

Town of Cardston

# POLICY MANUAL







# Policy Index

**Policy# PolicyTitle**

---

## Financial Administration (FA)

---

FA-007 Collection of Doubtful Accounts  
FA-011 Corporate Credit Card Policy  
FA-049 Custom/Contract Work Policy  
FA-012 Disposal of Surplus Assets, Inventory and Other Items  
FA-014 Finance and Tax Procedure Policy  
FA-122 Golf Course Fees and Charges  
FA-025 Inventory Items – Sale to External Parties Policy  
FA-031 Petty Cash Policy  
FA-032 Photocopying & Faxing Costs Policy  
FA-033 Purchasing and Tendering Policy  
FA-035 Refund Policy  
FA-036 Risk Management Policy Statement  
FA-060 Tangible Capital Assets Capitalization Policy  
FA-073 Travel Expense Policy  
FA-165 UFA Fuel Link Card Policy

---

## General Administration (GN)

---

GN-017 Access to Information Policy  
GN-006 Civic Centre Policy  
GN-074 Communications Policy  
GN-034 Emergency Response Policy for a Major Rain Event  
GN-015 Flag Policy  
GN-150 Pandemic Planning Policy  
GN-070 Water Shortage Response Plan Policy

---

## Human Resources (HR)

---

HR-002 Alcohol/Illegal Drugs Policy  
HR-005 Cell Phone Use Policy  
HR-022 Employee Service Recognition and Commendation Policy  
HR-008 Harassment Policy  
HR-020 Hiring Policy  
HR-021 Hours of Work Policy  
HR-024 Internet Acceptable Use Policy

<b>Policy#</b>	<b>PolicyTitle</b>
----------------	--------------------

<i>HR-029</i>	Pension, Benefits and Employee Participation
---------------	--

<i>HR-023</i>	Policy for Benefits and Pension Plan Participation for Part-Time Permanent Employees
---------------	--

<i>HR-119</i>	Policy Manual
---------------	---------------

<i>HR-042</i>	Salary Increment Policy
---------------	-------------------------

<i>HR-043</i>	Salary Policy – Seasonal and Full-Time Temporary (Part-Time) Employees
---------------	--

<i>HR-059</i>	Sick Leave Policy
---------------	-------------------

<i>HR-057</i>	Standby Policy
---------------	----------------

<i>HR-045</i>	Termination Policy
---------------	--------------------

<i>HR-169</i>	Total Compensation Policy
---------------	---------------------------

<i>HR-064</i>	Training and Development Policy
---------------	---------------------------------

<i>HR-048</i>	Use of Shop and Other Facilities After Work Hours
---------------	---

<i>HR-019</i>	Vacation Scheduling Policy
---------------	----------------------------

<i>HR-067</i>	Vehicle Use Policy
---------------	--------------------

<i>HR-130</i>	Violence Prevention Policy
---------------	----------------------------

---

## **Parks and Recreation (REC)**

---

<i>REC-061</i>	Boulevard Tree Planting Program Policy
----------------	--

<i>REC-037</i>	Ice Centre Policy
----------------	-------------------

<i>REC-038</i>	Recreation Facilities Restrictive Use Policy
----------------	--

<i>REC-039</i>	Swimming Pool Closure due to Lightning Event Policy
----------------	---

<i>REC-113</i>	Swimming Pool Policy
----------------	----------------------

<i>REC-071</i>	Weed Spraying Policy
----------------	----------------------

---

## **Municipal Enforcement (ME)**

---

<i>ME-054</i>	Body-Worn Camera Policy
---------------	-------------------------

<i>ME-139</i>	CPIC Policy
---------------	-------------

<i>ME-140</i>	Disciplinary Policy
---------------	---------------------

<i>ME-016</i>	Graffiti Policy
---------------	-----------------

<i>ME-174</i>	Municipal Enforcement Communication Policy
---------------	--

<i>ME-118</i>	Municipal Enforcement Naloxone (Narcan) Policy
---------------	--

<i>ME-123</i>	Municipal Enforcement Notebook and Notes Policy
---------------	---

<i>ME-121</i>	Officer Safety Policy
---------------	-----------------------

<i>ME-051</i>	Peace Officer & Bylaw Officer Code of Conduct
---------------	---

<i>ME-053</i>	Peace Officer Complaints Process
---------------	----------------------------------

<i>ME-050</i>	Peace Officer Emergency Response
---------------	----------------------------------

<i>ME-120</i>	Peace Officer Property and Exhibits Policy
---------------	--

<i>ME-055</i>	Peace Officer Use of Force & Defensive Tools
---------------	--

<i>ME-052</i>	Peace Officer Warrant Policy
---------------	------------------------------

<i>ME-141</i>	Reporting Requirements
---------------	------------------------

<i>ME-144</i>	Traffic Enforcement Policy
---------------	----------------------------



ME-075 Volunteer Main Street Patrol Protocol

---

## **Public Works (PW)**

---

PW-047 Combined Sewer Reduction Program Policy

PW-009 Construction Impact Mitigation Policy

PW-162 Electrical Distribution System Operational Documents

PW-013 Excavation Permit Policy

PW-026 Lane Maintenance Policy

PW-066 Moving of Town Utilities Policy

PW-063 Policy for Transformers Suspected of Having PCB's in Excess of 5PPM

PW-129 Policy Regarding Frozen Water Service Lines

PW-044 Service Call Policy

PW-056 Sidewalk Maintenance and Repair Policy

PW-058 Street Sign Placement Policy

PW-062 Transfer Station Salvaging Policy

PW-004 Transfer Station Wood Waste Burning Policy

PW-068 Water Filling Station Policy

PW-069 Water Meter Policy

---

## **Public Relations (PR)**

---

PR-065 Utility Customer Relations Policy

---

## **Safety (SA)**

---

SA-003 Audio Headphone Earpiece Policy

SA-010 Contractor's Safety Policy

SA-157 Hazards Identification and Control Directive

SA-018 Inspection of Town Facilities

SA-131 Investigation policy

SA-027 Maintenance Program Policy

SA-040 Municipal Safety Policy Statement

SA-030 Personal Protective Equipment Policy

SA-156 Safety Training Policy

SA-041 Violation of the Occupational Health and Safety Act Policy

---

## **Council (CO)**

---

A-50 Accessibility Policy

E-10 Animal Euthanasia Policy and Standards of Operation

B-15-3 Budget Process and Timeline

O-10-2 Cardston Opportunities Initiative Policy

**Policy# PolicyTitle**

D-25-4 Community Donation Policy

C-15-4 Council Communications Policy

C-23 Council Members Attendance at Meetings Policy

C-10-1 Dealing with Complaints Policy

E-15 Electrical Infrastructure Policy

C-16 Emergency Communication with Citizens

F-20-12 Fees and Charges Policy

H-2-1 Harassment Policy

H-4-1 Health Society Trust Fund Policy

H-30 Heritage Tree Designation Policy

I-45-1 Investments Policy

L-3 Lot Purchase and Refund Policy

P-50-1 Policy Development

B-10-1 Policy for Authorization of Expenditures Not Included in the Budget

A-40 Policy for Excessive Increase in Assessed Values Due to Changes in Assessment Practices or Polici

L-10-2 Policy for Land Sale

C-27-1 Presentation to Council Policy

P-45-2 Private Land Development Policy

P-38-1 Professional Development Fund for Councillors Policy

P-60 Public Participation Policy

R-14-1 Recognition of Cardston Citizens Policy

R-8-7 Remuneration of Council

R-40 Reserves Policy

D-30-1 Shared Donations Policy - Cardston County

S-45-1 Snow Removal Policy

S-65 Subdivision Extension Approval Policy

S-70-1 Sunday Recreation Facility Use

T-4 Town Colors and Logo Policy

T-14 Transparency and Accountability Policy

U-6-1 Urban Renewal Policy

---

## **Council Protocol (PRO)**

---

PRO-161 Chief Administrative Officer Annual Review Protocol

PRO-134 Intermunicipal Communication Protocol

PRO-128 Role of the Council



# TOWN POLICY

## ADMINISTRATION POLICY:

# Collection of Doubtful Accounts

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-007

**APPROVAL:**   
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.





# TOWN POLICY

---

**TITLE: Collection of Doubtful Accounts**

**POLICY NUMBER: FA-007**

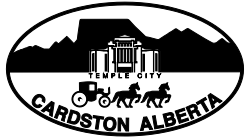
---

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

**EFFECTIVE DATE:** December 4, 2012

**SUPERSEDES:** Policy #FA-011

**UPDATED:** October 10, 2019

**UP FOR REVIEW:** October 10, 2024

### 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 \$15,000 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.



This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation. **Page 1 of 3**



# TOWN POLICY

**TITLE: Corporate Credit Card Policy**

**POLICY NUMBER: FA-011**

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.

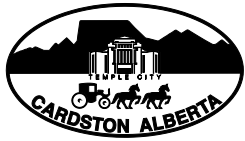
## REVISION HISTORY

Date	Description
October 10, 2019	Increase CAO maximum limit of funds from \$10,000 to \$15,000.

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*





# SCHEDULE "A"

TITLE: Corporate Credit Card Policy

POLICY NUMBER: FA-011

## 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: \_\_\_\_\_









# 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:





# TOWN POLICY

**TITLE: Disposal of Surplus Assets, Inventory and Other Items**

**POLICY NUMBER: FA-012**

- 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:**   
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.





# TOWN POLICY

**TITLE: Finance and Tax Procedure Policy**

**POLICY NUMBER: FA-014**

## 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.

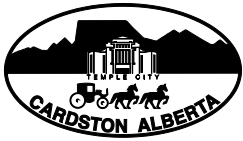
## 5) Cancelling Taxes, Arrears or Penalties

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.







# TOWN POLICY

Page 3 of 4

**TITLE: Finance and Tax Procedure Policy**

**POLICY NUMBER: FA-014**

- 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)





# TOWN POLICY

---

**TITLE: Finance and Tax Procedure Policy**

**POLICY NUMBER: FA-014**

---

- (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

APPROVED BY CAO

Jeff Shaw

**APPROVAL:**

**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%.









# TOWN POLICY

## ADMINISTRATION POLICY:

### Petty Cash Policy

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-031

**APPROVAL:**   
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.





# TOWN POLICY

---

**TITLE: Petty Cash Policy**

**POLICY NUMBER: FA-031**

---

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

APPROVED BY CAO

**APPROVAL:**



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>B&amp;W</b>	One-sided	5¢	10¢	25¢
	Two-sided	7¢	15¢	30¢
<b>Colour</b>	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

#### Town Staff and Town Organizations

50¢ per document up to 10 pages.

An additional 10¢ per page over 10 pages

#### Sending

#### General Public

\$1.00 per document up to 10 pages.

An additional 25¢ per page over 10 pages

**ALL PRICES INCLUDE GST.**





# TOWN POLICY

## ADMINISTRATION POLICY:

# Purchasing and Tendering Policy

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-033

**APPROVAL:**   
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*)





# TOWN POLICY

**TITLE: Purchasing and Tendering Policy**

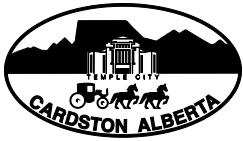
**POLICY NUMBER: FA-033**

- (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.





# TOWN POLICY

**TITLE: Purchasing and Tendering Policy**

**POLICY NUMBER: FA-033**

- 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.





# TOWN POLICY

**TITLE: Purchasing and Tendering Policy**

**POLICY NUMBER: FA-033**

## **4) Authority to Purchase**

### **(a) Contracts and Tender Awarding**

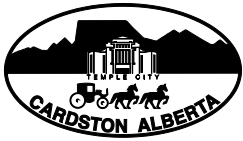
- i.** The Town Council shall be required to approve by resolution any contract related to the provision of a "municipal public utility" as generally defined in section 28(b) of the Municipal Government Act. This includes but is not limited to the following current contracts:
  - Solid Waste Collection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







# TOWN POLICY

**TITLE: Purchasing and Tendering Policy**

**POLICY NUMBER: FA-033**

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





# TOWN POLICY

**TITLE: Purchasing and Tendering Policy**

**POLICY NUMBER: FA-033**

- 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**





# TOWN POLICY

---

**TITLE: Purchasing and Tendering Policy**

**POLICY NUMBER: FA-033**

---

- (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>





# SCHEDULE 'A'

**TITLE: Purchasing and Tendering Policy**

**POLICY NUMBER: FA-033**

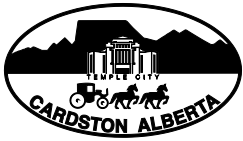
## Formal Bid Processes

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.






# SCHEDULE 'B'

TITLE: Purchasing and Tendering Policy

POLICY NUMBER: FA-033

## 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

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:

<b>A.</b>	<b>DATE:</b>
<b>PHONE:</b>	<b>CONTACT:</b>
<b>QUOTED PRICE:</b>	
<b>B.</b>	<b>DATE:</b>
<b>PHONE:</b>	<b>CONTACT:</b>
<b>QUOTED PRICE:</b>	
<b>C.</b>	<b>DATE:</b>
<b>PHONE:</b>	<b>CONTACT:</b>
<b>QUOTED PRICE:</b>	
<b>D.</b>	<b>DATE:</b>
<b>PHONE:</b>	<b>CONTACT:</b>
<b>QUOTED PRICE:</b>	

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.





# TOWN POLICY

**TITLE: Refund Policy**

**POLICY NUMBER: FA-035**

## 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 terminal 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.

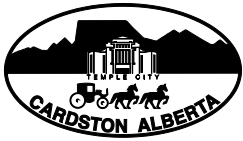
### To issue a refund by Cheque or Money Order:

Documentation must be provided showing the following:

- 1) The payee name,
- 2) The payee's mailing address,
- 3) The reason for the refund,







# TOWN POLICY

---

**TITLE: Refund Policy**

**POLICY NUMBER: FA-035**

---

- 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.







# TOWN POLICY

## ADMINISTRATION POLICY:

# Risk Management Policy Statement

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-036

**APPROVAL:**   
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 loss, 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.





# TOWN POLICY

---

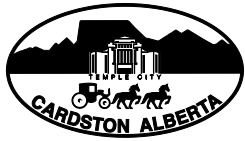
**TITLE: Risk Management Policy Statement**

**POLICY NUMBER: FA-036**

---

- 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

**TITLE:** Custom/Contract Work Policy

**POLICY NUMBER:** FA-049

## ADMINISTRATION POLICY:

# Custom/Contract Work Policy

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-049

**EFFECTIVE DATE:** June 13<sup>th</sup>, 2017

**SUPERSEDES:** Policy #C-40-3

**UPDATED:** May 6<sup>th</sup>, 2021

**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





# TOWN POLICY

---

**TITLE: Custom/Contract Work Policy**

**POLICY NUMBER: FA-049**

---

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.

## **Emergency, Weekend, Holiday or After-Hours Charges**

Weekend, holiday and after-hours work being required that can't be scheduled during normal operating hours, shall be charged out at time and a half or double time as per the Town of Cardston Employee Association Agreement.





# TOWN POLICY

## Town of Cardston 2021 Equipment Rates

<b>2021 Equipment Rates</b> (Equipment Operator Required) (Does NOT Include Equipment Operator Rate)		<b>Standard Rate</b>	<b>Discount Rate</b>
Unit 1	Cat 140 Grader / hour	125	85
Unit 2	710 John Deere Backhoe / hour	90	60
Unit 5	580 Case Backhoe / hour	55	40
Unit 7	Cat 930K Rubber-tired Loader / hour	90	60
Unit 8	Stewart Amos Sweeper / hour	80	55
Unit 11	RPM SnowBlower (inc loader) / hour	165	110
Unit 43	IHC Tandem Axle Truck / hour	60	40
Unit 44	IHC Tandem Axle Truck / hour	60	40
Unit 45	GMC Single Axle Truck / hour	45	30
Unit 50	IHC Water and Flushing Truck / hour	45	30

<b>2021 Equipment Rates</b> (Does NOT Include Labour)		<b>Standard Rate</b>	<b>Discount Rate</b>
Unit 4	401 C John Deere Tractor with forks / hour	45	30
Unit 12	Gardner Denver Compressor 140 cfm / hour	40	25
Unit 13	Bomag Remote Packer / hour	25	20
Unit 14	Asphalt Roller / hour	25	20
Unit 15/17/27	Skidsteer / hour	45	30
Unit 16	Dynapack Packer / hour	90	60
Unit 40/Trailer	1 Ton with Gooseneck Trailer / hour	45	30

<b>2021 Other Equipment Rates</b> (Does NOT Include Labour)		<b>Standard Rate</b>	<b>Discount Rate</b>
Truck	Truck only / hour	25	15
Service Truck	Service Truck / hour	45	30
Wacker	Hand Wacker / hour	15	10
Unit 10	Vermer Tree Chipper (incl. single axle) / hour	70	45
unit 4A	John Deere Tractor/mower/Blade / hour	45	30
unit 15A	Broom attachment (skidsteer) - 20% / hour	10	7
unit 15B	Cat attachment - (skidsteer) - 20% / hour	10	7
unit 15C	Cat Hole Auger (skidsteer) - 20% / hour	10	7
unit 15D	Virnig Angle Blade attachment (skidsteer) - 20% / hour	10	7
Unit 21	Ditch Witch HydroVac(incl 1 ton) / hour	120	80
Unit 22	Sander (inc tandem) / hour	105	70
Unit 24/25	Wheel Packer pull Trailer(inc single axle) / hour	90	60
Unit 26	Equipment Hauler Tridem Pintle Trailer / hour	30	20
Unit 28	Spin Doctor Water Valve Exerciser(inc.truck) / hour	40	25
unit 29	Portable Hotsy Washer (Incl.Truck) / hour	40	25





# TOWN POLICY

**TITLE: Custom/Contract Work Policy**

**POLICY NUMBER: FA-049**

unit 9	Lincoln Welder (Incl.Truck)	/ hour	40	25
unit 46	Sewer Main Camera & Trailer (Incl. Truck )	/ hour	65	45
unit 48	Spartan Flusher Trailer Unit (Incl.Truck)	/ hour	45	30
unit 54/55/56	6" Pumps (pump only)	/ hour	20	15
unit 276	Sewer Service Line Camera (small camera)	/ hour	30	20

<b>2021 Electrical Equipment Rates</b> (Does NOT Include Lineman)			<b>Standard Rate</b>	<b>Discount Rate</b>
Service Truck	Electrical Service Truck	/ hour	45	30
Unit 53	IHC Bucket Truck	/ hour	95	65
Unit 58	IHC 4300 Digger Truck	/ hour	95	65
Unit 63	Freightliner FL80 Double Bucket	/ hour	95	65
Unit 60	Pole Trailer	/ hour	20	15
Unit 80	Wire Trailer	/ hour	20	15

<b>2021 Labour Rates</b>			
Employee Rate	Public works Labourer	/ hour	45
Equip Op Rate	Equipment Operator/Mechanic	/ hour	60
Foreman Rate	Public Works Foreman	/ hour	50
Electrical	Electrical Foreman	/ hour	65
Electrical	Lineman	/ hour	60
Seasonal	Seasonal Positions Public Works, Recreation	/ hour	20
Seasonal	Seasonal Positions Electrical	/ hour	25

**Equipment Rates are comparable to the 2020 equipment rental rates guide, provided by the Alberta Road Builders & Heavy Construction Association. Electrical Equipment Rates are comparable to 2020 Trade Market Rates.**







# TOWN POLICY

**TITLE:** Custom/Contract Work Policy

**POLICY NUMBER:** FA-049

## REVISION HISTORY

Date	Description
June 13 <sup>th</sup> , 2017	New Policy
May 6 <sup>th</sup> , 2021	Updated rates to be comparable to 2020 market rates.

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*







# TOWN POLICY

## ADMINISTRATION POLICY:

# Tangible Capital Assets Capitalization Policy

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-060

**APPROVAL:**   
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.





# TOWN POLICY

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

- (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.

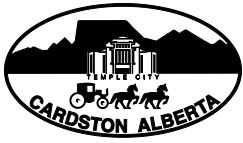
### (d) Engineered structures

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





# TOWN POLICY

Page 3 of 14

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

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





# TOWN POLICY

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

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.

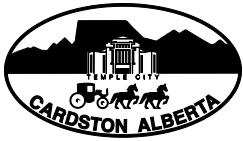
### **(b) Betterment or Maintenance**

- 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:





# TOWN POLICY

Page 5 of 14

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

- 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:





# TOWN POLICY

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

- 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:

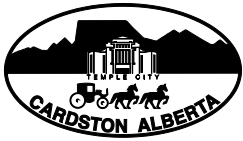
- (a)** The accounting department is responsible for ensuring that the capital asset register is current, complete and accurate.
- (b)** Operating department heads are to report to the accounting department when there are any changes to capital assets (i.e. sold, scrapped, or no longer in use).
- (c)** 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”

## Appendix A: Recommended Maximum Useful Life

<b>Asset Classes</b>	<b>Maximum Useful Life</b>
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





# APPENDIX “A”

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

Pads	Volume
Transfer Stations	25
Construction in progress	
Swimming pool	30

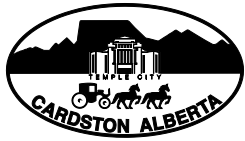
## Buildings

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





# APPENDIX “A”

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

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





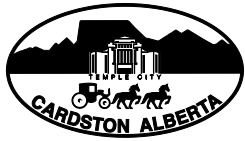
# APPENDIX “A”

**TITLE: Tangible Capital Assets Capitalization Policy**

**POLICY NUMBER: FA-060**

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





# APPENDIX “A”

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	
<b>Machinery and Equipment</b>	
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





# APPENDIX “A”

**TITLE: Tangible Capital Assets Capitalization Policy**

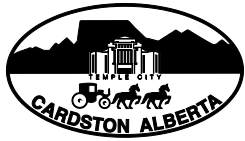
**POLICY NUMBER: FA-060**

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	





# APPENDIX “B”

## 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









# 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.





# TOWN POLICY

---

**TITLE: Travel Expense Policy**

**POLICY NUMBER: FA-073**

---

## **Fines**

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





# TOWN POLICY

## ADMINISTRATION POLICY:

# Golf Course Fees & Charges Policy

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-122

**EFFECTIVE DATE:** November 16, 2018

**SUPERSEDES:** Policy #F-20-4

**UPDATED:** April 10, 2024

**UP FOR REVIEW:** January 1, 2025

### Policy Statement:

For the purposes of managing the fees of the Golf Course, Council has determined that the administering of the fees and charges for the Lee Creek Golf Club should be managed by the Town Administration, so they may have greater freedom in managing fees and offering promotional pricing from time to time.

### FEES AND CHARGES

The Town of Cardston Administration shall establish rates and fees for the Lee Creek Golf Club as per the attached 'Schedule A', updated April 10, 2024.

### PROMOTIONAL PRICING

From time to time the Golf Course may choose to offer promotional prices on membership and green fees. The Golf Course Advisory Committee and/ or Golf Manager shall be responsible for making recommendations to the CAO for promotional pricing on fees and other promotions. No promotional price may be offered without the consent of the CAO or his chosen designate for making such management decisions at the Golf Course.





