of experience. Therefore, changes of intent, interpretation and administration will occur periodically. All such changes will be recorded in the form of a policy or procedure and issued to holders of the manual routinely. It is the responsibility of the Chief Administrative Officer, or their designate, to be certain that the manual is kept current, policies are understood by all employees, and that they are interpreted and administered uniformly.

1. Authority and Distribution

1.1. The authority for the policy manual ultimately rests with Town Council. Any changes, additions or subtractions from the policy manual are subject to *Council Policy P-50: Policy Development*. The CAO may approve policies that are purely administrative, but Council has authority over all policies that fall withing the realm of governance. Council may by resolution choose to adopt any administrative policy as a council policy.

1.2. The Policy Manual shall be distributed to:

- Chief Administrative Officer (CAO)
- Director of Corporate Services
- Director of Infrastructure Services
- One to each of Sewage Treatment Plant, Public Works, Electrical, Ice Arena, Swimming Pool, Town Office, Golf Course and Tourist Information Center.

If for some reason, you leave your present management position, please return this policy manual to your Supervisor. As updates are required, they will be inserted in the Policy Manual.

2. Preparation and Submission of Policies & Procedures

2.1. Policy

Policies shall be prepared or amended according to the following guidelines:

Council Policies

- Each policy shall have a reference number;
- The number of any new council policy shall be assigned by the CAO; and,
- The current policy being amended shall have its reference number already assigned and must be listed on the new policy being updated.
- If a policy relates to an act, By-law, or motion or resolution from Council, reference is needed on the new policy. Once a policy becomes effective, the date of acceptance shall be noted on the document.

Administration Policies

- Each policy shall have a reference number and fall under the scope of a specific department of administration.
- The number of any new administration policy shall be assigned by the Policy Database
- The CAO shall approve Administration Policies by signing a physical copy to be kept in Policy Manual in the CAO's office. The Policy Manual in the CAO's office shall be considerd to be the master copy. All other manuals and printed policies will be printed with the CAO's digital signature.

Each policy shall have a title and should identify the policy for indexing purposes. The title should be simple and express the way the policy will usually be referred to.

2.2. Procedures

Procedures shall receive authority from either Town Council or the CAO. Procedures generally refer to a way in which a policy may be carried out.

TOWN POLICY

ADMINISTRATION POLICY:
Graffiti Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-016

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: July 22, 2003
SUPERSEDES: Policy #G-15
UP FOR REVIEW: September 25, 2022

1) Any Graffiti complaint on Town of Cardston public property or observation of graffiti on Town of Cardston public property by Town staff must be forwarded to the appropriate department head in writing.

(a) The written notice must give location (street address), date of the written notice, and the time received by the location by the office or department head.

2) The department head must forward a work request to the appropriate clean up crew.

3) The clean up crew must remove the said graffiti within (3) working days of said report.

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TOWN POLICY

ADMINISTRATION POLICY:
Peace Officer Emergency Response

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-050

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: November 22, 2016
SUPERSEDES: Policy #P-50
UP FOR REVIEW: December 19, 2021

Policy Statement:

The Town of Cardston is granted authority by the Province of Alberta for duly appointed Community Peace Officers to respond to certain situations utilizing emergency lights and sirens. This authority is limited to the powers identified in the Community Peace Officer Appointments issued by the Ministry of Justice and Solicitor General. Community Peace Officers may only provide emergency response if they have successfully passed an approved Emergency Vehicle Operations course, and have applied to the Director of Law Enforcement to have their appointment amended to include this authority. The Town of Cardston Peace Officers are authorized to respond to certain situations utilizing lights and sirens subject to the conditions set out in this policy.

The purpose of this policy is to:

Meet the requirements set out by the Peace Officer Act, Regulations and Policy to enable Town of Cardston Peace Officer(s) access to Emergency Response authorities.

Guidelines/Procedures:

1) In this policy:

(a) "*Emergency Response"* means the use of lights and sirens to respond to a situation.

(b) "*Pursuits"* occur when a Peace Officer follows a vehicle with the intent to stop or identify the vehicle driver, and the driver, being aware of the Peace Officer's actions, fails to stop and the driver initiates evasive action or ignores directions to stop/avoid apprehension.

(c) "*Closing the distance"* or "*Catch up situations"* are an emergency response by a Peace Officer to close the distance on a suspected violator to further law enforcement. These are not considered pursuits unless some overt action by the suspected offender suggests an attempt to avoid apprehension.

2) Emergency responses by The Town of Cardston Community Peace Officers are limited to:

(a) A collision when a Community Peace Officer is the closest emergency vehicle and/or the Peace Officer is requested to attend by Police Agency of Jurisdiction.

(b) Providing backup to Police or Peace Officer where there is reasonable belief that the Officer is in serious danger and the Community Peace Officer may be the closest assistance available.

(c) Attending a fire or medical situation at the request of the Fire or EMS Department. Attendance at fires or medical calls will not be standard practices and must be requested by the Fire or EMS Departments involved.

(d) An emergent situation if required by a Police Service to attend in an emergency response situation.

(e) An emergent situation which may result in activation of the The Town of Cardston Emergency Response Plan.

3) The Town of Cardston Peace Officers will not engage in pursuits and will contact the responsible Police agency in the event a vehicle fails to stop when so directed.

4) The Town of Cardston Peace Officers may employ closing the distance or catch up techniques when there is limited risk to the public and there is a reasonable likelihood for apprehension of the suspected offender.

5) The Town of Cardston Peace Officers will not participate in or use spike belt deployment or road blocks.

6) All motor vehicle collisions resulting from emergency vehicle responses will be reported to the Director of Law Enforcement of the Public Security Division of the Solicitor General and Public Security, for the Province of Alberta, as well as the Chief Administrative Officer or designate for The Town of Cardston.

TOWN POLICY

ADMINISTRATION POLICY:
Peace Officer & Bylaw Officer Code of Conduct

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-051

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 13, 2016
SUPERSEDES: Policy #P-51
UP FOR REVIEW: December 6, 2021

Policy Statement:

As an authorized employer of Peace Officer(s) the Town of Cardston is required by the Peace Officer Act, Regulations and Policy to set a Code of Conduct for its Peace Officer(s) while conducting their duties.

The purpose of this policy:

As per requirements of the Alberta Peace Officer Act, Ministerial Regulation, Municipalities employing Peace Officers must have a Code of Conduct in place.

GUIDELINES

When representing the Town of Cardston, employees "are the Town of Cardston" to the person with whom they are conducting business. Community Peace Officers of the Town are expected to conduct themselves in accordance with the following guidelines.

Community Peace Officers shall:

1) Comply with the terms and conditions of the employer's authorization;

2) Comply with the terms of the peace officer's appointment;

3) Comply with the employer's code of conduct for peace officers;

4) Not:

- **(a)** engage in disorderly or inappropriate conduct, or
- **(b)** act in a way that would be harmful to the discipline of peace officers or that is likely to discredit the office of peace officer;

5) Not withhold or suppress information, complaints or reports about any other peace officer;

6) Promptly and diligently perform the peace officers' duties and responsibilities;

7) Not make or sign false, misleading or inaccurate statements;

8) Not, without lawful excuse:

(c) destroy, mutilate or conceal records or property, or

(d) alter or erase an entry in a record;

9) Respect when confidentiality must be maintained;

10) Require peace officers to properly account for or return money or property that the officer receives in the peace officer's capacity as a peace officer;

11) Not engage in activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of peace officer;

12) Refrain from using the peace officer's position for the peace officer's own advantage or another person's advantage;

13) Refrain from exercising the peace officer's authority as a peace officer when it is unnecessary to do so;

14) Refrain from consuming alcohol while on duty.

TOWN POLICY

ADMINISTRATION POLICY:
Peace Officer Warrant Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-052

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 13, 2016
SUPERSEDES: Policy #P-52
UP FOR REVIEW: December 7, 2021

Policy Statement:

The ability to execute provincial warrants is available to Peace Officers provided the provincial warrant has been issued for an offence found within the Peace Officer's appointment (i.e., If the warrant is for a moving offence under the *Traffic Safety Act*, the Peace Officer must have moving *Traffic Safety Act* authority on their appointment).

The purpose of this policy is to:

Meet the policy requirement as set out in the Peace Officer Act/Regulations to gain the authority to execute Provincial Warrants by Town employed Peace Officer(s).

Form 7 Warrant Procedures

These warrants are most often the result of a failure of the accused to attend at court as required.

1) Arrest subject and read Charter rights.

2) Make contact with the originating agency to confirm the warrant, and determine the agencies

3) Wishes for release.

4) Release subject on the appropriate legal form if required/appropriate.

- **(a)** Endorsed form 7 warrants will have the offender released on a Promise to Appear notice with a new court date. If the warrant is from external agency information will be obtained from them on when/where the court date is to be.
- **(b)** Unendorsed form 7 warrants will be taken into custody and turned over to the RCMP for a judicial interim hearing.

5) Transport to, or contact the police service of jurisdiction regarding transport if a judicial interim release hearing required.

6) Advise the originating agency of the process followed and forward all original documents.

7) Create a paper file and keep copies of all forms issued.

Form 21 Warrant Procedures

These warrants are commonly known as 'pay or stay' warrants. They indicate that the subject has been convicted of an offence, and is to be incarcerated pending the payment of a monetary fine.

1) Arrest subject and read Charter rights.

2) Make contact with the agency originating the warrant and confirm the warrant.

3) A subject arrested on a Form 21 warrant must pay the fine or be incarcerated.

4) If the subject is able to pay the fine, a receipt must be issued (cash or money orders only).

5) Advise the originating agency of the process followed and forward all original documents.

6) Create a paper/electronic file and keep copies of all forms issued.

Notes:

1) If the subject is unable to pay the fine, they must be transported to the police service of jurisdiction for incarceration. With prior procedures in place, and where available, peace officers may transport subjects arrested on Form 21 warrants to a provincial correctional institution.

2) Judicial interim release hearings may not be conducted by peace officers in this program unless employed directly by a police service and with the permission of the Director of Law Enforcement.

TOWN POLICY

ADMINISTRATION POLICY:
Peace Officer Complaints Process

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-053

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 13, 2016
SUPERSEDES: Policy #P-53
UP FOR REVIEW: December 7, 2021

Policy Statement:

The Town of Cardston being an authorized employer of Peace Officer(s) is required under the Peace Officer Act and Regulations to adopt into Policy a structured complaints process as outlined in the Solicitor General Peace Officer Policy Manual.

The purpose of this policy is to:

Meet the requirements of a complaints process as laid out in the Peace Officer Act and Regulations**.**

DEFINITIONS

In this policy:

(a) "Director" means the Director of Law Enforcement appointed under the *Police Act* and any person authorized by the Director to act on the Director's behalf;

ACKNOWLEDGEMENT OF COMPLAINTS

On receipt of a complaint under Section 14 of the Peace Officer Act (Act), the authorized employer must acknowledge to the complainant receipt of the complaint in writing within 30 days and, where the Director deems appropriate, notify the peace officer concerned that a complaint has been made and advise the complainant of the status of the complaint in accordance with section 15(3) of the Act.

INVESTIGATION OF COMPLAINTS

If an investigation is carried out in respect of a complaint under section 14 of the Act, the authorized employer must, where the Director of Law Enforcement deems appropriate, give the peace officer notice of the details of the complaint. The investigation must be carried out in accordance with the authorized employer's policies and procedures provided to the Director under section 2.

Complaints Not Requiring Investigation by the Authorized Employer (Section 15(2) of the Act)

It is recognized that some complaints will be made under circumstances in which an investigation is not required. The legislation has included four circumstances under which an employer may choose not to

investigate a complaint if the authorized employer is of the opinion that the complaint falls into one of noted categories:

(a) *Frivolous*. A complaint intended merely to harass or embarrass.

(b) *Vexatious*. Complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the peace officer or authorized employer.

(c) *Bad Faith*. Filing the complaint with intentional dishonesty or with intent to mislead.

(d) Public complaints received regarding quality of service relating to the interpretation or application of legislation, investigation outcome or action taken as a result of an investigation are not normally considered complaints against the conduct or actions of a peace officer.

After a review, the authorized employer may choose not to investigate these occurrences pursuant to Section 15(2)(b) of the Act.

Reasons for not investigating complaints by reason of the above definitions must be explained in written format to the complainant and advise them of the ability to appeal to the Director. All complaints disposed through this section must be reported to the Director on a monthly basis.

Informal Resolution

Section 15(2)(b) of the Peace Officer Act allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employers opinion and having regard to all of the circumstances, no investigation is necessary.

The direct manager of the Peace Officer against which a complaint has been made has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.

All complaints resolved in this manner, pursuant to the *Peace Officer Act*, will be reported to the Director on a monthly basis.

DISPOSITION OF COMPLAINTS

1) Subject to section 15(1) of the Act, the authorized employer must dispose of a complaint by making one of the following decisions and giving reasons for the decision:

(a) the complaint is unfounded;

(b) the complaint is unsubstantiated;

i. having regard to all of the circumstances of the complaint, no investigation is necessary;

(c) the complaint is found to have merit in whole or in part;

(d) the complaint is frivolous, vexatious or made in bad faith.

2) If a complaint about a peace officer is found to have merit or is founded in part, the authorized employer must take action in accordance with the authorized employer's disciplinary policy and must notify the complainant, the peace officer concerned and the Director of the disposition and action taken in accordance with section 15(3)(b) of the Act.

3) Records of public complaints will be kept for a period no less than five (5) years. *Reference: Peace Officer (Ministerial) Regulation, 151/2011, Part 5, Page 16*

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Body-Worn Camera Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-054

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: July 24, 2017
SUPERSEDES: New
UP FOR REVIEW: July 24, 2022

Policy Statement:

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law.

The purpose of this policy is to:

This policy is intended to provide Community Peace Officer's and Bylaw Enforcement Officer's with instructions on when and how to use body-worn cameras (BWCs) so that officers may reliably record their contacts with the public in accordance with the law

PROCEDURES

1) Administration

This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

(a) BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.

(b) Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.

(c) The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

2) When and How to Use the BWC

(a) Officers shall activate the BWC to record all contacts with citizens in the performance of official duties.

(b) Whenever possible, officers should inform individuals that they are being recorded. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may

decline to be recorded unless the recording is being made pursuant to an arrest or search of the residence or the individuals. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy *(see section 5)*.

(c) If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.

(d) Civilians shall not be allowed to review the recordings at the scene.

3) Procedures for BWC Use

(a) BWC equipment is issued primarily to uniformed personnel as authorized by the Town of Cardston. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.

(b) Personnel shall use only BWCs issued by the Town of Cardston. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Town of Cardston.

(c) Personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

(d) BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.

(e) Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.

(f) Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief Administrative Officer (CAO) or his or her designee.

(g) Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.

(h) If an officer is suspected of wrongdoing or involved in an officer-involved serious use of force incident, the department reserves the right to limit or restrict an officer from viewing the video file.

(i) Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief Administrative Officer or his or her designee in accordance with federal and provincial record retention laws. All requests and final decisions shall be kept on file.

4) Recordings

(a) Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

5) Restrictions on Using the BWC

(a) BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

i. When on break or otherwise engaged in personal activities; or

ii. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

6) Storage

(a) All files shall be securely downloaded periodically and no later than the end of each set of shifts. Each file shall contain information related to the date, BWC identifier, and assigned officer.

(b) All images and sounds recorded by the BWC are the exclusive property of the Town of Cardston. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.

(c) All access to BWC data (images, sounds, and metadata) must be specifically authorized by the CAO or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

(d) Files should be securely stored in accordance with federal and provincial records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution.

7) Supervisory Responsibilities

(a) Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.

(b) At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Peace Officer Use of Force & Defensive Tools

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-055

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: November 22, 2016
SUPERSEDES: Policy #P-55
UP FOR REVIEW: November 17, 2021

Policy Statement:

As an authorized employer of Peace Officer(s) the Town of Cardston is required by the Peace Officer Act, Regulations and Policy to set controls on the use, care, storage and deployment of defensive tools and use of force by its members.

The purpose of this policy is to:

Set out the parameters under which defensive tools and force may be deployed by Peace Officer(s) employed by the Town of Cardston while executing authorized duties.

USE OF FORCE & DEFENSIVE TOOLS

A Peace Officer employed by The Town of Cardston while carrying out his/her duties, is considered a Peace Officer, and is under the legal obligations, authorities and responsibilities specified by the Solicitor General for Alberta in appointment of a Peace Officer. Subject to this appointment, sworn members of The Town of Cardston are employed for the investigation of alleged offences relating to Provincial statute and Municipal Bylaws. As Peace Officers, members are authorized to provide objectively reasonable force responses in carrying out their obligations and responsibilities in the execution of their duties. Members shall use as much force as is necessary to achieve compliance, in conforming to the PPCT (Pressure Point Control Tactics) “1 + 1” Theory, when making an arrest and/or providing Officer/Public Protection and to safely control a situation. This theory advocates that Officers can use one level of force higher than the level of resistance used by the subject. The use of force in any situation must be continually evaluated with respect to further action. The member may need to escalate, de-escalate, or cease the use of force as deemed necessary. Sworn members shall not resort to the use of force unless such force is necessary in the course of their duties as a Peace Officer. If the use of force is necessary, the member will apply the Pressure Point Control Tactics Management System Resistance Control Continuum, as trained. Whenever a member takes an action that results in or is alleged to have resulted in a use of force at the level of “Active Aggression” and higher, the member shall:

1) Contact the police service of jurisdiction (RCMP), and inform them of the incident.

2) As soon as possible, Inform the Chief Administrative Officer or his/her designate.

3) As soon as practical, after the incident, complete a written report detailing the circumstances surrounding the incident.

4) Forward a report to the Alberta Solicitor General, Public Security and Peace Officer Program Manager, as required by the Peace Officer Policy Manual.

O.C. (OLEORESIN CAPSICUM) SPRAY:

The Town of Cardston may issue O.C. (OLEORESIN CAPSICUM) spray and/or dog repellent spray to sworn members who may be required to utilize O.C. Spray during the execution of Peace Officer duties. O.C. spray must only be used in cases where a lesser amount of force would be ineffective. Members must decide using the Pressure Point Control Tactics Resistance Control Continuum, whether circumstances warrant using the O.C. spray and then, only force sufficient to obtain control shall be used.

Restriction of use of O.C. spray

1) Sworn members may carry O.C. spray only when on duty as a Peace Officer.

2) Members will recognize and abide by policy currently in place by the Alberta Solicitor General regarding the use of O.C. spray within an enclosed detention area and/or enclosed vehicle bay. (Restricted to situations of extreme violence or when other means of prisoner restraint cannot reasonably be achieved.)

3) Members will only carry and use O.C. spray that is issued by The Town of Cardston and authorized by the Alberta Solicitor General.

4) O.C. spray must only be used as a defensive tool and should not be applied to facilitate an arrest unless other means are not available.

5) Members will not allow, lend or provide to any person, not duly authorized by law, to handle, possess or use O.C. spray.

Storage and care of O.C. spray

1) When O.C. spray canisters are in the office and not in the possession of a sworn member, they must be stored in a locked cabinet. Replacement canisters will also be stored in the secure lockup cabinet. When members are off-duty, O.C. spray will be stored in the secure lockup cabinet. If the member goes off-shift at their residence, the O.C. spray must be secured within a locked cabinet while off duty.

2) Members will inspect the O.C. spray canister at regular intervals for damage and function of the canister's components.

Post incident guidelines

1) After deployment, members should wait a moment before approaching the subject. This will allow the potency of the spray in the air to diminish to a tolerable level, to avoid personal contamination.

2) Encourage the subject who has been sprayed to relax and breathe normally.

3) Decontaminate the subject at the first reasonable opportunity by exposing the affected area to fresh air and flushing the contaminated area with cool water if available.

4) Members should not force decontamination upon a subject who refuses decontamination. However, members are responsible for the subject, and shall offer periodic access to water.

5) Members will provide immediate medical attention, if the symptoms persist beyond reasonable limits as outlined in the training.

6) A member involved in an occurrence where O.C. spray was deployed on a person, either by himself or another member, shall advise the police service in the area (RCMP) forthwith of the deployment of O.C. spray and request their attendance/assistance.

7) As soon as practical, members will advise the Chief Administrative Officer or designate of the occurrence, and complete an occurrence report.

8) Members will forward a report as required to the Alberta Solicitor General, Public Security and Peace Officer Program Manager.

*Animal Repellant Spray for the purposes of this policy will be handled to the same standards as written for the O.C. spray however, it is not considered a controlled/prohibited device and therefore may be issued to CPO II Officers employed by The Town of Cardston.

Qualifications and training

1) Members shall be trained in the use, care, and handling of O.C. spray in accordance with the Alberta Solicitor General's guidelines and standards.

2) Sworn members will undergo annual testing and training, or at an interval as directed by the Alberta Solicitor General's standards.

EXTENDABLE BATONS

The Town of Cardston may issue extendable batons to sworn members who may be required to utilize extendable batons during the execution of Peace Officer duties. Extendable batons must only be used in cases where a lesser amount of force would be ineffective. Members must decide using the Pressure Point Control Tactics Resistance Control Continuum, whether circumstances warrant using the extendable baton and then, only force sufficient to obtain control shall be used.

Restriction of use of extendable batons

1) Sworn members may carry issued extendable baton only when on duty as a Peace Officer.

2) Members will only carry and use extendable batons that are issued by The Town of Cardston and authorized by the Alberta Solicitor General.

3) Extendable batons must only be used as a defensive tool and should not be applied to facilitate an arrest unless other means are not available.

4) Members will not allow, lend or provide to any person, not duly authorized by law, to handle, possess or use the extendable baton.

5) Members will recognize and abide by policy currently in place by the Alberta Solicitor General regarding the use of extendable batons.

Storage and care of extendable batons

1) When members are off-duty, extendable batons will be stored in a secure location. If the member goes off-shift at their residence, the extendable baton must be secured while off duty.

2) Members shall inspect the extendable baton at regular intervals for damage and function of the baton's components.

Post incident guidelines

1) A member involved in an occurrence where the extendable baton was deployed, shall advise the police service in the area (RCMP) forthwith of the deployment of the baton and request their attendance/assistance.

2) Members will provide immediate medical attention if required.

3) As soon as practical, members will advise the Chief Administrative Officer or designate of the occurrence, and complete an occurrence report.

4) Members will forward a report as required to the Alberta Solicitor General, Public Security and Peace Officer Program Manager.

Qualifications and training

1) Members shall be trained in the use, care, and handling of extendable batons in accordance with the Alberta Solicitor General's guidelines and standards.

2) Sworn members will undergo annual testing and training, at an interval as directed by the Alberta Solicitor General's standards.

HANDCUFFS

The Town of Cardston may issue handcuffs to sworn members who may be required to utilize handcuffs during the execution of Peace Officer duties. Handcuffs must only be used as per training.

1) Sworn members may carry the handcuffs only when on duty as a Peace Officer.

2) Members will only carry and use handcuffs that are issued by The Town of Cardston and authorized by the Alberta Solicitor General.

3) Handcuffs must only be used to facilitate an arrest.

4) Members will not allow, lend or provide to any person, not duly authorized by law, to handle, possess or use the handcuffs.

5) Members will recognize and abide by policy currently in place by the Alberta Solicitor General regarding the use of handcuffs

Care of handcuffs

Members shall inspect the handcuffs at regular intervals for damage and function of the handcuff's component.

Post incident guidelines

1) Members will provide immediate medical attention if required.

2) As soon as practical, members will advise the Chief Administrative Officer or designate of the occurrence, and complete an occurrence report.

Qualifications and training

1) Members shall be trained in the use, care, and handling of handcuffs in accordance with the Alberta Solicitor General's guidelines and standards.

2) Sworn members will undergo annual testing and training, at an interval as directed by the Alberta Solicitor General's standards.

FIREARMS (Shotgun)

The Town of Cardston may issue Shotguns to sworn members as CPO level 1 Officers who may require the use of a firearm as identified within the duties of a Peace Officer. It is recognized that Peace Officers in the course of their duties may come across injured animals that need to be dispatched in a quick and humane fashion. It is also recognized that Peace Officers may come across dangerous animals, including but not limited to dogs. The Town of Cardston, once authorities have been given by the Solicitor General through the Public Security and Peace Officer Program, authorizes Peace Officers to transport and use a Shotgun for the purpose of their duties. The Town of Cardston condones the use and may issue Shotguns under the following conditions:

1) Peace Officers are qualified through a Solicitor Generals' approved training and certification course to transport, carry and use a shotgun.

2) Peace Officers use the shotgun while in the lawful execution of their duties found within the Animal Protection Act, Dangerous Dogs Act, and Stray Animals Act.