# TOWN POLICY

**TITLE: Golf Course Fees & Charges Policy**

**POLICY NUMBER: FA-122**

## Schedule A

### Lee Creek Golf Club

#### Membership Options (+GST)

Single Weekday ( <i>Monday – Friday excluding holidays</i> ).....	\$955.00
Single Unrestricted ( <i>Anytime</i> ) .....	\$1,260.00
Couple Weekday ( <i>Monday – Friday excluding holidays</i> ).....	\$1,525.00
Couple Unrestricted ( <i>Anytime</i> ) .....	\$1,840.00
Senior Couple Weekday ( <i>Monday – Friday excluding holidays</i> ).....	\$1,470.00
Senior Couple Unrestricted ( <i>Anytime</i> ).....	\$1,735.00
Family ( <i>Anytime - all children under 18</i> ) .....	\$2,000.00
Senior ( <i>Monday – Friday excluding holidays</i> ) .....	\$900.00
Senior ( <i>Anytime</i> ) .....	\$1,200.00
Young Professional ( <i>Anytime - ages 18-30</i> ).....	\$945.00
Student ( <i>Anytime – Full-time with proof of enrollment</i> ).....	\$575.00
Junior ( <i>Anytime – ages 6-12</i> ).....	\$55.00
Teen ( <i>Anytime – ages 13-18</i> ) .....	\$130.00

\*Family Memberships must consist of two adults and their children(under 18) in onehousehold.

\*Senior age is 60 years of age in 2024.

\*Mon-Fri Memberships do not include holidays. The following dates are considered holidays: Good Friday, Victoria Day, Canada Day, August Heritage Day, Labour Day, and Thanksgiving Day

#### Power Cart Options (Members only +GST)\*

Cart Lease Single Seat .....	\$625.00
Cart Lease Two Seats.....	\$950.00

\*- Cart lease includes up to 36 holes per day maximum.

\*\* - Monthly memberships last for 30 days from date of purchase.

\*\*\* - Summer Membership is only available from July 1st to Aug 31st.





# TOWN POLICY

**TITLE: Golf Course Fees & Charges Policy**

**POLICY NUMBER: FA-122**

Trail Fees – Year.....	\$225.00
Cart Storage – Gas.....	\$300.00
Cart Storage – Electric.....	\$350.00
Cart Storage – Outside .....	\$150.00

## Green Fees (+GST)

Green Fees Per Round	18 Holes		Twilight		9 Holes	
		*w/cart		*w/cart		*w/cart
Monday-Thursday	\$45.00	\$70.00	\$35.00	\$60.00	\$30.00	\$45.00
Friday-Sunday & Holidays	\$60.00	\$85.00	\$45.00	\$70.00	\$45.00	\$60.00
**Juniors	\$20.00	\$45.00	\$15.00	\$40.00	\$10.00	\$25.00
***Non-golfer cart fee	\$20.00		\$15.00		\$13.00	
<b>*Power Cart Rates</b>						
Single (18+)	\$25		\$25		\$15	
Daily Trail Fee (personal cart)	\$15		\$15		\$15	

\*Cart Price is for one seat on a cart. Each person must pay for a seat. 1 cart allowed per twosome, 2 carts allowed per foursome.

\*\*Juniors must be 16 years old and have a Driver's license to rent a cart or they must be riding with an adult.

\*\*A junior is defined as being 18 years old at any time during the current calendar year.

\*\*\*Non-Golfers may ride and not play with a group provided they pay the cart rate. They must register in the proshop and sign a waiver. If a group is already 4 players and the non-golfer is the 5th person, then it will only be allowed if enough powercarts are available.

Twilight rates will be offered starting approximately 4 hours before Sunset.

## Other Items

Junior Club Locker Yearly Rental .....	\$30.00
Purchase Golf Canada Card – \$50 Value.....	\$35.00
Range Balls Small.....	\$6.00
Range Balls Large .....	\$9.00
Driving Range Pass – Junior.....	\$50.00





# TOWN POLICY

**TITLE: Golf Course Fees & Charges Policy**

**POLICY NUMBER: FA-122**

Driving Range Pass – Single.....	\$150.00
Driving Range Pass – Members Single .....	\$100.00
Driving Range Pass – Family ( <i>all children under 18</i> ).....	\$250.00
Corporate – Fourty (40) 18 Hole Rounds, Expires end of season .....	\$1800.00
Corporate – Twenty (20) 18 Hole Rounds, Expires end of season.....	\$950.00
Corporate – Ten (10) 18 Hole Rounds, Expires end of season.....	\$500.00
Corporate – Ten (10) 9 Hole Rounds, Expires end of season.....	\$300.00
Tournaments.....	<i>Contact Golf Course</i>

## REVISION HISTORY

Date	Description
February, 28 2019	Add weekday and weekend Tournament Rates
April 2, 2019	Add fees for Jr. Locker Club Storage & Hourly Rate for Range Rentals; Change 9 & 18 hole punch cards costs, and "per seat" to "per cart" under trail fees
December 13, 2019	Updated 90% of rates, added Young Professional Rates, and removed Evening rates.
January 11, 2021	1% rate increases on adult memberships, and 10% increase on range passes.
December 2, 2021	Fees and fee structure updated for 2022
March 9, 2023	Updated categories and fees as per management and committee recommendation.
March 24, 2023	Added additional senior rates
May 31, 2023	Removed age restriction from student rate
April 10, 2024	Updated rates (approx. 5% for memberships) and removed some categories such as "couples weekend".

**APPROVAL: Jeff Shaw** ..... **DATE: April 11<sup>th</sup>, 2024** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY: UFA Fuel Link Card Policy

**DEPARTMENT:** Financial Administration

**POLICY NUMBER:** FA-165

**EFFECTIVE DATE:** November 6, 2023

**SUPERSEDES:** New

**UPDATED:** November 6, 2023

**UP FOR REVIEW:** November 6, 2028

### Policy Statement:

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

### The purpose of this policy is to:

Establish authorities and accountabilities for issuing and use of UFA Fuel Link Cards by Town of Cardston full time staff.

### Responsibilities and Procedures

The Chief Administrative Officer (CAO) or designated officer is authorized to obtain UFA Fuel Link Cards for full-time Town of Cardston staff or current Councillors.

The Fuel Link Cards will allow the full-time staff to receive the Town's discount on fuel they purchase at UFA. This does not authorize the staff to charge personal fuel to the Town's UFA account.

Each approved staff member may receive up to two Fuel Link Cards. These cards are only to be used for their personal use and the use of their immediate family.

Prior to being issued a UFA Fuel Link Card, all cardholders shall sign the attached UFA Fuel Link Cardholder Agreement.

Lost or stolen Fuel Link Cards shall be reported immediately to the CAO or designated officer.





# TOWN POLICY

**TITLE: UFA Fuel Link Card Policy**

**POLICY NUMBER: FA-165**

## REVISION HISTORY

Date	Description
	New Policy

**APPROVAL: *Jeff Shaw*** ..... **DATE: *November 6<sup>th</sup>, 2023***.....  
*Chief Administrative Officer, Jeff Shaw* (signed copy kept in CAO policy binder)







# TOWN POLICY

---

**TITLE: UFA Fuel Link Card Policy**

**POLICY NUMBER: FA-165**

---

## **Town of Cardston UFA Fuel Link Cardholder Agreement**

I, \_\_\_\_\_, hereby acknowledge receipt of a Town of Cardston UFA Fuel Link Card(s).

As a cardholder, I agree to comply with the terms and conditions of the UFA Fuel Link Card policy and this agreement.

I understand that the card is not to be used to charge the Town's account for personal 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.

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 designated officer, upon demand, during the period of my employment. I further agree to return the card(s) upon termination of employment or term of Council.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_







# 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 entitled 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 required 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.





# TOWN POLICY

**TITLE: Civic Centre Policy**

**POLICY NUMBER: GN-006**

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.

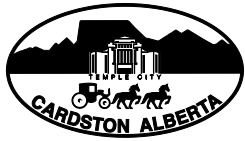
**Cultural Hall:** Seating capacity 700 with chairs – 550 with tables.

- 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.





# TOWN POLICY

---

**TITLE: Civic Centre Policy**

**POLICY NUMBER: GN-006**

---

- 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





# TOWN POLICY

**TITLE: Flag Policy**

**POLICY NUMBER: GN-015**

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

APPROVED BY CAO

**APPROVAL:**

  
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.





# TOWN POLICY

**TITLE: Access to Information Policy**

**POLICY NUMBER: GN-017**

## 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.





# SCHEDULE "A"

Page 3 of 6

TITLE: Access to Information Policy

POLICY NUMBER: GN-017

## 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"

TITLE: Access to Information Policy

POLICY NUMBER: GN-017

## 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\*\***





# SCHEDULE "C"

TITLE: Access to Information Policy

POLICY NUMBER: GN-017

## 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"

TITLE: Access to Information Policy

POLICY NUMBER: GN-017

## 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:

# 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;





# TOWN POLICY

**TITLE: Emergency Response Policy for a Major Rain Event**

**POLICY NUMBER: GN-034**

- (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





# TOWN POLICY

**TITLE: Water Shortage Response Plan Policy**

**POLICY NUMBER: GN-070**

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 Environment's 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

**EFFECTIVE DATE:** December 20, 2017

**SUPERSEDES:** Policy #C-15-2

**UPDATED:** September 30, 2020

**UP FOR REVIEW:** September 30, 2025

---

### **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.





# TOWN POLICY

**TITLE: Communications Policy**

**POLICY NUMBER: GN-074**

- 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.





# TOWN POLICY

**TITLE: Communications Policy**

**POLICY NUMBER: GN-074**

- 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.





# TOWN POLICY

**TITLE: Communications Policy**

**POLICY NUMBER: GN-074**

## 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

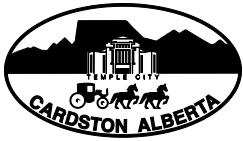
## Internet and Electronic Communication

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 and social media platforms 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) Administration will allow third parties to post items of interest to Town citizens on the web site or social media platform, but all third party posts must be approved by Administration. The third party will not be allowed to post items which may incite controversy or cause offense. Postings





# TOWN POLICY

**TITLE: Communications Policy**

**POLICY NUMBER: GN-074**

from third parties such as notices of criminal charges, or other posts related to specific individuals involved in criminal activity will be discouraged.

**6) 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.

## REVISION HISTORY

Date	Description
December 20, 2017	New Policy
September 30, 2020	Require approval for third party postings

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*









# TOWN POLICY

## ADMINISTRATION POLICY: **Pandemic Planning Policy**

**DEPARTMENT:** General Administration

**POLICY NUMBER:** GN-150

**APPROVAL:**

**EFFECTIVE DATE:** March 15, 2021  
**SUPERSEDES:** Policy #P-5, GN-028  
**UP FOR REVIEW:** March 15, 2026

**Policy Statement:**

In the event of a pandemic, it is important to maintain the health and safety of town employees as much as possible to enable the continuation of the critical activities needed to operate the Town. Pandemics, by their nature, are unique and can present very different challenge. Specific actions will need to be tailored to each instance of a pandemic. This policy has guidelines and procedures to help administration understand the needs of the pandemic and should assist administration in managing the affairs of the Town in the events leading up to, during, and after a pandemic.

**General Course of a Pandemic**

There will be little lead time between when a pandemic is first declared by the WHO (Level 3) and when it spreads to the Town of Cardston. It is likely that by Level 3, global supply chains will be affected and new personal protective equipment (PPE) or other supplies will be on backorder. Virus transmission usually spreads in waves with multiple waves spanned over one or more years. It is essential to view a pandemic as a long term event that may need to be managed over more than one year.

**Pandemic periods and phases**

For help with response planning refer to the table of pandemic periods and phases.

**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





# TOWN POLICY

**TITLE: Pandemic Planning Policy**

**POLICY NUMBER: GN-150**

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 County	6
Post - Pandemic Period	Return to inter-pandemic period	7

## Suggested Actions

### Level 1

1. At level 1, the focus is to keep attention on development of the virus and to not be caught off guard if the transmission of the virus begins rapid acceleration.
2. Identify ways to promote prevention and identify ways to minimize staff, customer and visitor exposure and illness. These may include wearing masks and practicing social distancing.
3. Review how essential messages can be communicated across the Town of Cardston.
4. Establish mechanisms for alerting staff to a change in pandemic status.
5. Establish procedures and triggers for escalating a response to a new case of the virus within the organization to the proper authority.
6. Review internal supply of standard PPE and place orders for items that are low or out of stock.
7. Begin daily monitoring of news channels to keep up to date on the virus's development.

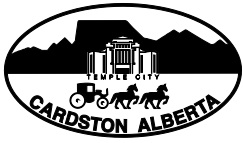
### Level 2

8. At level 2, the focus is to become ready to activate emergency plans if a pandemic is declared.
9. Alert staff to a change in pandemic status.
10. Inform staff of PPE supplies that are readily available and measures to minimize transmission that will be activated if a pandemic is declared.
11. Inform staff of policy relating to sick leave and how time away from work will be handled in relation to illness or quarantine situations.
12. Begin monitoring Alberta Health Services communications to stay informed of guidelines or restrictions on activities.
13. Discuss with staff critical tasks and how the organization will attempt to deal with interruptions to the regular work schedule resulting from quarantines, self-isolation, or getting sick.
14. Review business continuity plans and make modifications if necessary.

### Levels 3 & 4

15. At level 3 & 4, the focus is to follow Provincial guidelines and restrictions and maintain effective communication channels with staff and the community.





# TOWN POLICY

Page 3 of 8

**TITLE: Pandemic Planning Policy**

**POLICY NUMBER: GN-150**

16. Alert staff to the change in pandemic status.
17. Activate measures to minimize transmission of the virus. (Social distancing, management/tracking of illness, cancellations, closures, etc.)
18. Establish regular communications with staff regarding the status of the pandemic and the organizations response efforts to promote confidence in the workplace and response activities.
19. Keep staff aware of Provincial guidelines and restrictions as they change.
20. Activate essential business continuity measures and establish regular review and emergency management processes.
21. Contact the Cardston County Regional Emergency Management Regional Director of Emergency Management (RDEM) and inform them of the state of the Town's response to the pandemic and get their feedback.

## **Post-Pandemic Period**

22. Debrief staff on the Town's response to the pandemic through all the levels and solicit feedback for how it was perceived and what can be improved.
23. Review and update risk and impact assessment.
24. Review supplies of PPE and other supplies that were required in response to the pandemic and make plans to order quantities that will provide a suitable supply to be prepared for the next pandemic.
25. Update pandemic policy as appropriate.
26. Make plans to cross train employees on essential services to mitigate the impact unexpected quarantines.
27. Update Emergency Response Plan and various business continuity plans as appropriate.
28. Meet with the RDEM to debrief them on the effectiveness of the Town's response and any other actions or learning from the pandemic that could impact the regional emergency response plan.

## **Business Continuity**

One of the risks to the Town of Cardston in the event of a pandemic is the critical services performed by town staff that residents rely on will be paused or canceled due to loss of staff from exposure to the virus. These critical services range from maintaining water supply and sewer services, to snow removal, and office functions such as relating to cemetery services or building permits.

Past pandemics have shown that multiple staff can be required to quarantine themselves from work for periods of two weeks at a time. It is possible future pandemics will require an even lengthier quarantine period which would cause considerable disruption to standard workflows. The closure of schools can also interrupt a staff member's ability to leave the home to come to work for an extended period of time. Planning, cross trained staff, and procedures need to be in place so essential services





# TOWN POLICY

**TITLE: Pandemic Planning Policy**

**POLICY NUMBER: GN-150**

can be shared by those who are able to work; and so that staff who are not symptomatic but are required to be quarantined are able to work from home on suitable tasks.

The business continuity plan is focused on 2 key facets to help direct the planning and decision making that will enable the critical services of the town to continue; Core People and Skills, and Maintaining Essential Service.

## Identification of Core People and Core Skills

The issues that need to be considered include:

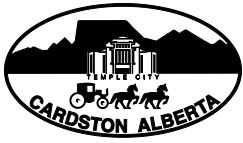
1. What are the critical functions of the department/unit?
2. Who are the primary individuals and how many staff members are required to keep the critical functions of the department/unit running?
3. What are the core skills required to keep the critical functions of the department/unit running and who has those skills?
4. 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?
5. 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?
6. Are there other critical inputs (e.g. materials, supplies, products, suppliers, contractors) that are required to maintain the critical functions of the department/unit?
7. Who are the designated people required to manage the pandemic contingency plans for each department/unit?
8. Identify who the critical third party stakeholders are who need to be advised of changes to standard workflows and their contact information? As the status quo is changed, are their people or organizations that need to be consulted to understand their priorities for critical services?

## Action Plan for Maintaining Essential Service/Activity

The action plan should include details for each department regarding:

1. Identification of staff who are able to complete the service/activity that may be called on to fill gaps due to absence.
2. Identification of arrangements that can be made to minimize the risk of staff who remain on the job.





# TOWN POLICY

Page 5 of 8

**TITLE: Pandemic Planning Policy**

**POLICY NUMBER: GN-150**

3. Reorganization of workloads and tasks so that staff working from home are able to do as much as possible.
4. Organization of a communications system to facilitate working from home.
5. Organization of a reporting system to ensure work is being completed.
6. Communication strategy to staff to explain new working arrangements.
7. Communication strategy to third party stakeholders to explain new constraints on services and set expectations and understand needs.

## **PPE and Employee Protection Measures**

### **Personal Protective Equipment (PPE)**

1. Face masks
2. Face shields
3. Hand sanitizer
4. Latex or Nitrile gloves

### **Employee Protection Measures**

5. Plastic barriers to partition spaces between employees and residents
6. Wash hands regularly, see appendix for a poster from Alberta Health Services. In order to be effective, washing hands must include:
  - a. Enough soap to cover both sides of your hands.
  - b. Scrubbing both sides of your hands as well as in-between your fingers and on your nails.
  - c. Hand washing should last between 15 and 30 seconds.
  - d. Use a paper towel to turn on and off the tap to reduce touch points.
7. Cover your mouth with your elbow or a tissue when you sneeze and wash your hands or use sanitizer after every sneeze.
8. Use alcohol-based hand sanitizers. Some hand sanitizers evaporate very quickly, be sure to use enough to be able to thoroughly rub over the front and back of your hands, between your fingers and over your finger nails before it evaporates. See appendix for a poster from Alberta Health Services.
9. Keep shared surfaces and areas clean. Regularly wash doorknobs, light switches, telephones, keyboards and other surfaces that are high use areas.
10. Employees should maintain appropriate physical distancing at all times in the office. Special attention to distancing needs to be given during meetings and in small spaces such as the file room, lunch room, storage room, etc.. It may be necessary to limit attendance in these spaces to 1 person at a time.





# TOWN POLICY

**TITLE: Pandemic Planning Policy**

**POLICY NUMBER: GN-150**

11. Employees must understand that they are expected to stay home when they are sick. Negligence to this may have significant ramifications to the organizations ability to continue providing essential services to the community.

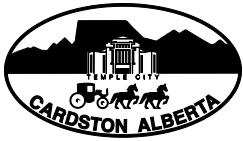
## Employee Absence Due to Pandemic Influenza

It is imperative that employees who are sick or displaying symptoms of a pandemic illness do not come to work and infect other employees. This type of transmission can lead to the complete shutdown of departments and represents a major threat to the organization.

The Town of Cardston recognizes that in the event of a federally, provincially or locally declared Pandemic, the current sick leave policy may not address the needs of the employees. Provincial health regulations may require individuals who are not displaying symptoms but have been identified as coming in contact with the virus to quarantine themselves to prevent transmission. Mandated self-isolation, sick or not sick, may not be accommodated in the current sick leave policy. This policy provides extraordinary provisions that are in effect during a provincially declared pandemic and supersede the existing treatment of sick leave and sick leave policies.

1. All staff members will be granted paid sick leave if they are diagnosed with the pandemic virus.
2. Except as in #6 and #7 below, all staff members will be granted paid sick leave if they are required to quarantine or self-isolate by provincial or federal mandate even if they are not diagnosed with the pandemic virus themselves.
3. If a staff member exhausts their accrued paid sick leave, the Town will issue additional sick leave for a pandemic related absence. This pandemic related sick leave will be required to be earned back, meaning that the employee may be granted additional sick leave, but must work out of the deficit once they are back to work. Should the employee become sick following the pandemic and they still do not have any surplus sick leave, they will be required to use their vacation allotment and or personal days allotment for time away from work.
4. Staff members who have exhausted their paid sick leave, vacation allotment and personal days will not be paid for time away from work.
5. If a staff member requires paid sick leave, they shall provide acceptable evidence of their diagnosis or requirement to quarantine.
6. If a staff member knowingly participates in an activity that will require a quarantine period, such as international travel, that quarantine period will not be covered by paid sick leave.
7. If a staff member knowingly participates in an activity that is prohibited due to provincial or federal restrictions, and is required to quarantine because of being identified as being in contact with the pandemic virus, or they are diagnosed with the pandemic virus and it is traced to that activity, their time away from work will not be covered by paid sick leave.





# TOWN POLICY

Page 7 of 8

**TITLE: Pandemic Planning Policy**

**POLICY NUMBER: GN-150**

8. If in the opinion of an employee's manager or the CAO, the employee is sick or displaying symptoms of the pandemic virus, the employee will be required to leave the workplace and not return until the risk of transmission has been mitigated. If available, the employee will use paid sick leave, vacation allotment, or personal days, in that order, to cover the time spent away from work. If the employee has exhausted all of those allotments, the time away from work will be unpaid.
9. Wherever possible, staff staying at home due to a pandemic related circumstance, who are able to work, will be provided work they can do from home to reduce the use of paid sick leave, vacation allotment, or personal days.
10. In a Pandemic situation, the Provincial or Federal Government may provide provisions for employment insurance benefits or other similar benefits for affected employees. Employees may wish to take advantage of this program during a period of required isolation, once all paid leave options have been exhausted. The organization will make every effort to accommodate this promptly.
11. The CAO has the ability to grant paid sick leave, if the situation merits an exception to the above policy statements.

## Vaccination

In a pandemic, there are normally aggressive initiatives to vaccinate the population against the prevailing virus. The concept of mandatory vaccinations in the workplace is a contentious one as it touches on topics such as personal choice, and risk of others. The Town of Cardston will not take the position to require all staff members to receive a vaccination. If a staff member refuses to be voluntarily vaccinated, and if that is determined to be a risk to the other employees and/or themselves, the CAO and the staff member will work out a plan involving personal protective equipment, work area layout and barriers, working from home provisions, or other mitigation items to reduce risk to the organization.





# TOWN POLICY

**TITLE: Pandemic Planning Policy**

**POLICY NUMBER: GN-150**

## REVISION HISTORY

Date	Description
September 8, 2009	SARS pandemic – New Pandemic Influenza Planning Policy
March 15, 2021	Policy updated significantly during COVID-19 pandemic

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*







# TOWN POLICY

## ADMINISTRATION POLICY:

# Alcohol/Illegal Drugs Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-002

APPROVED BY CAO

**APPROVAL:**

  
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.







# TOWN POLICY

## ADMINISTRATION POLICY: Cell Phone Use Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-005

**EFFECTIVE DATE:** April 27, 2023

**SUPERSEDES:** Policy #C-4-1

**UPDATED:** April 27, 2023

**UP FOR REVIEW:** April 27, 2026

### Policy Statement:

The Town owns and maintains Cell Phones which are available for the purpose of assisting staff in the day to day function of their job, this policy also applies to the use of private Cell phones.

### 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.





# TOWN POLICY

**TITLE: Cell Phone Use Policy**

**POLICY NUMBER: HR-005**

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

## REVISION HISTORY

Date	Description
April 27, 2023	Update Policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY:

# Harassment Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-008

**EFFECTIVE DATE:** May 26, 2017

**REVISED DATE:** January 19, 2024

**SUPERSEDES:** Policy #H-2

**UP FOR REVIEW:** January 19, 2027

### 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. All investigation 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 – according to the severity of the incident. The complainant will be protected from any form of retaliation by the respondent(s) who were the subject of the complaint, whether they are employees, supervisory or managerial personal.

### 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.

### Definition

**“Harassment”** is defined as:

Any unwanted physical or verbal conduct that offends or humiliates a person. Such conduct could interfere with ability to do a job or obtain a service. Harassment can create a negative or hostile work environment which can interfere with job performance and result in 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

Any unwelcome behavior which creates an intimidating, threatening, or hostile work environment, or which threatens the person’s dignity or respect.





# TOWN POLICY

**TITLE: Harassment Policy**

**POLICY NUMBER: HR-008**

## **Responsibilities**

### **1) Management and Supervisory Personnel**

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

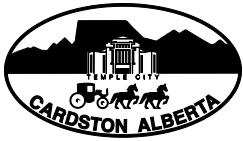
- i. Be familiar with this policy and the provisions of the Alberta Human Rights Act or any other legislation/regulations governing human rights in the work environment;
- ii. Inform all new and existing Employees, Counselors, and/or Town Volunteers of the policy;
- iii. Create a work environment where employees will come forward with complaints;
- iv. Investigate all reports of harassment and confirm clarification from the complainant and solution (handle complaints with objectivity, fairness, consistency, seriousness, and sensitivity);
- v. Inform the complainant(s) of their rights under the Alberta Human rights Act;
- vi. Inquire if complainant(s) wants to make a formal complaint;
- vii. 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;
- viii. Unless the situation deems inappropriate, the incident should be investigated by the immediate supervisors and manager of the respondent and complainant. Where more than one department is involved, the Town CAO will decide the appropriate supervisor to investigate.

### **2) Employees and Town Volunteers**

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

- i. Know the purpose of the policy, and comply with its provision and any other legislation/regulations governing human rights in the work environment;
- ii. Have an awareness of what behavior is appropriate and not appropriate in the work environment in respect to harassment;
- iii. Promote a harassment-free work environment;





# TOWN POLICY

Page 3 of 4

**TITLE: Harassment Policy**

**POLICY NUMBER: HR-008**

- iv. 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;
- v. Be sensitive to any situation in the 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 is the responsibility of a complainant to:

- i. 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;
- ii. Keep a record of all incident (dates, times, location, possible witnesses, what occurred, and your response). The Complainant's does not have to record any incidents in order to file a complaint, but a record can strengthen their case and help them remember details over time;
- iii. Report their complaint to a supervisor or Department manager;

### **4) Respondent (Harasser)**

(a) It is the respondents' responsibility to;

- i. Know their rights;
- ii. Report witnesses they may have;

## **Procedures for Reporting and Investigating Harassment**

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

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

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





# TOWN POLICY

**TITLE: Harassment Policy**

**POLICY NUMBER: HR-008**

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

Respondents should be informed of his/her rights.

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

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

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.

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

## REVISION HISTORY

Date	Description
May 26, 2017	Council designates Policy #H-2 as an Administration Policy
June 13, 2019	Updated to comply with OHS Act
January 19, 2024	Updated to comply with OHS Act

**APPROVAL: Jeff Shaw** .....  
*Chief Administrative Officer, Jeff Shaw*

**DATE: January 19, 2024**.....  
*(signed copy kept in CAO policy binder)*







# 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

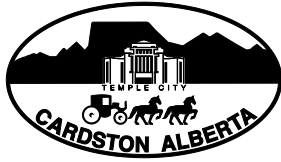
**SUPERSEDES:** Policy #V-10

**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.







# TOWN POLICY

## ADMINISTRATION POLICY:

### Hiring Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-20

**EFFECTIVE DATE:** July 5, 2022

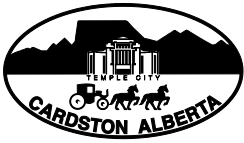
**SUPERSEDES:** Policy #H-10-1

**UPDATED:** July 5, 2022

**UP FOR REVIEW:** July 5, 2027

- 1) Establishment of Position & Employment
  - (a) Positions shall be hired based upon the most recently approved organizational chart. Seasonal or temporary positions shall be hired 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.





# TOWN POLICY

**TITLE: Hiring Policy**

**POLICY NUMBER: HR-20**

- (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)** Any time that a prospective full-time permanent 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)** Any time that a prospective seasonal or part-time temporary 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, approval is required by the Chief Administrative Officer.
- (l)** No employee may directly report to, or be the supervisor of an immediate family member.
- (m)** 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

**TITLE: Hiring Policy**

**POLICY NUMBER: HR-20**

## REVISION HISTORY

Date	Description
January 26, 2010	New Policy
July 7, 2022	Removed requirement for Council approval of seasonal or temporary hiring of employee or Council family members.

**APPROVAL: Jeff Shaw** ..... **DATE: July 5<sup>th</sup>, 2022** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*







# 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 shall be 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.









# 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.





# TOWN POLICY

**TITLE: Employee Service Recognition and Commendation Policy**

**POLICY NUMBER: HR-022**

- 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.





# TOWN POLICY

Page 3 of 4

**TITLE: Employee Service Recognition and Commendation Policy**

**POLICY NUMBER: HR-022**

## **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.

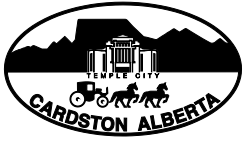
The funds can be used for any combination of the following:

- 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.







# 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.





# TOWN POLICY

---

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

**POLICY NUMBER: HR-023**

---

## **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:**   
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.





# TOWN POLICY

**TITLE: Internet Acceptable Use Policy**

**POLICY NUMBER: HR-024**

- 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.

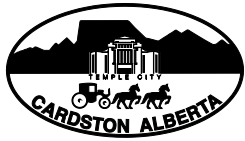
## Unacceptable Use

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.







# TOWN POLICY

**TITLE: Internet Acceptable Use Policy**

**POLICY NUMBER: HR-024**

- 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:





# TOWN POLICY

**TITLE: Internet Acceptable Use Policy**

**POLICY NUMBER: HR-024**

- 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.

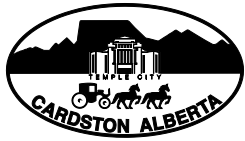
## Social Networking Sites and Blogs

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





# TOWN POLICY

**TITLE: Internet Acceptable Use Policy**

**POLICY NUMBER: HR-024**

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.





# TOWN POLICY

**TITLE: Internet Acceptable Use Policy**

**POLICY NUMBER: HR-024**

## **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
  - i 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
  - i 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"
  - i 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.





# TOWN POLICY

**TITLE: Pension, Benefits and Employee Participation**

**POLICY NUMBER: HR-029**

- (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.





# TOWN POLICY

---

**TITLE: Pension, Benefits and Employee Participation**

**POLICY NUMBER: HR-029**

---

- 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.









# 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 predominant 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.







# TOWN POLICY

## ADMINISTRATION POLICY:

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

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-043

**EFFECTIVE DATE:** September 13, 2016

**SUPERSEDES:** HR-043

**UPDATED:** August 29, 2022

**UP FOR REVIEW:** January 1, 2025

### 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 (March/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.

Golf Course employees may have an extended season from March to October based on weather.

The following schedules have been created to be in line with the new provincial minimum wages for employees 17 & under and those 18 & older.





# TOWN POLICY

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

**POLICY NUMBER: HR-043**

**Seasonal Employees:** This would include Public Works and Water/Wastewater employees. These hourly wages are slightly higher than the Full-Time Temporary (Part-Time) employees as the length of employment is longer.

	2021 Season	2022 Season	2023 Season	2024 Season
17 & under	14.00	—	—	—
New Hires	—	17.00	—	—
Level 1	15.75	17.50	17.50	17.50
Level 2	16.75	18.50	18.50	18.50
Level 3	17.90	19.15	19.15	19.15
Level 4	18.40	19.75	19.75	19.75

All amounts are wages per hour of work.

**Electrical Seasonal Employee:** This employee should be a 1<sup>st</sup> year Powerline Technician (PLT) and will be paid based on the approved rates in Alberta for this designation. In the event that no 1<sup>st</sup> year PLT's apply for the position, the rate will be determined based on their experience/qualifications as well as the approved industry rates in Alberta.

1 <sup>st</sup> Year	\$20.70/hour
----------------------	--------------

**Full-Time Temporary (Part-Time) Employees:** This includes Parks & Recreation, Beautification, Museum and Swimming Pool

	2021		2022		2023		2024	
	Lifeguards	Regular	Lifeguards	Regular	Lifeguards	Regular	Lifeguards	Regular
Support Staff	13.75	—	14.00	—	14.25	—	14.50	—
Level 1*	—	15.25	15.75	16.00	15.75	16.25	15.75	16.25
Level 2	15.75	15.50	16.50	17.00	16.50	17.00	16.50	17.00
Level 3	16.00	16.00	17.25	18.00	17.25	18.00	17.25	18.00
Level 4	16.50	16.50	18.25	19.00	18.25	19.00	18.25	19.00
Level 5	17.00	—	19.25	—	19.25	—	19.25	—
Level 6	17.50	—	—	—	—	—	—	—

\*Level 1 Regular is for Highschool students only - Post-secondary employees start at Level 2

Pool Assistant Supervisor	\$20.00/hour
---------------------------	--------------

All amounts are wages per hour of work.





# TOWN POLICY

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

**POLICY NUMBER: HR-043**

## **Golf Course Season and Full-Time Temporary (Part-Time) Employees:**

	2021		2022		2023		2024	
	Golf Course Grounds	Golf Course Clubhouse	Golf Course Grounds	Golf Course Clubhouse	Golf Course Grounds	Golf Course Clubhouse	Golf Course Grounds	Golf Course Clubhouse
17 & under	13.50	13.25	14.00	14.25	14.00	14.25	14.00	14.25
Part-time	15.00	15.00	15.50	15.25	15.50	15.25	15.50	15.25
Level 1	15.75	15.50	16.00	15.75	16.00	15.75	16.00	15.75
Level 2	16.25	16.00	16.75	16.50	16.75	16.50	16.75	16.50
Level 3	16.75	16.50	17.25	17.00	17.25	17.00	17.25	17.00
Level 4	17.25	17.00	17.75	17.50	17.75	17.50	17.75	17.50

All amounts are wages per hour of work.

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.

## **REVISION HISTORY**

<b>Date</b>	<b>Description</b>
August 29, 2022	Update wages for 2022-2024
February 10, 2020	Updated to include wages for Electrical Seasonal Employees.
February 11, 2019	Updated to incorporate wages for Golf Course Staff.

**APPROVAL: Jeff Shaw** ..... **DATE: August 30, 2022** .....  
*Chief Administrative Officer, Jeff Shaw* (signed copy kept in CAO policy binder)







# 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.









# TOWN POLICY

## ADMINISTRATION POLICY:

# Use of Shop and Other Facilities after Work Hours

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-048

**EFFECTIVE DATE:** January 24, 2012

**SUPERSEDES:** Policy #S-30-1

**UPDATED:** January 1, 2022

**UP FOR REVIEW:** November 30, 2032

### 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. Employee's must treat the Town's property with respect, and report any problems or damages that may occur in their care to their supervisor. An investigation may be warranted if damages, misuse, or violation of this policy are deemed severe and could result in an employee being disciplined or terminated according to the severity of the incident.

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 or property of an employee shall not be left in the Facilities or yards unless authorized by the employee's supervisor.
6. **Personal use of Town Mobile Equipment is prohibited.** (see definition of mobile equipment below.)
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/materials for personal work.
10. Shop use shall be limited to Tuesday and Thursday evenings after 3:30pm, 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.
12. Tools or Materials that are borrowed shall be recorded in a logbook or board and only borrowed by a Town Employee.



This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation. **Page 1 of 2**



# TOWN POLICY

**TITLE: Use of Shop and Other Facilities after Work Hours**

**POLICY NUMBER: HR-048**

## 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 or left in the shop/yard, unless approved by the employee’s supervisor.
4. All tools and equipment to be cleaned and returned to proper places.
5. Shop to be cleaned after each job.
6. Tools or Materials borrowed shall be returned to the Town Facility before work hours and not used for extended periods of time unless approved by the employee’s supervisor.

### Definitions

Mobile Equipment - a wheeled or tracked vehicle which is engine/motor powered, including non-powered equipment that is attached or towed eg. Trailers, Hydrovac, Attachments.

## REVISION HISTORY

Date	Description
January 24, 2012	New Policy
January 1, 2022	Significant updates to address abuses of privileges

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *January 4, 2022* .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*





# 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.





# TOWN POLICY

---

**TITLE: Standby Policy**

**POLICY NUMBER: HR-057**

---

## **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:**   
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 if 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.





# TOWN POLICY

**TITLE: Sick Leave Policy**

**POLICY NUMBER: HR-059**

- 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

APPROVED BY CAO

**APPROVAL:**

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:





# TOWN POLICY

**TITLE: Training and Development Policy**

**POLICY NUMBER: HR-064**

- 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.

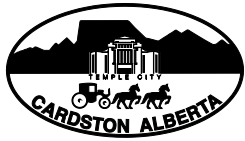
## **Employees:**

Take the primary responsibility for managing their careers by:

- Examining current skills and identifying areas for further development.







# TOWN POLICY

**TITLE: Training and Development Policy**

**POLICY NUMBER: HR-064**

- 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 Acquired:

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.





# TOWN POLICY

---

**TITLE: Training and Development Policy**

**POLICY NUMBER: HR-064**

---

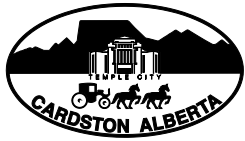
For training under an apprenticeship program requiring a leave of absence to take courses on campus or away from the workplace, the following conditions may apply:

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".





# SCHEDULE "A"

TITLE: Training and Development Policy

POLICY NUMBER: HR-064

## Application for Training Form

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

<b>Employee</b>	
<b>Management</b>	
<b>Date Signed</b>	





# SCHEDULE "B"

**TITLE: Training and Development Policy**

**POLICY NUMBER: HR-064**

## 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.

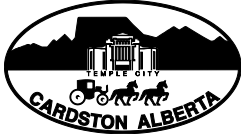
The employee authorizes that in turn for receiving regular salary and aforementioned educations expenses paid during the course of the training, the Town may withhold and deduct any monies owed from the final paycheck of the employee should said employee leave the employment of the Town prior to fulfilling 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:

<b>Employee Name</b>	
<b>Employee Signature</b>	
<b>Witness Name</b>	
<b>Witness Signature</b>	





# TOWN POLICY

## ADMINISTRATION POLICY: **Vehicle Use Policy**

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-067

**EFFECTIVE DATE:** April 27, 2023

**SUPERSEDES:** Policy #V15-1

**UPDATED:** April 27, 2023

**UP FOR REVIEW:** April 27, 2026

### **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.





# TOWN POLICY

**TITLE: Vehicle Use Policy**

**POLICY NUMBER: HR-067**

- 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.

## REVISION HISTORY

Date	Description
April 27, 2023	Update Policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*





# 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 within 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.





# TOWN POLICY

**TITLE: Policy Manual**

**POLICY NUMBER: HR-119**

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 considered to be the master copy. All other manuals and printed policies will be printed with the CAO's digital signature.

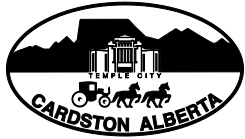
Each policy shall have a title and should identify the policy for indexing purposes. The title should be simple and express the way the policy will usually be referred to.

### 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: **Violence Prevention Policy**

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-130

**EFFECTIVE DATE:** June 13, 2019

**REVISED DATE:** January 19, 2024

**SUPERSEDES:** New

**UP FOR REVIEW:** January 19, 2027

### **Policy Statement:**

The Town of Cardston is committed to maintaining a Violence-free work environment. Every person is expected to conduct themselves in a civil, respectful, cooperative, and non-discriminatory manner. Any threat or act of violence against persons on the Town of Cardston property or against staff in the course of their duties is unacceptable and measures will be taken to hold people accountable for these actions up to and including contacting police if required. All investigations of violence will be handled promptly, discreetly, and will be kept strictly confidential in respect to everyone involved. Incidents of alleged violence will be promptly investigated and if allegations have merit - person or persons will be terminated or disciplined - according to the severity of the incident. The complainant will be protected from any form of retaliation by the respondent(s) who were the subject of the complaint, including all employees, supervisory or managerial personnel.

### **The purpose of this policy is to:**

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

### **Definition**

**"Violence"** is defined as:

The exercise of physical force or an attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.

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





# TOWN POLICY

**TITLE: Violence Prevention Policy**

**POLICY NUMBER: HR-130**

## Responsibilities

### 1) Management and Supervisory Personnel

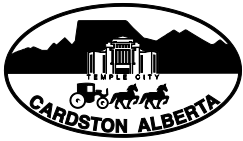
(a) It is the responsibility of every management and supervisory person to:

- i. Be familiar with this policy and the provisions of the Alberta Human Rights Act or any other legislation/regulations governing human rights in the work environment;
- ii. Inform all new and old Employees, Councillors, and/or Town Volunteers of the nature and extent of the risk(s) from violence in their workplace and act to remedy any hazard related to violence in the workplace;
- iii. Inform and encourage all persons of the need to report workplace violence incidents or threats of violence, and ensure all persons are aware of how to do so;
- iv. Participate as required in workplace investigations of incidents involving violence or threats of violence (handle complaints with objectivity, fairness, consistency, seriousness, and sensitivity);
- v. Inform the complainant(s) of their rights under the Alberta Human Rights Act;
- vi. Inquire if complainant(s) wants to make a formal complaint;
- vii. In the event a staff person wishes to involve the police following an incident of violence, assist by supporting the staff members right to file criminal charges and if requested contact the appropriate law enforcement authority and assist in scheduling an interview;
- viii. 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;
- ix. Use appropriate investigation methods, unless the situation deems inappropriate, the incident should be investigated by the immediate supervisors and manager of respondent and complainant. Where more than one department is involved, the Town CAO will decide the appropriate supervisor to investigate;

### 2) Employees and Town Volunteers

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





# TOWN POLICY

**TITLE: Violence Prevention Policy**

**POLICY NUMBER: HR-130**

- i. Know the purpose of the policy, and comply with its provision and any other legislation/regulations governing human rights in the work environment;
- ii. Have an awareness of what behavior is appropriate and not appropriate in the work environment in respect to violence;
- iii. Promote a violence-free work environment;
- iv. Cease any behavior that is found offensive by another employee(s). This includes verbal behavior, physical contact, non-verbal behavior, visual sexual-violence, and psychological sexual violence;
- v. 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 violence)**

**(a)** It is the responsibility of a complainant to:

- i. Inform the respondent(s) (i.e. the person who is threatening violence) that any inappropriate behavior is unwelcome and unacceptable; preferably at the time of the occurrence;
- ii. Keep a record of all incidents (dates, times, location, possible witnesses, what occurred, and it's response). The Complainant does not have to record any incidents in order to file a complaint, but a record can strengthen their case and help them remember details over time;
- iii. Report it's complaint to a supervisor or Department manager;

### **4) Respondent (Harasser)**

**(a)** It is the respondents' responsibility to:

- i. Know their rights;
- ii. Report witnesses it may have;

## **Procedures for Reporting and Investigating Workplace Violence**

When a report of alleged violence is made to a person in authority, the complainant(s) will be advised of their rights and the respondent(s) rights in the matter.





# TOWN POLICY

**TITLE: Violence Prevention Policy**

**POLICY NUMBER: HR-130**

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

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

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

Respondents should be informed of his/her rights.

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

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

The Town’s CAO will then review the report and decide on what course of action to take. Any decision to terminate or otherwise discipline respondent involved in violence 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.

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

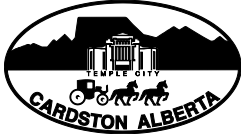
## REVISION HISTORY

Date	Description
June 13, 2019	New Policy
January 19, 2024	Updated to comply with OHS Act

**APPROVAL: Jeff Shaw** .....  
*Chief Administrative Officer, Jeff Shaw*

**DATE: January 19<sup>th</sup>, 2024**.....  
*(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY: Total Compensation Policy

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-169

**EFFECTIVE DATE:** December 15, 2023

**SUPERSEDES:** New

**UPDATED:** December 15, 2023

**UP FOR REVIEW:** December 15, 2028

### Policy Statement:

Town of Cardston (the Town) understands the importance of and is committed to maintaining competitive total compensation programs that are in compliance with all applicable provincial and federal laws and regulations, and which are also internally equitable. The Chief Administrative Officer (CAO) will manage the administration of the municipality's total compensation programs in alignment with the Town Council's total compensation philosophy and this policy.

### Scope:

This Policy applies directly to all Town of Cardston employees who will be compensated fairly regardless of any of the following, which are protected grounds under Alberta's Human Rights Act, as amended from time-to-time: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

### Objectives

The compensation program design principles and objectives of the Town of Cardston Total Compensation Program include:

- Align the Town's compensation philosophy and the organization's ability to pay.
- Support attraction and retention of key talent and employees.
- Provide competitive and well-communicated compensation programs.
- Provide competitive, comprehensive, and well communicated benefits programs.
- Follow generally accepted compensation program design principles.
- Link the Town's employee behaviours to the strategic plan, goals and objectives (i.e., promote thinking/acting responsibly for taxpayers and stakeholders, etc.).





# TOWN POLICY

**TITLE: Total Compensation Policy**

**POLICY NUMBER: HR-169**

## Policy

The Town of Cardston provides an overall total compensation package (e.g., salary or wages, benefits, and other rewards) for all employees which is performance-based and competitive to our comparator market of municipalities, while being observant of practices within the broader marketplace.

The key elements of Town of Cardston’s Total compensation program include:

- *Direct compensation:* Annual base salary structures generally targeted at the 50<sup>th</sup> percentile of a competitive market as determined by this Policy and implemented through the Town’s CAO.
- *Indirect compensation:* Vacation and/or other paid days off, benefits and allowances, and other intangibles such as flexible or hybrid work arrangements, non-traditional benefits, and other awards and recognition.

The policy and program will be led by the compensation philosophy document which will be attached as an appendix to this policy.

As part of the compensation program, a wage classification schedule will be developed and maintained which will show the compensation grid for all positions within the Employee Association. This schedule will be part of the Employee Association Agreement.