3) Peace Officers follow policy and safe handling practices while utilizing the shotgun.

4) Peace Officers assume responsibility for the maintenance, custody, and control of the shotgun.

5) Peace Officers shall maintain an adequate level of training with the shotgun and undergo firearms re-certification in accordance with the Peace Officer Regulations/Policy. Documentation shall be kept on file as proof of this requirement.

6) Peace Officers must ensure there is an adequate stock of approved duty and training shotgun ammunition available for usage.

7) In the event a shotgun is lost or stolen it shall be immediately reported to the Police Service of jurisdiction as well as the Chief Administrative Officer or designate for Peace Officer(s).

8) Peace Officers will ensure that the use, storage and transportation of issued shotguns are in accordance with the Federal "Storage, Display, Transportation and Handling of Firearms Regulations" and in adherence to the Public Security Peace Officer Program Policies.

9) The shotguns will not be stored in any vehicles overnight unless during a training session.

10) Peace Officers who point and/or discharge a shotgun, unless in the execution of their duties in accordance with the Public Security Peace Officer Program Policy Manual, shall complete an incident report outlining the circumstances under which the firearm was used and submit a copy to the Chief Administrative Officer or designate and the Public Security Division of the Solicitor Generals' Office.

Restricted use of a shotgun

1) Sworn members may carry the shotgun only when on duty as a Peace Officer.

2) Members will only carry and use shotguns that are issued by The Town of Cardston and authorized by the Alberta Solicitor General.

3) Members will not allow, lend or provide to any person, not duly authorized by law, to handle, possess or use the shotgun.

4) Members will recognize and abide by policies currently in place by the Alberta Solicitor General regarding the use of shotguns.

Storage and care of shotguns (patrol vehicle)

1) When transported in a vehicle, the shotgun shall be in a secure locking device, which is attached to the vehicle.

2) When in transit, the shotgun must be stored out of sight of the general public (when possible).

3) The shotgun must be removed from the patrol vehicle at the conclusion of the Peace Officers shift.

4) The shotgun may only be transported when on patrol or attending a course that requires its use. In cases where overnight accommodations are required, the shotgun must remain secure and out of sight in the patrol vehicle.

Storage and care of shotguns (office)

1) When members are off-duty, shotguns will be stored in a secure manner.

2) Members shall inspect the shotgun prior to transport and application for any indication of damage and ensure proper function of the shotgun's and all its' components.

3) Members will ensure that the shotgun has been safely unloaded prior to storing at the office.

Post incident guidelines

1) A member involved in an occurrence where a shotgun has been deployed, shall advise the police service in the area (RCMP) forthwith of the deployment of the shotgun and request their attendance/assistance if not within their duties as a Peace Officer.

2) Members will provide immediate medical attention if required.

3) As soon as practical, members will advise the Chief Administrative Officer or designate of any occurrence involving the discharge of a shotgun, and complete an occurrence report.

4) Members will forward a report within 24 hours of the incident, to the Alberta Solicitor General, Public Security and Peace Officer Program Manager if found to be in contravention of the Peace Officers regular duties.

Qualifications and training

1) Members shall be trained in the use, care, and handling of shotguns in accordance with the Alberta Solicitor General's policies and standards.

2) Sworn members will undergo requalification and training, as directed by the Alberta Solicitor General's policies and standards.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Bicycles Lost or Stolen Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-072

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 11, 2014
SUPERSEDES: Policy #B/5
UP FOR REVIEW: December 20, 2021

The purpose of this policy is to:

Govern the disposition of all found, abandoned and unclaimed bicycles located on public lands or reported by private citizens, being found on their property within the Town of Cardston.

Definitions

Abandoned Bicycle: a bicycle which has been left unattended and unsecure for a period of not less than 24 hours on any property other than that of the legal owner.

Bicycle: a vehicle with two wheels in tandem, usually propelled by pedals connected to the rear wheel by a chain, and having handlebars for steering, which may or may not have training wheels attached.

Found: item not belonging to the finder that has either been lost or mislaid by the owner, or can be treated as abandoned property.

Lost: an item which the owner has misplaced and wishes to recover same.

Peace Officer: a Police Officer, Community Peace Officer (CPO), By-law Officer or designate.

Procedure

1) All found bicycles that are reported to the CPO, or designate, shall be recorded in the Found Bicycle Book located at the front counter.

2) Each entry in the Found Bicycle Book will be faxed to the Cardston RCMP Detachment and stamped with the date and time the fax was sent.

3) A Found Bicycle file will be opened by the Town employee who receives a complaint of a lost, found or abandoned bicycle and will forward the file to the Community Peace Officer.

4) The CPO will advertise every bicycle that comes into his/her possession, by means of this policy on the Town of Cardston website and through the Town's social media.

5) Any person who believes that their bicycle was stolen, should be directed to make such a report to the Cardston RCMP Detachment

6) All bicycles that are received by the Town will be tagged for identification and held for a minimum of **60** days, after which period any unclaimed bicycles will be deemed to have been relinquished.

7) Any person claiming ownership of a bicycle in the possession of the Town of Cardston must be able to identify such bicycle to the satisfaction of the CPO or designate, who will then return said bicycle.

8) After the minimum **60** day period has expired, all relinquished bicycles will be donated to the Cardston & District Handicap Association for them to sell and keep all proceeds from the sale.

TOWN POLICY

ADMINISTRATION POLICY:
Volunteer Main Street Patrol Protocol

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-075

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: March 25, 2014
SUPERSEDES: Policy #V-35
UP FOR REVIEW: December 20, 2021

Policy Statement:

The Town of Cardston recognizes the important role which volunteers play in complementing, supporting and supplementing the work of paid employees within the organization.

Safety in the community is seen as a shared responsibility not just that of the municipal or policing sector. The creative and organized participation of citizens in the process is vital.

To this end we are committed to development of a volunteering protocol that is accessible, comprehensive and fully inclusive, which compliments and supports our Vagrancy, Safety and Security Strategy.

This activity is strictly voluntary and there will be no compensation forthcoming from either the Town of Cardston or the RCMP. The Town of Cardston will insure those volunteers who are registered and are compliant with the procedure outlined below.

The purpose of this policy is to:

Enable us to meet these objectives and at the same time ensure the safety of volunteers, as far as is reasonably practicable.

Procedure:

- All volunteers must sign in at the RCMP detachment prior to their patrol
- All incidents will be reported to the RCMP and recorded in the incident summary
- All volunteers are to act as “eyes and ears” for the RCMP and shall not engage in enforcement of any kind
- Illegal activity should be reported through the 911 system
- Volunteers who have radio contact with the RCMP shall only use such contact in the case where immediate police attendance is required
- Volunteers are not to attain personal information from either business owners or citizens but shall leave that responsibility to the enforcement authority

- All volunteers should be prepared to offer a sworn statement for any illegal activity they may witness and be willing to attend court if necessary
- Volunteers will not approach or question any persons while they are inside any business establishment or repeatedly go into business establishments

TOWN POLICY

ADMINISTRATION POLICY:
Municipal Enforcement Naloxone (Narcan) Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-115

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: June 1, 2018
SUPERSEDES: New
UP FOR REVIEW: June 1, 2023

Policy Statement:

It is the policy of the Town of Cardston for trained Community Peace Officers to administer Naloxone (Narcan), in accordance with their training and this policy, to persons suffering from opiate/opioid overdose at the earliest possible time to minimize injury or to prevent chances of death.

The purpose of this policy is to:

The purpose of this policy is to provide approved members with guidelines to utilize Naloxone (Narcan) in order to reduce fatal opiate/opiod overdose.

PROCEDURES

1. General

1.1. The Town of Cardston Chief Administration Officer shall appoint a Naloxone Coordinator to administer the law enforcement program. The Naloxone Coordinator's responisbilities will include:

1.1.1. Ensuring that the Naloxone kits are current and not past expiration date.
1.1.2. Ensure proper and efficient deployment of Naloxone for field use.
1.1.3. Ensure that authorized Community Peace Officers are adequately trained in the use and storage of Naloxone.
1.1.4. Ensure that any use of Naloxone on a subject is documented in a Case Report.
1.1.5. Replace Naloxone kits that are damaged, unusable, expired or used.

1.2. Only Community Peace Officers trainied in the proper deployment and use of Naloxone are authorized to administer Naloxone in the field.

1.3. Each Naloxone kit shall include:

1.3.1. Instructions for administration of Naloxone;
1.3.2. Three (3) single-use syringes;
1.3.3. Three (3) viles of Naloxone,

1.3.4. Nitril Gloves, CPR face mask/barrier device for rescue breathing, and
1.3.5. Two (2) 4mg intra-nasal administered Narcan Nasal Spray.

2. Indications and Use

2.1. Authorized Community Peace Officers shall utilize Naloxone on subjects believed to be suffering from an opiod overdose. Information that a subject is suffering from an opiod overdose includes, but is not limited to:

2.1.1. Pinpoint pupils, even in darkened environment;
2.1.2. Depressed or slow respirations;
2.1.3. Difficulty breathing (labored breathing, shallow breaths);
2.1.4. Blue skin, lips or fingernails;
2.1.5. Decreased pulse rate;
2.1.6. Low blood pressure;
2.1.7. Loss of alertness or consciousness;
2.1.8. Unresponsiveness;
2.1.9. Evidence of ingestions, inhalation, and injection.

2.2. Officers shall follow protocols outlined in their Nalxone training.

2.3. When using Naloxone kits, officers will maintain universal precautions against pathogens, perform patient assessment, and determine unresponsiveness, absence of breathing and/or pulse.

2.4. Officers shall update radio communications that the patient is in a potential overdose state and Naloxone administration is intended, and immediately request Emergency Medical Services (EMS) to attend the scene.

2.5. Officers shall ensure accurate communication to EMS for proper patient record documentation before transport to the hospital emergency department.

2.6. Supervisor notification should be made as soon as practicable, in addition to formal documentation in a written Case Report.

3. Maintenance / Replacement

3.1. Officers authorized to use Naloxone kits are responsible or inspecting the kit at least once per week or whenever the kit has been deployed.

3.2. Missing or damaged Naloxone kits will be reported directly to the supervisor (Naloxone Coordinator).

3.3. The Naloxone Coordinator shall be promptly notified if a Naloxone kit is taken off-line or needs replacement/maintenance and shall replace the kit as soon as practicable.

4. Documentation Requirnments

4.1. Upon completion of a medical assist with Naloxone deployment, the officer shall submit a written report detailing the incident, the care the patient received, and that Naloxone was administered (intra-nasal or intra-muscular) and whether the Naloxone use was successful.

4.2. Additionally the officer shall complete the Cardston Municipal Enforcement (CME) Naloxone Usage Report (Appendix 1) and forward the completed copy via the chain of command to the Naloxone Coordinator.

4.3. The Naloxone Coordinator will ensure that a copy of the CME Naloxone Usage Report is forwarded to the Chief Administrative Officer. These records must be completed for program integrity, statistical value, and tracking of the Nasal Narcan deployment.

APPENDIX "A"

Cardston Municipal Enforcement Naloxone Usage Report

TITLE: Municipal Enforcement Naloxone (Narcan) Policy **POLICY NUMBER: ME-115**

Case Number:	**Officer**:
Date of Overdose:	**Time of Overdose:** **hrs**
Location where overdose occurred:	
Gender of patient: [ ] Male [ ] Female [ ] Unknown Age:	

SIGNS OF OVERDOSE PRESENT (check all that apply)

[ ] Unresponsive	[ ] Breathing Slowly	[ ] Not Breathing	[ ] Blue Lips
[ ] Slow Pulse	[ ] No Pulse	[ ] Pinpoint Pupils	[ ] Other:

SUSPECTED OVERDOSE ON WHAT DRUGS (check all that apply)

[ ] Heroin	[ ] Benzos/Barbiturates	[ ] Cocaine/Crack	[ ] Suboxone
[ ] Fentanyl	[ ] Alcohol	[ ] Methadone	[ ] Unknown [ ] Other

DETAILS OF NALOXONE DEPLOYMENT

Number of doses needed: **Did Naloxone work**: [ ] Yes [ ] No [ ] Not Sure

If yes, how long did it take to work: [ ] >1min [ ] 1-3min [ ] 3-5min [ ] <5min

Patients response to Naloxone: [ ] Responsive and Alert [ ] Responsive but sedated [ ] No response

Post-Naloxone withdrawal symptoms (check all that apply): [ ] None [ ] Irritable/Angry

[ ] Dope sick (e.g. nauseated, muscle aches, runny nose, and/or watery eyes) [ ] Physically Combative

[ ] Vomiting [ ] Other (specify): Did the person live: [ ] Yes [ ] No

What else was done: [ ] Sternum Rub [ ] Recovery Position [ ] Rescue Breathing

[ ] Chest Compressions [ ] Automatic Defibrillator [ ] Yelled [ ] Shook Them [ ] Oxygen

[ ] EMS Naloxone [ ] Bystander Naloxone [ ] Other:

Disposition: [ ] Care Transfer to EMS [ ] Other (specify):

Officers Name :_____ Signature: _____

Po Box 280 (67 3 Avenue West), Cardston, Alberta, T0K-0K0

The information on this form is collected for the sole purpose of the Town of Cardston and is protected under the Freedom of Information and Protection of Privacy Act, S 33(c), which regulates the collection use and disclosure of information.

TOWN POLICY

ADMINISTRATION POLICY:
Utility Customer Relations Policy

DEPARTMENT: Public Relations | **POLICY NUMBER: PR-065**

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 10, 2017
SUPERSEDES: Policy #U/10
UP FOR REVIEW: December 16, 2021

Policy Statement:

The Town of Cardston owns and operates the Electric Distribution system and serves as the wire service provider for the town. The municipal utilities in the community, including the water, sanitary sewer, garbage and recycling, are also provided by the Town of Cardston.

The purpose of this policy is to:

Establish guidelines to help mitigate conflicts between the utility retailer and the customer and to provide guidelines for the purpose of issuing refunds and to discontinue utility billing charges.

Electrical Utilities

Due to the deregulation of electrical utilities by the Province of Alberta, customers can receive their electricity from any retailer. The Town of Cardston is not a retailer of electrical energy and cannot provide any support with the consumption element of the electrical bill. However, because the Town owns the electrical infrastructure, the Town can provide support for meter related issues, including:

- Meter readings,
- Meter disconnects & reconnects,
- Meter installation,
- Meter replacement & removal,
- Any other work related to the electric meters or lines.

Before the Town will perform any work on electric meters, a work order from the utility retailer must be received in the Town Office.

If there is a dispute with a customer's electricity bill, the Town can check the meter readings and the electric meter to confirm accuracy and functionality, but the Town cannot change nor control the consumption rate being billed. Consumption concerns should be dealt with the retailer directly by the customer as the Town is a third party and will not have access to the accounts. In the event that the

customer needs extra assistance with their bill, the customer may be allowed to call the utility retailer from the Town Office to give their permission for the Town to assist.

Water & Sewer Utilities

All properties with water and/or sewer lines to the property will be charged the basic charges for water & sanitary sewer as per the rates set in the current Utility Bylaw. The charges will be applied when the water is turned on at the curb. Water will not be turned on to a property unless a water meter is installed.

The charges for the water and sewer utilities will only be discontinued due to one of the following conditions:

- The owner or authorized person of the property has filed a Request for Service to have the water shut off at the curb;
- The property owner has a current demolition permit and the water meter will need to be removed,
    - If the demolition is not performed within the permit deadline, the property owner will be retroactively invoiced for all past utility bills in full; or

In the event that the property has been approved for septic sewer service, the sewer utility charges will be removed.

Garbage Utilities

All properties that have improvements on the property will be charged the basic charges for garbage, recycling, and the regional waste authority fee as per the rates set in the current Garbage Bylaw.
The garbage utilities will only be discontinued due to one of the following conditions:

- The property owner has a current demolition permit,
    - If the demolition is not performed within the permit deadline, the property owner will be retroactively invoiced for all past utility bills in full;
- The property does not have access to the municipal garbage collection system (i.e. Rural property with Town documentation that no garbage service is available at that location); or
- It is a commercial property with garbage that cannot be picked up by the Town's municipal garbage collectors and the property owner contracts with a private company for its waste disposal needs.

- The Town Administration must have verified these facts and documented the customer's file

General

If there is a concern with a customer's water/sewer billing, the customer may bring a copy of the bill in for the utility clerk to check. An investigation may be conducted to check for the accuracy of the billing. If, by investigation, it is proven that the billing is incorrect, the corrections may be adjusted up to a maximum of 12 months. If the error occurred prior to the last 12 months, no adjustments will be made to the billing.

If there is a discrepancy in water consumption or a report of high consumption, an investigation to check the meter reads and meter will be conducted. The water meter may be replaced as a result, but a credit will not be issued unless an error was made in the reading. Water consumption charges will not be credited back if it was a result of a water leak nor if the Town cannot determine the cause of overage.

The customer may appeal any decisions to Council in writing. Appeals cannot exceed 1 year from the time the discrepancy or reported error was billed.

TOWN POLICY

ADMINISTRATION POLICY:

Transfer Station Wood Waste Burning Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-004

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 24, 2017
SUPERSEDES: Policy #B-16
UP FOR REVIEW: December 21, 2021

Policy Statement:

The Town of Cardston operated the solid waste transfer station including the area designated for wood product. The Town burns this wood pile on occasion to deal with the volume of wood. This policy intends to outline the procedure for safely burning the wood pile.

The purpose of this policy is to:

This policy is to insure the burning of the wood waste is done in a safe manner to avoid harm to all personnel and general public, and to avoid damage to property.

The following guidelines must be followed for the burning of the wood waste pile at the Transfer Station:

1) Designated days for starting the fire at the wood waste pile: Sunday, Monday, Wednesday & Friday.
2) During hot dry weather, when planning to ignite the burn pile, weather forecasts are to be observed to help anticipate the winds on the designated day. The fire can only be started if winds are below 20 km/h. If on the day chosen to ignite the burn pile the winds unexpectantly rise above 20 km/h, igniting the burn pile must be postponed.
3) A Burn Permit must be obtained from the Town office the day before the burn pile is to be ignited.
4) A water supply must be onsite or available at the time of burning the wood pile, especially if wind speed increases after igniting the burn pile and if the surrounding area is dry.
5) Notification must be given to “Alberta Public Communication Centre” when the burn is started and when it is distinguished. Their number is 1-403-329-1225.

Burning of the wood waste is the duty of the contractor operating the Transfer Station. The contractor shall be responsible in following these procedures and to also monitor the area as the fire is burning.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Construction Impact Mitigation Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-009

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: January 8, 2013
SUPERSEDES: Policy #C-17
UP FOR REVIEW: September 22, 2022

Policy Statement:

Construction projects are normally done by either the Town staff or a contracted company.

The purpose of this policy is to:

Outline the steps taken by the Town of Cardston prior to road, sidewalk, underground utility, or related construction projects to ensure minimal interruption to residents and commercial businesses during this construction time.

In the event of the construction being done by Town staff

Except in the case of an emergency, all anticipated affected parties will be consulted no later than 14 days prior to construction commencement (or as deemed reasonable considering all factors) to be given notice of and to receive feedback on the following items:

1) Approximate time frame of construction;
2) Plans for access to the property;
3) Noise, dust, or other environmental considerations;
4) Easements, right of ways, or temporary access agreements;
5) Remediation plans if site damage is anticipated; and
6) Any other factors that may affect the property owner/occupant.

In the event that the construction is being completed by a contractor

The Town will meet with the contractor or where applicable the managing engineer prior to construction commencement to discuss impact on any properties. Except in the case of an emergency,

all anticipated affected parties will be consulted either by the Town or the contractor no later than 14 days prior to construction commencement (or as deemed reasonable considering all factors) regarding the following items.

1) Approximate time frame of construction;
2) Plans for access to the property;
3) Noise, dust, or other environmental considerations;
4) Easements, right of ways, or temporary access agreements;
5) Remediation plans if site damage is anticipated; and
6) Any other factors that may affect the property owner/occupant.

A log of all parties consulted and the date this consultation takes place will be recorded and archived with the construction documentation and correspondence.

TOWN POLICY

ADMINISTRATION POLICY:
Excavation Permit Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-013

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: March 24, 1998
SUPERSEDES: Policy #E-40
UP FOR REVIEW: September 25, 2022

An excavation permit must be issued from the Town prior to any work starting.

All excavations must be properly barricaded with flashing lights until backfilled. All excavations shall be backfilled and roads made passable before leaving the area.

The contractor is responsible for the work performed during the first year, any repairs required during that time, will be billed appropriately by the Town of Cardston.

All excavations must conform to Town of Cardston specifications, which are as follows:

Specifications for Trenching and backfilling of All Utility Trenches

1) Trenching in roads, road crossings, driveways, etc.

(a) Asphalt to be cut so as to leave a smooth straight edge. Provide the Town of Cardston with a completion date for patching og trenches.

(b) Class of Backfill:
Place pit run gravel or sand in 6" lifts over the whole width of the trench and compact each lift to 100% of the maximum density at optimum moisture content as determined by the Standard Proctor Density test. Top 4” of trench to be backfilled in the same manner using crushed gravel.

(c) Surplus Material:
Contractor is responsible for the removal of all surplus material.

2) Trenching in utility easement boulevards, roadside, etc.

(a) Class of Backfill:
Place the native backfill material in 6” lifts over the width of the trench and compact each lift to 95% of the maximum density determined by the Standard roctor Density test. Backfill materials shall be free of wood, brush, or other perishable objectionable material

(b) Surplus or objectionable material:
Contractor is responsible for the removal and disposal of this material.

3) Restoration

(a) Restore or replace all sidewalks, curbs, gutters, shrubbery, fences, poles, or other property and surface structures damaged to removed during the course of the work to a condition equal to that before the work began, furnishing all labour and material, at no extra cost to the Town.

(b) Restore trench surface to their original level and conditions after backfilling.

(c) Restore other working areas that were affected by the construction operation by re-grading, re-gravelling, and pavement repair as necessary to restore these surfaces to their original level and condition.

4) Survey Monument

(a) Report any damage, to geodetic control monuments, in writing, to the Town Administrator. Cost will be billed back to the Utility company at the time of replacement at a replacement cost current to the time of replacement.

(b) Have replaced any legal survey markers that have been removed or damaged at no cost to the Town.

5) Responsibility

(a) The Company is responsible for any maintenance during the first year.

TOWN POLICY

ADMINISTRATION POLICY:
Lane Maintenance Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-026

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: April 28, 2009
SUPERSEDES: Policy #L-1
UP FOR REVIEW: November 22, 2022

Policy Statement:

The Following lane maintenance policy applies to Town owned public lanes. Private driveways built on or across lanes unimproved road allowances are specifically exempt from this policy. This policy does not contemplate formal assumption of public lanes, but rather establishes criteria for performing limited surface maintenance by the Town.

New Subdivisions

- When a new development is finalized the lanes should be shaped to drain water to the appropriate storm drainage system.
- All lanes shall be graveled at the expense of the developer.
- There shall not be any obstacle placed in a lane:
    - This includes, but is not limited to, vehicles, trailers, play structures, and storage of construction materials or equipment.

Resident

- The resident will maintain the portion of the lane directly adjacent to their property, with special focus on weed control.
- There shall not be any obstacle placed in a lane:
    - This includes, but is not limited to, vehicles, trailers, play structures, and storage of construction materials or equipment.

The Town shall not be responsible for the lane's condition or maintenance. Notwithstanding, on an as-requested basis, the Town will attempt to perform limited maintenance in a manner commensurate with the lanes existing condition provided that:

(a) Maintenance activities shall not be construed as an intent to formally assume the lane for full-fledged maintenance;

(b) All lane maintenance shall be limited in nature and will not include full restoration of the installation of any underground or surface drainage works either on the lane or on private property;

(c) The lane is not being used as a private driveway;

(d) The lane is physically accessible with the equipment needed to perform the maintenance without the need to encroach onto private property.

Snow plowing and snow removal services are expressly excluded in this policy.
The Chief Administrative Officer, or his/her designate, shall have the absolute discretion to determine the appropriate level, manner, extent, and schedule for the requested work.