Every two years, the Town will engage a third party consultant to undergo a market evaluation for all position within the schedule. Following this analysis, the CAO and Employee Association will review the new information against the schedule to ensure that, as best as possible, the Town positions are relatively competitive to the market. Any changes to the schedule will be as a result of market changes, endorsement of changes by the CAO and the Town’s ability to pay (Council approval of funding). All negotiation will be guided by the compensation principles attached to this policy.

Non-Employee Association staff (management) will be guided by the same principles, but will not be included in the same schedule presented to the Employee Association.

## Responsibility

It is the responsibility of the leadership of the Town of Cardston to be aware of this Policy and to communicate it to their respective staff. Any administrative procedures, processes, or forms required to support this Policy are the responsibility of Human Resources.

The Town is committed to clear and open communication about this Policy and encourages its employees to discuss any questions about this Policy with their Manager or the CAO.

## REVISION HISTORY

Date	Description
December 15 <sup>th</sup> , 2023	New Policy





# TOWN POLICY

---

**TITLE: Total Compensation Policy**

**POLICY NUMBER: HR-169**

---

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*









# 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.







# 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.





# TOWN POLICY

**TITLE: Peace Officer Emergency Response**

**POLICY NUMBER: ME-050**

- (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:





# TOWN POLICY

---

**TITLE: Peace Officer & Bylaw Officer Code of Conduct**

**POLICY NUMBER: ME-051**

---

- (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.





# TOWN POLICY

---

**TITLE: Peace Officer Warrant Policy**

**POLICY NUMBER: ME-052**

---

## **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:**   
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





# TOWN POLICY

**TITLE: Peace Officer Complaints Process**

**POLICY NUMBER: ME-053**

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.





# TOWN POLICY

Page 3 of 4

---

**TITLE: Peace Officer Complaints Process**

**POLICY NUMBER: ME-053**

---

- 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*







# 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





# TOWN POLICY

**TITLE: Body-Worn Camera Policy**

**POLICY NUMBER: ME-054**

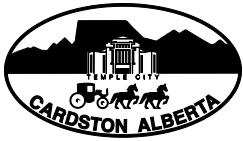
decline to be recorded unless the recording is being made pursuant to an arrest or search of the residence or the individuals. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy (*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.





# TOWN POLICY

Page 3 of 4

**TITLE: Body-Worn Camera Policy**

**POLICY NUMBER: ME-054**

- (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.









# TOWN POLICY

## ADMINISTRATION POLICY:

# Peace Officer Use of Force & Defensive Tools

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-055

**APPROVAL:**   
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.





# TOWN POLICY

**TITLE: Peace Officer Use of Force & Defensive Tools**

**POLICY NUMBER: ME-055**

- 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.

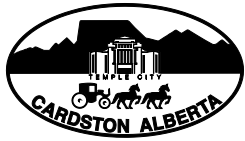
### **Storage and care of O.C. spray**

- 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.





# TOWN POLICY

**TITLE: Peace Officer Use of Force & Defensive Tools**

**POLICY NUMBER: ME-055**

- 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.





# TOWN POLICY

**TITLE: Peace Officer Use of Force & Defensive Tools**

**POLICY NUMBER: ME-055**

- 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.

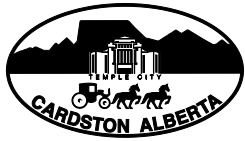
## **HANDCUFFS**

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**





# TOWN POLICY

**TITLE: Peace Officer Use of Force & Defensive Tools**

**POLICY NUMBER: ME-055**

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 General's 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).





# TOWN POLICY

**TITLE: Peace Officer Use of Force & Defensive Tools**

**POLICY NUMBER: ME-055**

- 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.

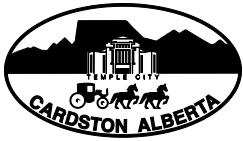
## **Storage and care of shotguns (office)**

- 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.





# TOWN POLICY

---

**TITLE: Peace Officer Use of Force & Defensive Tools**

**POLICY NUMBER: ME-055**

---

- 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.









# 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





# TOWN POLICY

---

**TITLE: Volunteer Main Street Patrol Protocol**

**POLICY NUMBER: ME-075**

---

- 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:**



**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/opioid 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 responsibilities 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 trained 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) vials of Naloxone,





# TOWN POLICY

**TITLE: Municipal Enforcement Naloxone (Narcan) Policy**

**POLICY NUMBER: ME-115**

- 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.

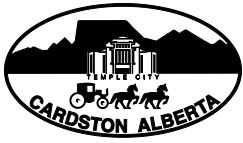
## **2. Indications and Use**

- 2.1. Authorized Community Peace Officers shall utilize Naloxone on subjects believed to be suffering from an opioid overdose. Information that a subject is suffering from an opioid 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 Naloxone 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 for 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.





# TOWN POLICY

---

**TITLE: Municipal Enforcement Naloxone (Narcan) Policy**

**POLICY NUMBER: ME-115**

---

## **4. Documentation Requirements**

- 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:
<b>SIGNS OF OVERDOSE PRESENT (check all that apply)</b>	
[ ] Unresponsive	[ ] Breathing Slowly [ ] Not Breathing [ ] Blue Lips
[ ] Slow Pulse	[ ] No Pulse [ ] Pinpoint Pupils [ ] Other:
<b>SUSPECTED OVERDOSE ON WHAT DRUGS (check all that apply)</b>	
[ ] Heroin	[ ] Benzos/Barbiturates [ ] Cocaine/Crack [ ] Suboxone
[ ] Fentanyl	[ ] Alcohol [ ] Methadone [ ] Unknown [ ] Other
<b>DETAILS OF NALOXONE DEPLOYMENT</b>	
<u>Number of doses needed:</u>	<u>Did Naloxone work:</u> [ ] Yes [ ] No [ ] Not Sure
<u>If yes, how long did it take to work:</u>	[ ] >1min [ ] 1-3min [ ] 3-5min [ ] <5min
<u>Patients response to Naloxone:</u> [ ] Responsive and Alert [ ] Responsive but sedated [ ] No response	
<u>Post-Naloxone withdrawal symptoms (check all that apply):</u> [ ] None [ ] Irritable/Angry	
[ ] Dope sick (e.g. nauseated, muscle aches, runny nose, and/or watery eyes) [ ] Physically Combative	
[ ] Vomiting [ ] Other (specify):	<b>Did the person live:</b> [ ] Yes [ ] No
<u>What else was done:</u> [ ] Sternum Rub [ ] Recovery Position [ ] Rescue Breathing	
[ ] Chest Compressions [ ] Automatic Defibrillator [ ] Yelled [ ] Shook Them [ ] Oxygen	
[ ] EMS Naloxone [ ] Bystander Naloxone [ ] Other:	
<u>Disposition:</u>	[ ] Care Transfer to EMS [ ] Other (specify):
Officers Name : _____ Signature: _____	



# TOWN POLICY

## ADMINISTRATION POLICY:

### Peace Officer Property and Exhibits Policy

**DEPARTMENT:** Administration

**POLICY NUMBER:** ME-120

**EFFECTIVE DATE:** October 12, 2018

**SUPERSEDES:** ME-72

**UP FOR REVIEW:** October 12, 2023

#### Policy Statement:

This policy provides Community Peace Officers with the Town of Cardston directive on collection, storage and security of exhibits and property seized as a result of an investigation into an offence pursuant to a piece of legislation identified on the Peace Officer's appointment, or property taken into custody for the purpose of safekeeping, when said property is abandoned or found.

#### DEFINITIONS

1. In this policy,

"Property" means all items taken by and stored within Cardston Municipal Enforcement, including evidence, exhibits, items taken for safekeeping, lost or found property, and abandoned property.

"Safekeeping" includes any item that has been turned into Cardston Municipal Enforcement after being found, and prior to being claimed by an owner.

"Lost or Found Property" includes property found by an employee or citizen that has no apparent evidentiary value and where an owner cannot be readily identified or contacted.

"Abandoned Property" includes property found by an employee or citizen that appears to be intentionally left or discarded by the owner.

#### PROCEDURES

2. **Admission to the Secure Lock-Up**

2.1. Entry is restricted to sworn and appointed Community Peace Officers. Any officer who enters the Evidence Lock-Up shall document the date and time the officer entered the Lock-Up and whether or not he/she impounded or removed any item from the secure area, this shall be documented on the Exhibit and Safekeeping Log (*Form #ME-1519*), enclosed as Appendix "A". Any time an officer is removing any item from the secure area, the officer shall also follow procedures outlined in section 12 and/or 14 of this Policy.

2.2. All exhibits, evidence, found property or property being held by Cardston Municipal Enforcement shall be kept in the designated secure Lock-Up. This area shall have controlled





# TOWN POLICY

**TITLE: Peace Officer Property and Exhibits Policy**

**POLICY NUMBER: ME-120**

entry to prevent the alteration, unauthorized removal, theft or other compromise of exhibits and or property stored by the department and to maintain chain of custody.

- 2.3. All exhibits/property must be entered into the Town of Cardston ReportExec system. Whenever abandoned or found property is received from someone other than the owner of the property, the name, address and telephone number will be recorded of the person turning in the property.

## General

### 3. Responsibilities:

- 3.1. Community Peace Officers are responsible for safeguarding the property of others. All employees will properly process and secure any property which may have been seized or which otherwise has come under their care.
- 3.2. All exhibits or property must be entered into the Town of Cardston ReportExec system and placed into the Secure Lock-Up by the end of the member's shift unless in exigent circumstances which may include, but are not limited to, weather related incidents or serious employee injury. The reason for the delay, name of supervisor who approved the delay and the method used for temporary storage will be documented in the Case Report.
- 3.3. Any officer that seizes or otherwise comes into possession of property or evidence, must complete an Exhibit or Property Seizure Form (*Form #ME-1517*), enclosed as Appendix "B", as soon as practical upon coming into possession of the property.
  - 3.3.1. If a single piece of property has several loose items (ie. a wallet or purse), the officer shall list each of the items enclosed in the original item on the Exhibit or Property Seizure Form and number each item.

### 4. Storage:

- 4.1. Storage for unstable or hazardous items, i.e. explosives (fireworks) or volatile liquids shall be stored in enclosed metallic containers with lids to prevent leakage. These items shall be placed within an explosives or dangerous materials locker within the Secure Lock-Up.
- 4.2. If at any time a Peace Officer receives monies, all monies shall be counted by the receiving officer and a witness. Monies shall arrive at the Secure Lock-Up pre-counted, with denominations separated and listed on the Town of Cardston ReportExec system. All monies submitted to the Secure Lock-Up shall be placed into a plastic evidence bag and sealed. The evidence bag seal must be initialed and include the ReportExec file number.
- 4.3. Perishable and oversized items: Municipal Enforcement will coordinate storage of oversized items, such as appliances and in most cases the officer shall take photos of the item and dispose of it, for example in an illegal dumping investigation. All perishable items will be photographed and disposed of.
- 4.4. Property Identification and Packaging:







# TOWN POLICY

**TITLE: Peace Officer Property and Exhibits Policy**

**POLICY NUMBER: ME-120**

- 4.4.1. Knives and other sharp instruments shall be boxed in a cardboard box, ensuring the knife cannot cut through the box.
- 4.4.2. Hypodermic syringes and needles shall only be disposed of in a sharps container.
- 4.4.3. All items must be submitted utilizing Department approved/issued packaging.

## 5. Alcoholic Beverages:

- 5.1. If a Peace Officer seizes any type of Alcoholic beverage during an investigation pursuant to the *Gaming, Liquor and Cannabis Act RSA 2000, CG-1* or *Gaming, Liquor and Cannabis Regulation AB Reg 143/1996*, the beverage shall be photographed as soon as practical by the investigating officer. The beverage and container may then be disposed of in an approved manner, per section 14 of this Policy. Photographs taken by the investigating officer shall be placed on the Town of Cardston ReportExec system as soon as practical.
- 5.2. Whenever a Peace Officer seizes liquor, a report in writing of the particulars of the seizure must be made, if required by the Gaming, Liquor and Cannabis Commission (Commission), in the manner directed by the Commission.
- 5.3. If a Peace Officer seizes alcohol from a person who has been charged with an offence, as a result of an investigation, the Officer shall provide the owner of the alcohol with a Property Seizure Receipt (*Form #ME-1516*) enclosed as Appendix "C".

## 6. Cannabis:

- 6.1. If a Peace Officer seizes a legal quantity (<30 grams) of any type of cannabis during an investigation pursuant to the *Gaming, Liquor and Cannabis Act RSA 2000, CG-1* or *Gaming, Liquor and Cannabis Regulation AB Reg 143/1996*, the Peace Officer shall immediately place the cannabis in a plastic evidence security bag, with the information relating to the occurrence, including the ReportExec case report file number and officers information. The bag shall then be sealed and placed within the Secure Lock-Up, and within the locked cannabis container within the Secure-Lock Up, in accordance with section 5 of this policy. Disposal of the seized cannabis shall be determined as per section 15 of this policy.
  - 6.1.1. If a Peace Officer finds or is presented with a quantity of cannabis which he/she believes on reasonable grounds to be an illegal amount (>30 grams), the Peace Officer shall immediately contact the police of jurisdiction and not take possession of the cannabis. The officer shall instead take notes and continue to observe the situation, and report any observations to the responding police officer.
- 6.2. Whenever a Peace Officer seizes cannabis, a report in writing of the particulars of the seizure must be made, if required by the Commission, in the manner directed by the Commission.
- 6.3. If a Peace Officer seizes cannabis from a person who has been charged with an offence, as a result of an investigation, the Officer shall provide the owner of the cannabis a completed Property Seizure Receipt (*Form #ME-1516*) enclosed as Appendix "C".

## 7. Bicycles:

- 7.1. Bicycles shall be placed within the Town of Cardston Impound Facility.





# TOWN POLICY

**TITLE: Peace Officer Property and Exhibits Policy**

**POLICY NUMBER: ME-120**

- 7.2. All bicycles must be entered into the Town of Cardston ReportExec system and include the serial number, make, model and colour.
- 7.3. Any officer impounding a bicycle within Municipal Enforcement shall query the bicycle's serial number through the online Canadian Police Information Centre (CPIC).
- 7.4. Officers shall affix a found item sticker to the bicycle in a conspicuous location, which outlines the date of impound and the corresponding ReportExec file number.
- 7.5. All bicycles shall be held for a minimum period of 60 days, after which time the bicycle may be disposed of as per section 14 and 15 of this policy.

## **8. Jewelry and Metals:**

- 8.1. Any jewelry or valuable metal that is received by an officer shall be sealed in an evidence bag. The bag shall contain the ReportExec file number and corresponding information.
- 8.2. Articles of valuable jewelry and valuable metals that are submitted to the Secure Lock-Up shall be identified as "WHITE STONES", "RED STONES", etc., and "WHITE METAL", "YELLOW METAL", etc.

## **9. Property Removal Authorization:**

- 9.1. Only the impounding officer, assigned investigator or his immediate supervisor are authorized to sign for and remove property for investigative purposes from the Secure Lock-Up. Property removed shall be utilized for official business only; e.g. court evidence and investigations. When property is signed out, responsibility shall rest with the officer until such property is returned or a court receipt showing disposition is furnished.
- 9.2. Except when admitted as court evidence, property removed for court purposes shall be returned to the Secure Lock-Up no later than 24 hours after removal.
- 9.3. If admitted as evidence, a Property Transfer or Destruction Form (*Form #ME-1518*) enclosed as Appendix "D", must be completed, signed by a representative of the court and attached to the ReportExec Case Report within 24 hours after the removal.

## **10. Item Numbering and Identification**

- 10.1. General: When more than one item is recorded in the Town of Cardston ReportExec system, the items shall be numbered (Property Number), as per section 6.3 of the policy.
- 10.2. Information Required: All pertinent information relative to the property must be reflected to include the following;
  - 10.2.1. Serial Number(s) and other identification data
  - 10.2.2. Case Number
  - 10.2.3. Impounding employee name and regimental number

## **11. Disposition of Property and Exhibits**





# TOWN POLICY

**TITLE: Peace Officer Property and Exhibits Policy**

**POLICY NUMBER: ME-120**

- 11.1.** Evidence or Exhibits used to support a charge shall be disposed of sixty (60) days following the final disposition rendered by the court of jurisdiction, if no appeal has been filed.
- 11.2.** Found Property: All found property, which is not used to support a charge or cannot be returned to its original owner, is eligible to be disposed of ninety (90) days following the date of receipt of the article. Disposition of found property shall be in accordance with established procedure and governing legislation.

**11.2.1.** Return to Finder:

- Found property for which ownership cannot be established may be released to the finder by request. Requests will not be approved for a period of ninety (90) days from date of impoundment.
- Officers and Employees act as agents for the Town of Cardston and are not considered as the finder, therefore are not entitled to the return of the found property.

**11.2.2.** Return to Owner:

- Return of Exhibits/Property is authorized when a Property Transfer or Destruction Form (*Form #ME-1518*), prepared by the officer having jurisdiction, is completed.
- Owners are notified by phone, mail, or email when known and arrangements are made with the owner regarding the cost of shipping.
- Any owner attempting to claim property must produce valid identification for all property being returned.

## **12. Destruction or Disposal of Exhibits/Property**

### **12.1. Cannabis:**

**12.1.1.** Any time leafy, flower or other cannabis plant material is required to be destroyed and disposed of; cannabis shall be mixed with equal parts cat litter and a small amount of water in a plastic bag. This solution shall be mixed well. At this time the solution may be deposited into regular garbage collection. Whenever practical, this process should be witnessed by another officer, authorized agent of the Town, or witnessed by a Dash Camera or Body-Worn Camera.

**12.1.2.** Any time liquid cannabis material is required to be destroyed and disposed of, the senior Community Peace Officer may transport the liquid cannabis to the Town of Cardston Wastewater Treatment Facility, where under the direction of senior personnel, the liquid can be disposed of.

**12.2. Liquor:** Following the steps outlined in section 8 of this policy, liquor shall be forfeited to the Crown. This can be completed by dumping the liquor and destroying and disposing of the container. Whenever practical this process should be witnessed by another officer, authorized agent of the Town, or witnessed by a Dash Camera or Body-Worn Camera.





# TOWN POLICY

**TITLE: Peace Officer Property and Exhibits Policy**

**POLICY NUMBER: ME-120**

- 12.2.1. Abandoned liquor shall be disposed of, as per section 108 of the Gaming, Liquor and Cannabis Act. The method identified in section 15.2 may be utilized to complete this.
- 12.3. **Bicycles:** Any bicycle that is not claimed by the owner or finder of the bicycle may be donated by Town of Cardston to a local non-profit organization, eg., Cardston Support Services.
- 12.4. **Other Property:** Any other property that needs to be disposed of or destroyed may be destroyed or disposed of through the Cardston Transfer Station.
- 12.5. **Property Transfer or Destruction Forms (Form #ME-1518):** A Property Transfer or Destruction Form shall be completed by the officer transferring or destroying any property.

## REVISION HISTORY

Date	Description
October 12, 2018	New Policy

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *October 12<sup>th</sup>, 2018*.....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*







# TOWN POLICY

TITLE: Peace Officer Property and Exhibits Policy

POLICY NUMBER: ME-120

## Appendix "B"

### Form #ME-1517 Exhibit or Property Seizure Form

#### Exhibit / Property Seizure Form



File Number: \_\_\_\_\_

#### Section A: Investigator:

Name: \_\_\_\_\_ Regimental Number: \_\_\_\_\_

#### Section B: Exhibit Collection:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Collected By: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Accused/Suspect/Owner: \_\_\_\_\_

Scene Photograph Taken:  YES  No

Reason for Seizure:  Found Item (Safe-Keeping)  Exhibit/Evidence  Other: \_\_\_\_\_

#### Section C: Exhibit Details

No.	Description:	Manufacturer	Model	Serial No.	Baggie No.

#### Section D: Storage Details

Date and Time Stored: \_\_\_\_\_ / \_\_\_\_\_ hrs

Storage Location: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Form: ME-1517.....Town of Cardston.....Municipal Enforcement  
Po Box 280 (67 3 Avenue West), Cardston, Alberta, TOK-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

TITLE: Peace Officer Property and Exhibits Policy

POLICY NUMBER: ME-120

## Appendix "C"

### Form #ME-1516 Property Seizure Receipt



### Property Seizure Receipt

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M.  P.M.

**Accused Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ I.D. # \_\_\_\_\_ Type: \_\_\_\_\_

**Offence Information:**

Location: \_\_\_\_\_

Offence: \_\_\_\_\_

Section/Act: \_\_\_\_\_

**Description of Articles:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officer: \_\_\_\_\_ Reg # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form: ME-1516.....Town of Cardston.....Municipal Enforcement  
 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

TITLE: Peace Officer Property and Exhibits Policy

POLICY NUMBER: ME-120

## Appendix "D"

### Form #ME-1518 Exhibit and Property Transfer and Destruction Form Front Page

**Cardston Municipal Enforcement**

**Exhibit and Property Transfer or Destruction Form**

Case Number: \_\_\_\_\_ Property Number: \_\_\_\_\_

**Type of Property:**

Bicycle  Cannabis  Liquor  Other (Specify): \_\_\_\_\_

**Full Description:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_

Amount: \_\_\_\_\_ liters /milliliters/grams/pounds

Other Descriptors: \_\_\_\_\_

**Exhibit / Property Information:**

Was the property an exhibit supporting a charge?:  Yes  No

Date and time property was impounded at Secure Lock-Up: \_\_\_\_\_ / \_\_\_\_\_ hrs

Date and time property was removed from Secure Lock-Up: \_\_\_\_\_ / \_\_\_\_\_ hrs

**Method of Disposal :**

Donated to Non-Profit Organization  Forfeited to Crown  Destroyed  Disposed Other

Date and time of disposal or change of custody: \_\_\_\_\_ / \_\_\_\_\_ hrs

**For Cannabis Only:**

Receiving RCMP Member: \_\_\_\_\_ Date/Time: \_\_\_\_\_ / \_\_\_\_\_ hrs

Receiving RCMP Member Signature: \_\_\_\_\_

**For Bicycle Only:**

Receiving Employee: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Organization: \_\_\_\_\_



Form: ME-1518.....Town of Cardston.....Municipal Enforcement  
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

TITLE: Peace Officer Property and Exhibits Policy

POLICY NUMBER: ME-120

## Appendix "D"

### Form #ME-1518 Exhibit and Property Transfer and Destruction Form Back Page

Cardston Municipal Enforcement

Exhibit and Property Transfer or Destruction Form

Witness to Evidence Disposal

I, \_\_\_\_\_, witnessed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
the disposal of this item performed by \_\_\_\_\_ in my presence.  
Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit / Property Release to Lawful Owner

This item is no longer needed as an exhibit or the owner of the property has come forward to claim it  
and therefore has been released by me, \_\_\_\_\_, to its lawful owner;

Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer:

Name: \_\_\_\_\_ Reg Number: \_\_\_\_\_  
Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Peace Officer Approval

Name: \_\_\_\_\_ Reg Number: \_\_\_\_\_  
S/CPO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

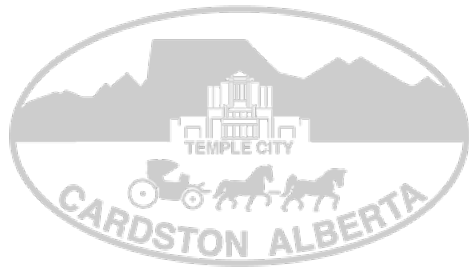
*This form shall be scanned and placed on the Town of Cardston ReportExec system as soon as  
practical. The original shall be held within the hard case file.*



Form: ME-1518.....Town of Cardston.....Municipal Enforcement  
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: Municipal Enforcement Officer Safety Policy

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-121

**EFFECTIVE DATE:** May 3, 2019

**SUPERSEDES:** New

**UP FOR REVIEW:** May 3, 2024

### Policy Statement:

It is the policy of this department that officers shall wear Personal Protective Equipment and utilize other Officer Safety Tools and Systems, to ensure the proper performance of his/her duties and his/her safety.

### The purpose of this policy is to:

This policy is intended to provide both Community Peace Officer's and Bylaw Enforcement Officer's with instructions on when and how to use Personal Protective Equipment (PPE) and other Safety Systems and Protocols, so that officers may safely perform their duties and to provide safety to all occupants of patrol vehicles.

### ALBERTA FIRST RESPONDERS RADIO COMMUNICATIONS SYSTEM (AFRRCS)

- 1) The Town of Cardston Municipal Enforcement works on the Alberta First Responder Radio Communications System (AFRRCS). Municipal Enforcement will follow any and all Policies and Procedures associated with the use of this service.

### TWO-WAY RADIO AND COMMUNICATIONS WITH PROVINCIAL RADIO CONTROL CENTRE (PRCC)

- 1) The Town of Cardston Municipal Enforcement is connected through the Provincial Radio Control Centre (PRCC) for welfare monitoring and radio communications.
- 2) Mobile Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be equipped in all Municipal Enforcement patrol vehicles.
- 3) Portable Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be provided to every Community Peace Officer employed by the Town of Cardston.





# TOWN POLICY

**TITLE: Municipal Enforcement Officer Safety Policy**

**POLICY NUMBER: ME-121**

## **SAFETYLINK**

- 1) The Town of Cardston Municipal Enforcement is connected to the Provincial Radio Control Centre through a smart phone application known as SafetyLink.
- 2) SafetyLink shall be downloaded and available on any Community Peace Officer's cellular smart phone.

## **KNOWN-RISK PROTOCOL**

- 1) All Officers shall use Known-Risk Protocol when attending calls for service, or while approaching all incidents. This will directly correspond with the Report Exec Policy.

## **PROCEDURES**

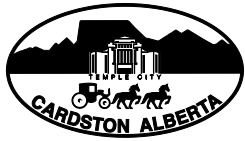
### **1) Administration**

This department has employed the use of Personal Protective Equipment (PPE), Two-Way Communications, and other safety tools to accomplish the objective of officer safety.

### **2) Two-Way Radio's and Communications with Provincial Radio Control Centre (PRCC)**

- A) It is designated mandatory that all Community Peace Officer's will wear and use a Portable Two-Way radio whenever that Community Peace Officer is on shift, and throughout the entirety of the shift.
- B) It is designated mandatory that all Community Peace Officer's will ensure that the Portable Two-Way radio that they are assigned is on and functional during a shift, and will ensure that they are always available to respond to incoming transmissions. Should an officer find a defect with the portable two-way radio it is his/her responsibility to immediately report the defect to a supervisor so the issue may be corrected.
- C) Officers shall use professional and courteous language when transmitting through the Two-Way radio communications.
- D) Officers shall use their assigned Call-Sign when transmitting on the Two-Way radio's. When transmitting out Officers will use the following when calling for dispatch or another unit or person;
  - i. "Control from your Call-Sign (ex 5Charlie2)"
  - ii. "Call-Sign of unit you're looking for (ex 5Charlie1), from your Call-Sign" (ex5Charlie2)
- E) Officers shall use the approved "10-Codes" (Appendix "A") and approved Phonetic Alphabet (Appendix "B") while transmitting through the radio.
- F) Officers will radio to PRCC at the beginning of their shift and go "10-36" and officers will radio to PRCC at the end of their shift and go "10-35".
- G) Officers will radio through to PRCC any time they are conducting a traffic stop (10-11), and officers will provide PRCC with the following;
  - i. location of the traffic stop,
  - ii. make, model, and colour of the vehicle they have stopped, and
  - iii. the licence plate number and province of issue displayed on the vehicle.





# TOWN POLICY

**TITLE: Municipal Enforcement Officer Safety Policy**

**POLICY NUMBER: ME-121**

- H) Officers shall radio through to PRCC any time they are attending a residence alone and provide PRCC with the location of the residence and the reason for the attendance.
- I) Officers shall wear the approved portable on his/her belt or on his/her chest with external body armour Molle capabilities.
- J) It is officer discretion if he/she would like to wear an ear piece approved by the department.

### **3) SafetyLink**

- A) It is the responsibility of each Community Peace Officer employed by the Town of Cardston that he/she is using SafetyLink throughout any regular scheduled shift. This includes ensuring that they sign on and off at the beginning and ending of each shift, along with the use of the officer welfare checks conducted approximately once an hour throughout the shift.
- B) Officers shall ensure SafetyLink is working properly throughout every shift, and any defects will be immediately reported to a supervisor.

### **4) Known-Risk Protocol**

- A) No Municipal Enforcement Member shall attend any call for service or incident, if there is previous knowledge of any weapon being involved in the incident, or an incident where the officer believes on reasonable grounds that there is a direct threat of grievous bodily harm or death to the officer as a result of responding to the incident.
  - i. Exception to this may be found in Section 7(C) of this Policy.
- B) Any officer that is dispatched or responds to a call for service at any residential or commercial location, shall query that particular address through the Cardston Municipal Enforcement ReportExec software, prior to attendance.
  - i. If upon conducting a query through ReportExec the officer finds that the address has an existing "caution" the officer shall;
    - 1. take another Peace Officer with him/her to the location; or
    - 2. ask for assistance from an on Duty RCMP member to attend the location with him/her.
    - 3. No Municipal Enforcement Member shall attend any address that has an existing "Caution" without at least one other responding Peace Officer or Police Officer.
- C) In the event that an officer receives a call for service for an in progress situation, that the officer believes on reasonable grounds that there could be a non-human threat present at the location which could cause grievous bodily harm or death, the officers shall;
  - i. Take another Peace Officer with him/her to the location; and assess the situation with the other officer from a safe distance, prior to making a determination on whether or not the officers would be safe dealing with the situation.
    - 1. If both officers agree that the threat present is highly likely to result in grievous bodily harm or death to the officers, and the situation is a direct threat to the public, the officers shall notify on duty Cardston RCMP Members of the situation and request assistance.
  - ii. If there is not another Peace Officer available to assist the initial responding officer, the officer shall request assistance from an on duty Cardston RCMP Member.





# TOWN POLICY

**TITLE: Municipal Enforcement Officer Safety Policy**

**POLICY NUMBER: ME-121**

iii. An example of an incident for the purpose of subsection (C) shall include but is not limited to dog attacks in progress.

## 5) Supervisory Responsibilities

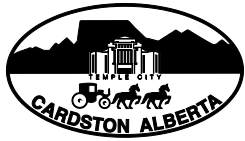
- A) Supervisory personnel shall ensure that Officer's utilize PPE in accordance with policy and procedures defined herein.
- B) Supervisors shall be responsible for ensuring PPE is free of any defects or malfunctions, to ensure that PPE is working correctly and in accordance with policy.

## REVISION HISTORY

Date	Description
May 3, 2019	New Policy

**APPROVAL:** *Jeff Shaw* .....**DATE:** *May 3<sup>rd</sup>, 2019*.....  
*Chief Administrative Officer, Jeff Shaw*





# TOWN POLICY

TITLE: Municipal Enforcement Officer Safety Policy

POLICY NUMBER: ME-121

## Appendix "A" 10-Codes

- 0-1 Signal Weak
- 10-2 Signal Good
- 10-3 Stop Transmitting
- 10-4 Message Received
- 10-5 Relay
- 10-6 Busy
- 10-7 Temporarily Out of Service
- 10-8 Back In Service
- 10-9 Say Again
- 10-10 Negative
- 10-11 Traffic Stop
- 10-12 Stand By
- 10-13 Existing Conditions
- 10-14 Message/Information
- 10-15 Message Delivered
- 10-17 Enroute
- 10-18 Urgent
- 10-19 (In) Contact
- 10-20 Location
- 10-21 Call by Phone
- 10-22 Disregard
- 10-23 At Scene
- 10-24 Assignment Completed
- 10-25 Report to (meet)
- 10-26 ETA
- 10-27 License (Check)
- 10-28 Ownership (Check)
- 10-29 Records (Check)
- 10-30 Danger/Caution:
  - V Violence
  - E Escapee
  - M Mental
  - S Suicidal
  - F Firearms
- 10-33 Help Me Quickly
- 10-34 Time
- 10-35 Off Duty
- 10-36 On Duty
- 10-40 Possible (Warrant) Hit
- 10-41 Hit Confirmed
- 10-44 In Charged Category
- 10-46 In Prohibited Category:
  - F Firearms
  - L Liquor
  - D Driving
- 10-62 Unauthorized Listeners
- 10-63 Tow Truck
- 10-64 Ambulance
- 10-65 Escort (prisoner/mental)
- 10-68 Intoxication
- 10-70 Are you OK?
- 10-71 Complaint (call for service)
- 10-75 Meal Break
- 10-76 On Portable
- 10-85 Auto Theft
- 10-86 Theft
- 10-87 Drugs





# TOWN POLICY

**TITLE: Municipal Enforcement Officer Safety Policy**

**POLICY NUMBER: ME-121**

## **Appendix "B"** **Phonetic Alphabet**

**A – Alpha**

**B – Bravo**

**C- Charlie**

**D – Delta**

**E – Echo**

**F – Foxtrot**

**G – Golf**

**H – Hotel**

**I – India**

**K – Kilo**

**L – Lima**

**M – Mike**

**N – November**

**O – Oscar**

**P – Papa**

**Q – Quebec**

**R – Romeo**

**S – Sierra**

**T – Tango**

**U – Uniform**

**W – Whiskey**

**X – Xray**

**Y – Yankee**

**Z – Zulu**







# TOWN POLICY

## ADMINISTRATION POLICY:

# Municipal Enforcement Privacy, Notebook and Notes Policy

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-123

**EFFECTIVE DATE:** November 15, 2018

**SUPERSEDES:** New

**UPDATED:** January 24, 2024

**UP FOR REVIEW:** January 24, 2029

### Policy Statement:

Notes are one of the most important investigative tools. They aid in Peace Officer and Bylaw Officer memory; may assist when interviewing witnesses, victims and suspects; aid in report writing and accurate testimony; are reviewed by Crown Counsel for the purpose of screening/vetting the charges; and reviewed by Defence Counsel as part of the disclosure process.

### The purpose of this policy is to:

The purpose of this Policy is to provide direction to Community Peace Officers and Bylaw Enforcement Officers employed by the Town of Cardston with clear directive on the use and retention of Notebooks (and supporting notes), and to ensure the disclosure of the Notebooks and notes will be consistent with the provisions of the Criminal Code, the Peace Officer Act, and the Freedom of Information and Protection of Privacy Act.





# TOWN POLICY

**TITLE: Municipal Enforcement Privacy, Notebook and Notes Policy**

**POLICY NUMBER: ME-123**

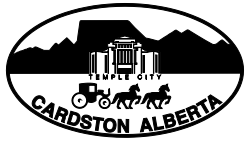
## DEFINITIONS

1. In this Policy,
  - (a) "*FOIP*" means Freedom of Information and Protection of Privacy Act RSA 2000 c. F-25;
  - (b) "*CAO*" means The Town of Cardston Chief Administration Officer;
  - (c) "*Member*" means A Community Peace Officer or Bylaw Enforcement Officer employed by the Town of Cardston;
  - (d) "*Peace Officer Act*" means Peace Officer Act RSA 2006, c. P-3.5;
  - (e) "*Notebook*" means A Standard bound notebook with numbered pages issued by the Town of Cardston Municipal Enforcement for the specific purpose of recording notes related to Municipal Enforcement duties;
  - (f) "*Municipal Enforcement*" means The Town of Cardston Municipal Enforcement department.
  - (g) "*AFRRCS*" means the Alberta First Responders Radio Communication System.
  - (h) "*Encrypted Channels*" means the RCMP channels on AFRRCS.
  - (i) "*Radio*" means the equipment owned or leased by an Authorized Employer of Peace Officers use by its Community Peace Officers to communicate with the RCMP over AFRRCS, including handheld and in-car units.
  - (j) "*Information*" means any content shared over radio, and maintained in written materials, reports and record management systems, between a Community Peace Officer and the RCMP including information maintained in the Canadian Police Information Centre System, a National Police Services administered by the Royal Canadian Mounted Police, or any other police service database.
  - (k) "*Authorized Employer*" means the Authorized Employer of Peace Officers as designated under section 5 of the Alberta *Peace Officer Act*.
  - (l) "*Policy*" refers to the mandatory Authorized Employer privacy policy, on file with the Peace Officer Program.
  - (m) "*Peace Officer Code of Conduct*" refers the Authorized Employer of Peace Officer's code of conduct per section 13(1) and 13(2) of the Peace Officer (Ministerial) Regulation and on file with the Alberta Public Safety and Emergency Services, Peace Officer Program.

## GENERAL

2. All Members will take careful, accurate and contemporaneous notes during their investigations. Members will maintain a Notebook within which a written record of daily enforcement activities,





# TOWN POLICY

**TITLE: Municipal Enforcement Privacy, Notebook and Notes Policy**

**POLICY NUMBER: ME-123**

events and information will be kept. Notebooks and notes are the personal records of the Member but will remain the property of the Town of Cardston. The original Notebook is to be available for production in court when given evidence.

3. Members will produce his/her Notebooks for Supervisor inspections and at the request of a superior officer, in response to a FOIP request or any other instance where production is required for law, including Crown Counsel disclosure and the Peace Officer Act proceedings.
4. Information that is contained in a Member's notes must be treated as confidential and must receive the degree of protection necessary to prevent any disclosure to unauthorized agencies or persons.
5. Notebooks will only be accessed in accordance with the Town of Cardston policy and when access is required by law.
6. Members will surrender their Notebooks upon directive of the CAO (or their designate) or upon separation from the Town of Cardston Municipal Enforcement.

## PROCEDURES

### 7. Notebook Entry and Maintenance:

- 7.1. All members will properly use and maintain issued Notebooks, indexed in chronological order with the start and completion date and the member's name and Regimental Number on the first page or the front cover.
- 7.2. An entry will be made for each day of duty and will include, but not limited to:
  - 7.2.1. Date, shift times, duty assignment(s), partner's name, vehicle number and equipment assigned, call sign, weather conditions, road conditions; and
  - 7.2.2. A chronological record of the Member's activities, including calls attended, foot patrol times and locations, traffic enforcement/education activities, persons arrested or interviewed and details of any incident or event that is deemed important (for the purpose of assisting the Member's later recollection of the incident), and including notation of when a person is chattered and cationed.
- 7.3. Members shall only use one Notebook at a time, unless authorized by the CAO, or as otherwise permitted by this policy.
- 7.4. Each Member will:
  - 7.4.1. Write, in pen, their own notes regarding each incident or event (what each Member heard, observed or did);
  - 7.4.2. Include the exact words spoken by an individual as accurately as possible, and if the conversation is verbatim, then quotation marks used;
  - 7.4.3. Not leave unnecessary blank spaces, and leave no more than two lines to separate subject matter and that a diagonal line is drawn through that space and initialed;





# TOWN POLICY

**TITLE: Municipal Enforcement Privacy, Notebook and Notes Policy**

**POLICY NUMBER: ME-123**

- 7.4.4. Not erase or use any correction fluid or tape to remove or correct inaccurate or inadvertent entries in their Notebook;
- 7.4.5. Cross out any wrong entry with a single line and initial the line, and then record the correct entry;
- 7.4.6. Not remove any pages from the Notebook; and,
- 7.4.7. Not make entries not relevant to their duties.

## **8. Notebook Storage:**

- 8.1. When off-duty; Members shall store their Notebooks in a secured location, or in the same location the Member stores their tools/weapons, in a locked safe.
- 8.2. When on-duty; Members shall always have their Notebook on their person.

## **9. Other Notes:**

- 9.1. All notes made on pieces of paper, other than in Notebooks, will be preserved by the Member even if the information is subsequently transferred into their Notebook. These notes will be attached to the Case Report (both in Digital Media on Report Exec and originals on a hard file).
- 9.2. All notes made by the Member on a computer will be printed, dated, signed and attached to the investigative file. The Member will ensure that the File Number is recorded on the notes when feasible.

## **10. Notebook Inspections:**

- 10.1. Supervisors must inspect Member's Notebooks on a regular basis to ensure they are up-to-date and properly maintained. Following inspection, the Supervisor will sign the Notebook. The frequency of Notebook inspections is at the discretion of the applicable Supervisor, but at a minimum must occur at least one per year.

## **11. Loss, damage or destruction of Notebooks:**

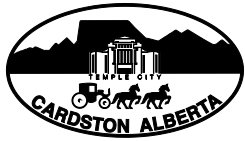
- 11.1. Members are responsible for promptly reporting in writing any lost, damaged, or destroyed Notebooks to the CAO.

## **12. Disclosure of Investigative Notes:**

- 12.1. Members submitting a Court Brief will scan all relevant information from their notes, and any other involved officer's notes, into the Digital Media section of the Report Exec Case Report. This scanned copy of the notes will be provided to the Crown Prosecutor or Bylaw Prosecutor amongst the Court Brief.
- 12.2. Members shall never release anything directly to a Defence Counsel. All items must be forwarded to the Crown Prosecutor or Bylaw Prosecutor for review prior to being disclosed.

## **13. Retention of Notebooks:**





# TOWN POLICY

**TITLE: Municipal Enforcement Privacy, Notebook and Notes Policy**

**POLICY NUMBER: ME-123**

- 13.1.** The Town of Cardston recognizes the operational need for Members to access completed Notebooks as an investigative technique. For this reason, Notebooks will be retained by each Member for the duration of their career.
- 13.2.** Upon retirement or termination of employment, all Notebooks, notes, drawings or audio recordings made during the course of their duties will be turned over the Town of Cardston, and will be stored within the Town of Cardston Municipal Enforcement secure lock-up, and only accessible by the Senior Community Peace Officer.
- 13.3.** When a Member is away from duties for an extended period of time or under suspension, the Member may, upon directive of the CAO, be required to surrender their Notebooks for temporary storage. In such cases, the Notebooks will be returned to the Member upon authorization of the CAO.
- 13.4.** When required for court, the former member will retrieve their Notebooks, notes and related items from the Senior Community Peace Officer.
- 13.5.** Notebooks, notes, and related items will be held by the Town of Cardston Municipal Enforcement (following the Member’s submission upon retirement or termination of employment) on a ten-year retention schedule and then be destroyed, unless still required for court or legal purposes.

## **14. Notebook Security and Audits:**

- 14.1.** The Town of Cardston Municipal Enforcement must retain Members’ Notebooks in the Secure Lock-Up and have a written procedure for maintaining Notebook security, including recording of all retrieval, storage and destruction respecting those records.
- 14.2.** The CAO or he Senior Community Peace Officer will ensure that regular audits are conducted to ensure proper retention, retrieval and destruction of Notebooks.

## **REVISION HISTORY**

<b>Date</b>	<b>Description</b>
November 15 <sup>th</sup> , 2018	New Policy
October 3 <sup>rd</sup> , 2023	Added Privacy to title and information privacy to the policy
January 1 <sup>st</sup> , 2024	Added new definitions and AFRRCS info to policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*







# TOWN POLICY

## ADMINISTRATION POLICY: **CPIC Policy**

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-139

**EFFECTIVE DATE:** May 29, 2020

**SUPERSEDES:** New

**UPDATED:** May 29, 2020

**UP FOR REVIEW:** May 29, 2025

---

### **Policy Statement:**

The purpose of this policy is to provide direction for the use of the Canadian Police Information Centre (CPIC) by Town of Cardston Peace Officers

---

### **Definitions**

Canadian Police Information Centre: The Canadian Police Information Centre is a 24-hour "on-line" computer service, giving access to information of police interest concerning persons, property and vehicles across Canada. System access terminals have been installed in the Sheriff Operations Communication Center. This computer facility is intended as a "front-line" information service.

CPIC: (To be pronounced as individual letters only) - refers to the entire Canadian Police Information Centre or its activities.

### **Procedure**

#### **CPIC Query**

The query aspect of CPIC is most often used by operational personnel. Enquiries will be forwarded directly to the Sheriffs Operations Communication Center (SOCC), via telephone. It is necessary for the SOCC to know and record the identity of the enquirer to protect the security of the system and to enable subsequent contacts with the enquiring Officer.

CPIC has a 120-hour hold feature with respect to vehicle queries. Whenever a vehicle query draws a no hit response, that query is stored in CPIC for a period of 120 hours, and should corresponding input reach the system from any point during that period, a hit will be generated. Under these circumstances further information will be immediately solicited and contact with the originating Officer may be vital.





# TOWN POLICY

**TITLE: CPIC Policy**

**POLICY NUMBER: ME-139**

Enquiring Officers should make notebook reference with respect to all their queries, although the 120-hour hold applies only to the Vehicle File.

Concerning queries, Officers must realize that the situation is "live" hence vehicles, persons, and/or property queried on the system should be reasonably available at the time of the query. If a query generates a hit, the enquiring Officer will be expected to be in a position to take action.

Information generated by CPIC as a result of a query may indicate that danger exists, and the enquirer should be alerted by some means not known to the subject, who may be present. Under certain conditions CPIC print-outs will preface messages with the word "Caution," usually implying that a potentially dangerous situation exists. To transmit this warning to Officers in the field, radio replies will be prefaced by the Code 10-99 "CV" (Charlie/Victor) which shall mean that all reasonable precautions should be taken. Use of the Code 10-99 should be considered a vital security measure.

Recovering information from the Vehicles File requires: the licence plate number, province (or state) of issue and year of issue, and/or the Vehicle Identification number (VIN), and/or the Validation Tag number. When available, all should be supplied by the investigator. Except for Special Query situations, no other vehicle information is initially of value to the operator.

To recover information from the Persons File, the only information initially required is the surname, given names or initials, and date of birth or age when it can be determined.

## **Security of the System**

CPIC stores and generates confidential information for authorized user agencies. The protection and confidentiality of this information is of the highest priority. Employees must ensure that such confidentiality is not compromised. To co-ordinate, develop and maintain this security the duties and responsibilities of "Systems Security" have been assigned to Information Technology.

Under normal circumstances, radio and face-to-face "traffic" cause no problems, but the same cannot be said for phone enquiries. As a result, the following policy has been developed.

1. Release of CPIC information via the telephone:

a. CPIC information may be released over the phone to Officers on satisfactory proof of identity. Where the response reveals information of the Observation category or where the request is for a CPIC check, verification of regimental number MUST be made prior to release of the sensitive information.