TOWN POLICY

ADMINISTRATION POLICY:
Service Call Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-044

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 25, 1998
SUPERSEDES: Policy #S-20
UP FOR REVIEW: November 29, 2022

Service calls to private property for electrical, sewer, and water problems shall be as follows:

1. Owners are responsible for the sewer service to the main line; water to the water shut-off; electrical to the meter base.
2. If the problem is the Town's responsibility, the Town will repair it at no cost to the property owner.
3. If the problem is the property owner's responsibility, the Tow will advise accordingly and recommend that they get private enterprise to make the repairs. The Town will not assess a charge to the property owner.
4. If private enterprise requires assistance from the Town to correct a problem in #3 above the Town will assess charges according to regular Town rates.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Sewer Line Back Flow Preventers Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-046

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 25, 1998
SUPERSEDES: Policy #S-25
UP FOR REVIEW: November 30, 2022

If it is deemed that a home or business could have a sewer back-up during high sewer flows, it will be the property owner's expense to install and maintain a back flow preventer if one is desired.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Combined Sewer Reduction Program Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-047

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: March 27, 2007
SUPERSEDES: Policy #S-27
UP FOR REVIEW: November 30, 2022

Policy Statement:

This program is for homes that have been previously constructed, before plumbing codes and town policies required backflow prevention devices and separate storm water systems.

The purpose of this policy is to:

Help Town of Cardston residents with the cost of the installation of the some or part of following:

- Back flow prevention devices on the sanitary sewer service on each residence.
- Installation of a sump pump on the residence weeping tile system with discharge of the storm water to the surface of the property. Sloping should allow the water to be directed to the street so as to enter the storm sewer collection system and not cause problems with adjacent property owners.
- Piping changes to get existing storm sewer sump pumps systems off of the sanitary sewer collection system.

The Town of Cardston will contribute up to $1,000.00 for the above installations. The program will be on a first come first served basis. The money for this project is to come from the money that the Town has paid to cover the Wastewater Treatment Plant debenture that has ended as of 2005. The Town may increase this amount once more debentures come due.
Moneys will be awarded when the following has taken place.

- Proper receipts for the work being done have been submitted.
- Inspection of the work completed, to verify compliance with the program, has been conducted by Town of Cardston staff or those contracted to do so.

Applicants will be required to fill out an application form which includes a waiver form.
This policy will be retroactive to June 2005 to make funds available for those residents that carried out this work since the flood of 2005.

Waiver and Release

TITLE: Combined Sewer Reduction Program Policy **POLICY NUMBER: PW-047**

Name	_____	Phone	_____
Street Address	_____	City	_____
Box Number	_____	Postal Code	_____
Will a contractor be used?	Yes No (Please circle one)	Name of Contractor	_____

As the homeowner and applicant, I have read Policy PW-046 “Combined Sewer Reduction Program Policy” and understand that in order to receive funding that the construction will be completed as per the policy. I further understand and agree that the Town of Cardston, its servants, and agents, by participating in this Program, do not warrant or guarantee that any or all damages to my residence or property will be prevented or avoided, nor does the Town of Cardston accept any responsibility for the consequences of installation of facilities in my residence, whether properly or improperly installed.

By signing this application I WAIVE, RELEASE, and DISCHARGE the Releasee, the Town of Cardston and its officers, directors, employees, members agents, assignees, legal representatives, and successors, and all business associates and partners involved in the Combined Sewer Reduction Program Policy (the “Releasee) and its implementation in my residence, and each of them their owners, officers, and employees, from all liability for or by reason of any damage, loss, or injury to person and property, which has been, or may be, sustained in consequence of my participation in the Program, and notwithstanding that such damage, loss, or injury may have been caused solely or partly by the negligence of the Releasee.

I hereby acknowledge and agree that I have carefully read this Waiver and Release agreement; that I fully understand the same, and that I am freely and voluntarily executing such.

By signing this release I will be forever prevented from suing or otherwise claiming against the Releasee for any property loss or personal injury that I may sustain from participating in or preparing for the above noted program. In addition, I have been given the opportunity and have been encouraged to seek independent legal advice prior to signing this Waiver and Release Agreement. I acknowledge that I do not have any physical limitations, medical ailments, physical or mental disabilities that would limit or prevent me from participating in the above mentioned activity, and, if required, will obtain a medical examination and clearance.

This Waiver and Release Agreement will be construed in accordance with and governed by the laws of the Province of Alberta, and it is acknowledged that the Releasor (applicant) to be broad and inclusive as permitted by the laws of this jurisdiction.

I HAVE READ AND UNDERSTAND THIS AGREEMENT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, AND ASSIGNS MAY HAVE AGAINST THE RELEASEE(S).

Signed this____ day of _____, 20___.

_____ _____

Witness Applicant

 This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

TOWN POLICY

ADMINISTRATION POLICY:
Sidewalk Maintenance and Repair Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-056

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: October 23, 2006
SUPERSEDES: Policy #S-35 and #S-40
UP FOR REVIEW: December 19, 2021

1) The Town of Cardston Public Works Department shall conduct an annual inspection of all sidewalks within the Town. This will be done by an employee personally walking each sidewalk and making notes and listing of sidewalks that need to be replaced or repaired.

2) Sidewalk joints or cracks that have an elevation variance of ½" or greater shall be marked in a distinguishing manner, noticeable to pedestrian traffic.

3) Following the inspection, the Public Works Department will grind those areas that are over the variance within a 2 month period of noting said variance.

4) All property owners are required to keep sidewalk clear of snow.

5) When complaints are received, regarding uneven sidewalks, the Town Public Works Department shall make an inspection of said location within 2 business days and if the sidewalk has a variance as established by this policy shall mark the walk for correction and follow policy to correct.

6) Repairs or alterations to sidewalks, boulevards, curb and gutters must be approved by the Town's Engineering Department prior to any work commencing. All concrete work must be done to the Town's specifications and by a Town-approved contractor.

7) For normal deterioration please refer to the Town's By-law #1477 Section VII General Guidelines Subsection H.

8) If a property owner requests the Town to repair deteriorated sidewalk prior to the regular schedule or request replacement of sidewalk the following guidelines shall apply:

(a) Application must be made to Town Administration for financial consideration.

(b) Once Financial assistance has been approved.

i. The Town will remove old concrete at no charge.

ii. The Town will supply gravel for fill at no charge.

iii. The Town will pay for ½ of the concrete. Cost for approved contractor, or any other costs shall be the property owner's responsibility.

9) Any device to ease access for vehicles on any sidewalks in Town shall be of a temporary nature and must be removed after each use.

10) Any change of curb and gutter required as a result of change in development or access to property shall be at the property owner's expense. The Town will remove the curb and gutter.

11) On areas requiring approaches over boulevards, the Town will allow the width of the approach to match the width of the driveway to the maximum of 36 feet wide. Anything wider must receive approval from the Town.

12) When the Town replaces existing sidewalks under its normal replacement policy, the Town will:

(a) Cut back the existing property owners sidewalks or driveways one foot on each side of the Town sidewalk and replace the one foot at Town expense.

(b) If the Property owner wants to replace a driveway, or sidewalk, the Town will remove the existing driveway or sidewalk and supply gravel for fill. All cement and labour to replace these driveways or sidewalks would be at the property owner's expense.

(c) Install black dirt on each side of the new walk, level and seed these areas.

13) If it is deemed best to put the new sidewalk out at the curb and make a rolled mono walk, the Town will:

(a) Remove the existing Town sidewalk.

(b) Install new rolled mono at new location.

(c) Cut back property owners driveways or sidewalks one foot and replace this one foot at Town expense.

(d) Extend existing property owners' sidewalks, if separated from driveway, out to the new Town sidewalks.

(e) Install black dirt where needed, level boulevards and seed. If the property owner wants to install sod, that would be at the property owners expense.

TOWN POLICY

ADMINISTRATION POLICY:
Street Sign Placement Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-058

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: July 15, 2008
SUPERSEDES: Policy #S-55
UP FOR REVIEW: December 19, 2021

In an effort to standardize the placement of street signs in the community, street signs will be placed on the southwest corner of each intersection, approximately 2 to 3 feet from the curb or sidewalk to accommodate mowing.

The exception to this policy is only if an obstruction obscures the vision of the sign.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Transfer Station Salvaging Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-062

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 25, 1998
SUPERSEDES: Policy #T-12
UP FOR REVIEW: December 20, 2021

Policy Statement:

From time to time products are placed at the Transfer Station that can be recycled or used by another patron. This policy clarifies the procedure for salvage of items.

1. Prior to salvage of any item the attendant must be consulted.
2. Items left in the Transfer Station building are not to be salvaged.
3. Items in the burn pile are available for recycling. Patrons can remove trees, etc. for firewood, and lumber may be salvaged.

Anyone who salvages items and then stores them on a property that has received a notice for unsightly premises from either the Town or M. D. will not be permitted to salvage from the Transfer Station.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Policy for Transformers Suspected of Having PCB's in Excess of 5PPM

DEPARTMENT: Public Works

POLICY NUMBER: PW-063

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: April 10, 2002
SUPERSEDES: Policy #T-13
UP FOR REVIEW: December 20, 2021

Policy Statement:

Whereas the Federal Government has implemented a phase out program for transformers that have PCB oil in excess of 5ppm, and whereas this phase out program is to be completed by December 31, 2007.

Therefore the Town implements the following policy for phase out of all transformers in the electrical system that contain PCB oil I excess of 5ppm.

---

1) Take oil samples of all transformers with a manufacturer's date prior to 1980.
2) Proper personal protective equipment (e.g., rubber gloves and coveralls) must be worn when oil sampling.
3) Record information off of name plate along with address of each transformer.
4) After oil sample data comes back from the lab, records PCB levels for each transformer.
5) Number each transformer according to PCB level, 1, 2, or 3, with 3 being the highest contaminated level to 1 with no risk.
6) Remove first from system transformers with the number 3, then 2. Transformers with a 1 will stay in the electrical system.
7) In the removal of transformers from a pole or pad do not allow a spill or leak.
8) Haul transformer to yard in a secure manner.
9) Enter proper data into log books upon entering yard.
10) Place transformer in shed if PCB level is over 50ppm. If PCB level is not known, place transformer in shed until results from oil sample confirm the PCB level.
11) Contract an approved PCB disposal company to dispose of the oil and clean and dispose of the transformer carcasses.
12) Insure that proper documentation is sent to the Department of Environment, as per storage and disposal regulations.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Moving of Town Utilities Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-066

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 25, 1998
SUPERSEDES: Policy #U-20
UP FOR REVIEW: December 20, 2021

In the event that the Town utilities are found to be in conflict with any new or existing development, and the developer or property owner requests the Town to move the utilities; the Town will move such utilities, if feasible, and the cost will be charged to the property owner or developer.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Water Filling Station Policy

DEPARTMENT: Public Works | **POLICY NUMBER: PW-068**

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 14, 2010
SUPERSEDES: Policy #W-5
UP FOR REVIEW: December 20, 2021

The purpose of this policy is to:

Provide uniform guidelines for the purchase of water, use of the water filling station, and payment for same.

Prior to use

- The user must come to the Town of Cardston office and register his/her request for use.
  - The user will be given an ID number and a pin number to activate the system.
  - The user must give the appropriate billing information.
  - The user will need to arrange for purchase of a pipe extension for top-fill tanks at the Town Office and this will be billed with the first invoice.
    - The pipe extension assists with the prevention of contamination of other user's water
  - The user must have a 2" hose with a cam-lock attachment for bottom-fill tanks
- All Filling devices must meet the Town of Cardston's specifications.
- If the user resides in the Cardston County, or if the user will be applying for water to use in the Cardston County's jurisdiction, they must make application at the County Office and the said application must be approved by both the County Administration and the Town Administration prior to registering an account.

Any violation of the above policy guidelines will result in a permanent deactivation of the account.

Billing

- Usage will be billed on a monthly basis.
- The following procedures will take effect for users that let their billing go in arrears:
- For first offence users:

- If 2 invoices are in arrears, when the 3rd invoice is sent, a letter will be enclosed with the invoice stating that the user has 2 weeks to pay the full amount owing on their account. After 2 weeks the account will be deactivated until the amount owing is paid in full.
- For second or more offence users:
- If a user's account has been previously deactivated, and their account goes into arrears, the account will not be reactivated until it is paid in full and a prepayment is added onto the account.
- If an account is in arrears for 6 months or more from the date of the original invoice (all previous steps have been taken) and the user has not contacted the office to make payment arrangements, a Final Notice letter will be sent informing the user that, unless they contact the office within 2 weeks, the account will be forwarded to a collections agency.
- Once an account is sent to collections, the account will be permanently deactivated from the water filling station. If the user wishes to use the water filling station in the future, he or she will have to make application again and, upon approval, will only be set-up on a pay-as-you-go basis. This would require a prepayment at the Town Office for the volume of water needed each time they use the station.

TOWN POLICY

ADMINISTRATION POLICY:
Water Meter Policy

DEPARTMENT: Public Works | **POLICY NUMBER: PW-069**

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: May 31, 2005
SUPERSEDES: Policy #W-10
UP FOR REVIEW: December 20, 2021

1) All new water service connections require a water meter be installed.

2) Shut Off Valves

- All water service connections shall be provided with a water shut off valve placed immediately inside the outer wall of the premises and on the inlet side of the water meter to enable a consumer to shut off the supply of water in case of any emergency, or for protection of the building, pipes, or fixtures, or to prevent Blooding of the premises or in the event the premises are permanently or temporarily vacated. The water shut off valve shall be maintained in good mechanical condition by the owner and easily accessible at all times to ensure that it is operable in case of emergency.

3) Supply of Meters

- The Town of Cardston will supply meters up to 3/4". All sizes above 3/4" to be paid for by the owner. The Town of Cardston will supply external readouts. All water meters and external readouts supplied by the Town shall at all times be the property of the Town. The Town may from time to time, or at any time, authorize an individual, firm or corporation to install, maintain, repair and replace water meters.
- All Commercial Businesses shall pay cost of meters and readouts.

4) Access to Premises

- For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing water meters, backflow prevention devices and related equipment upon any water service connection within or without any house or building as may be required, employees of the Town employed for that purpose, shall have free access at reasonable hours of the day and upon reasonable notice given and request made, or in case of written authority of the C.A.O. given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.

5) Protection and Maintenance of Meters and Service Pipes

- An owner is responsible for the safe-keeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Any owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may effect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied and installed by the Town that may be damaged from the foregoing cause or any other causes within the owner's control.

6) Installation of Water Meters

- The owner shall make provision and install the water meters in a horizontal position. If an inspection indicates the installation has not been carried out as indicated, the owner shall correct or modify the installation at their expense in order to comply. If the owner does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises, and such installation shall be at the owners sole responsibility and expense. The Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation.

7) Relocation of Water Meter Piping

- No person shall relocate, alter or change any existing water meter piping without the written approval of the Town. The owner or his authorized agent may submit plans and specifications for any proposed relocation of water meter piping and, if approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change.

8) Building Alteration and Relocations

- If the Town is dissatisfied with the location of any water meter due to alterations to a building, the Town may require that the water meter be relocated to a more suitable or convenient location near the point of entry of the water service connection. All costs associated with relocating, the water meter, including Town costs shall be paid for by the owner.

9) Location and Installation of External Read-outs

- Owner shall install the external readout wire from the water meter to an exterior location near the power meter.

10) Relocation of Water Meter Remote Read-outs

- If the Town is dissatisfied with the location of any remote readout due to alterations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

11) Notification of Malfunction

- A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.

12) Removed or Stolen Meter

- If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.

13) Water Utility Initial Turn On

- Water control valve or curbstop to be activated only by employees or individuals authorized by the Town of Cardston.
- The owner or his authorized agent must make a written request for services at the Town office when they require the water to be turned on. Conditions herein must be complied with before the water service can be turned on.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Ice Centre Policy

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-037

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: May 6, 1998
SUPERSEDES: Policy #I-5
UP FOR REVIEW: November 23, 2017

1) **Operational Procedures**
The operation of the Charlie Cheeseman Ice Centre will be carried out in line with the following principles:

(a) Safety,

(b) Economy,

(c) Efficiency,

(d) Service,

(e) Cleanliness.

2) **Objective**
To give maximum service with the facility kept in a reasonable safe condition insofar as the Town's financial resources will allow.

3) **Administration**

(a) The operation of the Facility and Ice Plan shall be the responsibility of the Facility Operators who shall work in conjunction with the Director of Administration as problems arise.

(b) The administration of the arena with respect to programming, cleaning, and other facility operations shall be the responsibility of the Director of administration Shelby responsible to the Town Council of Cardston. The Director or Administration shall work with the Ice Center Facility Operators and they shall be responsible for the wholesome enactment of the Ice Center Operational Policy as established by Community Services Board and approved by Council. The Director of Administration shall at all time have the support of the Community Services Board and Town Council in enacting the approved operational manual.

(c) Once this policy of operation has been finalized in principle, no deviation from any item of the policy shall be entertained until such an item has been changed by a majority vote of the

Community Services Board and subsequent approval by the Town Council. No action shall be taken on the revision of any item of the said policy except on the written request of the person or group involved. The Board may make revisions of the said policy on the recommendation of one or more of its members, at the suggestion of Town Council, of the recommendation of the Director of Administration on his own recognizance, or on behalf of the Arena Staff.

(d) Should a situation arise which is not covered by this policy, wherein some individual or group has met with injustice, it is the responsibility of the party concerned to present written recommendations to the board in order to eliminate the reoccurrence of such situations by the adoption of corrective regulation into this policy.

4) The Ice Centre Facility Operator

(a) He shall be responsible for the overall supervision of the Arena, and every phase of its operation.

(b) He shall be responsible for enforcing disciplinary action as deemed necessary for contravention of Arena rules.

(c) He shall be responsible for compiling accurate records, day-to-day, Arena operations.

(d) He shall keep a record of all keys allotted to the different groups and be responsible for the collection of the keys from Presidents of each organization or there appointee

(e) He shall inspect custodial work regularly.

(f) He shall post in a conspicuous place telephone numbers of Hospitals, Fire Departments and Police.

(g) He shall consult with the Director of Administration before purchasing any equipment and receive authorization as such.

(h) He shall be responsible for maintaining the ice in prime condition.

(i) He shall be responsible for collecting the necessary fees for public skating, season tickets, and locker rental.

5) Director of Administration's Duties and Responsibilities re: Ice Rink

(a) He shall prepare an outline of regulations governing the proper use of dressing rooms, ice surface, and arena in general for all groups using or renting the facility.

(b) He shall prepare the arena program in consultation with the interest groups.

(c) He shall prepare the annual Arena budget and be responsible for this budget.

(d) At the end of the season, he will make a report of the arena operation along with the complete and finalize records.

(e) He shall work closely with the media, using every means to create public awareness and understanding of the arena programming and it's operational policy matters concerning the public.

(f) He shall be a symbol of public relations between staff and general public.

(g) He shall have authority to rule out any point not specifically covered in this policy or regulations, bearing in mind that his authority will have to be upheld by the Community Services Board and Town Council.

6) Staff

(a) The arena shall have sufficient staff to enable all groups to implement their programs efficiently and quickly so that all will have the full ice time allotted them. Economy will be prime concern so as not to overstaff.

(b) The staff will assume responsibilities to maintain the policy of the arena. They will be accountable for their actions.

7) Program operations

(a) Meaning all phases of programming and instructional, practice, and recreational levels.

(b) In as much as the programs are carried out almost wholly by specific groups, figure skaters, Minor Hockey, etc., staff will not be employed to enact this program. Inasmuch as the Ice Centre is Town property, and the groups rely on the Board and Council for financial assistance, be it time or actual monies, it is important that the Director of Administration be at all time conversant with any difficulties that may arise within their programming.

(c) The town will not be held responsible for loss or theft on the arena premises.

8) Financial Operation

(a) The Ice Center staff assigned to work will be responsible for all monies for season tickets, admissions, or any other source of revenue.

(b) Records of finances will be turned in to the Town Office to be recorded, keeping a copy of the Ice Center for duplicate purposes.

(c) The ticket office shall be off-limits to unauthorized

9) Maintenance and Equipment Operation

(a) Janitorial duties are to be carried out by the Facility Operators.

(b) Operation of the Zamboni and related equipment operation is the responsibility of the Facility operators.

(c) Major repairs are to be the responsibility of the Town Mechanic has booked with the Town Shop.

(d) Minor repairs are to be the responsibility of the Facility Operators.

(e) Time clocks and public address systems should be workable at all times. The time clock will have a qualified operator at all times.

(f) All gates and doors leading to the ice should be able to open and close freely.

(g) Safety inspections must be performed as directed in the inspection policy.

(h) Public Safety should be first in mind always.

10) Schedule

(a) A well planned schedule is essential for a successful program.

i. Forming of Schedule - The Director of Administration shall work in conjunction with the interest groups to appropriate ice time to all parties concerned.

ii. The Director of Administration shall allow at least 6 hours, one hour each day of operation, for public skating. Should any group cancel their allotted time for any reason, it will be opened for public skating or for rental to groups in lieu of closing the Arena.

iii. Period of Operation - The arena shall be open every day during the season, except Sunday and statutory holidays, unless otherwise noted.

iv. Hours of Operation - The arena shall be open a minimum of 7 hours/day Monday through Saturday.

v. Special Privileges - The Director of Administration will make the arena available to the school during hours according to the school-use agreement. Town programs will take priority. The school must provide supervision to the Director of Administration's satisfaction.

vi. The Director of Administration will make ice time available for rental after all preceding needs have been met. All rules and regulations will be strictly enforced at these times. Rental rates will be determined by the Community Services Board and approved by Council. These rates are subject to change.

vii. The Ice Centre will be open to the public for public skating on Boxing Day, also during the Christmas Holidays, all ice time will be reserved for public skating unless times for the Associations are allotted upon special request to the Community Services Board.

11) Discipline

(a) The operation of the arena is a business and must be handled as such. Discipline must be maintained at three levels:

i. Staff,

ii. Patron,

iii. Spectator.

12) Staff

(a) Promptness in an important phase of our operation.

(b) When opened during regular hours, one member of staff shall be present at the Ice Centre.

13) Patron

(a) These are figure skaters, hockey players, renters, and public skaters.

(b) A list of regulations governing these bodies will be reviewed later in the Policy Manual. The supervision of each group is the responsibility of each group supervisor or coach. Offending groups will be warned if proper supervision is not given by their supervisor. These groups will be suspended from further use of the Ice Centre by the staff in conjunction with the Director of Administration.

14) Spectator

(a) There shall be no smoking in the ice centre facility.

(b) Alcoholic beverages are strictly prohibited in the Ice Centre.

(c) No intoxicated person shall be allowed admission into the Ice Centre.

(d) No profane or obscene language, literature, or action will be tolerated on the Ice Centre premises.

(e) Vandalism shall be severely dealt with. The facilities should be treated with respect by everyone. Names of offenders will be given to the Director of Administration of arena employee and together they will levy discipline as deemed necessary.

i. Those guilty of damage are liable for said damage. This referred to groups and individuals, and suspension may occur. This can only be altered by written request to the Board who will give the matter a fair hearing. A suspension should never be for less than one time block for groups and can be for the whole season for groups or individuals.

ii. A record must be kept of the nature of each offense and the discipline levied by the Ice Centre Staff. There must be no double standards. A firm, fair, and impartial discipline must be maintained, regardless of the age of said offenders.

15) Admissions

(a) Ice Centre admissions shall be determined by the Community Services Board and ratified by Council.

16) Record and Reports

(a) Simple and accurate records should be kept current.

17) Hiring of Full-time Personnel

(a) As directed by the Hiring Policy

18) Miscellaneous

(a) There will be no loitering allowed in the dressing rooms or lobby.

(b) No bottles or glass containers shall be allowed on the ice surface.

(c) All lost and found articles shall be kept until the end of the season and a lost and found sale will be held about May.

(d) Ice Centre employees are in charge at the Ice Centre and all other Town employees or Police forces shall treat them with respect and vice-versa.

(e) In case of accident, obvious injury should receive medical attention immediately.

(f) Ice Centre employees should have some First Aid training.

(g) In case of a child being injured, parents should be notified immediately (this refers to off – ice accidents). The occurring on the ice shall be left to the individual in charge of getting only requested assistance by the arena staff.

(h) A first aid kit Shelby located in accessible areas and all supervisors, coaches, trainers, managers, and instructors shall be aware of location.

(i) Accident reports should be filed with the ice arena staff on duty.

(j) No keys shall be allotted unless such authorization is given by the Director of Administration.

19) Concessions

(a) Concessions shall be assigned to parties at the discretion of the Community Services Board.