# TOWN POLICY

b. Telephone requests for hit confirmations may be given to Employees of bona fide police / local enforcement agencies provided the caller is satisfactorily identified and indicates knowledge of the original CPIC entry (e.g. the file number). Where there is doubt as to the authenticity of the call, proceed as in c. below.

c. Telephone requests for other CPIC information purporting to be from Employees of bona fide police / local enforcement agencies, or where the check reveals information of the Observation category will be satisfied only by response made by return phone call to an official agency phone (the number may be verified if necessary).

## Warrants

CPIC Unit will not normally place warrant information on CPIC until the warrant document is made physically available to that unit. In urgent circumstances, entry into CPIC can be, accelerated, but the Officer obtaining the warrant will be personally responsible for ensuring that the warrant is made available to the CPIC Unit at the earliest opportunity.

All warrant hits on CPIC represent probabilities only, and hit confirmation will be necessary in every instance. Before finalizing an arrest made as a result of a CPIC hit, Officers must await the results of confirmation procedures, which will be initiated directly by the terminal operator.

All warrants that are entered on CPIC shall be removed from the system as soon as practicable and in a consistent manner. When an Officer of the RRPSS or another Law Enforcement Agency has made an arrest and has confirmed that the subject of the warrant is in custody, the entry will be removed. It is not necessary to wait for a disposition before the warrant is removed from CPIC. It may be re-entered in the event the warrant is not executed. Executed warrants will not be left on CPIC.

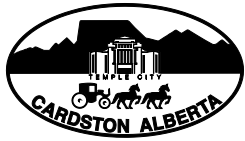
## REVISION HISTORY

Date	Description
May 29, 2020	New Policy

**APPROVAL: Jeff Shaw** ..... **DATE: June 1, 2020** .....  
*Chief Administrative Officer, Jeff Shaw* (signed copy kept in CAO policy binder)







# TOWN POLICY

---

**TITLE:** Disciplinary Policy

**POLICY NUMBER:** ME-140

---

## ADMINISTRATION POLICY: **Disciplinary Policy**

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-140

---

**EFFECTIVE DATE:** May 29, 2020

**SUPERSEDES:** New

**UPDATED:** May 29, 2020

**UP FOR REVIEW:** May 29, 2025

---

### **Policy Statement:**

Community Peace Officers hold a position of authority within the community and by the very nature of their responsibilities, are subject to public scrutiny. Peace Officers are held to a high standard of integrity, and are expected to act professionally and lawfully both in their personal and professional lives. Should acts of misconduct occur, the Peace Officer shall be held accountable and disciplined accordingly.

---

### **GUIDELINES:**

A progressive disciplinary process shall generally be used, however in the event of a serious act of misconduct; the Town may apply discipline in proportion to the seriousness of the offence.

### **ELIGIBILITY:**

This Policy shall apply to the following acts of misconduct by Community Peace Officers:

1. Failure to comply with the terms of the Peace Officer's appointment
2. Commission of an offence in contravention of an Act of the Parliament of Canada or the Legislative Assembly of Alberta,
3. Violation of the Peace Officer's Code of Conduct, as identified in the attached Code of Conduct, which has been found to have merit in whole or in part,
4. Any actions which discredit the integrity of the Peace Officer and/or his/her office.



**PROCEDURE:**

If, through a formal investigation or any other means, the Peace Officer is found to have committed an act of misconduct, the Peace Officer’s supervisor may take one of the following disciplinary measures:

- 1. Issue a verbal warning to the Peace Officer
- 2. Issue a written warning(s) to the Peace Officer
- 3. Place the Peace Officer on probation
- 4. Suspend the Peace Officer
- 5. Dismiss the Peace Officer

**REVISION HISTORY**

Date	Description
May 29, 2020	New Policy

**APPROVAL: Jeff Shaw** ..... **DATE: May 29, 2020** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*



# TOWN POLICY

## ADMINISTRATION POLICY: Reporting Requirements

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-141

**EFFECTIVE DATE:** May 29, 2020

**SUPERSEDES:** New

**UPDATED:** May 29, 2020

**UP FOR REVIEW:** May 29, 2025

### Policy Statement:

This Policy shall provide members of Cardston Municipal Enforcement (CME) with guidelines relating to the generation and completion of General Occurrence Reports and will provide guidance to members on when General Occurrence Case Reports shall be completed.

It will also outline required Peace Officer Program Reporting as per the Public Security Peace Officer Program, Policy and Procedure Manual.

### The purpose of the policy is to:

Reports written by members of CME form an official record of their involvements in events. The timely completion of reports ensures that information is available for follow-up investigators, police of jurisdiction and the information Management Department of the Town of Cardston. The information contained in reports enhances intelligence gathering capabilities, aids in solving crimes, and may mitigate the risk that members are faced with in an operational environment. As a result, the importance of timely report completion cannot be overstated.

Every report written by a member of CME must provide full details of the results of their investigation. It is important to remember that the quality and content of the report will have significant affect on the users (e.g., follow-up investigators, Crown Council etc.). The accuracy and the details will determine if further follow-up will be required and what this follow-up will be. Therefore, it is necessary to ensure the highest standard of reporting to accurately reflect all investigations.

The Report Exec System enables the collection of large amounts of information in an electronic format. This format currently has one distinct record keeping subsystem: Records Management System (RMS). The effective utilization of this information management system supports this operational policy and enables members to access vast amount of crucial information.

It is also noted that in some cases Peace Officers will, in the course of their duties, come across situations that they will be required to report to the Peace Officer Program. This policy will set out what needs to be reported and when.

### PROCEDURES:





# TOWN POLICY

---

**TITLE: Reporting Requirements**

**POLICY NUMBER: ME-141**

---

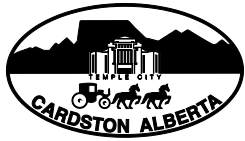
## **Policy Requirements:**

1. CME utilizes a reporting management system referred to as Report Exec. All detailing investigations undertaken by members shall be completed in Report Exec.
2. Set out mandatory reporting requirements as outline in the Public Security Peace Officer Program, Policy and Procedure Manual.

## **CME Members Shall:**

1. Submit a Case Report (CR) whenever:
  - a. A member has a public contact resulting in any type of investigation or arrest,
    - i. Exception given to a TSA investigation as a result of a traffic stop, where a violation ticket has been issued.
  - b. A member received a request for service;
  - c. A member believes on reasonable grounds that an offence was or will be committed;
  - d. There is an incident related to suspicious activity that involved persons or animals of interest to CME;
  - e. There is an incident that involves extensive CME resources, regardless of the outcome (e.g. a member is occupied in excess of 1 hour or multiple units are occupied for an extended period of time);
  - f. It is believed that there is potential value to the information for future investigations by CME or other agencies (e.g., RCMP or Fish and Wildlife);
  - g. A member received a request for disclosure from the court or from Crown Council;
  - h. A member issues a Part 2 Violation Ticket for any offence;
  - i. A member attended a request for assistance from another Town of Cardston department and the member utilizes any emergency equipment, or alters the regular flow of traffic;
  - j. In the opinion of the investigating member, their supervisor, or CAO, it would benefit CME or other agency to create a record containing information beyond what is captured in the member notebook, regardless of the nature of the incident.
2. Ensure when completing a CR that it contains, but not limited to, the following:
  - a. Cover page with synopsis,
  - b. Contacts of all persons involved; and





# TOWN POLICY

**TITLE: Reporting Requirements**

**POLICY NUMBER: ME-141**

- c. Full narrative of the incident.
3. The Narrative shall be a comprehensive and chronological document. It shall lay out the background of the event, circumstances surrounding the incident, and actions taken by CME. It shall include the final results of the investigations and if further follow-up is required or anticipated.

## **Case Reporting:**

1. CME members are considered the lead investigator of the case if they are the submitting member of the CR. The lead investigator is responsible for all potential queries that may arise from other agencies (e.g., RCMP). The submitting member shall remain the lead investigator unless there is a termination of employment, disciplinary suspension, or medical leave prior to the conclusion of the investigation.
2. When mentioning any person, animal or business in the text portions of the CR, ensure the entities are added as a CONTACT. Contacts added to the CR must be included in the text portion of the CR. Members shall accurately record all obtained fields for the person. The minimum criteria to index a person in the CR is as follows:
  - a. Surname;
  - b. First given name;
  - c. Date of birth or approximate age.
3. Ensure that the final Contact Type of a Contact is accurate before the CR is concluded. A Contact whose Contact Type changes throughout the investigation must be updated as soon as possible (e.g., Subject of Complaint to Suspect Chargeable).
4. Ensure the correct entry of Contact information; for example, ensure the proper spelling of names. This will ensure other offices will search and find the correct Contact in the future (e.g., GROS VENTRE BOY not GROS VENTURE BOY).

## **Incomplete Reports:**

1. For officer safety, investigative and resource management reasons, it is important that members of CME have access to as much information as possible about the events that have occurred. If a complete CR cannot be submitted prior to the end of the members shift, the member shall:
  - a. Complete only the front page of the CR prior to their shift end;
  - b. Complete the entire CR prior to the end of their work set.





# TOWN POLICY

**TITLE: Reporting Requirements**

**POLICY NUMBER: ME-141**

2. Section 1 does not apply to any incident where a member uses any type of force against a person. Any time a member uses any force against a person the full CR must be submitted prior to the conclusion of the shift, unless in the case of a serious use of force incident, in which case a member may submit a preliminary CR and may submit a full CR at a later time.

## **Dashboard and Task Dates:**

1. Tasks can be assigned through supervisor, investigator, or CAO requesting a member to conduct further work in relation to a CR.
2. When receiving a follow-up request, members must comply with the request in the time allotted unless an extension is requested by the member and granted by issuer.
3. At least once daily during a scheduled shift, members are required to check their "Dashboard". It is recognized, however, that on occasion this may be impracticable due to operational reasons. Members are reminded that Dashboards are accessible through mobile laptops as well as the cell phone application.

## **Employer Reporting Requirements:**

### **Immediate Reporting:**

The following items shall be reported to the Peace Officer Program Immediately on form J3535:

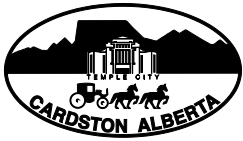
- 1) Use of a firearm discharged at a person or not as part of peace officer's duties;
- 2) Peace officer involved in serious injury or death of a person;
- 3) Complaint of excessive force (public or internal);
- 4) Peace officer involved where weapon was used by another person;
- 5) Peace officer involved in serious or sensitive matter;
- 6) Charge or arrest of a peace officer under the Criminal Code, Controlled Drugs and Substances Act or any other enactment of Canada;
- 7) Charge or arrest of a peace officer under an enactment of Alberta (except minor traffic);
- 8) Peace officer found to have violated the employer's code of conduct;
- 9) Suspension, termination or resignation of a peace officer.

### **Report within two (2) business days**

1. Use of baton.
2. Use of OC spray.
3. Use of Conducted Energy Weapon or tear gas.
4. Use of other weapon as detailed in policy.







# TOWN POLICY

**TITLE: Reporting Requirements**

**POLICY NUMBER: ME-141**

## **Report within one (1) month**

1. Lesser public complaint about a peace officer (not captured above).
2. Authorized employer-initiated investigation (not captured above).
3. Other type of report (not captured above).
4. Disposition of current or previous investigation or incident.

(Optional) monthly update to advise that there were no incidents to report

## **Report within 45 days**

1. Update to the status of ongoing investigation until disposition.

## **Director, Designate or Police to Investigate**

1. Use of a firearm discharged at a person or not as part of peace officer's duties.
2. Peace officer involved in serious injury or death of a person.
3. Complaint of excessive force (public or internal).
4. Peace officer involved where weapon was used by another person.
5. Peace officer involved in serious or sensitive matter.

## **Annual Report by Employer**

1. Current name and position of the program contact person.
2. Updated list of peace officers employed and their positions within the agency.
3. A short summary describing the general nature of services provided by the peace officers, the operational practices of peace officers employed, and listing showing enforcement and enforcement-related activities that took place.
4. The report due date will be January 31 each year unless the employer advises the Director of alternate annual report date.

(Incident reporting form J3535 for above situations, except annual report, can be found on the Public Security Peace Officer Program website)





# TOWN POLICY

**TITLE: Reporting Requirements**

**POLICY NUMBER: ME-141**

## REVISION HISTORY

Date	Description
May 29, 2020	New Policy

**APPROVAL: Jeff Shaw** ..... **DATE: June 1, 2020** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY: Traffic Enforcement Policy

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-144

**EFFECTIVE DATE:** August 19, 2020

**SUPERSEDES:** New

**UP FOR REVIEW:** August 19, 2025

### Policy Statement:

This policy is a guide to assist Town of Cardston Peace Officers in their roles while conducting traffic enforcement in the Town of Cardston, as well as outside the Town on Primary (1 and 2 digit) and Secondary Highways.

Only those Peace Officers with Traffic Safety Act (TSA) authority can conduct TSA enforcement in Town limits, and those granted the Emergency Vehicle Response Units on their respective Peace Officer Appointments are permitted to conduct enforcement on Primary 1 and 2 digit highways.

All Peace Officers must adhere to the Town of Cardston Peace Officer Emergency Response Policy and be in accordance with the Public Security Peace Officer Program policy sections 24.7, 24.8, and 24.13.

### The purpose of this policy is to:

Meet the requirements set out by the Minister of Justice and Solicitor General's Office in regards to Traffic Enforcement.

### Definitions:

- 1) **BOLO:** Acronym meaning Be On the Lookout Of
- 2) **Closing the Distance:** Provision in law that allows an officer to contravene the Traffic Safety Act to catch up to an offending vehicle, as long as it is safe to do so.
- 3) **Omnigo:** Peace Officer online reporting system formerly known as ReportExec.
- 4) **PRCC:** Acronym for Provincial Radio Communications Centre





# TOWN POLICY

TITLE: Traffic Enforcement Policy

POLICY NUMBER: ME-144

## Guidelines / Procedure:

### 1) VEHICLES

Only vehicles that are properly equipped with emergency response equipment and Peace Officer markings are permitted to enforce TSA violations in the Town of Cardston, and any highway that the regulation allows a Peace Officer to enforce.

### 2) CLOSING THE DISTANCE

Peace Officers are allowed to "close the distance" and operate over the posted speed limit when apprehending traffic violators. A Peace Officer involved in such a situation must continually evaluate all factors that involve the public and officer safety. Peace Officers will endeavor to not to exceed 50 km more than the posted the speed limit while "closing the distance". Each "closing the distance" procedure shall be continuously evaluated to ensure the safety of the officer and other highway users. Peace Officers must always be aware of violators that do not wish to stop for emergency vehicles, and if such happens **pursuits are not permitted under any circumstances** and the traffic stop much be terminated.

### 3) FAIL TO STOP

In the event of a traffic violator failing to stop or a Peace Officer in a marked vehicle with the emergency equipment activated, the following shall occur:

- (a) Pull over to the side of the roadway and stop,
- (b) Turn off all emergency equipment,
- (c) Advise PRCC of the fail to stop and that you have stopped, pulled over, and not pursuing the vehicle,
- (d) Advise PRCC of the make, model, occupants, and license plate number (if available),
- (e) Have PRCC contact RCMP and BOLO.

All fail to stop incidents will be reported and recorded thru Omnigo

All traffic Violation will be recorded thru Omnigo

### 4) PROCEDURES

Once a traffic violation has been observed, the following should occur upon commencing a traffic stop:





# TOWN POLICY

- (a) Activate the vehicle emergency equipment,
- (b) Advise PRCC of the traffic stop, license plate, make and model, and number of occupants,
- (c) Attempt to make the stop in a safe area and in a safe manner,
- (d) Offset your vehicle for enhanced officer safety from passing motorists,
- (e) Obtain vehicle and driver information,
- (f) Advise PRCC when clear of the traffic stop.

No part of this policy authorizes, permits, or allows a Peace Officer to supersede the authority or duties as prescribed on their Peace Officer Appointments, or any policy of the Town of Cardston.

## REVISION HISTORY

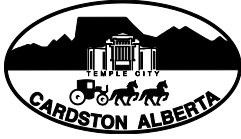
Date	Description
August 19, 2020	New Policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*







# TOWN POLICY

## ADMINISTRATION POLICY: **CME Communications Policy**

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-174

**EFFECTIVE DATE:** January 24, 2024

**SUPERSEDES:** New

**UP FOR REVIEW:** January 24, 2029

### **Policy Statement:**

Community Peace Officers are mandated to wear and use portable radio equipment on a daily basis. Radio communication increases officer safety and is used as a tool that improves officer logistics. Peace Officers use multiple radio systems and they communicate with multiple agencies.

### **The purpose of this policy is to:**

The purpose of this policy is to ensure that Cardston Municipal Enforcement (CME) Community Peace Officers use radios at the proper times and in the proper ways. It also outlines how officer call signs are to be used.

## **ALBERTA FIRST RESPONDERS RADIO COMMUNICATIONS SYSTEM (AFRRCS)**

- 1) The Town of Cardston Municipal Enforcement works on the Alberta First Responder Radio Communications System (AFRRCS). Municipal Enforcement will follow any and all Policies and Procedures associated with the use of this service.

## **TWO-WAY RADIO AND COMMUNICATIONS WITH PROVINCIAL RADIO CONTROL CENTRE (PRCC)**

- 2) The Town of Cardston Municipal Enforcement is connected through the Provincial Radio Control Centre (PRCC) for welfare monitoring and radio communications.
- 3) Mobile Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be equipped in all Municipal Enforcement patrol vehicles.
- 4) Portable Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be provided to every Community Peace Officer employed by the Town of Cardston.





# TOWN POLICY

**TITLE: CME Communications Policy**

**POLICY NUMBER: ME-174**

## **SAFETYLINK**

- 5) The Town of Cardston Municipal Enforcement is connected to the Provincial Radio Control Centre through a smart phone application known as SafetyLink.
- 6) SafetyLink shall be downloaded and available on any Community Peace Officer's cellular smart phone.

## **KNOWN-RISK PROTOCOL**

- 7) All Members shall use Known-Risk Protocol (Refer to Known Risk Policy) when attending calls for service, or while approaching all incidents.

## **PROCEDURES**

### **8) Administration**

- (a) This department has employed the use of Personal Protective Equipment (PPE), Two-Way Communications, and other safety tools to accomplish the objective of officer safety.

### **9) Two-Way Radios and Communications with ALBERTA FIRST RESPONDERS RADIO COMMUNICATIONS SYSTEM (AFRRCS)**

- (a) It is designated mandatory that all Community Peace Officers will wear and use a Portable Two-Way radio whenever that Community Peace Officer is on shift, and throughout the entirety of the shift.
- (b) It is designated mandatory that all Community Peace Officers will ensure that the Portable Two-Way radio that they are assigned is on and functional during a shift, and will ensure that they are always available to respond to incoming transmissions. Should a Member find a defect with the portable two-way radio it is his/her responsibility to immediately report the defect to a supervisor so the issue may be corrected.
- (c) Members shall use professional and courteous language when transmitting through the Two-Way radio communications.
- (d) Members shall follow the responsibilities and restrictions outlined in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form.
- (e) Members shall use their assigned Call-Sign when transmitting on the Two-Way radios. When transmitting out Officers will use the following when calling for dispatch or another unit or person;
  - i. "Control from your Call-Sign (ex 5Charlie2)"
  - ii. "Call-Sign of unit you're looking for (ex 5Charlie1), from your Call-Sign" (ex5Charlie2)
- (f) Members shall use the approved "10-Codes" (Appendix "A") and approved Phonetic Alphabet (Appendix "B") while transmitting through the radio.







# TOWN POLICY

**TITLE: CME Communications Policy**

**POLICY NUMBER: ME-174**

- (g) Members shall wear the approved portable on his/her belt or on his/her chest with external body armour Molle capabilities.
- (h) It is Member discretion if he/she would like to wear an ear piece approved by the department.

## **10) Two-Way Radios and Communications with Provincial Radio Control Centre (PRCC)**

- (a) It is designated mandatory that all Community Peace Officers will wear and use a Portable Two-Way radio whenever that Community Peace Officer is on shift, and throughout the entirety of the shift.
- (b) It is designated mandatory that all Community Peace Officers will ensure that the Portable Two-Way radio that they are assigned is on and functional during a shift, and will ensure that they are always available to respond to incoming transmissions. Should a Member find a defect with the portable two-way radio it is his/her responsibility to immediately report the defect to a supervisor so the issue may be corrected.
- (c) Members shall use professional and courteous language when transmitting through the Two-Way radio communications.
- (d) Members shall use their assigned Call-Sign when transmitting on the Two-Way radios. When transmitting out Officers will use the following when calling for dispatch or another unit or person;
  - i. "Control from your Call-Sign (ex 5Charlie2)"
  - ii. "Call-Sign of unit you're looking for (ex 5Charlie1), from your Call-Sign" (ex5Charlie2)
- (e) Members shall use the approved "10-Codes" (Appendix "A") and approved Phonetic Alphabet (Appendix "B") while transmitting through the radio.
- (f) Members will radio to PRCC at the beginning of their shift and go "10-36" and Members will radio to PRCC at the end of their shift and go "10-35".
- (g) Members will radio through to PRCC any time they are conducting a traffic stop (10-11), and officers will provide PRCC with the following;
  - i. location of the traffic stop,
  - ii. make, model, and colour of the vehicle they have stopped, and
  - iii. the licence plate number and province of issue displayed on the vehicle.
- (h) Members shall radio through to PRCC any time they are attending a residence alone and provide PRCC with the location of the residence and the reason for the attendance.
- (i) Members shall wear the approved portable on his/her belt or on his/her chest with external body armour Molle capabilities.
- (j) It is Member discretion if he/she would like to wear an ear piece approved by the department.





# TOWN POLICY

**TITLE: CME Communications Policy**

**POLICY NUMBER: ME-174**

## 11) SafetyLink

- (a) It is the responsibility of each Member employed by the Town of Cardston that he/she is using SafetyLink throughout any regular scheduled shift. This includes ensuring that they sign on and off at the beginning and ending of each shift, along with the use of the officer welfare checks conducted approximately once an hour throughout the shift.
- (b) Members shall ensure SafetyLink is working properly throughout every shift, and any defects will be immediately reported to a supervisor.

## 12) Supervisory Responsibilities

- (a) Supervisory personnel shall ensure that Members utilize PPE in accordance with policy and procedures defined herein.
- (b) Supervisors shall be responsible for ensuring PPE is free of any defects or malfunctions, to ensure that PPE is working correctly and in accordance with policy.
- (c) Supervisors shall be responsible for ensuring Members correctly input "Cautions" in Report Exec, and shall also be responsible for the removal of any "Cautions" should the need arise.

## 13) Authorized Employer

- (a) Will ensure that all Policy and Code of Conduct requirements referenced in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form are maintained.
- (b) Will ensure that radios and all information obtained through the use of the radios is properly handled and secured.
- (c) Will ensure that any breach of the conditions agreed to in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form is immediately reported to the Peace Officer Program (PS3535 Incident Form).
- (d) Will address any breach of the conditions agreed to in the RCMP AFRRCS Encrypted Radio Channel Acknowledgement Form through the requirements under the Peace Officer Act, regulations and policy.