(b) All patrons paying fees required shall be eligible to use the Ice Center according to the Rules & Regulations covered in this policy. The facilities patrons and administration have been seriously considered in the drying up of this policy and it is hoped that this policy helps create a better understanding of the positions of all concerned and thereby make it possible for the facility to be used for maximum enjoyment by all people of this community.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Recreation Facilities Restrictive Use Policy

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-038

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: September 13, 2016
SUPERSEDES: Policy #R-16-1
UP FOR REVIEW: November 24, 2021

Whereas the Town of Cardston is always concerned with the safety of its patrons that frequent Town facilities;

Therefore be it resolved that the Town adopt the following policy regarding safety at recreation facilities:

> The Town of Cardston prohibits the use of inline skates (other than on designated playing surfaces), skateboards, scooters, roller shoes ("Heelies"), and cleats in Town-owned indoor recreation facilities and in the tennis court complex.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Swimming Pool Closure due to Lightning Event Policy

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-039

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: July 20, 2010
SUPERSEDES: Policy #S-60
UP FOR REVIEW: November 24, 2022

*"While lightning is a serious threat to swimmers in outdoor facilities, there is little to fear and seldom a need to close the facility **if** appropriate precautions are taken. Clear the water, and instruct patrons to move inside, dry off, and avoid wet areas. Ask them stay clear of sinks, shower rooms, telephones and electric appliances."*

(Lifesaving Society, emphasis added)

To protect the safety of patrons that attend the Cardston Swimming Pool the following policy is developed to provide direction for the public and the aquatic staff in the event that there is a lightning event. This policy is developed according to industry standard.

As soon as thunder is heard the pool will be closed to swimming for 20 minutes and will remain closed for 20 minutes after the last thunder is heard.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Boulevard Tree Planting Program Policy

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-061

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 25, 1998
SUPERSEDES: New
UP FOR REVIEW: December 20, 2021

Policy Statement:

Town Council is supportive of a boulevard tree planting program to help enhance and beautify boulevards within the Town of Cardston.

The purpose of this policy is to:

Detail procedures by which a homeowner may receive up to $50.00 per tree towards the purchase of approved trees to be planted in the boulevards adjacent the homeowners house that will help enhance and beautify the boulevards within the Town of Cardston.

> **Motion 91-165:**
> *"That the Town provide a maximum of $50.00 per tree and that the Town establish policy detailing the procedures by which a home owner may qualify for trees and the types of trees acceptable under this program."*

Definitions

For purposes of this policy, a boulevard is defined as the area between the sidewalk and curb on each street and avenue within the Town. For those streets that have monolithic sidewalks, that portion of property from the edge of the sidewalk to a point 10 to 13 feet inside the property is designated as the area for qualification under this program for properties without boulevards.

Regulations regarding the tree planting program:

Types of Trees*

1) Flowering Crab variety Big Rive or Strathmore
2) Schubert Chokecherry
3) May Day

*If the homeowner has another choice of tree, arrangements will need to be made prior to approval. As a basic guideline, smaller shade trees must be used (Mature height 25' or less). Under no circumstances will a conifer be approved as a boulevard tree.

Method of Acquiring Trees:

1) The homeowner must make application, upon the required form, to the Town Office.

2) A member of the Town staff will survey the site and make recommendations. Owner is responsible to call Alberta One Call for locations.

3) Upon receipt of written approval from the Town, the homeowner will purchase the approved tree.

4) The homeowner is responsible for the planting and maintenance of the tree.

5) Once the tree is planted, the Town must be called for final inspection.

6) Once every item is deemed satisfactory, the Town shall reimburse up to a maximum of $50.00 per tree.

General Rules:

1) One tree shall be allowed for every 50 feet of boulevard.

2) Only one tree per home owner per year unless budget allows for more. Application may be made for more than one under special circumstances.

3) All applications shall be on a first served basis. Any over subscription will result in a priority list carrying into the next year.

4) Trees on corner lots cannot be planted within 40 feet as described in the Land Use By-Law under corner lot restrictions.

5) All trees purchased must have a minimum of one year warranty.

TOWN POLICY

ADMINISTRATION POLICY:
Weed Spraying Policy

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-071

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 23, 2010
SUPERSEDES: Policy #W-20-1
UP FOR REVIEW: December 20, 2021

1) Whether by contractor or Town staff, weed spraying shall be done in a safe manner, following all provincially regulated application regulations and other guidelines including:

(a) Proper mixing, handling, and application.

(b) That proper conditions exist as to wind, rain temperature, etc.,

(c) Record keeping shall meet Provincial requirements,

(d) Contractors shall be approved contractors of the Town of Cardston,

(e) Contractor or Town Staff shall have proper certifications and licenses,

(f) All application told and/or equipment are in good order and approved by provincial regulation.

(g) All spraying times and locations are approved by the Parks and Recreation Foreman.

2) When weed control is required in close proximity to private land, tress, or gardens, extreme caution shall be taken to ensure that no damage will occur. If this cannot be ensure, no spraying shall be undertaken, and another method shall be used; eg. Remove weeds by hand.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Swimming Pool Policy

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-113

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: July 20, 2018
SUPERSEDES: New
UP FOR REVIEW: July 22, 2019

Policy Statement:

The operation of the Cardston Swimming Pool will be carried out in line with the following principles:

(a) Safety
(b) Service
(c) Efficiency
(d) Cleanliness

The purpose of this policy is to:
Provide a facility to be used to give meaningful and recreational service to the public, while ensuring the safety of the public.

1) Staffing:

(a) The pool shall have sufficient qualified staff to ensure all public patrons and groups are safe and use the pool facilities in an appropriate manner. Numbers of staff on shift will be determined by the anticipated numbers of patrons in the pool.
(b) Facility Operators should be certified in pool operations to oversee and operate the facility. The qualifications must include Recreation Facilities Personnel training or equivalent.

2) Pool Admittance:

(a) All swimmers purchasing a Single or Family pass must have a current photo taken to be placed on their pass to gain admission to the swimming pool.
(b) All Patrons entering the pool area whether swimming or sitting in the observation area shall pay the applicable pool fees.
(c) All children under the age of 8 years must be accompanied by a responsible person over the age of 14, and that responsible person must stay within arm's reach of the child at all times while in the pool.
(d) Any patron with a communicable disease must make pool staff aware before they are admitted in the pool.

(e) No patrons suspected of being under the influence of illegal drugs and or alcohol will be permitted onto the pool premises.
(f) Any patron with an open wound or any type of infectious disease will not be permitted into the swimming pool.
(g) The public may use the showers for a fee of $3.00 per person.

3) Programming:

The Town will provide certain programming such as swimming lessons. Other third party groups may also provide programming with appropriate supervision. The supervision of specific groups using the pool facilities such as The Swim Club, Aqua fit, or Cardston Schools is the responsibility of the group's coach, administrator, or instructor. Groups not adhering to the proper supervision of their group will be warned if supervision is not being given by their supervisor. These groups may be suspended if compliance is not met. The town staff will not be employed to enact the program unless previously arranged and approved. Certified Lifeguards will be on deck as required to monitor swimmers safety.

4) Pool Rules:

The following pool rules posted at the Cardston Swimming Pool must be adhered to at all times. Rules are for bather safety and information as per the most recent *Alberta Health, Public Health and Compliance Pool Standards*, which shall be considered a part of this policy.

(a) Rules for use of the Pool

i. Bathers must take a shower using soap prior to entering the public swimming pool.
(AB. Health Pool Standards 11.2.1)
ii. Patrons must wash their hands using soap after using the washroom or changing diapers.
(AB. Health Pool Standards 11.2.2)
iii. Glass is not allowed on the pool deck or in other barefoot areas.
(AB. Health Pool Standards 11.2.3)
iv. Street footwear must not be worn in wet traffic areas.
(AB. Health Pool Standards 11.2.4)
v. Patrons who are intoxicated will not be allowed to use the pool.
(AB. Health Pool Standards 11.2.5)
vi. All children 35 months and under, and anyone who is, or may be incontinent must wear protective, water resistant swimwear in the swimming pool.
(AB. Health Pool Standards 11.1.1 – a)
vii. Those patrons with diarrhea or a history of diarrhea over the previous two weeks should not use the public swimming pool.
(AB. Health Pool Standards 11.1.1 – c)

(b) Conduct:

- **i.** Smoking will not be permitted in the Swimming Pool building, pool area or within 5 meters* of any public doors, windows and intakes to the facility.
  (Alberta Regulation 240/2007 Tobacco and Smoking Reduction Act & Tobacco and Smoking Reduction Regulation 1(1))
  * For the purposes of section 3(d) of the Act, the prescribed distance from a doorway, window or air intake of a public place or workplace is 5 meters.
- **ii.** Alcoholic beverages are strictly prohibited in the pool facilities.
- **iii.** No profane or obscene language, literature, or action will be tolerated on the Swimming Pool premises.
- **iv.** Vandalism will not be tolerated. Names of those vandalizing Town property or equipment will be reported to Town Administration, Police, and or the Bylaw Officer. Disciplinary action will be imposed as necessary. Those guilty of damage will be held liable for damages to the facilities. The individual(s) may be suspended or banned from use of the facility.
- **v.** There will be no loitering allowed in the locker rooms or lobby.
- **vi.** Any physical altercation with staff or other patrons will result in an immediate removal and possible ban from the pool facilities. Authorities may be called in depending on the severity of the incident.
- **vii.** Verbal abuse towards Pool Staff will not be tolerated. Patrons will be asked to leave the premises should verbal abuse occur.

(c) Swimming Attire:

- **i.** All swimming patrons must wear a bathing suit when in the water or amenities of the pool. Proper attire includes swimming suits which are deisgned for that express purpose, and which sufficenitly cover the body to a level appropriate for a family facility and acceptable social convention for such a facility
- **ii.** All patrons may wear an approved swim shirt / rash guard if desired.
- **iii.** No T-shirts, cut offs jeans, gym shorts or other attire not considered swim wear is allowed in the pool.
- **iv.** Attire or floatation devices with zippers or buckles that may scrape the waterslide surface are not allowed on the waterslide.

(d) Other

- **i.** No spit, urine or fecal matter in or around the pool.
- **ii.** No food or drinks are allowed on pool deck with the exception of plastic bottled water.
- **iii.** Running on pool deck is not permitted.
- **iv.** No diving except in the deep end of the pool basin.
- **v.** No pets are permitted on the pool deck or in the pool.
- **vi.** All lost and found items will be held until the end of the summer swim season, and items will then be disposed of or donated where appropriate.

5) Pool Safety Information

- **i.** The maximum bather load for the Public Swimming Pool is 170 persons
  (AB. Health Pool Standards 11.2.6)
- **ii.** The public swimming pool depths and identification of those areas of the public swimming pool where diving is not allowed shall be marked appropriately
  (AB. Health Pool Standards 11.2.7)
- **iii.** Location of the fire alarm, or other emergency devices where applicable shall be marked appropriately
  (AB. Health Pool Standards 11.2.9)
- **iv.** All Pool staff with the exception of Cashier and Concession staff will be trained and certified in First Aid.
- **v.** In case of an accident, lifeguards shall provide first aid on site and other medical personnel will be contacted as necessary.

6) Risks

The Town of Cardston in cooperation with swimming pool partons will endevour to provide a safe and enjoyable facility for the community. All persons using the Swimming Pool facilities recognize that this activity carries with it a certain element of risk, and do so at their own risk. The Town of Cardston and its employees are not responsible for any accidents or injuries that may occur to patrons.

TOWN POLICY

ADMINISTRATION POLICY:
Pool Admissions Policy

DEPARTMENT: Parks and Recreation

POLICY NUMBER: REC-114

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: May 1, 2017
SUPERSEDES: New
UP FOR REVIEW: May 1, 2022

Policy Statement:

The Town of Cardston has developed a new Pool Membership Management application to manage pool membership, confirm the identity of passholders, and track patron usage of the pool.

The purpose of this policy is to:

Mitigate losses from admissions, maintain accurate and easiliy accessible membership records, and control who is permitted to use the pool facilities by ensuring that all patrons have purchased a pass.

1. General Admissions

1.1. Fees for admission will be as per the most current Town of Cardston Fees and Charges Policy.

1.2. No patron is allowed past the front desk into the pool area during public swim times without being checked-in.

- Patrons check-in by either purchasing a rush pass, or by having their season pass scanned and their identity confirmed by a pool staff member.
  - Individuals may be granted access to the observation area without purchasing a pass, but they should check in at the desk first, and are not permitted to leave the observationa area to enter the main pool area without first a purchasing pass.
- Adults with children under the age of 8 must pay for admission, regardless of whether or not they intend to use the facility. They are required to be within arms reach of their children at all times; they may not sit or wade in the kiddie pool for free while they supervise their children.

1.3. Admission will not be permitted to any children 8 years of age or younger without being accompanied by a person 14 years of age or older (see Cardston Pool Safety and Supervision Plan).

- If a child 8 years of age or younger is left at the pool without being accompanied by someone 14 years old or older, they will not be permitted to swim, and will be required to sit and wait while their parent or guardian is contacted to pick them up.

2. Rush Passes

2.1. Patrons who do not have a season pass must purchase a rush pass valid for a single admission into the pool area.

- When selling rush passes, the cashier must ask the patron from which municipality they are visiting. This information is recorded in the Pool Membership Management software so we can track usage of the facility.

3. Season Passes

3.1. Season Passes

- Season passes may be purchased at any time during the swim season, beginning on the first regular business day of the month of May, and will be valid until the end of the season during valid swim times and discounts on swim lessons.
  - The price of a season passes will not be prorated, passes purchased late in the season will be the same cost as at the beginning of the season.
- The in-house Pool Membership Management software will be used to manage the sale of all family and individual season passes.
  - All season passes remain the property of the Town of Cardston.
- Patrons wishing to purchase a season pass will be required to provide their name, address, phone number, and a current photograph *(see subsection iv.)* that will be printed on their pass. Anyone who refuses to provide *any* of the required information will be denied the sale of a season pass.
  - Patrons may submit their information in person, online using the appropriate form on the Town website, or by filling out the form attached to this policy as Appendix “B”.
- All season passholders are required to have a photo taken by the cashier to be printed on their season pass.
  - Photos must capture only the face of the passholder, from above the shoulders to no higher than the top their head.
    - Family members who are not present at the time a family pass is purchased must either have their photos submitted by email, or have a photo taken the first time they use the pool.

        - During busy hours, passholders who need to have their picture taken must wait to the side while people are checked in until the cashier or another employee is available to take their picture and attach it to their record.
    - Passholders may submit a current photo by email to pool@cardston.ca to be used in place of a photo taken by the cashier.
        - Photo submissions must be in JPEG format, have a 4:3 aspect ratio, be no smaller than 640 by 480 pixels, and be named using the passholders full name (ie: first_lastname.jpg).
        - Photo submissions must be received no later than by the beginning of the next business day, and will only be used if deemed appropriate for photo identification.
        - Regardless of whether a passholder wishes to submit a photo, they must have a photo taken by the cashier at the time of purchase. If their photo is not received by the beginning of the next business day, then the photo taken by the cashier will be printed on their pass.
- Season passholders must check-in at the front desk each time they use the pool by having their pass scanned with the barcode scanner so their identity can be confirmed.
    - The onus is on the passholder to prove they have a season pass. If a patron claims they forgot their pass at home, they must either return home and retrieve it, or provide their name and have their identity confirmed. Control questions may be asked for the patron to confirm their birthdate, address, phone number, family members, or any other information in their record.
        - If a passholder does not yet have their photo taken, they shall not be admitted into the pool area without first having their image added to their record, or paying for a rush pass. If a child of a family passholder arrives alone, and has not had their photo taken yet, their parent/guardian must be contacted to confirm the child's identity before their photo can be attached to their record, and they can be admitted into the pool area.

3.2. Individual Passes

- Individual season passes may be sold to individuals and are only valid for the individual to whom they are sold.
    - Individual passes may be upgraded to Family Passes by paying the difference between the two costs.

3.3. Family Passes

- Family passes may be sold to family units where all members dwell at the same address. Regular price will be charged for a single family with a maximum of **two** adults, and a maximum of **six** total family members. Families larger than six members may add additional children to their passes for a reduced fee per additional child. Extended family members or friends cannot be added to a Family Pass.
- Each member of the family will be issued a waterproof season pass with a photo of the passholder. They are required to bring it with them and check-in each time they use the pool by having their pass scanned at the front desk.
    - For convenience, families that arrive as a group may be permitted to present only one of the family member's passes. However, the cashier must visually confirm in the membership management software that the other members of the group are all part of the same family. Any individuals not included in the family pass must either present a pass of their own or pay for a rush pass.

3.4. Replacement Passes

- If a season pass is lost or stolen, a replacement pass may be printed at a cost of $5.00 to the passholder.

3.5. Falsifying Information

- Anyone attempting to gain admission into the pool by providing false information about their identity shall be reported to the RCMP and/or the Community Peace Officer. Under the discretion of the Community Peace Officer, the offending individual may either be asked to leave, be removed from the facility, and/or be suspended from use of the facility for the remainder of the season.

SEASON PASS APPLICATION

TITLE: Pool Admissions Policy – Appendix "B" **POLICY NUMBER: REC-114**

Family Info

DATE:

Family Surname: _____

Number of Members in Family: [ ]

Contact Info

House Address: _____

Town: _____

Daytime Phone Number: _____

Email: _____

Family Members

Please provide the Firstname and birthdate for each member of your family. If you are filling out for an Individual Pass, then put your name on the first line and leave the rest blank.

DD/MM/YYYY

1. _____ **DOB:**
2. _____ **DOB:**
3. _____ **DOB:**
4. _____ **DOB:**
5. _____ **DOB:**
6. _____ **DOB:**

+1. _____ **DOB:**

+2. _____ **DOB:**

+3. _____ **DOB:**

FOR STAFF USE

DATA ENTERED (DATE): **STAFF INITIALS:**

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Audio Headphone Earpiece Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-003

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: November 30, 2010
SUPERSEDES: Policy #A-50-1
UP FOR REVIEW: September 20, 2021

Policy Statement:

The Town of Cardston is committed to the health and safety of their employees and the protection of its physical assets. The necessity to be attentive on the job, especially by sight and sound, is an important part of the work that needs to be addressed.

The purpose of this policy is to:

Reduce the risk of not being able to hear adequately.

Audio headphones or earpieces that fit directly into the ear cause a direct distraction that diminishes one's ability to hear and to be attentive to machinery and surroundings. They also have the potential to cause damage to hearing if music is played too loud.

Therefore, to reduce the risk of not being able to hear adequately, the Town of Cardston employees are not permitted to wear audio headphones or earpieces with the exception of the Parks and Cemetery employees who can use one earpiece under the required hearing protection on one ear only while mowing or whipping. The volume of the music must be kept at a level that will allow the operator to hear and be attentive to the machinery and surroundings.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Contractor's Safety Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-010

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 12, 2013
SUPERSEDES: Policy #C-20-2
UP FOR REVIEW: September 25, 2022

Any contractor to bid on or carry out work for the Town of Cardston will fall under the content of the Town's safety program and will be responsible to carry out this work with every measure taken to complete the work safely.

Contractors must follow the Occupational Health and Safety guidelines, as well as the guidelines the Town of Cardston has set in the Joint Health & Safety Program and must have a current Town of Cardston Business License.

The following are the areas of concern:

1) The Personal Protective Equipment Policy will be required to be followed when undertaking work for the Town.

2) Town Barricades are to be checked out through the Foreman at the shop and must be returned immediately after use. If they are damaged during use, the contractor will be responsible for repairs or replacement.

3) Contractors will be required to supply to the Town, a letter to confirm the Town is listed as an additional insured on the Contractors liability insurance policy and that they have a minimum of $2,000,000.00 of liability insurance per incident.

4) Contractors must supply the Town with a clearance letter from Worker's Compensation Board.

5) The Town will cover those Contractors that can not get WCB coverage for themselves as long as they can get a Special Clearance Letter from WCB stating that they can not get coverage, the Town will only use those Contractor's for up to $10,000.00 per year unless there are special circumstances that are reviewed by the Joint Health & Safety committee.

6) All incidents must be reported immediately to the Town of Cardston's Supervisor and Safety Officer.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Inspection of Town Facilities

DEPARTMENT: Safety

POLICY NUMBER: SA-018

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: December 9, 2014
SUPERSEDES: Policy #I/20-1
UP FOR REVIEW: September 25, 2022

Policy Statement:

WHEREAS the Town of Cardston is always concerned with the safety of its employees and the public that frequent the facilities and open space play areas; and that these facilities and areas are kept in a reasonably safe condition insofar as the Town's financial resources will allow;

THEREFORE BE IT RESOLVED that the Town adopts the following policy regarding safety inspections of recreation and public works facilities:

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1) Facility supervisors and/or operators, or their assigned delegate, shall perform safety inspections within the week prior or the week after the end of the month. The inspection schedule for Town facilities shall be as follows:

(a) monthly at each of the following facilities, Civic Center, Ice Rink, Pool,

(b) monthly at each of the following facilities during the months that the facility is open, Parks, Playgrounds, Fields,

(c) quarterly at each of the following facilities, Shop, Pound, Water Treatment plant, Water Wastewater Treatment plant.

2) The safety inspections will be submitted, for review, to the appropriate supervisor the same day of the inspection and assignments shall be made to complete or repair areas of concerns. A repair completion date will be set by the supervisor to finalize areas of deficiency and upon completion the safety inspection report shall be signed by the individual who is at least one level above the supervisor of the area being inspected.

3) A copy of the inspection report will be filed in the safety manual in the Safety Coordinator's office or his designated facility safety manual.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Maintenance Program Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-027

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: November 27, 2007
SUPERSEDES: Policy #M-10
UP FOR REVIEW: November 23, 2022

Policy Statement:

All tools and equipment shall be properly maintained so as to reduce the risk of injuries to employees or damage to property.

Supervisors shall ensure that all preventive maintenance is carried out by qualified personnel. This preventive maintenance is to be performed according to equipment manufacturer's recommendations and established maintenance schedules. Staff is to monitor equipment hours and report to the mechanic when service is required. Supervisors shall also ensure adequate records are kept.

All employees shall regularly check all tools and equipment that they are working with, and shall take out of service any tools or equipment that poses a hazard due to a need for repair.

*The safety information in this policy does not take precedence over O. H. &S. Regulations. All employees should be familiar with the O. H. & S. Act and regulations.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:
Personal Protective Equipment Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-030

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 28, 2012
SUPERSEDES: Policy #P-10-1
UP FOR REVIEW: November 23, 2022

The purpose of this policy is to:

Establish the guidelines for the provision of and wearing of personal protective equipment to protect the employees and contractors from injury.

Supply of Personal Protective Equipment

The Town of Cardston will supply hard hats, safety glasses and safety vests to all full-time staff if deemed necessary for the job. All other appropriate personal protective equipment will be supplied as per Article 16 of the Employee Association Contract. Each employee will be responsible to care for the personal protective equipment. Storage lockers will be provided at the shop.
Seasonal and summer staff will be issued appropriate personal protective equipment deemed necessary for the job, with the exception of steel toed footwear. Each employee will be responsible to care for the personal protective equipment provided them.
Safety equipment such as ear protection equipment, fall arresting equipment, face shields, goggles, rubber gloves, respiratory protective equipment, etc. shall be supplied by the Town of Cardston as required.

Wearing of Personal Protective Equipment

Safety Footwear:

- Steel toed CSA approved safety footwear must be worn at all times by:
    - All full-time staff
    - All seasonal and summer staff
    - Employees are required to purchase their own safety footwear:
- The only exceptions will be when engaged in the following jobs:
    - Reading meters
    - Office work
    - Pool lifeguard/instructors and cashier
    - Pool operators except when at risk
    - Surveyor while using pin locator

- Bylaw duties except when at risk
- Ice Rink operators except when at risk
- Janitorial work
- Sidewalk inspections

Hard Hats:

- Hard hats must be worn as outlined in the Occupational Health & Safety Act. Hard hats are mandatory in the following areas:
  - While working in and around any excavation, trench, ditch, etc.
  - While trimming trees, working on power lines or other areas where the chance of falling objects may cause injury to the head.

Safety Vests:

- Safety vests must be worn at all times when working on roads or streets where there is traffic travelling on the same (as outlined in the OH&S Act).

Penalties for Non-Compliance

Penalty for non-compliance will be as per the *Violation of the Occupational Health & Safety Act Policy*.

TOWN POLICY

ADMINISTRATION POLICY:
Municipal Safety Policy Statement

DEPARTMENT: Safety

POLICY NUMBER: SA-040

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: August 28, 2015
SUPERSEDES: Policy #S-10-1
UP FOR REVIEW: August 28, 2018

Policy Statement:

This municipality is committed to the protection from accidental loss of all its resources, including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All employees will be equally responsible for minimizing accidents within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors and employees.

All management functions will comply with municipal safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join me in a personal commitment to make safety a way of life. Our goal is zero accidents and injuries.

The safety information in this policy does not take precedence over O.H. & S. Regulations. All employees should be familiar with the O.H. & S. Act and Regulations.