# TOWN POLICY

**TITLE: CME Communications Policy**

**POLICY NUMBER: ME-174**

## REVISION HISTORY

Date	Description
January 24, 2024	New Policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*





# TOWN POLICY

TITLE: CME Communications Policy

POLICY NUMBER: ME-174

## Appendix "A"

### 10-Codes

- 10-1 Signal Weak
- 10-2 Signal Good
- 10-3 Stop Transmitting
- 10-4 Affirmative (Ok)
- 10-5 Relay
- 10-6 Busy
- 10-7 Temporarily Out of Service
- 10-8 Back In Service
- 10-9 Say Again
- 10-10 Negative
- 10-11 Traffic Stop
- 10-12 Stand By
- 10-13 Existing Conditions
- 10-14 Message/Information
- 10-15 Message Delivered
- 10-17 Enroute
- 10-18 Urgent
- 10-19 (In) Contact
- 10-20 Location
- 10-21 Call by Phone
- 10-22 Disregard
- 10-23 At Scene
- 10-24 Assignment Completed
- 10-25 Report to (meet)
- 10-26 ETA
- 10-27 License (Check)
- 10-28 Ownership (Check)
- 10-29 Records (Check)
- 10-30 Danger/Caution:
  - V Violence
  - E Escapee
  - M Mental
  - S Suicidal
  - F Firearms
- 10-33 Help Me Quickly
- 10-34 Time
- 10-35 Off Duty
- 10-36 On Duty
- 10-40 Possible (Warrant) Hit
- 10-41 Hit Confirmed
- 10-44 In Charged Category
- 10-46 In Prohibited Category:
  - F Firearms
  - L Liquor
  - D Driving
- 10-62 Unauthorized Listeners
- 10-63 Tow Truck
- 10-64 Ambulance
- 10-65 Escort (prisoner/mental)
- 10-68 Intoxication
- 10-70 Are you OK?
- 10-71 Complaint (call for service)
- 10-75 Meal Break
- 10-76 On Portable
- 10-85 Auto Theft
- 10-86 Theft
- 10-87 Drugs





# TOWN POLICY

---

TITLE: CME Communications Policy

POLICY NUMBER: ME-174

---

## Appendix "B"

### Phonetic Alphabet

A – Alpha

I – India

R – Romeo

B – Bravo

K – Kilo

S – Sierra

C – Charlie

L – Lima

T – Tango

D – Delta

M – Mike

U – Uniform

E – Echo

N – November

W – Whiskey

F – Foxtrot

O – Oscar

X – Xray

G – Golf

P – Papa

Y – Yankee

H – Hotel

Q – Quebec

Z – Zulu







# TOWN POLICY

## ADMINISTRATION POLICY:

# Utility Customer Relations Policy

**DEPARTMENT:** Public Relations

**POLICY NUMBER:** PR-065

**APPROVAL:**   
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





# TOWN POLICY

**TITLE: Utility Customer Relations Policy**

**POLICY NUMBER: PR-065**

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

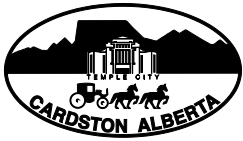
All properties that have improvements on the property will be charged the basic charges for garbage, recycling, and the regional waste authority fee as per the rates set in the current Garbage Bylaw.

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.







# TOWN POLICY

Page 3 of 4

---

**TITLE: Utility Customer Relations Policy**

**POLICY NUMBER: PR-065**

---

- 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

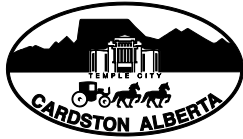
---

**TITLE: Utility Customer Relations Policy**

**POLICY NUMBER: PR-065**

---





# TOWN POLICY

## ADMINISTRATION POLICY:

### Digital Signage

**DEPARTMENT:** Public Relations

**POLICY NUMBER:** PR-142

**EFFECTIVE DATE:** November 4, 2020

**SUPERSEDES:** New

**UP FOR REVIEW:** November 4, 2025

#### Policy Statement:

The Town of Cardston has several digital signs in and on Town facilities used for promoting community events and other Town news.

#### The purpose of this policy is to:

Establish what types of media are to be used on the digital signs, who may submit images to be displayed on the digital signs, and what is appropriate to be displayed.

#### Digital Signage Co-ordinator

The Communications Clerk shall manage and co-ordinate all digital signage messaging under the direction of the CAO or designate.

#### Image Submission for Digital Signage

- The higher the resolution image quality, the better for reproduction
- Physical dimension of screens: 1920 x 1080 (aspect ratio is for a widescreen format)
- Graphic formats preferred: .jpg; .png; .tiff; .psd, .pdf (these are for submission purposes as they can be converted to whatever format needed by the signage designer).
- Moving images on external displays must comply with the Town of Cardston land use bylaw.

#### Policies and Guidelines for Town of Cardston Digital Signage

“Building Community” – this is the objective of the Town’s digital signage network. It is necessary to acknowledge, however, the fact that this media is invasive, unavoidable and highly noticeable, thus messages need to be filtered with the understanding that digital signage is another means (in addition to the Town website, social media, news media, brochures, posters, pamphlets, etc.) available to communicate relevant, accurate and informative content for the Town population as a whole.

The digital signage network is also an integral crisis management tool to be used in conjunction with Municipal Enforcement in cases of emergency.

- Postings on the Town network must have direct relevance to the entire community.





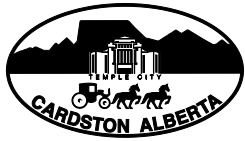
# TOWN POLICY

**TITLE: Digital Signage**

**POLICY NUMBER: PR-142**

- The Digital Signage co-ordinator reserves the right to edit text and image submissions and to utilize submitted information appropriately to deliver the message conforming to Town of Cardston guidelines and quality standards.
- The Digital Signage co-ordinator has the right to reject any submissions that are not deemed to be acceptable.
- Advertisements or solicitations from private businesses or out of town entities will not be accepted to post on the Digital Signage network.
- Also not accepted are:
  - personal notices
  - religious messages
  - partisan political messages
  - sexually suggestive material
  - fundraising advertisements or sponsorships for any initiative not directly associated with the Town of Cardston or local charity
  - external job postings
  - events that are not held within the Town of Cardston or immediate surrounding area
  - messages not in accordance with the Town's Code of Conduct and Ethics Policy
- Ticketed events may be publicized but there will be no mention of pricing. The network is used to inform, not advertise. Viewers will be directed to where tickets can be purchased.
- Public Service Announcements are allowed on the network if the Town community is directly affected by the message.
- Display of messages is up to the discretion of the Digital Signage co-ordinator.
- As a general rule, no logo other than the Town's can take more than 1/8 of screen space. The overall design of the screen will be in the context in which a company is being acknowledged. In every case it is the external company's identity that will be adapted to the Town's screen layout standards.
- Messages MUST be brief and concise. The number of words to be used in each screen is on average 12. Content messages should be easy to comprehend and include only essential information such as time, date and place of event. Viewers typically ignore messages that are challenging to interpret. For more information, include URL addresses but keep them as short as possible (ie. instead of using a full address with sub fields, have viewers go to a main URL and then instruct to "follow the links").
- Only messages with community-wide relevance will be considered. For example, announcing an exclusive luncheon not open to the Town's general population will not be accepted.





# TOWN POLICY

**TITLE: Digital Signage**

**POLICY NUMBER: PR-142**

- All requests should be made at least three days in advance of desired posting time. All messages must contain a desired start and end date and will be posted no longer than 10 days in general.
- Graphic elements, whether pictures, charts, illustrations or videos require a copyright clearance from the person who owns the rights of such materials before being submitted to the Town network for posting.
- The loop is dynamic and is driven by new contributions. Screens are removed when the message is no longer effective/relevant.
- The number of messages running on the Town network at any given time will determine message frequency.
- Only three messages per committee/group will be allowed on the network at any given time (this may be increased at the discretion of the administrator in times of low content). In times of high content, priority will be given to Town sponsored events.
- On average, the duration for still messages is 15 seconds long.
- Normal operation time of the Town’s Digital Signage network is 15 hours on weekdays (6:00 - 22:00), and 11 hours on weekends (8:00 - 19:00).
- It is the contributors responsibility to submit the graphic elements that will be displayed on his/her message posting. These elements should have the adequate format, quality and resolution to be part of the screen layout.

## REVISION HISTORY

Date	Description
November 4, 2020	New Policy

**APPROVAL: Jeff Shaw** ..... **DATE: November 4, 2020** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*







# 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 unexpectedly 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.









# 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,





# TOWN POLICY

---

**TITLE: Construction Impact Mitigation Policy**

**POLICY NUMBER: PW-009**

---

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





# TOWN POLICY

---

**TITLE: Excavation Permit Policy**

**POLICY NUMBER: PW-013**

---

- (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;





# TOWN POLICY

---

**TITLE: Lane Maintenance Policy**

**POLICY NUMBER: PW-026**

---

- (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

APPROVED BY CAO

Jeff Shaw

**APPROVAL:**

**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 Town 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.









# 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, Policy PW-046

**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





# 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 1/2" 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 1/2 of the concrete. Cost for approved contractor, or any other costs shall be the property owner's responsibility.





# TOWN POLICY

**TITLE: Sidewalk Maintenance and Repair Policy**

**POLICY NUMBER: PW-056**

- 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

APPROVED BY CAO

Jeff Shaw

**APPROVAL:**

**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.







# TOWN POLICY

## ADMINISTRATION POLICY:

# Transfer Station Salvaging Policy

**DEPARTMENT:** Public Works

**POLICY NUMBER:** PW-062

APPROVED BY CAO

Jeff Shaw

**APPROVAL:**

**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.









# 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.



This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation. **Page 1 of 1**





# TOWN POLICY

## ADMINISTRATION POLICY:

# Moving of Town Utilities Policy

**DEPARTMENT:** Public Works

**POLICY NUMBER:** PW-066

APPROVED BY CAO

Jeff Shaw

**APPROVAL:**

**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.







# TOWN POLICY

## ADMINISTRATION POLICY:

# Water Filling Station Policy

**DEPARTMENT:** Public Works

**POLICY NUMBER:** PW-068

**APPROVAL:**   
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:





# TOWN POLICY

---

**TITLE: Water Filling Station Policy**

**POLICY NUMBER: PW-068**

---

- 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 bleeding 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





# TOWN POLICY

**TITLE: Water Meter Policy**

**POLICY NUMBER: PW-069**

- 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.

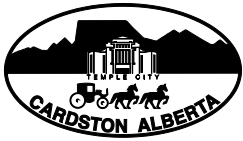
## **9) Location and Installation of External Read-outs**

- 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**







# TOWN POLICY

---

**TITLE: Water Meter Policy**

**POLICY NUMBER: PW-069**

---

- 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.







# TOWN POLICY

## ADMINISTRATION POLICY:

# Policy Regarding Frozen Water Service Lines

**DEPARTMENT:** Public Works

**POLICY NUMBER:** PW-129

**EFFECTIVE DATE:** June 7, 2019

**SUPERSEDES:** New

**UPDATED:** February 12, 2024

**UP FOR REVIEW:** February 12, 2029

### The purpose of this policy is to:

Ensure that frozen water service lines are dealt with by Administration in a consistent manner.

### Matters to consider:

- The Town cannot fully prevent nor accurately anticipate frozen service lines caused by frost / ground temperatures.
- Each residence is different in service line material type, volume of moving water, buried depth, distance from main, distance from curb stop etc.
- While residents are not guaranteed a continuous flow of water at all times, the Town wishes to mitigate interruptions where possible.
- The Town respects the delineation between private sector and public sector responsibilities, and does not wish to compete with private plumbers who have purchased requisite equipment and training.

### Therefore, the Town of Cardston will manage frozen water service lines as follows:

- 1) The responsibility for water service lines will be consistent with the utility bylaw which states that water service lines are the responsibility of the Town from the water main to the curb stop. The service line is the responsibility of the homeowner from the curb stop to the house / building.
- 2) If there is a pattern of weather that is conducive to heavy frost or freezing, the Town may put out a notice to residents to monitor water flows and pressures in their homes and to run water to prevent freezing.





# TOWN POLICY

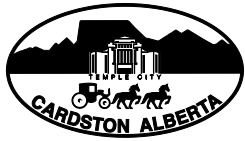
**TITLE: Policy Regarding Frozen Water Service Lines**

**POLICY NUMBER: PW-129**

## 3) The Town

- a. Will not credit water utility bills or compensate property owners for running water to prevent frozen lines, unless given specific written notice they will do so.
  - b. Will not cover the cost of thawing or other repairs on the town's side of the Curb stop if their service line freezes when the resident was given notice, written or verbal, to run water to prevent freezing.
- 4) In the event that residents experience frozen lines or it is suspected that the lines are frozen, the Town will direct the resident to call a plumber. Once the plumber has assessed the situation, the plumber can engage with the Town if necessary. In the event that the plumber doesn't have the equipment the Town may rent the equipment to a certified plumber. If the resident can't get a plumber in a timely manner The Town, if they have available labor and time, may provide this service, where the resident will still be responsible for the Town's costs.
- 5) The plumber is to serve the resident to the point of Town responsibility, meaning that all work done from the house to the curb stop shall be charged to the property owner by the plumber. Should the issue go further than the curb stop, the plumber is to cease work and to contact the Town.
- 6) The Town will attend to the property to meet with the property owner and/or plumber to assess the situation and confirm that the issue now rests in the Town area of responsibility. In this case, the Town has two options. One, the Town can take over from the work from the agreed point, or the Town can ask the plumber to continue the work and to send that portion of the bill to the Town for payment.
- 7) As each situation is unique, the attending Town staff shall have discretion to make the appropriate decision on behalf of the Town.
- 8) If a plumber or property owner continues past the curb stop (or where it is perceived to be) without contacting the Town prior to entering into the area of Town responsibility, the Town will not consider payment of any charges related to work done on the part of the Town line.
- 9) In some cases, the frozen line cannot be quickly thawed, or there are not enough human or machinery resources to attend to all calls within a short time period. In this case, and where the weather / temperature allows, the Town will connect the affected property owner, at no charge, to a neighbouring property with an overland connection with the approval of both parties.
- 10) The Town will not be responsible for any costs associated with retrofitting existing plumbing to accommodate an overland connection.
- 11) If a property owner has an overland connection but wishes to have the line thawed sooner than a plumber and the Town can attend to it, then the full costs for that service will be borne by the property owner.





# TOWN POLICY

**TITLE: Policy Regarding Frozen Water Service Lines**

**POLICY NUMBER: PW-129**

- 12) As the affected property owner will not be paying any consumption charges during the time that the service line is frozen, the affected property owner shall first endeavour to make financial compensation arrangements to the satisfaction of the neighbouring property. If t both parties cannot arrive at an amicable arrangement, the Town will assist in working with both parties to amend their bills accordingly.
- 13) The Town will not compensate or credit water utility bills to property owners due to a frozen line.
- 14) Should the freezing event be of such condition that the lines cannot be thawed in a timely manner, and overland connection is not possible, the Town will endeavour to provide water to the resident by the best means available until the issue is rectified. This may mean that water is hauled to a bathtub or cistern sufficient for the homeowner to flush toilets and do some housework. This does not guarantee flowing potable water at all times.

## REVISION HISTORY

Date	Description
June 7 <sup>th</sup> , 2019	New Policy
February 12 <sup>th</sup> , 2024	Amend sections 2-4 to better help accommodate people in need.

**APPROVAL: Jeff Shaw** ..... **DATE: February 12, 2024**.....  
*Chief Administrative Officer, Jeff Shaw* (signed copy kept in CAO policy binder)







# TOWN POLICY

## ADMINISTRATION POLICY:

# Electrical Distribution System Operational Documents

**DEPARTMENT:** Public Works

**POLICY NUMBER:** PW-162

**EFFECTIVE DATE:** February 20, 2024

**SUPERSEDES:** New

**UP FOR REVIEW:** February 20, 2029

**Policy Statement:** The Town of Cardston will seek to operate the electrical distribution system in a coordinated and consistent manner. The enclosed schedules will direct and help maintain consistency relative to stakeholders and partners who connect to or share the system infrastructure.

**The purpose of this policy is to:** catalogue important operational documents related to electrical distribution system management.

The following schedules contain important documents related to the administration of the electrical distribution system. These processes, agreements, schedules, and guidelines are to be reviewed on a consistent basis to ensure that the documents reflect best practice, market value for fees and charges, and the overall will of the Town of Cardston and its stakeholders.

The list of documents may be added to, reduced or modified at the discretion of Administration with final approval of the CAO.

The following documents are available for download at <https://www.cardston.ca/government/municipal-services/electrical>:

- a. Schedule A – Licensed Occupant Attachment Schedule of Fees
- b. Schedule B – Licensed Occupant Attachments
- c. Schedule C – Licensed Occupant Attachment Guide & Process
- d. Schedule D – Licensed Occupant Checklist
- e. Schedule E – Licensed Occupant Communication Clearances Overview
- f. Schedule F – Licensed Occupant Guide Municipal Attachments
- g. Schedule G – Licensed Occupant Municipal Attachment Forms
- h. Schedule H – Licensed Occupant Small Connected Devices
- i. Schedule I – Micro Generation Application Form





# TOWN POLICY

**TITLE: Electrical Distribution System Operational Documents**

**POLICY NUMBER: PW-162**

- j. Schedule J – Technical Interconnection Requirments for DER (up to 150 kW)
- k. Schedule K – Interconnection and Operating Agreement (up to 150 Kilowatts) Inverter Based Micro-Generation
- l. Schedule L – Standby Backup Generation Interconnection Requirements
- m. Schedule M – New Electrical Connections (Commercial) Service Form
- n. Schedule N – New Electrical Connections (Residential) Service Form
- o. Schedule O – New Electrical Connections (Licensed Occupant) Service Form
- p. Schedule P – Reconnection Authorization Town of Cardston Service and Metering Guide
- q. Schedule Q – Third Party Information Release Authorization Form
- r. Schedule R – Service and Metering Guide 2023
- s. Schedule S – Underground Residential: Design and Installation Requirements

## REVISION HISTORY

Date	Description
	New Policy

**APPROVAL: Jeff Shaw** ..... **DATE: February 20, 2024** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*







# 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





# TOWN POLICY

**TITLE: Ice Centre Policy**

**POLICY NUMBER: REC-037**

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.

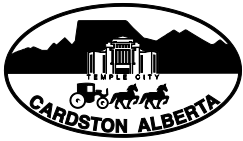
## **4) The Ice Centre Facility Operator**

- (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 their 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.





# TOWN POLICY

**TITLE: Ice Centre Policy**

**POLICY NUMBER: REC-037**

- (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.





# TOWN POLICY

**TITLE: Ice Centre Policy**

**POLICY NUMBER: REC-037**

- (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

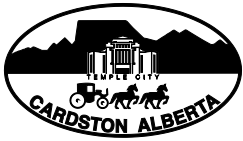
## 9) Maintenance and Equipment Operation

- (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.





# TOWN POLICY

**TITLE: Ice Centre Policy**

**POLICY NUMBER: REC-037**

- 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





# TOWN POLICY

**TITLE: Ice Centre Policy**

**POLICY NUMBER: REC-037**

- (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.

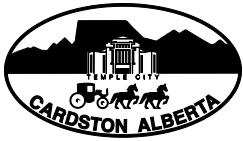
## 17) Hiring of Full-time Personnel

- (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.





# TOWN POLICY

---

**TITLE: Ice Centre Policy**

**POLICY NUMBER: REC-037**

---

- (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.









# TOWN POLICY

## ADMINISTRATION POLICY:

# Recreation Facilities Restrictive Use Policy

**DEPARTMENT:** Parks and Recreation

**POLICY NUMBER:** REC-038

APPROVED BY CAO

Jeff Shaw

**APPROVAL:**

**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.







# 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."*

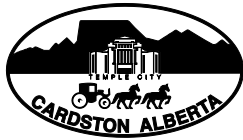
*(Lifesaving Society, emphasis added)*

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.







# TOWN POLICY

## ADMINISTRATION POLICY:

# Boulevard Tree Planting Program Policy

**DEPARTMENT:** Parks and Recreation

**POLICY NUMBER:** REC-061

**EFFECTIVE DATE:** August 25, 1998

**SUPERSEDES:** New

**UPDATED:** July 3, 2019

**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





# TOWN POLICY

**TITLE: Boulevard Tree Planting Program Policy**

**POLICY NUMBER: REC-061**

\*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 attached to this policy, 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.

## REVISION HISTORY

Date	Description
August 25, 1998	New Policy
July 3, 2019	Update Application Form

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *July 3, 2019*.....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





# APPLICATION

TITLE: Boulevard Tree Planting Program Policy

POLICY NUMBER: REC-061

## BOULEVARD TREE PLANTING PROGRAM APPLICATION FORM

Applicant: Once this application has been filled in, please return it to the Town Office for further processing. Please note, any trees purchased prior to Town approval, may not qualify for the grant. Also, the height restriction is 25 feet. Any tree that will have a mature height of over 25 feet may not be approved for funding. Where no powerlines exist, a tree with a mature height over 25 feet may be approved.

OWNER/APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

CIVIC ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

### TYPE OF TREE (please check)

Flower Crab (*Big River or Strathmore variety*)

May Day

Schubert Chokecherry

\* Other \_\_\_\_\_

**\* If the homeowner has another choice of tree, prior approval will be required. Basic guideline: smaller shade trees must be used (mature height 25' or less). Coniferous trees will not be approved.**

As a homeowner, I hereby agree to purchase the above-noted tree and plant it in the boulevard and to tend and take care of it. If at such time as I no longer require the tree, I will contact the town to have it moved to another location or for the Town to do as it deems appropriate.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Signature of the Town

Upon final inspection from the Town, a reimbursement cheque of up to \$50.00 will be made to the homeowner.

**NOTE:** After submission of application to the Town Office, *and before digging*, the applicant must call **Alberta One-Call (1-800-242-3447)**









# 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.







# TOWN POLICY

## ADMINISTRATION POLICY: **Swimming Pool Policy**

**DEPARTMENT:** Parks and Recreation

**POLICY NUMBER:** REC-113

**EFFECTIVE DATE:** July 20, 2018

**SUPERSEDES:** New

**UPDATED:** June 25, 2019

**UP FOR REVIEW:** May 4, 2020

---

### **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 water area whether swimming or supervising 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.
  - i. If a child under the age of 8 years is a proficient swimmer, they *may* be allowed to swim alone if:





# TOWN POLICY

**TITLE: Swimming Pool Policy**

**POLICY NUMBER: REC-113**

- They can successfully complete a swim test to the satisfaction of one of the life guards; and,
  - They will be 8 years old before the last day of the current swim season.
- (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.

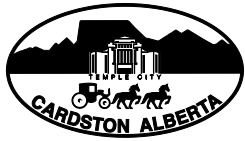
### 4) Pool Rules:

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





# TOWN POLICY

**TITLE: Swimming Pool Policy**

**POLICY NUMBER: REC-113**

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 designed for that express purpose, and which sufficiently 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.





# TOWN POLICY

**TITLE: Swimming Pool Policy**

**POLICY NUMBER: REC-113**

- 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 endeavour 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.

## REVISION HISTORY

Date	Description
July 20, 2018	New Policy
June 25, 2019	Remove fee for observers; accommodate proficient 7yr old swimmers RE: swim alone.