All contractors hired by the Town shall abide by this policy. If a contractor has their own safety policy which is equal to or exceeds the Town of Cardston's standards, the Town may approve the contractor.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

ADMINISTRATION POLICY:

Violation of the Occupational Health and Safety Act Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-041

APPROVAL: APPROVED BY CAO Jeff Shaw

EFFECTIVE DATE: February 10, 2015
SUPERSEDES: Policy #S-15-2
UP FOR REVIEW: November 29, 2022

Any employee, who violates the policies and rules within the Town's Safety Program or violates the Occupational Health & Safety Act, after being investigated and that investigation being reviewed by the appropriate authorities, will be penalized as follows:

- 1st offence – Verbal Warning (with documentation)
- 2nd offence – Written Warning (with signatures from both parties)
- 3rd offence – Two day suspension without pay
- 4th offence – Possible Termination of employment or up to 5 days suspension without pay

The Supervisors and Foreman will be responsible to follow up after incidents and issue the proper penalty as long as it falls into the 1st through 3rd offences. The Joint Health and Safety Committee will review the incidents and penalties issued on a monthly basis. The CAO & the Joint Health and Safety Committee have the option to impose a lower or higher penalty depending on the severity of the infraction. If it is the 4th offence the CAO and the Joint Health & Safety Committee will call a special meeting to review the incident and impose the proper penalty. Depending on the severity of any infraction the CAO & the Joint Health and Safety Committee may call a special meeting to review the incident.

After two (2) years from the date of an offence, the offence will be removed from the employee's record; additional offenses will be penalized as per the schedule in this policy, counting only the offenses currently on the employee's record.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:

Policy for Excessive Increase in Assessed Values Due to Changes in Assessment Practices or Policies

POLICY NUMBER: A-40

RESOLUTION NUMBER: 98-90	**ADOPTED:** October 27, 1998
REFERENCE:	**SUPERSEDES:**
PREPARED BY: Chief Administrative Officer	**DATE:** October 27, 1998 **UP FOR REVIEW:** October 27, 2022

Policy Statement:

1) This policy is to alleviate the burden to a ratepayer of a significant assessment increase due to changes in the standards of assessment as per rate or code changes or due to changes in assessment as a result of initiatives from the Province.
2) This policy in no way is to interfere with assessment increases due to development.

If an assessment increases, as number 1 above, by an increase of 30% or greater, the Town will stage the increase over two years to relieve the property owner of such an increase.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:

Policy for Authorization of Expenditures Not Included in the Budget

POLICY NUMBER: B-10-1

RESOLUTION NUMBER: 12-71

ADOPTED: June 26, 2012

REFERENCE:

SUPERSEDES:

1) Any expenditure in excess of $10,000 which is deemed necessary and not authorized in the current budget must receive the approval of Council and meet the following guidelines:

(a) When presented to Council, the details required are:

- **i.** Identification of the item(s), reason for the expenditure and the overall cost of the purchase or project.
- **ii.** For capital expenditures, indicate if the item is replacing an existing budgeted item or if the expenditure is to be an increase to the approved budget.
- **iii.** If the expenditure will result in an increase to the approved budget, an explanation of the potential source(s) of funding cover the cost should be identified to enable Council to be able to make an informed decision.
- **iv.** The proposed expenditure must pass by a simple majority of Council.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Policy for Budget Process and Timeline

	POLICY NUMBER: B-15-2
RESOLUTION NUMBER: 2018-10	**ADOPTED:** January 9, 2018
REFERENCE:	**SUPERSEDES:** Policy #B/15 Policy B-15-1
PREPARED BY: Chief Administrative Officer	**DATE:** December 20, 2017 **UP FOR REVIEW:** December 20, 2022

The purpose of this policy is to:

Establish the process and timeline for the preparation of the Town's annual budget, which includes both the operating and capital budgets. The Town is committed to maintaining a three year operating budget and a five year capital budget.

Process & Timeline

1) Using the priorities of Council, department heads should complete an outline of their three-year operating and five-year capital work plans and develop the related budget requirements accordingly. Budget requirements are to be submitted to Corporate Services by the end of September.

2) Council will review the first draft of the three-year operating and five-year capital budgets by the last Council meeting in October.

3) Council will review the second draft of the three-year operating and five-year capital budgets by the last Council meeting in November.

4) The annual budget is to be ready for adoption at the first Council meeting in December. Years two and three of the operating budget and years two through five of the capital budget is also to be presented for approval at this time but will be approved in principle only.

5) The proposed mill rate is to be reviewed with Council by the CCW meeting in May. The proposed mill rate must incorporate any Council-approved amendments to the annual budget that have been passed to date.

6) The Mill Rate bylaw is to be presented for adoption by the first Council meeting in May.

Guidelines

1) Under the direction of the Chief Administrative Officer, the Director of Corporate Services is responsible for coordinating the budget process and ensuring it is completed in a timely manner.

2) A working paper file should be compiled for each annual budget. This working paper file should be prepared in such a way that someone previously uninvolved in the production of that budget can easily find support for approved budget items.

3) In the year before new water, sewer and waste collection rates are to be enacted an analysis of said rates should be commenced by July of the year before new rates are to be enacted. For example, if the current utility rates bylaw was set to expire at the end of 2015 and new rates were to be set for 2016 – 2018, the related utility rate analysis should be commenced by July of 2015.

4) It is the Town's intent to more appropriately align funding with respective expenditures. Formerly, the Town taxed for the Capitalization Policy (C-3-1) which was used in part to fund utility capital projects while utility revenues were used to fund the operating budget. Going forward, capital utility projects should be budgeted to be funded by their respective utility revenues as much as possible. For example, water projects should be funded by water utility revenues, etc. With this intent, the Capitalization Policy has been rescinded.

5) An analysis of electricity rates, revenues, and expenses for the upcoming budget year should be commenced by the end of August and should be done in consultation with the external consultant engaged by the Town. This is to ensure that these departments are generating sufficient revenues to remain self-sustaining.

6) When adopting the budget, the Council motion could read as follows:
"Moved by Councillor _____ that the 20X1 operating and capital budgets be adopted as presented and that the 20X2 – 20X3 operating and 20X2 – 20X5 capital budgets be approved as presented in principle".

TOWN POLICY

COUNCIL POLICY:

Re-shaping and Leveling of Town Boulevards

POLICY NUMBER: B-6

RESOLUTION NUMBER: 00-74

ADOPTED: July 25, 2000

REFERENCE:

SUPERSEDES:

PREPARED BY: Chief Administrative Officer

DATE: July 25, 2000
UP FOR REVIEW: July 25, 2023

1) The Town will reshape boulevards as time permits on first come basis.

2) The Town would remove the build up and leave the boulevard ready for leveling and seeding. If there is need for more black dirt, it would be the responsibility of the person making the request to supply the dirt and to level and seed the boulevard.

3) The Town would want to reshape the boulevards from driveway to driveway, so as to have consistency in the height of the boulevards. This may require doing Town boulevard areas side by side, therefore an applicant may need to jointly apply with neighboring property owners.

4) The Town would supply grass seed to replant the boulevard area. If an applicant prefers sod, he or she would pay al costs for sod.

5) This boulevard reshaping would be done solely at the Town's discretion regarding time and availability of equipment and man power. The target times early spring or fall depending on work load.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Dealing with Complaints Policy

POLICY NUMBER: C-10-1

RESOLUTION NUMBER: 10-13 **ADOPTED:** January 26, 2010

Policy Statement:

Town of Cardston policy to deal with complaints, outside of complaints that may regularly be dealt with by the Assessment Review Board.

Complaints Against Council/Town Staff

An owner, occupier, resident, or any other person, who feels that they have a complaint against the Council or Town Staff, who in performance of their duties, or because of the lack of performance of their duties have created an injustice to any person, may in writing and signed by the complainant, deposit with the Chief Administrative Officer, and/or the Mayor of the Town of Cardston detailing the items of grievance, and any charges or claims which they contend should be reviewed or considered. Any grievance shall be dealt with by Council and/or the Chief Administrative Officer whichever is applicable to the claim submitted and give a written report back to the Complainant.
No claim that is submitted later than sixty (60) days from date of known occurrence shall be dealt with.

General Complaints

Written Complaints

1) A complainant, on written notice with a letter and/or using the approved form may make a complaint regarding any matter of Town jurisdiction
2) Once received, the complaint will be forwarded to the appropriate department head to deal with the complaint.
3) All complaints will be followed up with a report of the action or result being reported to the complainant and the appropriate Council committee if deemed necessary by the Chief Administrative Officer.

Verbal Complaints

All verbal complaints shall be reviewed with the appropriate department head for action. Follow up will be to the chief Administrative Officer.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Council Communications Policy

POLICY NUMBER: C-15-3

RESOLUTION NUMBER: 2017-257	**ADOPTED:** October 10, 2017
REFERENCE: *Town of Cardston Communications Plan*	**SUPERSEDES:** Policies #C/15, #C-15-1, #C-15-2, #C22
PREPARED BY: Chief Administrative Officer	**DATE:** October 4, 2017 **UP FOR REVIEW:** October 4, 2022

Policy Statement:

It is the policy of the Town of Cardston to:

1) Inform citizens about the Town's policies, programs, services, projects, and initiatives through communication that is effective, timely, accurate, and consistent.
2) Consult and inform stakeholders when establishing or developing priorities, policies, programs, and services where reasonable and practical.
3) Anticipate the needs of the community, Council, and Administration for timely and relevant information.
4) Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.
5) Ensure the Town is visible and responsive to the citizens it serves.

The purpose of this policy is to:

Establish guidelines to ensure that communication with the stakeholders and residents of the Town of Cardston is efficient, effective, consistent, timely, and open. This policy will apply to all internal and all external communications of the Town of Cardston.

External Inquiries

1) **Media Inquiries**

   (a) The media play an important role in disseminating information to the public. Due to the delicate balance that must be struck between freedom of information and protection of privacy when dealing with the media, all media inquiries shall be directed to the CAO or their designate.

(b) The Mayor is generally the Town's chief spokesperson regarding policies, priorities, and decisions to the public, unless another member of Council is designated by Mayor and Council. The CAO shall direct all appropriate inquiries regarding Council matters to the Mayor.

(c) Committee Chairs are normally the spokesperson for regular matters dealt with under the jurisdiction of their particular committee.

i. If a committee issue becomes controversial, or is likely to become controversial, the Mayor may be the spokesperson for the committee.

(d) The CAO is the spokesperson for administrative and operational matters, but may direct inquiries of a technical nature to the foreman or director of individual departments, programs, or projects. With the approval of the CAO, foremen may designate technical experts to present information on specific programs or projects with which they are intimately familiar.

2) Legal, Personnel, and Election Inquiries

(a) Inquiries regarding pending litigation, or involving a significant exposure to litigation, should be directed to the CAO.

(b) Inquiries regarding personnel-related information should be directed to the CAO.

(c) Inquiries regarding municipal election and campaign issues should be directed to the Returning Officer or the CAO.

3) Inquiries of Council Members

Inquiries made to Council members, whether by phone, email, social media, letter, or in person, must be addressed as soon as reasonably possible.

(a) Formal Inquiries:

If citizens are requesting action from the municipality, or wish to ensure their communication is addressed formally by all of Council, they must submit their inquiry or request in writing.

i. Formal inquiries received by members of Council must be forwarded to the CAO or designate as soon as reasonable.

ii. All formal inquiries requesting Council decision or policy formulation shall be forwarded to Council, or the appropriate committee for recommendation to Council, as an agenda item at the meeting following the date the request was received by the CAO.

iii. Any formal inquiries that can be handled internally will be dealt with by the CAO. The formal inquiry and information regarding action taken by Administration will be forwarded as information to Council at a subsequent meeting.

(b) Informal Inquiries:

An informal inquiry would be defined as citizens communicating verbally with any

member of Council where the discussion is general in nature and does not require any action.

i. Informal inquiries may be responded to by the Council member who receives the request.

ii. Where a response is provided to an informal inquiry that is expected to attract media attention or become part of a Council or committee agenda in the future, the response shall be provided to all members of Council and the CAO.

iii. The will of Council must be represented in response to all informal inquiries, unless explicitly prefaced as an individual council member's personal opinion.

External Communications

1) Coordination

(a) The CAO is responsible for the overall coordination of communication and the carrying out of this policy.

(b) The Communications Clerk is normally responsible for carrying out external communications.

(c) General guidelines for external communications include:

i. Respect the authority and responsibility of the Town Council, whose members are entitled to learn about proposed policy initiatives, or major new services, programs or initiative before information about them is released to the general public or the media.

ii. Consult with the CAO when preparing information campaigns or strategies, or when preparing a response to a media inquiry.

iii. Keep information that is related to matters in draft form, under investigation, before the courts, or under the jurisdiction of another authority in strict confidence.

iv. Represent the will of Council in all communications.

2) Social Media use by Council Members

Council recognizes the importance of social media as an additional communication tool for the purpose of sharing information and encouraging dialogue with the public. Council Members engaging in social media should follow the same principles and guidelines as engaging in traditional forms of communication - by using sound judgment and common sense and by adhering to Council's values (stated in the Strategic Plan) and the Code of Conduct for Municipal Councillors Policy. Council Members should also abide by the following guidelines when using Social Media:

(a) Voice of Council

i. Since Council Members are perceived to represent the will and opinions of Council when speaking in any public forum, Council members are strongly

encouraged not to submit posts to social media that are not reflective of, or which contradict, the will or position of Council on a given matter.

ii. If a Council Member does choose to post something which may not be reflective of the position of Council as a whole, they will include a disclaimer to ensure readers understand that the Member is speaking from their perspective only. An example of a disclaimer — "This is my personal opinion only and does not necessarily reflect the will of Council as a whole."

iii. If there is the potential that a post may pose a risk or compromise the professional integrity of the poster, Council, or that of the Town, the Council Member should check with other members of Council and/or the CAO. Information that is published online becomes part of a permanent record; there is no taking it back. Although a posting becomes a permanent record, any requests will not be deemed as official correspondence.

(b) Maintain Confidentiality & Privacy

i. Council Members will not post information discussed during closed or in-camera sessions of Council, private or confidential information about members of Council or Town employees, or information or situations involving named or pictured individuals without their permission. Do not post anything that you would not present in a public forum.

(c) Ensure Accuracy

i. Members of Council have an obligation to ensure their posts are accurate and not misleading.

ii. Council Members should refrain from cutting and pasting emails from staff or others into posts without clear context and permissions as these are written for a specific audience for a specific purpose.

(d) Self-Monitoring for Personal Sites

i. Site maintenance is recommended to ensure content remains current and accurate. Static sites quickly fall into disuse and pose a risk with outdated information.

ii. Post "Terms of Use" on your personal site that reflect how you as a member of Council will deal with abusive, hateful, defamatory, anonymous, profane or otherwise inappropriate comments or content, including information that may jeopardize the privacy of others or harm or jeopardize the reputation of the Town, Council, or Administration.

(e) Official Town Websites

i. No member of Council will create, operate or manage any website or social media site on behalf of the Town without prior written authorization by the CAO.

ii. Each site that is created or operated on behalf of the Town shall clearly identify that the site is operated on behalf of the Town as well as identify the person or contact responsible for site management.

3) Council Letter to Citizens

As it is the policy of the Town of Cardston to inform citizens about the Town's policies, programs, services and initiatives through communication that is timely, accurate and consistent, the Council deems it appropriate to implement a *Council Letter to Citizens*.

In order to ensure that the Council Letter to Citizens (the letter) is prepared and sent out in an orderly and timely fashion, the following guidelines have been set:

(a) The Deputy Mayor will set a goal to prepare at least two letters for their term as Deputy Mayor.

i. A Council member may volunteer to substitute as writer for the Deputy Mayor.

(b) The assigned writer will:

i. Have their audience (tax payers and voters) in mind when writing.

ii. Remember that their writing becomes a public document that can be cited in court.

iii. Base their writing on the values agreed upon by Council.

iv. Represent a unified view with a personal professional style of writing. The writing represents the collective view of Council (re: content, use of the royal 'we') which is reflected in the signature: "Submitted by _____ on behalf of Mayor and Council."

(c) The Deputy Mayor or writer will submit the draft letter to Mayor and CAO for initial feedback.

i. The Deputy Mayor will send the final draft of the letter to the CAO after receiving feedback.

ii. Following a check by Administration for format, grammar, syntax and fact, the letter will then be submitted for inclusion in the next issue of the local newspaper, emailed to those individuals who have signed up to receive notification from the Town of Cardston, and posted on the Town's website with links to the post featured on the Town's social media accounts.

Internal Communication

1) Inquiries Made by Members of Council:

(a) The CAO shall be the primary contact for all Councilor inquiries.

(b) Councilor inquiries by any medium must be addressed promptly.

(c) Formal inquiries are directed to the CAO.

(d) Informal inquiries may be delegated to individual staff members who are knowledgeable in the specified area of inquiry.

(e) Where a response is required to an inquiry that is expected to attract media attention, the response shall be provided to all members of Council and the CAO

(f) At no time should a member of Council direct operations or employee of the Town of Cardston.

i. Council members may be signed up on the Action Tracking software used by Town Administration and Staff. Council members are only to use the shared list "Council Assignments" as an information tool. They are not to post comments, notes, questions, complete items, set reminders or due dates, or any other action on that shared list. All inquiries regarding specific tasks or action items must be directed to the CAO.

TOWN POLICY

COUNCIL POLICY:

Emergency Communication with Citizens

POLICY NUMBER: C-16

RESOLUTION NUMBER: 15-49 **ADOPTED:** April 14, 2015

Policy Statement:

From time to time, the Town of Cardston finds it necessary to inform citizens of emerging events that may impact their lives or property.

The Local Emergency Notification System (LENS) is designed to provide critical and potentially life-saving information to citizens when emergencies or disasters occur. The Town will use LENS to warn residents about emerging situations that will potentially affect life and property and effectively advise residents about precautions and actions they should take. LENS is intended for urgent uses only and should not be used for routine communications.
Messages broadcast on the system must be reviewed, approved, and issued by the Chief Administrative Officer (CAO) or his/her appointed designate.

The purpose of this policy is to:

Establish guidelines to ensure that LENS is used appropriately and effectively to communicate urgent messages to the residents of the Town of Cardston.

Emergency Urgent Messages

Examples of emergency messages that merit the use of LENS include but are not limited to:

- Summer Weather (i.e. tornado);
- Flooding;
- Urban fire or wildfires that have the potential to affect Town Residents;
- Health (i.e. drinking water supply/water quality);
- Emergency or disaster warnings from the Province or other jurisdictions that are anticipated to directly impact the Town of Cardston;
- General or localized evacuations;
- Unplanned utility interruptions that may last more than **4 hours**.

Non-Emergency Urgent Messages

Since notifications can be sent out via text, email, or phone, it may be appropriate to utilize the notification options to send out less urgent but still important notifications to Town residents. This is an

important aspect of delivering these types of important messages to large sections of town residents in a time sensitive manner.
Examples of important non-emergency messages that could merit the use of LENS could include but not be limited to:

- Planned utility interruptions;
- Snow removal after a snowfall of more than 2 feet;
- Street Closures;
- Localized mosquito/adulticide spraying.

TOWN POLICY

COUNCIL POLICY:

Council Members Attendance at Meetings Policy

POLICY NUMBER: C-23

RESOLUTION NUMBER: 12-63 **ADOPTED:** June 12, 2012

Policy Statement:

Councillors are expected to attend Council meetings as schedules. At times, Councillors have requested to be excused from attending meetings. As such, a policy and procedure was necessary to ensure that the request to be excused from meetings for an extended period of time was documented and the Mayor and Council were notified.

The purpose of this policy is to:

Ensure that there are procedures in place for Councillors when requesting to be excused from attendance at meetings.

A Councillor who will be absent from all regular council meetings held during any period of 8 consecutive weeks must provide written notice to the Mayor and Council prior to commencement of the absence. A Councillor who is making a request to be excused from Council must provide a reason for his/her absence and then may be excused by resolution of Council as follows:

(a) Excused for other Council business, or

(b) Excused with reason by courtesy of Council.

See section 174 (2) & (3) of the Municipal Government Act for regulations regarding absence from Council meetings.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Council Operations Policy

POLICY NUMBER: C-25-1

RESOLUTION NUMBER: 10-15 **ADOPTED:** January 26, 2010

1) Role of the Council

(a) A municipality only has such authority that is expressly given to it by the Provincial Government. All powers and duties imposed on a municipality are vested in the Municipal Council (MGA S. 3, 4, 5, 6, 7, & 8). Authority is exercised through either a By-Law or resolution.

(b) The Municipal Council may delegate some of its powers by By-Law. Boards can be appointed for the purpose of managing and operating, or advising in the management and operation, of any branch or department of the municipality's service.

(c) No committee has the power to borrow money, pass a By-Law, or to enter into a contract unless Council has so authorized.

(d) A municipal Council may not fetter the discretion of future Councils.

(e) Council procedure shall be conducted as per the Council Procedures By-Law.

2) Elected Official Remuneration, Allowances, Expenses and Benefits

Mayor and Councillors are entitled remunerations as per Policy #R/8 and amendments thereto. Taxable income is calculated by adding honorarium, committee, and per diem totals, and then taking 2/3 of this total. (Expenses such as meals and mileage are not considered in the calculation.) Council members are not included in any benefit packages, except an accidental death and dismemberment benefits coverage.

3) Distribution of Agenda Packages and Minutes

(a) Agendas will be distributed as per the Council Procedures By-Law.

(b) Minutes shall be distributed to council members in each Councillor's agenda package prior to the next Council meeting.

(c) Minutes shall not be distributed to the public until after being approved by Council.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Presentation to Council Policy

POLICY NUMBER: C-27-1

RESOLUTION NUMBER: 16-152

ADOPTED: May 24, 2016

REFERENCE:
Freedom of Information and Protection of Privacy Act.

SUPERSEDES:
Policy #C/27

PREPARED BY: Chief Administrative Officer

DATE: May 20, 2016
UP FOR REVIEW: May 20, 2018

Policy Statement:

Town of Cardston council meetings are open to the public to provide residents with an opportunity to observe the proceedings, stay informed on the latest issues in the community, and to make presentations to Council. Residents are encouraged to attend council meetings and to make presentations directly to Council.

The purpose of this policy is to:

Outline the process for making presentations to Council, which will ensure that presenters are aware of expectations and requirements, and that Council has the necessary information and time to make an informed decision on matters brought to it by the public.

Requesting a Presentation to Council

Individuals or groups who wish to make a presentation to Council must submit a request in writing to the Chief Administrative Officer at least one week in advance of the council meeting they wish to present at. See attached schedule for a form that should be used for this purpose. Presenters must provide the following information in advance in order to present to Council:

- Contact information of the presenter(s)
- The subject matter and a summary of the presentation
- A copy of the presentation materials
- Any other relevant background information

This process ensures that Council has enough information to make an informed decision, and enough time to review the presentation materials before the council meeting. Presenters are encouraged to discuss their presentations with the Chief Administrative Officer prior to the scheduled council meeting

to anticipate any questions or concerns that Council may have. Time sensitive presentations, or requests submitted with adequate background information, may be considered with less than one week's notice at the Chief Administrator's discretion.

Presenters should know that a record of their presentations will be recorded in the minutes of the council meeting, and will be recorded along with the rest of the council meeting for the public to view. Any documents provided to council or administration in relation to the presentation are considered public documents and will be subject to the *Freedom of Information and Protection of Privacy Act.*

Depending on the information provided and discussed, the Chief Administrative Officer may place the presentation on the appropriate council meeting agenda or refer the request to a staff member or department where the subject matter can be better addressed.

Requests for presentations that pertain to a matter outside of the Town of Cardston's jurisdiction, or requests that contain matters already dealt with by Council without any new information or developments, will not be heard by Council.

Presenting to Council

- In the interest of time and other items on a council meeting agenda, presentations will be limited to a *maximum of fifteen minutes.* (Depending on the nature of the item being discussed, the Chairperson of the meeting may exercise discretion to allow for longer time.)

- Presentations must be consistent with the subject matter provided in the backgrounder on the approved presentation request. Delegations will not be permitted to deviate from their original subject matter.

- Groups making a presentation to Council will be required to designate a *maximum of two individuals* to deliver the presentation.

- Following the presentation, Council may have questions or suggestions directed to the presenter(s), who will have an opportunity to respond to any concerns raised by Council.

- The matter presented will *not be open for debate*, Council may ask questions for clarity, but will not provide comments in support or against delegations during the presentation.

- Depending on the nature of the presentation, Council may make a decision after the delegation's presentation, at the council meeting of the presentation, or at a later council meeting.

- The presenter(s) will receive a written response from either Council or the Chief Administrative Officer on any presentation that requires a decision by Council.

SCHEDULE 'A'

Request for Making Presentation to Council/Committee Form

This form must be submitted to the Chief Administrative Officer at least one week before the Council Meeting you wish to present at. Presenters should review the attached presentation policy prior to completing this form.

1. Presenter(s) Name(s): _____

2. Address: _____

3. Phone: _____ Email: _____

4. Reason you wish to appear before Council (brief summary of presentation and identify specific request if any):

   _____

   _____

   _____

   _____

   _____

5. Date of Council/Committee meeting at which you wish to appear: _____

6. Are you representing:

   ☐ Yourself

   ☐ An Organization/Society/Club (Name): _____

   ☐ A Business (Name): _____

   ☐ Other (Please Specify): _____

SCHEDULE 'A'

7. Please attach a copy of your presentation and any other background information to this application. Your presentation will be provided to Council prior to the meeting to provide Councillors an opportunity to review your submission.

8. Does your presentation require audio/video equipment? If so, please specify requirements:

_____

_____

_____

_____

Please return the completed form to:

Jeff Shaw, Chief Administrative Officer
67 3rd Avenue West
Box 280, Cardston, AB T0K-0K0
Fax: 403-653-2499 Email: jeff@cardston.ca

Council Meetings are held in the Council Chambers of the Town Office: 67 3rd Avenue West, Cardston, Alberta. Please call the Town Office to confirm meeting date(s) at (403) 653-3366.

For Office Use Only

Date Request Received: _____

Approved: _____ *Not Approved:* _____ *Applicant Notified:* _____

Reason Not Approved: _____

Date of Presentation: _____

TOWN POLICY

COUNCIL POLICY:
Code of Conduct and Ethics Policy

POLICY NUMBER: C-9

RESOLUTION NUMBER: 01-32

ADOPTED: March 27, 2001

REFERENCE:

SUPERSEDES:

Employee Responsibilities:

Impartiality
Employees are expected in all regards to conduct their duties with impartiality.

Disclosure
Employees are required to disclose to the Municipal Administrator, or designate, any situation involving them which is in conflict or an apparent conflict of interest. Once the Municipal Administrator or designate has been notified, the employee shall only exercise their authority in accordance with instructions received.

Conflict of Interest
Employees are in conflict of interest if they:

1) Take part in a decision in the course of carrying out their duties, knowing that the decision might further a private interest of the employee, their spouse or child; or

2) Use their public role to influence or seek to influence a Municipal decision which could further a private interest of the employee, their spouse or child; or

3) Use or communicate information not available to the general public that was gained by the employee in the course of carrying out their duties, to further or seek to further a private interest of the employees, their spouse or child.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:

Code of Conduct for Members of Commissions, Boards, and other Quasi-judicial Entities

POLICY NUMBER: C-9-2

RESOLUTION NUMBER: 09-69

ADOPTED: April 14, 2013

REFERENCE:

SUPERSEDES:

Policy Statement:

Public Boards, Commissions and other similar entities (referred to collectively in this Code of Conduct as "Boards") exist to serve a public purpose. Board members must therefore act in the public interest, put the public's interests ahead of their own personal interests, and ahead of the interests of other private individuals or groups.
It is also extremely important that Board members understand that the public must have confidence in the integrity of its public institutions, and the ethical conduct of those who serve as Board members.

The purpose of this policy is to:

Set out certain ethical guidelines which are in addition to any statutory or other legal requirements imposed upon Public Boards, or Board members. In the event of any conflict, any law or legal requirement will take priority over these guidelines.

The Code of Conduct for Boards is as follows.

Board members shall:

1) Not use their position to secure special privileges, favors, or exemptions for themselves, their relatives, or any other person, but shall at all times serve the public interest.

2) Subject to any legal requirement to the contrary, act in the best interest of the Board.

3) Discharge their powers, duties, and functions honorably, faithfully, and conscientiously.

4) Have respect for and endeavor to conduct all of the Board's business in accordance with applicable legislation and policies.

5) Endeavor to become knowledgeable about the Board's business, and any legal or policy issues applicable to the Board's business.

6) Respect the powers, duties, and functions of fellow Board members and board employees

7) Treat fellow Board members, employees, and members of the public with respect, honesty and fairness.

8) Declare any conflict of interest when it is appropriate to do so.

9) Safeguard any confidential information which comes before the Board and respect the requirements of the *Freedom of Information and Protection of Privacy Act,* R.S.A. 2000, c. F-25 or its successor, and any legislation which creates or establishes the Board, or creates legal requirements which are specific to the Board.

TOWN POLICY

COUNCIL POLICY:

Disposition and Scheduling of Inactive Records Policy

POLICY NUMBER: D-20

RESOLUTION NUMBER: 99-44

ADOPTED: April 27, 1999

REFERENCE:

SUPERSEDES:

Section I: the purpose of this policy is to:

1) Ensure the retention of legal or legislatively required documents.

2) Ensure the retention of records of historic, cultural, or research value.

3) Ensure the orderly disposition of routine or outdated material.

Policy Statement:

- All municipal records are to be disposed of in accordance with the methods and schedules outlined hereafter.

The Records Management System established show use the following symbols to designate the retention or disposal of records:

- D Destroy
- P Permanent (retention)
- P(P.A.) Permanently held in Provincial Archives
- P(D.V.S.) Permanently held in Alberta Vital Statistics

Section II: Record Retention and Destruction

1) Where is provided the particular records of the Municipal Corporation, or the local board accountable to the Corporation thereof, shall be:

(a) Destroyed – such records shall be destroyed without any copy there of being retained;

(b) Permanent – such original record some preserved and never destroyed;

(c) Permanently held in Provincial Archives – such records shall be released to either the Provincial Archives or other local archives upon decision and direction of the committee; (a copy of the records transferred shall be permanently retained on file);

(d) Permanently held in Alberta Vital Statistics – such records shall be released to Alberta Vital Statistics upon the direction of the Committee;

(e) Change of retention schedule – maybe amended by the Municipal Council upon recommendation of the Committee.

2) Discretion:

i. The Municipal Administrator shall always have discretion to retain records longer than the period provided for this policy and shall do so where the Administrator has received any indication that there is or may be civil action involving any of the said records. Any such decision shall be recorded in the records retention Index.

3)

(a) When records have been destroyed under this policy, the Administrator shall so certify in writing. Such certificate shall refer to the relevant schedule and item of this policy and shall identify the records destroyed.

(b) The Administrator shall keep an index of:

i. Records destroyed

ii. Records referred to Provincial or other Archival Centres

(c) All records destroyed should be authorized by Council and the destruction should be carried out in the presence of witnesses. The person destroying the records should provide a statement in writing a test of the time and place of the destruction of the records, together with a detailed list of the records destroyed also the names of the persons who witnessed the destruction. The statement should be presented to Council and permanently filed in the office records.

Section III: General

1) Committee

i. The Committee shall consist of the Mayor, Municipal Administrator, and one member of the Council. The Committee shall meet as frequently as it deems necessary and be chaired by the Administrator. The Committee shall work on the basis of consensus; however, where there is disagreement the Administrator's decision shall be followed. The Committee shall keep the Council periodically informed as to its activities.

2) Records Retention Schedules

i. The attached Schedule "A" pages 1 to 122 inclusive is hereby adopted. It may be amended upon recommendation of the Committee and motion of Council.

3) Storage

i. It shall be the responsibility of the committee to provide for policies regarding security and storage of all Municipal Documents. Such policies shall be administered by the Administrator for all Municipal documents.

4) Approval

i. This Policy shall require the approval of the Municipal Auditor and Solicitor before coming into force.

TOWN POLICY

COUNCIL POLICY:
Donation Policy

POLICY NUMBER: D-25-2

RESOLUTION NUMBER: 13-61

ADOPTED: June 25, 2013

REFERENCE:

SUPERSEDES:
Policy #D/25-1
Policy #D/25

Policy Statement:

The Mayor and Council of the Town of Cardston (the Town) desire to establish a policy related to donations from the Town to individuals or groups. The policy exists to assist in the administration of annual donations budget and to provide guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year. For the purposes of this policy, the definition of "donation" shall be any direct monetary contribution or provision of Town services, facilities, or equipment requested by the applicant. These provisions or services include facility rental fee, Town staff support, Town owned equipment fee, or use of Town owned materials.

The objectives of the policy are as follows:

- To provide Council with a consistent response to requests for donations.
- To provide clear procedures for staff when responding to requests for donations.
- To provide delegate authority to the CAO to determine requests for donations up to a value of $200

Conditions of the policy are as follows:

- Requests for consideration of a donation will be accepted on an ongoing basis and must be in writing to the CAO on the prescribed form.
- All requests must be received a minimum of 30 days before the event to which they apply.
- The CAO and/or Council, at its discretion may or may not grant a request for a donation for the event.
- The CAO has the delegate authority to approve a donation for a single event up to a maximum of $200.
    - The CAO has the delegate authority to approve the donation in the form of waived fees, providing that no admittance fees or participation fees are charged for the event.

- The CAO may not exceed the approved yearly budget amount.
- Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded.
- Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.

To be eligible for a municipal donation, an individual, group or organization must:

- Be based within the Town of Cardston;
- Demonstrate the need for the specific request;
- Be an individual or non-profit entity;
- Use or distribute the donation wholly within the Town of Cardston through the events or activities associated with the donation;
- Not be the recipient of other funds from the Town;
- Not be a Federal or Provincially funded initiative;
- Not be raising funds on behalf of another group who would not otherwise qualify;
- Not be a registered party, registered constituency association or registered candidate;
- Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies;
- Show outcomes that positively benefit the Town and its citizens.

Town of Cardston Application for Donation

Date of Application: _____

Date of Event: _____

1. Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

2. Type of Donation

□ Financial Assistance
□ Fee Waiver (explain): _____
□ Service Provision (explain): _____
□ Other (explain): _____

Amount (value) Requested: _____

Details of how the funds will be expended:

_____
_____
_____
_____

3. Previous Donations

Has your organizations received donation from Town council in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

4. Organizational Information

What services or activities does your organization provide to the Town of Cardston residents?

_____

_____

_____

_____

_____

Describe in broad terms the principal objective of your organization or initiative:

_____

_____

_____

_____

How will your organization acknowledge the Town's donation?

_____

_____

_____

TOWN POLICY

COUNCIL POLICY:
Electrical Infrastructure Policy

POLICY NUMBER: E-15

RESOLUTION NUMBER: 09-111 **ADOPTED:** June 9, 2009

Policy Statement:

Whereas the Town of Cardston is committed to ensuring consistent, high-quality service to all customers within the Electrical Distribution System, the following guidelines outline the basic procedure for development of new infrastructure and upgrades to existing infrastructure related to the system.

Residential subdivisions

Any new subdivisions will be serviced from the front of the lot and all electrical infrastructure will be underground. The design will follow all the current standards related to street lighting and underground systems. If, at the discretion of the Electrical Foreman, it is more cost-effective, the subdivision may be service with an overhead line up to the point of entry into the subdivision.
If requested by the developer, the, Cardston Electrical Department may submit a competitive bid for construction of electrical infrastructure for new subdivisions.

Commercial/Industrial subdivisions

All commercial and industrial subdivisions electrical infrastructure will be built as overhead systems.

Main Feeders

If there is a requirement that any main or express feeders be needed within the Town of Cardston, these will be kept to the Avenues where possible.

Remote Services

If, in the opinion of Electrical Foreman, it is not feasible due to cost and time to supply services to an area underground, the line maybe build overhead. The areas that border the town which are serviced by the town distribution system (i.e. Water plant, lift station, rural services) will be left overhead until such time as the town boundaries encompass these areas.

Street Lighting

Any new street lighting or replacement of existing streetlights will conform to the new standards of the Institute of Electrical and Electronics Engineers. The wedding will be engineered as to the wattage, height, and number of light standards required as per current guidelines.

Conversion

Any conversion of existing facilities, whether underground or overhead, will remain as currently exists and be rebuilt to current standards in order to maintain proper clearances between other utilities and road crossings. Where feasible, to reduce the amount of road crossings to houses that currently have underground services, services will be grouped together.

TOWN POLICY

COUNCIL POLICY:
Fees & Charges Policy

	POLICY NUMBER: F-20-4
RESOLUTION NUMBER: 2018-123	**ADOPTED:** May 8, 2018
REFERENCE: Updated May 4th 2018	**SUPERSEDES:** Policy #F-20-1 Policy #F-20-2 Policy #F-20-3
PREPARED BY: Chief Administrative Officer	**DATE:** March 23, 2018 **UPDATED:** June 12th, 2018 **UP FOR REVIEW:** January 1, 2019

Policy Statement:

The Town of Cardston shall establish rates for the public to use and rent the Town owned facilities as per the attached 'Schedule A', updated May 4th, 2018.

SCHEDULE "A"

Swimming Pool

Season Family Pass	$200.00
Additional Child on Season Family Pass	$30.00/child
Season Single Pass (Ages 4 & up)	$100.00
Book of Ten Single Passes	$45.00
Family Rush Pass	$18.00
Single Rush Pass Ages 18+	$5.00
Single Rush Pass Youth (4-17 yrs.)	$4.00
0 - 3 (free with an adult)	Free

** Definition of family is: 2 parents & up to 4 immediate children (Ages 4-17)"*

Lessons (per Session)

Tots with a pass	$25.00
Tots without a pass	$35.00
Level 1-6 with a pass	$35.00
Level 1-6 without a pass	$45.00
Level 7-10 with a pass	$45.00
Level 7-10 without a pass	$55.00
Bronze Medallion & Cross (manual extra)	$100.00
AquaFit	$40.00/month or rush fee for drop-ins.
Private Lessons	"$30.00 per 30 min. lesson/child"

Pool Rentals

Main pools, wading pool, waterslides	$150.00/hr. for all pool rentals & includes the waterslides

Rentals

Club Rentals eg. swim club	$45.00/child
Windy City Weightlifters (per month)	$255.00

SCHEDULE "A"

Ice Centre

Public Skating donated by 3 Service Clubs

Rotary, Lions, Legion $1,200.00 each

Family Pass	Free by Service Clubs
Single Pass	
Book of Ten	
Rush Single	
Family Rush	
Under 6 (free with an adult)	

Rentals (per hour)

Youth Groups	$70.00
Adult Groups	$90.00
Out of District	$105.00
Figure Skating and Minor Hockey	$70.00
Rec Hockey ($150.00/player)	
Sharpening Shop per month	$45.00
Summer Use per hour	$35.00
-all day use (trade show) (1/2 price for setup)	$150.00

Civic Centre

Gym & Stage

General Public/Events per hour	$24.00
General Public/Events 4 hour block	$72.00
General Public/Events per day	$144.00
Non Profit per hour	$20.00
Non Profit 4 hour block (set up is at 1/2 rate)	$60.00
Non Profit per day (set up is at 1/2 rate)	$120.00

Recitals per hour	$34.00	
Recitals 4 hour block	$102.00	
Recitals per day	$204.00	

Multi-Purpose Room

General Public/Events per hour	$22.00	
General Public/Events 4 hour block	$66.00	
General Public/Events per day	$132.00	
Non Profit per hour	$20.00	
Non Profit 4 hour block	$60.00	
Non Profit per day	$120.00	
Recitals per hour	$24.00	
Recitals 4 hour block	$72.00	
Recitals per day	$144.00	
Kitchen (per day)	$50.00	
Banquets/Weddings (incl. kitchen)	$260.00	(Set up incl.)
Table Rental (per table/day)	$12.00	
Chair Rental (per chair/day)	$0.35	
Marquee Tent (per day)	$140.00	
Duck Rental ($20.00 Deposit)	$12.00/day	$18.00/weekend

Required Deposit at Time of Booking *If rental is $50.00 or greater = Deposit is 1/2 the cost*
If rental is under $50.00 = Deposit is the same of the cost

Playing Fields (Ball Diamonds & Soccer Fields)

One Time	$50.00/field
Teams adult per season	$120.00/team
Teams minor teams per season	$10.00/player
Tournaments	$50.00/field/day

Tournament Rental Deposit is used to secure booking & secure against damages. Refunded upon condition report at conclusion of tournament.	$200.00 Deposit **Req'd at time of booking**
Track and Field per day	**Must be booked & paid through School Division**
Tennis Courts (per day)	$65.00
Lions Park Kitchen Rental (per day)	$35.00
Walker Field	**Must be booked & paid through School Division**
Soccer Field Only	$50.00/field
whole complex (w/o clubhouse)	$100.00 for all 3 fields
Soccer Clubhouse	$100.00/4 hrs.
(for groups, reunions, etc.)	$200.00/day
Deposit is used to secure booking. Used towards cost of rental.	"$100.00 Deposit" **Req'd at time of booking**
Redford Lights Use	$40.00/night
Walker Field Lights Use	**Must be booked & paid through School Division**

Lee Creek Valley Golf Course

Memberships (+GST)

0-13 7 Day	$149.00	
14-18 7 day	$179.00	
Student 7 day	$495.00	
Single 5 day	$875.00	
Couple 5 day	$1,400.00	
Single 7 day	$1,160.00	
Couple 7 day	$1,690.00	
Family 7 day	$1,975.00	
Trail Fees	$225.00	per cart
Gas Cart Storage	$275.00	

Electric Cart Storage	$325.00
Outside Cart Storage	$150.00
Range Pass - Jr.	$80.00
Range Pass - Individual	$170.00
Range Pass - Couple	$215.00
Range Pass	$250.00

Green Fees (No GST)

Cart Per Seat 9 holes	$13.00
Cart Per Seat 18 holes	$20.00
Weekday Fee 9	$20.00
Weekday Fee 18	$30.00
Weekend/Holiday 9	$30.00
Weekend/Holiday 18	$47.00
Weekend Evening 9	$26.00
Weekend Evening 18	$35.00
Twilight WeekDay 18 with Cart	$39.00
Twilight Weekend 18 with Cart	$46.00
Junior Rate 9	$15.00
Junior Rate 18	$20.00
Reround weekday	$15.00
Reround weekend	$25.00
Daily Trail Fee	$17.00
10 18 round Punch Card wkday	$260.00
10 18 round Punch Card wkend	$399.00
10 9 round Punch Card wkend	$165.00
Range Balls Small	$5.00
Range Balls Large	$8.00

TOWN POLICY

COUNCIL POLICY:
Harassment Policy

POLICY NUMBER: H-2

RESOLUTION NUMBER: 98-41 **ADOPTED:** May 26, 1998

Policy Statement:

The Town of Cardston is committed to maintaining a harassment-free work environment. Every person has the right to individuality, respect, dignity, and to be treated right in their working environment.
The purpose of this policy is to maintain a working environment that is free from harassment, and to inform all employees, Councillors, and Town volunteers that matters of harassment will be dealt with promptly, fairly, and systematically.
The Town of Cardston will not tolerate harassment in our working environment. All investigations of harassment will be handled promptly, discreetly, and will be kept strictly confidential in respect to everyone involved. Incidents of alleged harassment will be promptly investigated and if allegations have merit - person or persons will be terminated or disciplined - in accordance, to the severity of the incident.
The Town of Cardston will then take the necessary steps to ensure that the complainant is protected from any form of retaliation by the respondent(s) who were the subject of the complaint, employees, or managerial supervisory personnel.

Definition

"Harassment" is defined as:

(a) Any unwanted physical or verbal conduct that offends or humiliates you. Such conduct could interfere with your ability to do a job or obtain a service. Harassment can create a negative or hostile work environment which can interfere with your job performance and result in your being refused a job, a promotion, or a training opportunity. (Harassment complaints can be based on race, colour, national or ethnic origin, religion, sex, marital status, family status, mental or physical disability, pardoned conviction, and sexual orientation); or

(b) Any unwelcome behavior which creates an intimidating, threatening, or hostile work environment, or which threatens the employee's dignity or respect.

Responsibilities

1) Management and Supervisory Personnel

It is the responsibility of every management and supervisory person to:

(a) Be familiar with this policy and the provisions of the Individuals Rights Protection Act or any other legislation/regulations governing human rights in the work environment;

(b) Inform all new and old Employees, Counselors, and/or Town Volunteers of the policy;
(c) Create a work environment where employees will come forward with complaints;
(d) Investigate all reports of harassment and confirm clarification from the complainant and solution (handle complaints with objectivity, fairness, consistency, seriousness, and sensitivity);
(e) Inform the complainant(s) of their rights under the Individual's Rights Protection Act;
(f) Inquire if complainant(s) wants to make a formal complaint;
(g) Inform complainant to maintain an awareness of any retaliation for making the complaint and to carry out his/her duties in such a manner to promote the purpose of the policy and to ensure compliance with its provisions;
(h) Unless the situation deems inappropriate, please be investigated by immediate supervisors of respondent and complainant; consultation with department manager. Where more than one department it involved, the Town Administrator will decide the appropriate supervisor to investigate.

2) Employees, Councillors, and Town Volunteers

It is the responsibility of every Employee, Councilor, or Town Volunteer to:

(a) Know the purpose of the policy, and comply with its provision and any other legislation/regulations governing human rights in the work environment;
(b) Have an awareness of what behavior is appropriate and not appropriate in the work environment in respect to harassment;
(c) Promote a harassment–free work environment;
(d) Cease any behavior that is found offensive by another employee(s). This includes verbal behavior, physical contact, non-verbal behavior, visual sexual-harassment, and psychological sexual harassment;
(e) Be sensitive to any situation in your working environment, which may create a sexist or hostile working environment. Make the management aware of these conditions.

3) Complainant (must be recipient of harassment)

(a) It in the responsibility of a complainant to:
(b) Inform the respondent(s) (i.e. the person who is harassing) that any inappropriate behavior is unwelcome and unacceptable; preferably at the time of the occurrence;
(c) Keep a record of all incident (dates, times, location, possible witnesses, what occurred, and your response). You do not have to records any incidents in order to file a complaint, but a record can strengthen your case and help you to remember details over time;
(d) Report your complaint to a supervisor or Department manager;
(e) Complainant(s) may involve an Employee Association representative, and complainant should be present when complaint is presented to supervisor or department manager.

4) Respondent (Harasser)

It is the respondents responsibility to;

(a) Know your rights;

(b) Report witnesses you may have;

(c) Respondents may involve the Employee Association, but must contact the Association themselves.

Procedures for Reporting and Investigating Harassment

1) When a report of alleged harassment is made to management or person in authority the complainant(s) will be advised of their rights in the respondent(s) rights in the matter.

2) Complainant(s) will then be asked whether he/she wishes to make a formal complain. a formal complaint occurs when complainant(s) files a complaint in writing of the incident that occurred. (i.e. date, time, and people involved).

3) If complainant(s) makes a complaint about person(s) to management or person in authority, but does not wish to make a formal complaint, management or person in authority will take such action that is appropriate to the situation.

4) For all complaints investigated (whether formal or informal), the supervisor will then meet and inform the respondent(s) of the complaint and process that will be followed.

5) Respondents should be informed of his/her rights.

6) Administrator will then interview the person(s) have knowledge of or who might have witnessed the incident(s).

7) Investigator will then conclude key incidents, facts, supporting materials, and conclusions of the investigations and submit a confidential report all other supervisors involved. Appropriate results will be given to the respondent(s) and complainant(s).

8) The Town of Cardston will then review the report and decide on what course of action to take. Any decision to terminate or otherwise disciplined respondent involved for harassment will be based on the seriousness of the incident(s). No written documentation will be placed in the complainants personnel file and no disciplinary action will be taken against the complainant unless it is determined that the complaint was made for malicious purposes.

9) The complainant and the respondent(s) will then be notified in writing of the actions arising from the investigation.

TOWN POLICY

COUNCIL POLICY:
Heritage Tree Designation Policy

	POLICY NUMBER: H-30
RESOLUTION NUMBER: 2017-126	**ADOPTED:** May 9, 2017 **SUPERSEDES:** New
PREPARED BY: Chief Administrative Officer	**DATE:** April 28, 2017 **UP FOR REVIEW:** April 28, 2022

Upon the recommendation of Communities in Bloom or the Historical Society or some other Town committee, community organization, or a private citizen, Town Council may choose to designate a certain tree or group of trees in the community as Heritage trees. Heritage Tree designations will serve to recognize a tree for its historical significance in the Town of Cardston.
This designation can be made by a simple resolution of council stating the location of such tree or trees, the species of tree(s), the reason the tree(s) are to be designated as heritage trees, the date the trees were planted if known, and any other interesting historical information.

Once the Heritage tree designation has been made, the requesting body may provide signage for the designated trees at their cost. If the trees are on public property, the Town will designate or provide a mounting for the signage. The signage must be of a professional and permanent nature such as a plaque. If the tree is on private property then the request must come from the property owner, and the property owner must arrange, or give permission for any signage to be attached.

Heritage trees on public property will be maintained by the Town through the Town's regular tree maintenance program.Heritage Tree designations will not necessarily protect the tree from future development or removal; discretion will be given to the property owner. If any of these trees on public property need to be removed due to disease or damage, the Town may consider replacing it with a successive tree of similar type to carry on the designation. Care of trees on private property will be the responsibility of the property owner in accordance with the Town's unisightly property bylaw. If a designated tree is removed for any reason, and not replaced, then the signage associated with that tree may be donated to the Historical Society.

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TOWN POLICY

COUNCIL POLICY:
Health Society Trust Fund Policy

POLICY NUMBER: H-4-1

RESOLUTION NUMBER: 15-93 **ADOPTED:** August 11, 2015

Under agreement between the Cardston Health Society and the Town of Cardston, commencing in 1968 with updates to May of 1991, the Town has established a Cardston Health Society Trust Fund of $20,600.00. The amount of $500, representing the estimated average amount of interest per year on the fund, will be budgeted each year and allocated to the following organizations on a rotating annual basis:

1) Chinook Foundation
2) Cardston & District Health Care Auxiliary Association

Payment will be forwarded each year to the appropriate organization.

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TOWN POLICY

COUNCIL POLICY:
Investments Policy

POLICY NUMBER: I-45

RESOLUTION NUMBER: 12-72 **ADOPTED:** June 26, 2012

REFERENCE:
Municipal Government Act – Section 250 (1) and (2),
RSA 2000, Chapter M-26

Policy Statement:

The Town of Cardston is committed to strong financial leadership and planning to ensure long-term viability of the municipality.

It is the policy of the Town of Cardston to conform to all provincial statutes and regulations governing the investment of municipal funds.

Municipal funds will be invested in a manner that meets the following objectives:

- Maintain the safety of investment principal
- Meet daily cash flow requirements
- Provide competitive investment returns

The purpose of this policy is to:

Establish objectives and limits for investment of funds held by the Town of Cardston.

Responsibilities

The responsibilities with respect to this policy are as follows:

Council to:

(a) Approve, by resolution, the Town of Cardston investment policy as may be amended from time to time.

(b) Delegate responsibility to the Chief Administrative Officer (CAO) or designate to establish and/or modify practices and internal controls for its investment operations consistent with this policy.

Audit Committee to:

(c) Review the policy annually and make recommendations regarding any changes that may be appropriate.

CAO or Designate to:

(d) Transact investments on behalf of the Town of Cardston in accordance with this policy.

(e) Establish and/or modify procedures and internal controls for investment operations consistent with this policy.

(f) Establish an annual process of independent review by an external auditor with the purpose of the review being to provide internal control by ensuring compliance with policies and procedures. This would take place as part of the Town's annual audit.

(g) Execute documents relating to the establishment and maintenance of investment accounts with investment brokers and qualifying financial institutions.

(h) Ensure all investment advisors are licensed within the Province and familiar with the Town's investment policy and the Municipal Government Act (MGA). Investment Advisors for the Town must be in compliance with regulations under the Alberta Securities Commission and be accountable to the Investment Industry Regulatory Organization of Canada (IIROC) standards.

(i) Report quarterly to Town Council on investments, which report will include details of the investments held and effective rate of return of the investments held.

Objectives

1) Maintain the safety of the investment principal.

2) Safety of the principal is the primary objective of the investment program. Investments of the Town are to be undertaken in a manner that seeks to maintain the safety of investment principal by mitigating credit risk and interest rate risk.

3) In order to mitigate risk, the Town of Cardston only invests in the securities which are authorized investments as defined and described by sections 250 (1) and (2) of the Municipal Government Act (MGA) RSA 2000 Chapter M-26 (a copy of which is attached to this policy as Schedule A).

4) Meet daily cash flow requirements.
The investment portfolio shall remain sufficiently liquid in order to meet all financial obligations that may be reasonably anticipated.

5) Provide competitive investment returns.
The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

TOWN POLICY

COUNCIL POLICY:
Policy for Land Sale

POLICY NUMBER: L-10-1

RESOLUTION NUMBER: 12-92 **ADOPTED:** September 11, 2012

Policy Statement:

This policy applies to all land owned by the Town of Cardston.

Definitions

For the purposes of this policy, the following terms shall be defined generally as follows:

Sale Agreement: An agreement between the Town and the purchaser outlining the financial details, transfer details and obligations, and other items such as closing dates, warranties and other relevant information requisite to meet the legal requirements of the sale and transfer of land.

Development Agreement: An agreement pertaining to the development of the parcel of land, which as stated within this policy deals with conditions such as provision of services & utilities including roads and sidewalks, and who is responsible for the costs associated with development of the above mentioned infrastructure. The development agreement can also deal with required time deadlines for building improvements on the property.

Residential Lots

1) The Sale Agreement is non transferable, nor may the land be resold prior to the development of a single family or multiple family dwelling on each lot sold.

2) All agreements for sale of non-serviced or partially serviced lots must be accompanied by a Development Agreement which shall include, but not be limited to, details regarding the provision of services (including roads and sidewalks) and responsibility of costs. The Development Agreement shall be registered by way of Caveat on the title until such time as all conditions of the agreement have been met.

3) The purchaser must commence construction within one (1) year of the date of the lot purchase. Construction must be completed within two (2) years of the date of the lot purchase. Construction will be deemed to be complete when all interior and exterior finishes are complete and the lot is leveled to finish grade.

4) The purchaser is responsible to meet all zoning requirements and pay the necessary permits.

5) All regular off site costs and electrical, sanitary sewer, storm sewer and water servicing costs shall apply as per current policy and/or Bylaw.

6) In the case of pavement or sidewalk repair due to construction, the purchaser shall pay for the replacement at the Town's cost.

7) Terms of Town owned lot sales are:

(a) $1,000.00 non-refundable deposit (applied to the final purchase price). If sale price exceeds $100,000 then deposit will be 5% of sale price.

(b) Balance of payment is due within 90 days or prior to application for a building permit if such application precedes the end of the 90 day period.

8) An individual or company may purchase only one (1) lot at a time. (unless approved by resolution of Council). At such time as construction has commenced on the lot, a second lot may be purchased.

Commercial & Industrial Lots

1) The Sale Agreement is non transferable, nor may the land be resold prior to the completion of the development.

2) All agreements for sale of non-serviced or partially serviced lots must be accompanied by a Development Agreement which shall include, but not be limited to, details regarding the provision of services (including roads and sidewalks) and responsibility of costs. The Development Agreement shall be registered by way of Caveat on the title until such time as all conditions of the agreement have been met.

3) The purchaser must commence construction and complete construction according to a time line that is approved by the Town Council. With regards to the term “construction” in the context of commercial and industrial land sales in this policy, “construction” is considered to be the improvement to the property that is agreed upon by Council and specified within the development agreement. This definition is not intended to imply the building of a specific facility of minimum size or assessment.

4) The purchaser is responsible to meet all zoning requirements and pay the necessary permits and fees.

5) All regular off site costs and electrical, sanitary sewer, storm sewer and water servicing costs shall apply as per current policy and/or Bylaw.

6) In the case of pavement or sidewalk repair due to construction, the purchaser shall pay for the replacement at the Town’s cost.

7) Terms of Town owned land sales are:

(a) A 10% non-refundable deposit (applied to the final purchase price).

(b) Balance of payment is due within 90 days or prior to application for a building permit if such application precedes the end of the 90 day period.

Raw Land

1) All sale of Raw Land must be approved by Council prior to any agreement being entered into.

2) All sales agreements must have a development time line that is approved by the Town Council.

3) All agreements for sale of non-serviced or partially serviced land must be accompanied by a Development Agreement which shall include, but not be limited to, details regarding the provision of services (including roads and sidewalks) and responsibility of costs. The Development Agreement shall be registered by way of Caveat on the title until such time as all conditions of the agreement have been met.

4) The purchaser is responsible to meet all zoning requirements and pay the necessary permits and fees.

5) All regular off site costs and electrical, sanitary sewer, storm sewer and water servicing costs shall apply as per current policy and/or Bylaw.

6) Terms of Town owned land sales are:

7) A 10% non-refundable deposit (applied to the final purchase price).

8) Balance of payment is due within 90 days or prior to application for a building permit if such application precedes the end of the 90 day period.

If the conditions of the lot sale policy are not adhered to, the purchaser shall return ownership of any vacant land to the Town of Cardston, free of all encumbrances, within 60 days of breach of the policy. The Town of Cardston will refund the purchase price of the land minus 15%.

If construction has commenced on the property and the balance of the conditions of the land sale policy are not adhered to within the 2 years, the Town of Cardston shall apply an annual penalty of 10% of the purchase price of the land as an amount due and payable on the tax levy. The penalty shall be applied immediately upon expiration of 2 years from the date of purchase and continue annually until such time as the conditions of the land sale are met.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Lot Purchase and Refund Policy

POLICY NUMBER: L-3

RESOLUTION NUMBER: 05-144 **ADOPTED:** October 25, 2005

Policy Statement:

This policy is to clarify procedure regarding deposit on lots sold by the Town and also when people request the Town to buy property or buy back lots previously sold or to trade lots from private to Town-owned.

Non-Refundable Deposits

All transactions shall follow current policy with the deposit and balance payable according to the terms of the signed agreements for sale. The Town will not refund deposits placed on lots if the buyer does not complete the terms of the signed agreement, unless the lot is sold and title transferred to another party. Refunds of deposits where the lot is sold to another party, will be assessed a $200 transaction fee.

Property Buy-back (Residential)

1. That the Town not buy back lots that have been purchased from the Town. Owners wishing this should list lots privately and sell accordingly.
2. At times Council may be approached to buy property from owners. If in the determination of Council the purchase should proceed, the Town will pay the original purchase price or the value of the lot as per the current Town lot sale policy, whichever is the lesser, less 10%.

Property Trade (Residential)

If an owner wishes to trade one residential lot for another of equal value, the Town may do so subject to a $200 transaction fee paid by the owner prior to completing the transfer.

Commercial Property

The Town sells commercial property under purchase agreements and if the purchaser does not complete the terms of the agreement, which includes time related matters for construction, then the purchased will transfer title to the Town for the purchase price less 5%.

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TOWN POLICY

COUNCIL POLICY:

Cardston Opportunities Initiative Policy

POLICY NUMBER: O-10-2

RESOLUTION NUMBER: 14-72 **ADOPTED:** May 27, 2014

Policy Statement:

A policy to establish the guidelines for the *Cardston Opportunities Initiative* grant.

The purpose of this policy is to:

Assist individuals, groups and organizations, by way of application, for project seed funding for new events within the community which have the potential to drive economic activity.

Qualifications

1) A new event or activity which would, by its very nature, be likely to draw significant numbers of people to the Town of Cardston.

2) The event or activity should be designed as an annual event with the potential for growth.

3) The event must create a foundation for economic growth which will enhance business activity in the community.

4) Individuals and/or organizations must submit an application for consideration, which must include a detailed business plan and complete budget, as well as a time line.

Guidelines

1) New applications must be submitted to Council for consideration.

2) Following approval by Council for the initial seed funding in year 1, funds may be provided for the same event to a maximum of 5 years. The applicant must reapply and the application must be approved by the Chief Administrative Officer (CAO) or designate each year. The recipient is not guaranteed all 5 years of funding.

3) Funds will be distributed on a graduated scale, meaning that the amount of funding will be reduced every year as to promote self sufficiency and reduce dependence on the Town for funding. Scale will be as follows:

(a) Year 1 – 100% of Council approved amount
Year 2 – 80% of original amount
Year 3 – 60% of original amount

Year 4 – 40% of original amount
Year 5 – 20% of original amount

4) All applications shall be submitted to the Town 75 days prior to the starting event date.

Funding

The Town will consider this Initiative in the annual budget process and allot an appropriate amount of money considering all budget priorities.

TOWN POLICY

COUNCIL POLICY:

Professional Development Fund for Councillors Policy

POLICY NUMBER: P-38-1

RESOLUTION NUMBER: 14-03 **ADOPTED:** February 11, 2014

Policy Statement:

The Town of Cardston supports activities that enhance a Councillors growth in knowledge, skills and practice and encourages elected officials to actively engage in continued learning. The Professional Development Fund is designed to assist members of Council in the pursuit of professional development interests that may support the Councillor in performing his/her role on Council.

The purpose of this policy is to:

Provide opportunity for effective professional development for elected officials within the Town of Cardston.

Definitions

The term professional development refers to any activity that will advance the skills or expertise of an individual to succeed as a Councillor through continued education.

Funding Guidelines

- Each Councillor is entitled to a maximum of **$2,000** for the four (**4**) year term on Council.
- All professional development activities towards which the fund applies are to be representative of learning in the context of a Councillors roles and responsibilities.
- Council may ask for either a verbal or written report following the professional development activity.
- The Councillor may pay for the course and submit receipt for payment, use a purchase order supplied by the Chief Administrative Officer (CAO), or fill out a request for payment form to have a cheque prepared.

- There is no carry over of funds from term to term of Councillors and there is no cash value if not used as per the guidelines of the policy.

TOWN POLICY

COUNCIL POLICY:
Private Land Development Policy

POLICY NUMBER: P-45-2

RESOLUTION NUMBER: 2017-208	**ADOPTED:** September 12, 2017 **SUPERSEDES:** Policy #P-45 Policy #P-45-1
PREPARED BY: Chief Administrative Officer	**DATE:** September 4, 2017 **UP FOR REVIEW:** September 4, 2022

Policy Statement:

The Mayor and Council of the Town of Cardston (the Town) desire to establish policy regarding private land development guided by the following principles:

- It is the intent of the Town to have clear and determined direction of its involvement with private landowners desiring to develop either residential or commercial properties;
- The Town desires to facilitate private land development where appropriate and in the best interest of all community stakeholders;
- The Town desires to accommodate private development to have an adequate inventory of residential and commercial lots available to support appropriate community growth;
- The Town intends to spend municipal funds appropriately and to receive satisfactory return on land and infrastructure investments;
- Should the Town invest in infrastructure for development, it is recognized that there is a suitable amount of general benefit versus the degree of local benefit relative to the cost to be borne by local taxpayers;
- And the Town recognizes the responsibility of the private landowner to fund private development as they will realize the profits of private land sales. The Town also recognizes that there is a positive financial implication via tax revenue to the Town resulting from private development.

The purpose of this policy is to:

Establish a policy governing municipal participation in private land development which includes the following:

1) All development of private land must follow a Town Council approved area structure plan.
2) All off-site levies will be due as per the off-site levy policy and off-site levy bylaw that is in place at the time of the development.

3) Survey, subdivision and zoning costs are the responsibility of the land owner.

4) In the event that there are existing utilities adjacent to the parcel being privately developed, the off-site costs will be due as per the development agreement.

5) All utilities that will transfer to the Town following construction must comply with all provincial and municipal codes and must be subject to inspection by the Town prior to ownership transfer.

6) The Town will not be responsible for costs of acquiring easements, right of ways, or roadways solely servicing private land. In the event that the roadway will ultimately service multiple property owners, the Town may endeavor to acquire the lands for the road or easements, and may if deemed reasonable, charge the costs of acquisition, subdivision and easements to the property owners as per the processes contemplated in section 8 below.

7) The Town will, where reasonable & at the discretion of the Council, pay for the costs of getting utilities to the private developer property line.

8) The Town may pay for part or all costs of private development up front, if the costs will be repaid by private landowners via Local Improvement Tax and as approved by Council. Council may also consider an arrangement where any costs paid by the Town will be reimbursed by the private developer(s) at a key development time such as subdivision or sale of the land. Council will consider the probability of reasonable return of invested tax dollars as well as the potential time frame for recouping the expense. This charge may be registered on all affected properties by way of caveat.

9) The Town may vary its level of participation with private land owners to accommodate a specific type of housing in the community of which there is an identifiable need.

10) In the scenario where there are multiple landowners adjacent to required infrastructure, the responsibility for investment can be ambiguous. In this case, the Town will assist in acting as liaison / coordinator between the land owners to attempt to work out a compromise. Should the Town become financially involved, the details in section 8 above will be considered.

TOWN POLICY

COUNCIL POLICY:
Policy Development

POLICY NUMBER: P-50

RESOLUTION NUMBER: 2018-187	**ADOPTED:** July 11, 2017
REFERENCE: *Freedom of Information and Protection of Privacy Act* *Municipal Government Act*	**SUPERSEDES:** New
PREPARED BY: Chief Administrative Officer	**DATE:** July 5, 2017 **UP FOR REVIEW:** July 5, 2022

Policy Statement:

The Town of Cardston shall establish a consistent approach and philosophy for the development and approval of Town of Cardston policies.

The purpose of this policy is to:

Establish a consistent approach for the development, approval and formatting of Town of Cardston policies, procedures and guidelines.

1) SCOPE

(a) This policy applies to all Town of Cardston employees.

2) DEFINITIONS

(a) *"Administrative Policy"* means written direction of the Town Manager to staff regarding operational matters and internal administration. Administrative Policies that are created, amended, or made obsolete require the approval of the Town Manager.

(b) *"Administrative Procedures"* means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the Town Manager.

(c) *"Council Policy"* means commitment and direction of council regarding matters of governance, public service, programs and standards of performance for the Town, based on council's values, priorities and strategic direction. A Council resolution is required to approve Council Policies that are created, amended, or rescinded.

(d) *"Guidelines"* means written standards, actions and processes that guide staff of a particular department or service area, and may include standard operating guidelines, standard operating

procedures or standard work practices. Staff is expected to follow guidelines. Guidelines are approved by a department manager or designate.

(e) *"Management"* means the Town Manger and Managers.

(f) *"Town Manager"* means the Chief Administrative Officer of the Town or his / her designate.

3) RESPONSIBILITIES

(a) Where Council determines it appropriate, Council will approve policies that address issues within the realm of governance:

i. Where authority is being delegated in accordance with legislation;

ii. Where access to and/or provision of service is being determined;

iii. Where matters have inherent liability risks such as road and infrastructure construction, design standards, maintenance and repair, provision of fire services and the operation of public facilities;

iv. For management of the budget process;

v. For direction on council roles, responsibilities and conduct;

vi. Where Council is providing an official position on plans to govern the people of Cardston;

vii. To provide directions for carrying out council's strategic plan, priorities, and the goals of the Cardston Community Plan.

(b) The Town Manager, after consultation with the Mayor if necessary, and in accordance with the direction and intent of this policy, is responsible for determining which policy issues should be brought to council for approval as Council Policy. The Town Manager is responsible for ensuring appropriate Administrative Policies, Administrative Procedures and Guidelines are developed, approved, implemented, and monitored.

(c) The Management team is responsible for ensuring employees are aware of, carry out, and comply with Council Policies and Administrative Policies, Administrative Procedures and Guidelines.

(d) The Municipal Clerk is responsible for maintaining the record copies of, and a review schedule for, Council Policies, Administrative Policies and Administrative Procedures.

4) STANDARDS

(a) All policies and procedures shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town bylaws and policies.

(b) Policies shall be drafted in a consistent format acceptable to the Town Manager.

(c) Council Policies:

- **i.** Are developed at the direction of Council or the Town Manager;
- **ii.** Are circulated to the Management team for input prior to submission to Council;
- **iii.** May be made available for public input at the discretion of Council;
- **iv.** Are approved by majority vote of Council unless legislation requires a bylaw for approval (ie., addressing Council conduct);
- **v.** Are reviewed regularly by Council and amended as necessary;
- **vi.** May be repealed by a majority vote of Council.

(d) Administrative Policies and Administrative Procedures:

- **i.** Are developed at the direction of the Town Manager;
- **ii.** Are reviewed by the Management team;
- **iii.** Are approved by the Town Manager and the manager of the department who drafted the policy or procedure;
- **iv.** Are reviewed regularly by the Town Manager and manager of the applicable department and amended as necessary.

(e) Development of policies and procedures may include consultation and participation of other departments, staff, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy or procedure. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the Town Manger may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.

(f) Approved policies and procedures will be made accessible to council and staff for information.

(g) Access to Information

- **i.** Council policies will be posted on the Town of Cardston website and otherwise be routinely available to the public on request.
- **ii.** Administrative Policies, Administrative Procedures and Guidelines will be made available to the public in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

(h) Unless specifically noted these standards do not apply to Guidelines.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:

Recognition of Cardston Citizens Policy

POLICY NUMBER: R-14-1

RESOLUTION NUMBER: 12-13 **ADOPTED:** February 14, 2012

This policy is to recognize the milestones that Senior Citizens attain within the Town of Cardston.

The Mayor and Council wish to recognize Seniors on their 100th birthday and couples on their wedding anniversary celebrating 50 years or more.

The recognition shall be instigated upon request to the Town with the details of the date on which the milestone will be achieved.

A certificate will either be mailed to the recipient(s) or may be picked up by those making the application for recognition.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Reserves Policy

POLICY NUMBER: R-40

RESOLUTION NUMBER: 16-4 **ADOPTED:** January 12, 2016

The purpose of this policy is to:

Establish guidelines for the management of existing reserves and the establishment of new reserves. Managing reserves is a prudent business practice that will enhance the Town's cash flow management, ability to provide for future operating and capital requirements, and ability to maintain a more consistent mill rate and user rates when faced with unexpected or non-recurring expenses.

General Guidelines

1) A reserves listing as of December 31st of each year is to be presented to Council for approval upon completion of the annual audit. Council should determine if the reserves are still required. When the original intent of the reserve has been met or changed, any remaining reserve funds should be either reallocated to another reserve fund or brought back into budget.

- **(a)** The reserves listing may include different classes of reserves. In the reserves listing,
  - **i.** "Budget Carry-over" means reserve funds from budgeted items from previous year(s) that are either incomplete or not yet started.
  - **ii.** "Capital reserves" means reserves generally established to fund expenditures of a capital nature, as defined by Policy #T/6-2 – Tangible Capital Assets.
  - **iii.** "Contingency for unexpected expenditures" are reserve funds intended to fund unforeseen and unexpected operating expenditures.
  - **iv.** "Scheduled Non-annualized Operating Expenditures" are reserve funds for operating expenditures that do not occur on an annual basis but that can be anticipated and scheduled. For example, the Town typically does not bring in a gravel crusher every year because there isn't enough aggregate each year to warrant it, but every two to three years this is required and so we want to reserve an even amount each year to add to this fund.

2) All reserves must be described including the purpose for which the reserve is intended. Unless otherwise stated, all funds are considered committed for the specified purpose.

3) All expenditures and reallocations of reserves must have prior approval, whether through the approved budget or through special CAO or Council approval.

- **(a)** Approval of non-budgeted expenditures of reserve funds must be obtained from:
  - **i.** The CAO for any projects requiring reserve funding totaling $20,000 or less;
  - **ii.** Council for any projects requiring reserve funding totaling more than $20,000.
- **(b)** Approval to reallocate reserve funds must be obtained prior to the transaction occurring from:

i. The CAO for reallocations of $20,000 or less;
ii. Council for reallocations of more than $20,000.

(c) When 3(a)(i) or 3(b)(i) above are utilized, the CAO is required to inform Council at the next Council meeting.

4) Expenditures from reserves must not exceed the reserve balance unless it can be demonstrated to Council through financial cash flow projections that future sources of revenues will provide adequate funding to return the reserve to a positive balance.

5) Corporate Services is responsible for developing accounting procedures for reserve transactions and to provide guidance to Departments in complying with the intent of the policy. Corporate Services is the resource available for consultation on any points requiring clarification.

6) As a general rule:

(a) Previously budgeted but incomplete projects for which funding has been carried over through reserves should be completed or started in the next budget year; consequently all of the carry-over reserve funds should typically be brought into the next budget to fund those projects.

(b) Off-site levies, off-site cost recoveries and net proceeds from land sales should be added to land reserves.

(c) Investment earnings from the Town's reserve portfolio should be reserved.

(d) An amount should be committed each year in budget to establish a contingency fund for unexpected operating expenses. It is the Town's intention to leave unspent amounts in this fund and continue adding to it each year until it reaches $50,000.

(e) An amount should be committed each year in budget to establish a contingency fund for unexpected capital expenses. It is the Town's intention to leave unspent amounts in this fund and continue adding to it each year until it reaches $100,000.

TOWN POLICY

COUNCIL POLICY:

Remuneration of Council Policy

POLICY NUMBER: R-8-4

RESOLUTION NUMBER: 16-170	**ADOPTED:** June 14, 2016
REFERENCE: *Municipal Government Act,* R. S. A. 2000, c. M-26	**SUPERSEDES:** Policy #R/8-3
PREPARED BY: Chief Administrative Officer	**DATE:** June 14, 2016 **UP FOR REVIEW:** June 14, 2017

Policy Statement:

The Mayor and Council wish to have guidelines which provide for reasonable compensation for carrying out the duties of an elected official.

The purpose of this policy is to:

Ensure that the compensation rules for Councilors is applied fairly and equitable among the Council and to also ensure the wise use of tax funding in the compensation of Council members.

1) Council Obligations:

(a) Council members should be conscientious when claiming per diems or costs from the Town to ensure that the funds for these costs are being put to the best use. Per diems are intended for any meeting that is not a regular Council meeting, Council Committee of the Whole meeting (CCW), special Council meeting, or an assigned committee meeting.

(b) Unless approved by a resolution of Council, only one Councillor should claim a per diem for a specific meeting or event. Exceptions to the rule include committees where multiple Councilors are assigned, AUMA convention or other meetings where the entirety of Council would normally be expected to attend.

(c) Any Councilor who attends a meeting that is not his/her assigned committee, or whose attendance was not previously approved by a resolution of Council may forfeit the ability to be compensated for attendance and associated costs at said meeting. However, the Council at its discretion may retroactively approve such expenses should the Councilor who attended show a demonstrable benefit to the Town for said attendance.

(d) A Councillor is to be diligent and forthright regarding attendance at committee meetings or meetings of Council. A Council member will not be paid for any missed Council, Special Council, or CCW meetings. A Councillor who is absent from all regularly assigned committee meetings held during any period of 8 consecutive weeks will receive a discounted remuneration for the weeks attended during the quarter. Attendance at Council, CCW or special meetings of Council will be noted in the minutes of each meeting. Councillors are obliged to disclose lack of attendance to committee meetings to the CAO so that the proper compensation is dispensed.

(e) Councillors will attempt to minimize costs wherever possible by means such as car pooling, using phone or video where appropriate versus driving to a meeting, using modest lodging and dining options, and being reimbursed for the most direct routes to and from meetings.

(f) The Councillor shall exercise discretion as to the primary purpose of travel when requesting reimbursement. For example, if the travel combines both Council and personal business, the Councillor will consider submitting for a portion of the mileage and associated costs of the travel.

2) Mayor and Council Fees

(a) Reimbursements for per diems and associated travel costs is compulsory.

(b) Fees will be paid as per the attached remuneration schedule attached as “Schedule A”. Notes on the schedule are as follows:

i. Items 3 and 7 will be paid quarterly with no claim form required by Council.

ii. Items 4, 6 and 8 may be claimed by using the appropriate form after the costs have been incurred unless other arrangements have been approved by Council.

iii. Fees in items 3, 5, 6, and 7 will be adjusted by Council from time to time as considered appropriate. These fees will NOT be directly tied to the Employee Association negotiations.

iv. The fees in item 4 related to mileage costs will be reviewed by Council from time to time, with a guideline to follow the Canada Revenue Agency mileage recommendation. Mileage for meetings of a distance shorter than 15km one way will not be compensated for.

v. Item 5 (half day per-diem) will be for meetings from 1 – 4 hours in length.

vi. Item 6 (full day per-diem) will be for meetings from 4 – 8 hours in length.

vii. Meetings less than 1 hour are considered to be voluntary and the fee for such included in the quarterly Council payment.

viii. Per diems will also consider travel time to and from the meeting. For example, travel time to Calgary would constitute a half day per diem.

3) Allowances

(a) There will be no special allowance for personal cell phones, printer paper or ink, or other administrative costs. Councillors will be provided with a tablet or laptop at the beginning of their term for Town of Cardston business use.

4) Council Professional Development and Conferences

(a) Each Councillor shall have an allocation of $2,000.00 per term for professional development.

(b) This allocation considers the costs of attendance of the conference or tuition for the course, but does not consider costs such as travel, mileage, per-diem, meals etc. Councillors are to be considerate of all costs of the professional development prior to attending or participating in such.

(c) Should Council, by motion, request the attendance of a Councillor at an event or conference, or direct for a Councillor to take a specific training, this cost will not be allocated to the individual professional development.

(d) Should a Councillor take training or attend a conference without a motion of Council authorizing such, there shall be no compensation of costs for the attending Councillors expenses, except as noted in 1(c).

5) Committees

(a) Committees assigned in the annual organizational meeting of the Town shall be compensated by the quarterly payment to Councillors.

(b) Councillors may be reimbursed for mileage and other related charges for assigned committees.

(c) If a Councillor wishes to volunteer for an executive assignment or a sub-committee assignment on a committee, the Councillor shall bring the details of the assignment to the Council for a vote of approval.

(d) As per item C, if the said committee offers compensation for participating on the executive or sub-committee, either in per diem and/or mileage, then the Councillor shall not claim a redundant claim with the Town.

(e) If the committee does not offer any compensation for the executive or sub-committee, and the Council, by motion, agrees to the appointment then the Town will pay the additional per diem and associated costs.

(f) Should one Councillor not be able to attend a committee meeting and requests that another Councillor attend is his/her stead, the substituting Councillor shall not receive additional compensation for his/her attendance.

(g) Councilors shall make every effort to attend their assigned Committee meetings and to find a substitute Councilor to attend in their stead when they are not available.

6) Parades

(a) Council will, by motion, determine which parades will be attended annually. At that time or shortly after, the Council will decide which individual Councillor will attend each parade.

(b) No per diem will be paid for the Cardston parade and associated activities that day.

(c) Councillors shall receive per diem and related expenses for parades assigned by Council.

(d) Should a Councillor wish to attend a parade that is not on the Council approved list, a motion of Council shall be required for attendance, but no per diem or associated costs shall be reimbursed.

7) Other

(a) Councillors will not be compensated in any form for attendance at events with a primarily political purpose (i.e. political rally, party fundraiser, candidate open house)

(b) As best as is reasonably possible, all claims for costs are to be made within the fiscal year that the costs are incurred.

(c) Generally, costs for companion travel are not normally incurred by the Town. However where hotel charges are generally based on double occupancy and do not add additional costs, the full costs of such would be compensated should a Councillor companion choose to travel with a Councillor to meetings or training. Generally, with exceptions such as AUMA conference, meals for companions travelling with Councillors will not be reimbursed by the Town.

2014 Remuneration Fees		
	Per Meeting	**Annual**
1. Mayor – Annual		$ 3,439.50
2. Councillor – Assigned Committee Meetings (Paid Quarterly)		$ 2,242.50
3. Council & CCW Meetings	$191.00	$0.00
4. Mileage	$0.530 (per km)	N/A
5. Per Diem Half Day or Evening (0 – 4 hours)	$106.00	$0.00
6. Per Diem Full Day (4- 8 hours)	$214.00	$0.00
7. Special Council Meetings	$191.00	$0.00
8. Meals and accommodation at cost, please submit receipts		

2015 Remuneration Fees – Effective April 1, 2015		
	Per Meeting	**Annual**
1. Mayor – Annual		$3,893.00
2. Councillor – Assigned Committee Meetings (Paid Quarterly)		$2,695.00
3. Council & CCW Meetings	$197.00	
4. Mileage	$0.455 (per km)	
5. Per Diem Half Day or Evening (0 – 4 hours)	$109.00	
6. Per Diem Full Day (4 – 8 hours)	$220.00	
7. Special Council Meetings	$197.00	
8. Meals and accommodation at cost, please submit receipts		

2016 Remuneration Fees		
	Per Meeting	**Annual**
1. Mayor – Annual		$4,346.50
2. Councillor – Assigned Committee Meetings (Paid Quarterly)		$3,147.50
3. Council & CCW Meetings	$202.00	
4. Mileage	As per CRA rates	
5. Per Diem Half Day or Evening (0 – 4 hours)	$112.00	
6. Per Diem Full Day (4 – 8 hours)	$227.00	
7. Special Council Meetings	$202.00	
8. Meals and accommodation at cost, please submit receipts		

SCHEDULE 'A'

TITLE: Remuneration Policy **POLICY NUMBER: R-8-4**

****Note that the current Employee Association Contract expires December 31, 2016. ****

2017 Remuneration Fees		
	Per Meeting	**Annual**
1. Mayor – Annual		$4,800.00
2. Councillor – Assigned Committee Meetings (Paid Quarterly)		$3,600.00
3. Council & CCW Meetings	$202.00	
4. Mileage	As per CRA rates	
5. Per Diem Half Day or Evening (0 – 4 hours)	$112.00	
6. Per Diem Full Day (4 – 8 hours)	$227.00	
7. Special Council Meetings	$202.00	
8. Meals and accommodation at cost, please submit receipts		

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

TOWN POLICY

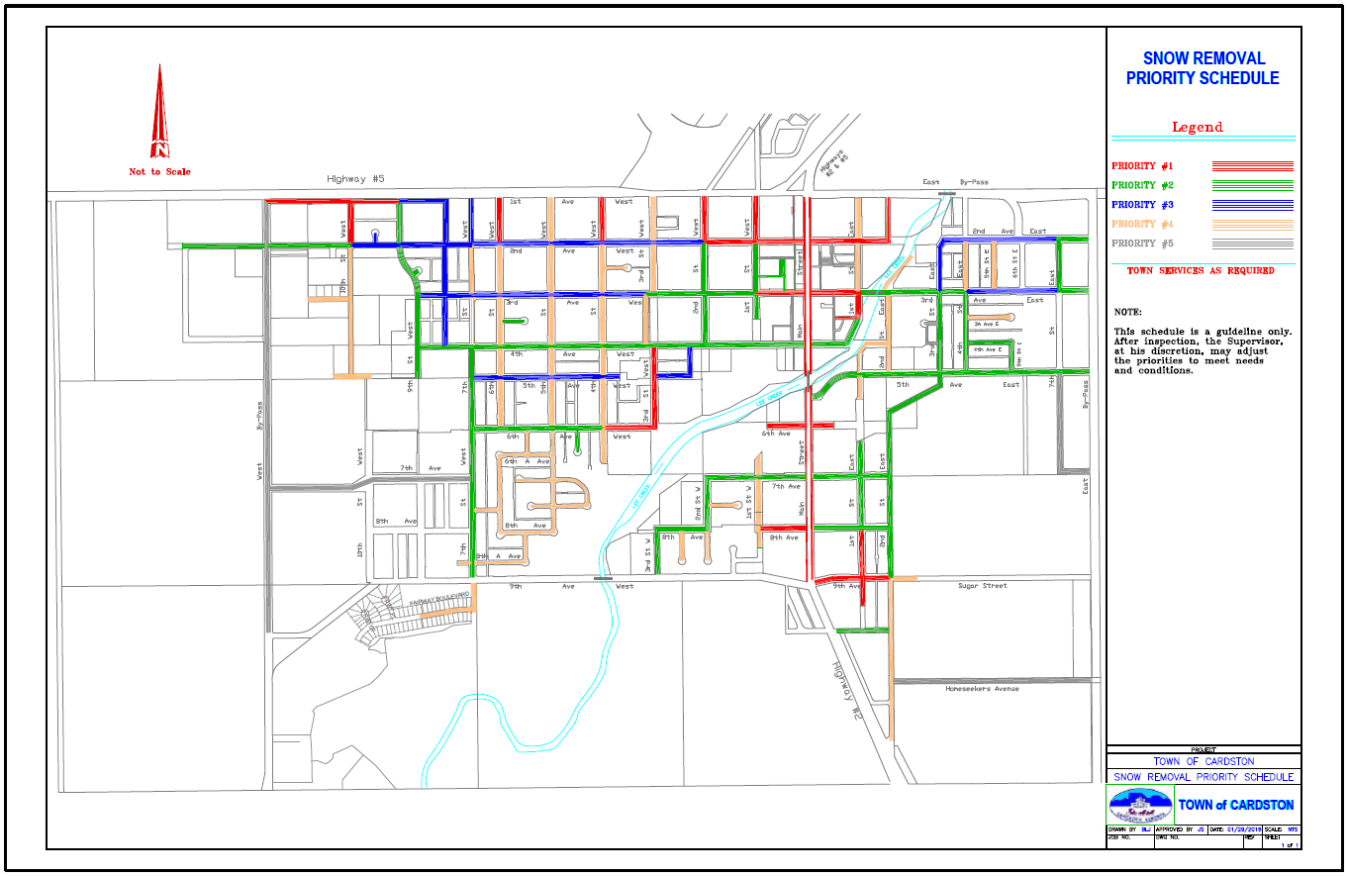
COUNCIL POLICY:

Snow Removal Policy

POLICY NUMBER: S-45-1

RESOLUTION NUMBER: 16-39 **ADOPTED:** February 9, 2016

See attached map.



TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Subdivision Extension Approval Policy

POLICY NUMBER: S-65

RESOLUTION NUMBER: 14-177 **ADOPTED:** December 9, 2014

Policy Statement:

This policy is designed to provide a consistent approach in evaluating subdivision extension approvals.

Under the Subdivision and Development Authority Bylaw No. 1478 the Municipal Subdivision and Development Authority is the subdivision authority for all subdivisions with in the Town of Cardston.

The Municipal Subdivision and Development Authority will be the authority to grant extensions to a subdivision approval.

The Subdivision and Development Authority will use the following information to make an informed decision on all subdivision extension requests.

Financial Implications

Changes in off-site levy rates would allow some subdivisions that have been extended to pay the lower rates from previous Off-site Levy Bylaws. This would reduce the amount of money available for the construction and upgrading of off-site infrastructure and shift the burden to other properties that still have off-site levies owing.

Subdivision approvals are required to meet all conditions of approval within one year of approval. If subdivision approvals are not completed in a timely manner while Town Policies or development charges are subsequently amended there is an increasing likelihood that the subdivision will no longer align with Town Policy and may no longer reflect a fair contribution to development charges. If this is the case, the extra burden will be shifted to other properties or entities in the Town.

Environmental Considerations

There is a possibility that environmental regulations or policies may change over time. Subdivision approvals that have not proceeded in a timely manner may be out of alignment with such changes and may benefit from further review to ensure that the public interest has been fully considered.

Background, Rationale, Analysis

Under the Subdivision and Development Authority Bylaw No. 1478 it does not state how many times a subdivision can be extended. Section 657(6) of the Municipal Government Act (MGA) does not specifically place a limitation on the number of extensions that can be granted for a subdivision application.

In some cases, due to a variety of legitimate reasons, it is not possible to get a plan registered within this time frame and a request is made by the applicant or their agent to have the approval extended. The following criteria shall be used when considering an extension request:

- Has the applicant shown demonstrable progress in meeting the conditions of approval of the subdivision?
- Has there been any subsequent Municipal Development Plan or Area Structure Plan amendments since the time of the original approval?
- Has there been any changes in Municipal Servicing Standards since the time of the original approval?
- Has there been any Land Use Bylaw amendments since the original approval?
- Has there been any subsequent or related subdivision approvals that affect the subject approval?
- Relevance of conditions attached to original approval, including reserve dedication?
- Has there been any changes in off-site levy rates?
- Has there been a downturn in the local economy?
- Has there been any changes to the lands subject of the subdivision application?

The previously noted criteria would ensure that all extensions are reviewed in a consistent manner and the applicant is aware of the rationale behind a decision. By using these measures the Subdivision & Development Authority can take into account decisions that have been made since the application was originally approved and what impacts there may be when reviewing an extension request. As well, if there were events that happened beyond an applicant's control, these are also taken into account.

The Subdivision and Development Authority may provide extensions as long as a favorable determination can be made in view of the criteria. The Authority will review each subdivision extension individually and determine if it meets the criteria to be eligible for an extension.

Implementation Plan

It is intended that this procedure will be effective upon approval of the Policy by resolution of Council. Staff will meet with affected stakeholders to advise them of this updated procedure.

Review with Municipal Subdivision and Development Authority to utilize the evaluation criteria when considering requests for subdivision extensions.

Send copy of motion either approving or denying the extension request to Oldman River Regional Service Commission.

TOWN POLICY

COUNCIL POLICY:
Sunday Recreational Facility Use

	POLICY NUMBER: S-70
RESOLUTION NUMBER: 2018-44	**ADOPTED:** February 13, 2018
REFERENCE:	**SUPERSEDES:** Rescinded Bylaw #1621
PREPARED BY: Chief Administrative Officer	**DATE:** February 8, 2018 **UP FOR REVIEW:** February 8, 2023

Policy Statement:

This policy it meant to establish regulations for Sunday use of Town owned facilities. Previoulsy, such regulations were established by bylaw.

The purpose of this policy is to:

Establish to what extent recreation facilities owned, operated, or operationally funded by the Town of Cardston may be used and staffed on Sundays.

It is the policy of the Town of Cardston that certain recreational facilities shall remain unstaffed on Sundays. The swimming pool, ice rink, ball diamonds, soccer & football fields shall normally remain closed so as not to require staff from those facilities to work. Other facilities such as the campground, reunion centre, golf course and Agridome shall be open as needed or during their respective season on Sundays.

In the case of ball diamonds, soccer & football fields; these facilities are able to be used on Sundays without any staff supervision. In the event that a party wishes to rent these grounds, a rate will be established as per the prevailing fees and charges schedule for Sunday use. The person renting the facility will be informed that there may be no staff attending to the facility which may prohibit the use of washroom, concession, lighting or other amenities of the facility.

As this is a policy of the Town Council, the Council shall have discretion to allow for exceptions to the policy via resolution of Council as deemed appropriate by the Council of the day.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:

Transparency and Accountability Policy

POLICY NUMBER: T-14

RESOLUTION NUMBER: 12-62 **ADOPTED:** June 12, 2012

Policy Statement:

The Town of Cardston is committed to conducting business in an open and transparent manner and creating a culture wherein Council and Town employees are aware of and understand the principles of transparency and accountability articulated through this policy, and will support and contribute to the spirit and intent of the policy. This policy reflects Councils ongoing effort to support open, transparent and accountable local government.

The purpose of this policy is to:

Define the manner in which Town Council will ensure that it is transparent and accountable to the public for its actions.

Definitions

For the purposes of this policy, the Town of Cardston adopts the following definitions:

Transparency: The principle that the Town of Cardston ensures the decision-making process is open and clear and actively encourages and fosters public participation in its decision-making processes to enhance public trust.

Accountability: The principle that the Town of Cardston ensures access to clear and understandable information and is responsible to the public for decisions and actions.

Policy Statement

The Town of Cardston acknowledges its responsibility to operate in a transparent and accountable manner and shall provide good governance by committing to the following:

- Ensuring transparency and accountability of municipal operations and decision making;
- Taking responsibility for decisions and actions;
- Encouraging public access and participation to ensure that decision making is responsive to the needs of citizens and receptive to their opinions;
- Responding to the needs and opinions of citizens;
- Delivering high quality services to citizens; and

- Ensuring responsible/appropriate/prudent stewardship and efficient use of public resources.

The Town of Cardston will promote and enable transparent, accountable and open municipal government guided by the following:

- Conduct its business openly, honestly and with integrity;
- Ensure the business of Council is open and easily available to the public through a variety of media;
- Wherever possible, engage citizens and provide opportunities for citizens to participate in and provide feedback on Town programs and services and clarify their priorities about how tax dollars should be spent;
- Make information accessible so that it is consistent with legislative requirements under the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
- Use transparency and accountability mechanisms, including public engagement that helps to ensure that Council decisions reflect citizen needs and priorities;
- Encourage and enable a culture of proactive disclosure throughout the organization;
- Foster a safe environment that allows all stakeholders to participate freely, without fear of reprisal or retribution.

Successful implementation requires commitment of Council and the leadership of the CAO and senior management to ensure the policies and practices are adhered to throughout the organization and in all interactions with the citizens of Cardston.

TOWN POLICY

COUNCIL POLICY:
Town Colors and Logo Policy

POLICY NUMBER: T-4

RESOLUTION NUMBER: 98-77 **ADOPTED:** August 25, 1998

1) The official Town colors are blue and white.

2) Town Logo
The official town logo or past Town logos are the property of the Town of Cardston and shall not be used by other non-Town organizations without the written permission from the Mayor and Council.

TEMPLE CITY
CARDSTON ALBERTA

TOWN POLICY

COUNCIL POLICY:
Urban Renewal Policy

	POLICY NUMBER: U-6
RESOLUTION NUMBER: 16-271	**ADOPTED:** October 11, 2016 **SUPERSEDES:** Policy U-5 Policy C-11
PREPARED BY: Development Officer	**DATE:** September 23, 2016 **UP FOR REVIEW:** September 23, 2016

Policy Statement:

It is the policy of the Town to incent new development to improve individual properties, neighbourhoods and the community at large. The intent of this amendment is to strive to incent where appropriate while using the resources of the Town (machinery and labour) for its greatest benefit.

The purpose of this policy is to:

Establish guidelines to incent the redevelopment of low assessment properties to be replaced with properties of higher assessment.

Categories for Funding Under the Urban Renewal Program

1) **Single Family Residential**
   This program will cover all types of Single Family Dwellings. New construction is required to replace the existing home; either with the same type as is removed or any other type of Single Family Dwelling as long as the development meets the criteria of the Land Use By-Law that is in effect at the time of development. Please note that if a home is to be moved in and not built on site, only new moved-in buildings qualify for the Urban Renewal Program.

2) **Commercial / Industrial Urban Renewal Program**
   The Urban Renewal Program has been expanded to assist with the development of commercial or residential dwellings in all Commercial and industrial zones. A commercial or industrial structure

shall not be replaced by a residential dwelling. All commercial urban renewal will to limited to the services outlined in this policy.

Urban Renewal Program

To qualify for the Urban Renewal Program, the property must have a condition assessment of the water and sewer lines done by the Town. The Town will look at the age of the lines, the material of the lines and the condition of the lines. If the condition is poor, the Town will replace the sewer and water lines from the main lines to the home owner's property line at no cost to the home owner. The home owner will then be required to replace their lines from the property to the home at their cost. The curb, gutter, sidewalk and pavement that are damaged due to the installation of the new water and sewer services will be replaced by the Town at no cost to the home owner.

If needed, and at the Towns discretion, the electrical services will be replaced at no cost as long as it is an over head connection. However, the home owner can request a quote from the Town and pay for the cost of an underground service.

The Town may, at its discretion, help with the removal and replacement of up to 20 feet of curb, gutter, sidewalk, and pavement due to the relocation of the driveway for the new dwelling.

All currently approved properties will continue to be eligible under this new policy. The Town Administration will call all approved properties in October of each year to determine who is moving ahead so the Town can budget as closely as possible for the costs in future budgets.

TOWN POLICY

COUNCIL POLICY:

Volunteer Agencies, Boards, and Committees Policy

POLICY NUMBER: V-30-1

RESOLUTION NUMBER: 15-88 **ADOPTED:** July 14, 2015

Appointment to Boards

As volunteer position vacancies occur on Agencies, Boards, or Committees (ABC), or as new ABCs are created, The Town will advertise the vacancies to the public through the local newspaper, television channel, website, and social media accounts requesting applications for the positions be submitted.

All ABCs listed below must provide the Town with a list of vacancies that will need to be filled in the coming year by the end of September 15th.

- Municipal Subdivision and Development Authority
- Family and Community Support Services Board
- Economic Development and Tourism Board
- Mormon Trail Committee
- Communities in Bloom Committee
- Citizen of the Year
- Pow Wow Committee
- Parks and Recreation Committee

The Town will advertise these vacancies through the normal channels, including the Temple City Star, Channel 32, the Town's website, and social media accounts. The ABC may then review the applications or nominations received and select those applicants or nominees which would best suit the ABC. If there are no appropriate submissions, the ABC will be encouraged to compile a list of potential candidates of their choosing.

The ABC will submit their list of potential candidates to Council for approval. Council will have the opportunity to approve the list as a whole or to approve an amended list without the names of applicants they deem to be inappropriate. Council will not prioritize the list of applicants.

The individuals will be contacted in order of priority set by the ABC until the vacancy is filled.

Ad hoc committees will abide by this policy as the committees are formed and only if they have positions for members at large.

All volunteers shall serve and be governed according to the bylaws or regulations of the respective ABC.

Service on ABCs is voluntary with no remuneration unless the regulations of the ABC allow remuneration.

TOWN POLICY

COUNCIL POLICY:
Water Conservation Initiatives Policy

POLICY NUMBER: W-15

RESOLUTION NUMBER: 10-66 **ADOPTED:** March 23, 2010

Policy Statement:

The Town of Cardston is committed to the wise management of the community's water quantity and quality for the benefit of residents now and in the future. Water is not only a resource, it is a life source. We all share the responsibility to ensure a healthy, secure and sustainable water supply for our community, environment and economy – our quality of life depends on it.

Therefore, the Town of Cardston will make available reliable information and technical assistance to the public for use in developing effective and efficient water conservation programs. Also, the Town will from time to time, when budgetary considerations deem it appropriate, provide incentive programs to encourage residents to reduce water consumption and encourage conservation.

Guidelines

1) All incentive programs must be approved by Council prior to implementation.
2) Incentive Programs will be reviewed for effectiveness annually and consideration for funding will be addressed through the budget process.

TEMPLE CITY
CARDSTON ALBERTA