**APPROVAL: Jeff Shaw** ..... **DATE: June 25, 2019** .....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY:

# Audio Headphone Earpiece Policy

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-003

**EFFECTIVE DATE:** November 30, 2010

**SUPERSEDES:** Policy #A-50-1

**UPDATED:** April 28, 2023

**UP FOR REVIEW:** April 28, 2026

### 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.

### REVISION HISTORY

Date	Description
April 28, 2023	Updated Policy

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *April 28, 2023* .....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*









# TOWN POLICY

## ADMINISTRATION POLICY: **Contractor's Safety Policy**

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-010

**EFFECTIVE DATE:** February 12, 2013

**SUPERSEDES:** New

**UPDATED:** April 26, 2023

**UP FOR REVIEW:** April 26, 2026

### **Policy Statement:**

The Town of Cardston contracts other employers and other employees and wants to ensure that they follow or supersede the Town's safety program.

### **The purpose of this policy is to:**

To ensure the safety of all employers and other employees at a Town worksite.

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.





# TOWN POLICY

**TITLE: Contractor's Safety Policy**

**POLICY NUMBER: SA-010**

- 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.

## REVISION HISTORY

Date	Description
February 12, 2013	New Policy
April 26, 2023	Update Policy

**APPROVAL: Jeff Shaw** ..... **DATE: April 26, 2023** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY:

# Inspection of Town Facilities

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-018

**EFFECTIVE DATE:** April 8, 2022

**SUPERSEDES:** Policy #I/20-1

**UPDATED:** January 15, 2022

**UP FOR REVIEW:** September 25, 2025

### 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:

- 1) Facility Managers or 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, Golf Course Club House, Golf Course Maintenance
  - (c) quarterly at each of the following facilities, Shop, Pound, Water Treatment plant, Water Wastewater Treatment plant, Electrical Dept.
- 2) The safety inspections will be submitted, for review, to the appropriate Manager or 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 Manager or Supervisor to finalize areas of deficiency and upon completion the safety inspection report shall be signed by the individual who set the repair completion date or the Safety Coordinator.
- 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.





# TOWN POLICY

**TITLE: Inspection of Town Facilities**

**POLICY NUMBER: SA-018**

## REVISION HISTORY

Date	Description
January 18, 2021	New Policy
January 15, 2022	Add Golf Course facilities to monthly inspections
April 8, 2022	Add Electrical department to quarterly inspections

**APPROVAL: Jeff Shaw** ..... **DATE: April 8, 2022** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY:

# Maintenance Program Policy

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-027

**EFFECTIVE DATE:** April 28, 2023

**SUPERSEDES:** Policy #M-10

**UPDATED:** April 28, 2023

**UP FOR REVIEW:** April 28, 2026

### Policy Statement:

All tools, equipment, Vehicles & Facilities 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 tools, equipment & vehicles manufacturer's recommendations and established maintenance schedules. Staff is to monitor tools, equipment, vehicles and facilities hours and condition and report to the mechanic when service is required. Supervisors shall also ensure adequate records are kept.

All employees shall regularly check all tools, equipment, vehicles & facilities that they are working with, and shall take out of service any tools, equipment, vehicles & facilities that pose 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.

## REVISION HISTORY

Date	Description
April 28, 2023	Updated Policy

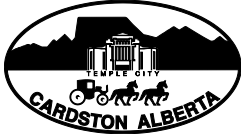
**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*







# TOWN POLICY

## ADMINISTRATION POLICY:

# Personal Protective Equipment Policy

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-030

**EFFECTIVE DATE:** February 28, 2012

**SUPERSEDES:** Policy #P-10-1

**UPDATED:** April 26, 2023

**UP FOR REVIEW:** April 26, 2026

### Policy Statement:

The Town of Cardston wants to ensure the safety of employees, employers & other employees by providing guidelines for the use of Personal Protective Equipment.

### 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 employers and other employees 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





# TOWN POLICY

**TITLE: Personal Protective Equipment Policy**

**POLICY NUMBER: SA-030**

- 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*.

## REVISION HISTORY

Date	Description
April 26, 2023	Update policy

**APPROVAL: Jeff Shaw** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*







# TOWN POLICY

## ADMINISTRATION POLICY:

# Municipal Safety Policy Statement

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-040

**EFFECTIVE DATE:** August 28, 2015

**SUPERSEDES:** Policy #S-10-1

**UPDATED:** April 27, 2023

**UP FOR REVIEW:** April 27, 2026

### Policy Statement:

This municipality is committed to the protection from accidental loss of all its resources, including physical assets and all employee's physical, psychological & social well being.

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.





# TOWN POLICY

**TITLE: Municipal Safety Policy Statement**

**POLICY NUMBER: SA-040**

## REVISION HISTORY

Date	Description
April 27, 2023	Update Policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY:

# Violation of the Occupational Health and Safety Act Policy

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-041

**EFFECTIVE DATE:** February 10, 2015

**SUPERSEDES:** Policy #S-15-2

**UPDATED:** April 28, 2023

**UP FOR REVIEW:** April 28, 2026

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 1<sup>st</sup> through 3<sup>rd</sup> 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 4<sup>th</sup> 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.





# TOWN POLICY

**TITLE: Violation of the Occupational Health and Safety Act  
Policy**

**POLICY NUMBER: SA-041**

## REVISION HISTORY

Date	Description
April 28, 2023	Updated Policy

**APPROVAL: Jeff Shaw** ..... **DATE: April 28, 2023** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY: **Investigation Policy**

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-131

**EFFECTIVE DATE:** June 13, 2019

**SUPERSEDES:** New

**UPDATED:** January 19, 2024

**UP FOR REVIEW:** January 19, 2027

### **Policy Statement:**

**WHEREAS** the Town of Cardston is always concerned with the safety of its employees and the public; all incidents involving Town workers or the public will be investigated. All incidents include near misses, incidents that result in injury or property damage or could have resulted in injury or property damage, incidents that result or could result in an occupational illness and any work refusals. The purpose of such investigations shall be to determine the cause of the incident so that the appropriate actions can be taken to prevent recurrence.

**THEREFORE BE IT RESOLVED** that the Town adopts the following policy regarding safety investigations of all incidents:

**The purpose of this policy is to:** ensure that all incidents are investigated.

- 1) Workers involved in the incident shall immediately contact their Supervisor or Safety Coordinator to obtain the proper incident forms to fill out, the Supervisor or Safety Coordinator will assign a Trained Investigator to investigate the incident:
- 2) Incident reports shall be completed as soon as possible, ideally on the day of the incident.
- 3) Within 24 hours of the incident, a Trained Investigator shall be responsible for conducting the investigation and submitting reports and photographs (where possible) of the incident to the Safety Coordinator. All investigations shall find underlying causes of the incident and suggest some measures to prevent the incident from happening again.
- 4) The Health & Safety Committee shall determine and implement appropriate measures to prevent recurrence.





# TOWN POLICY

**TITLE: Investigation Policy**

**POLICY NUMBER: SA-131**

- 5) If an incident occurs and those involved are injured, a WCB report will be filled by the Safety Coordinator for each worker that is injured.
- 6) If an incident occurs where:
  - (a) an injury results in the death of a worker or the worker is admitted to a hospital;
  - (b) there is an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury;
  - (c) the collapse or upset of a crane, derreck or hoist
  - (d) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure;
  - (e) the injury or incident or a class of injuries or incidents is specified in the regulations;
 the Safety Coordinator will report the incident to OHS.

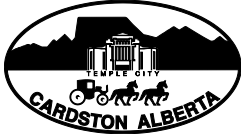
## REVISION HISTORY

Date	Description
June 13, 2019	New Policy
September 9, 2020	Add occupational illness
January 19, 2024	Updated to comply with OHS Act

**APPROVAL: Jeff Shaw** ..... **DATE: January 19, 2024** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





# TOWN POLICY

## ADMINISTRATION POLICY: Safety Training Policy

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-156

**EFFECTIVE DATE:** April 27, 2023

**SUPERSEDES:** New

**UPDATED:** April 27, 2023

**UP FOR REVIEW:** April 27, 2026

### The purpose of this policy is to:

Ensure that all employees receive adequate safety training.

The Municipality will provide and ensure that all employees participate in the following safety training:

- Safety orientations for all new and internally-transferred employees.
- Job-specific training as required.

In addition, safety meetings involving all employees will be held on a regular basis.

### REVISION HISTORY

Date	Description
April 27, 2023	Update Policy

**APPROVAL:** ..... **DATE:** .....

*Chief Administrative Officer, Jeff Shaw* *(signed copy kept in CAO policy binder)*









# TOWN POLICY

## ADMINISTRATION POLICY:

# HAZARD IDENTIFICATION & CONTROL DIRECTIVE

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-157

**EFFECTIVE DATE:** January 23, 2024

**SUPERSEDES:** New

**UPDATED:** January 23, 2024

**UP FOR REVIEW:** May 1, 2027

### Policy Statement:

It is the Policy of the Town of Cardston to have a continuing process of Hazard Identification within the Municipality.

### The purpose of this policy is to:

The purpose of hazard identification is to ensure hazards that pose a threat to the well being of the municipality's workers, other workers and visitors are identified and evaluated so that they can be eliminated or controlled. Hazard identification includes the process of identifying hazards at all work sites within the municipality and then evaluating them in terms of risk so that situations creating the greatest risk are dealt with on a priority basis. This complete process can be referred to as a hazard assessment.

Department Managers, Supervisors and/or operators, or their assigned delegate, are responsible for the implementation and administration of a hazard assessment program in their respective work areas.

At each work site a review of any new hazard assessments will be provided to the workers, other workers and visitors by each department manager, supervisor and/or operators, or their assigned delegate.

For new work sites or for work sites where equipment or other changes have taken place since the previous assessment, designated teams of worksite, made up of competent employees, shall carry out a new complete hazard assessment.

For other work sites where there have been no changes from the previous assessment, the Department Manager or designated worker shall, at minimum, review the previous hazard assessment information and verify that it continues to be accurate. Each formal hazard assessment shall be





# TOWN POLICY

**TITLE: HAZARD IDENTIFICATION & CONTROL DIRECTIVE**

**POLICY NUMBER: SA-157**

reviewed at least once every 3 years and updated if necessary. If a new hazard is found either by inspection or through an incident investigation the hazard assessment will need to be updated and reviewed by all employees, other workers and visitors.

Individuals that are Responsible are:

- Public Works - Director of Engineering and Public Works or Public Works Foreman
- Water & Wastewater - Director of Engineering and Public Works or Water Foreman
- Electrical Department - CAO or Electrical Foreman
- Parks & Recreation - Director of Corporate Services or Parks & Rec. Foreman
- Administration - Director of Corporate Services

At all temporary or seasonal work sites, the supervisor or designated worker responsible for the work being carried out shall complete a hazard assessment, with the assistance of affected workers, before the work begins.

Members of the Joint Health and Safety Committee, supervisors and staff who are involved in the Hazard Identification process shall receive either hands on or formal training for this activity.

Department Managers, Supervisors or Foreman shall review and sign off on all hazard assessments conducted with in their area of responsibility.

## REVISION HISTORY

Date	Description
	New Policy
January 23, 2024	Updated to comply with OHS Act

**APPROVAL:** *Jeff Shaw* ..... **DATE:**.....*January 23, 2024*.....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





# 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.







# TOWN POLICY

## COUNCIL POLICY:

# Accessibility Policy

**POLICY NUMBER: A-50**

**RESOLUTION NUMBER: 2020-161**

**ADOPTED: July 14, 2020**

### Policy Statement:

Accessibility is fundamental to the quality of life, well-being, and engagement of individuals with disabilities in the social, economic, cultural, spiritual and political aspects of society.

The Town of Cardston is committed to pursuing an environment that provides the greatest level of access, participation, and opportunities to contribute for people with disabilities within our community. Barriers to this environment may include attitudinal, systemic, physical, communication, and technology.

The Town of Cardston aims to achieve this objective through reasonable efforts by making accessibility a point of consideration in its new and ongoing efforts involving:

- policy review and creation;
- civic engagement;
- programs and services;
- employee services;
- communications;
- technology investment;
- infrastructure maintenance and development;

and implementing strategies to create equal access for all people.

### The purpose of this policy is to:

Increase the importance of accessibility planning and considerations within the Town of Cardston and provide guiding principles that should be considered by Town employees when performing the actions stated in the policy statement.

## Principles

The Town of Cardston will endeavor to be aligned with the principles contained in section 6 within the *Accessible Canada Act*. The principles acknowledge that barriers to accessibility are the basis of inequality between people with and without disabilities. The principles are meant to promote and protect:





# TOWN POLICY

---

**TITLE: Accessibility Policy**

**POLICY NUMBER: A-50**

---

- inherent dignity;
- equal opportunity;
- barrier-free government;
- autonomy;
- inclusive design; and
- meaningful involvement.

As the Town of Cardston pursues new capital projects and or retrofits, it will as much as possible within the budgetary and funding constraints of the time, be committed to the internationally recognized principles of Universal Design, which are founded on the philosophy that accessibility is a fundamental condition of good design. An environment, program, service, engagement, communication and technology that is accessible, usable, convenient and a pleasure to use, benefits everyone. The seven principles include:

- **Equitable Use:** useful and marketable to people with diverse abilities.
- **Flexibility in Use:** accommodates a wide range of individual preferences and abilities.
- **Simple and Intuitive Use:** easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
- **Perceptible Information:** communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
- **Tolerance for Error:** minimizes hazards and the adverse consequences of accidental or unintended actions.
- **Low Physical Effort:** can be used efficiently and comfortably with minimal fatigue.
- **Size and Pace for Approach and Use:** appropriate size and space is provided for approach, reach, manipulation, and use.





# 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.









# TOWN POLICY

## COUNCIL POLICY: Policy for Budget Process and Timeline

**POLICY NUMBER: B-15-3**

**RESOLUTION NUMBER:** 2019-72

**ADOPTED:** February 26, 2019

**REFERENCE:**

**SUPERSEDES:**

Policy #B/15

Policy B-15-1

Policy B-15-2

**PREPARED BY:** Chief Administrative Officer

**DATE:** February 26, 2019

**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) In December, Administration will present to Council all bylaws pertaining to borrowing and debt. Council will review amounts owing, interest rates and bylaw expiration where applicable. Council will ensure that all principal and interest payments are accounted for in the operating budget.
- 6) 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.
- 7) The Mill Rate bylaw is to be presented for adoption by the first Council meeting in May.





# TOWN POLICY

**TITLE: Policy for Budget Process and Timeline**

**POLICY NUMBER: B-15-3**

## **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:

### Dealing with Complaints Policy

**POLICY NUMBER: C-10-1**

**RESOLUTION NUMBER: 10-13**

**ADOPTED: January 26, 2010**

**SUPERSEDES: C-10**

**PREPARED BY: Chief Administrative Officer**

**DATE: January 26, 2010**

**UP FOR REVIEW: January 26, 2028**

#### 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.







# TOWN POLICY

## COUNCIL POLICY: Council Communications Policy

**POLICY NUMBER: C-15-4**

**RESOLUTION NUMBER:** 2022-116

**ADOPTED:** May 24, 2022

**REFERENCE:**

*Town of Cardston Communications Plan*

**SUPERSEDES:**

Policies #C/15, #C-15-1, #C-15-2, #C-15-3 #C22

**PREPARED BY:** Chief Administrative Officer

**DATE:** April 26, 2022

**UP FOR REVIEW:** April 26, 2025

### 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





# TOWN POLICY

**TITLE: Council Communications Policy**

**POLICY NUMBER: C-15-4**

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**

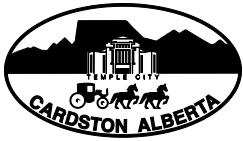
Inquiries made to Council members, whether by phone, email, social media, letter, or in person, must be addressed as soon as reasonably possible.

### **(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.





# TOWN POLICY

## **(b) Informal Inquiries:**

An informal inquiry would be defined as citizens communicating 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**





# TOWN POLICY

**TITLE: Council Communications Policy**

**POLICY NUMBER: C-15-4**

- 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.

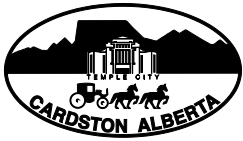
## **(d) Self-Monitoring for Personal Sites**

- 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**







# TOWN POLICY

Page 5 of 6

TITLE: Council Communications Policy

POLICY NUMBER: C-15-4

- 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.

## (f) Emergency Communications

- i. During emergency situations (ie. pandemic, state of emergency, etc.) Social Media may be used by Councillors as a platform to share information and updates previously released by the Province or respective Emergency Management Agency. When sharing emergency messaging or information, no other messaging, information, or Council matters may be blended with the emergency messaging.

## 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) From time to time, or when needed, Council may prepare a letter to citizens.
- (b) The Mayor, or any volunteer from Council may be the writer of the letter. 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 writer will submit the draft letter to all members of Council and the CAO for initial feedback.
  - i. The writer will send the final draft of the letter to the CAO after receiving feedback.
    1. After reasonable attempts have been made to contact each member of Council, if any Councillors have not responded or provided feedback within 24 hours it will be assumed they consent to the letter as drafted.
  - 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





# TOWN POLICY

**TITLE: Council Communications Policy**

**POLICY NUMBER: C-15-4**

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





# TOWN POLICY

---

**TITLE: Emergency Communication with Citizens**

**POLICY NUMBER: C-16**

---

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 scheduled. 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.







# 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





# TOWN POLICY

---

**TITLE: Presentation to Council Policy**

**POLICY NUMBER: C-27-1**

---

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.

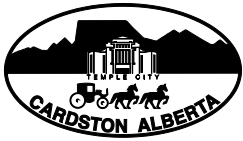
Requests for presentations that pertain to a matter outside of the Town of Cardston's jurisdiction, or requests that contain matters already dealt with by Council without any new information or developments, will not be heard by Council.

## **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'

TITLE: Presentation to Council Policy

POLICY NUMBER: C-27-1

## 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'

**TITLE: Presentation to Council Policy**

**POLICY NUMBER: C-27-1**

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 3<sup>rd</sup> Avenue West  
Box 280, Cardston, AB T0K-0K0  
Fax: 403-653-2499 Email: [jeff@cardston.ca](mailto:jeff@cardston.ca)

Council Meetings are held in the Council Chambers of the Town Office: 67 3<sup>rd</sup> 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:

### Community Donations Policy

**POLICY NUMBER: D-25-4**

**RESOLUTION NUMBER:** 2023-213

**ADOPTED:** October 10, 2023

**REFERENCE:**

**SUPERSEDES:**

Policies: #D-25, #D-25-1, #D-25-2  
& #D-25-3

**PREPARED BY:** Chief Administrative Officer

**DATE:** June 9, 2023

**UP FOR REVIEW:** October 10, 2028

#### 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 purpose of this policy is to:

- provide Council with a consistent response to requests for donations.
- provide clear procedures for staff when responding to requests for donations.
- provide delegate authority to the CAO to determine requests for donations up to a value of \$500.
- set firm deadlines for significant contributions so Council may establish priorities and plan accordingly in the annual budget.





# TOWN POLICY

## Conditions for donation requests less than \$500.00

- Council will set a maximum amount for community donations to be reserved in the budget that may be distributed at the CAO's discretion each year or forwarded to Council with recommendations.
- Requests for consideration of a donation less than \$500 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 approve the donation.
- The CAO has the delegate authority to approve a donation for a single event up to a maximum of \$500.
- The CAO has the delegated authority to approve the donation in the form of waived fees up to the maximum of \$500, providing that no admittance fees or participation fees are charged for the event.
- The CAO may not exceed the approved yearly budget amount.
- The CAO may refer the donation application to Council irrespective of the requested amount depending on the circumstances of the application.

## Conditions for donations in excess of \$500.00

To ensure a consistent process for receiving applications, and clear guidelines for granting significant contributions within the community, donation requests exceeding \$500.00 will only be considered using the following system:

- 1) Without exception, applicants will be required to fill out an Application for Donation and submit it to the Town's Administration by no later than November 1st for consideration in the budget for the following calendar year based on Council priorities.

Any unallocated funds from the community donation allotment after Council approves the November 1st intake may be distributed at Council's discretion until it is fully spent, or be reserved as surplus to fund the budget of the following year.

## Conditions for donations in the form of waived fees or in-kind donations

- Any requests for donations in the form of fee waivers for the use of Town owned facilities will be assigned a dollar value calculated from the established rates for the respective facilities.
- Requests for in-kind donations in the form of labour or machine time will be assigned a dollar value calculated from the established hourly rates for machine time and labour.
- Requests for in-kind donations in the form of materials will be assigned a dollar value equal to the cost of materials.





# TOWN POLICY

Page 3 of 6

**TITLE: Community Donations Policy**

**POLICY NUMBER: D-25-4**

All other conditions and deadlines defined in this policy also apply to requests for fee waivers and in-kind donations.

## General Conditions

Successful Applicants must expend the funds as detailed in their application or return any unused funds to the Town within the same calendar year as they are received;

## Guidelines

**To be eligible for a municipal donation, the applicant must:**

- be based within the Town of Cardston;
- demonstrate the need for the specific request;
- be an individual or non-profit service;
- 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 Federally or Provincially funded initiative;
- not be raising funds on behalf of another group who would not otherwise qualify;
- not be a registered political 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.

**Preference will be given to applicants:**

- that can demonstrate strong community involvement and strong benefits to the community at-large;
- that can demonstrate a strong need for the specific donation request;
- holding community events, activities, initiatives, or programming;
- Donation requests for capital projects will be considered separately by Council and included in the budget if approved;
- who have not received previous donations from the Town.
- Donations made by the Town do not set precedent, and are not to be regarded as commitment by the Town to continue such donations in the future.

## Ineligible Requests

The following are ineligible for requests for donation:

- Applications for assistance to attend conferences.
- Sponsorships of individuals or groups attending or participating in sporting or other events.
- Waiver of fees for the Lee Creek Valley Golf Course.
- Waiver of fees for use of any other Town owned facility that is managed by a contractor or a registered society.





# TOWN POLICY

Page 4 of 6

---

**TITLE: Community Donations Policy**

**POLICY NUMBER: D-25-4**

---

- Waiver of fees for the use of a Town owned facility after the event in question has already taken place.
- Contributions of any type for an event that has already transpired.
- Contributions for any initiative that would contravene or conflict with Town Bylaws or Provincial Legislation.





# TOWN POLICY

TITLE: Community Donations Policy

POLICY NUMBER: D-25-4

## Town of Cardston Application for Donation

Date of Application: \_\_\_\_\_ \*see note:

Date of Event: \_\_\_\_\_ \*see note:

*\*Note: All requests MUST be received a minimum of 30 days before the event to which they apply.*

### 1. Applicant Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone, Fax, Email: \_\_\_\_\_

### 2. Type of Donation

- Financial Assistance
- Fee Waiver (must indicate total cash value of waiver)
- 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





# TOWN POLICY

**TITLE: Community Donations Policy**

**POLICY NUMBER: D-25-4**

#### 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?

---

---

---

*By signing below the applicant acknowledges and agrees to the following:*

- That the application satisfies the guidelines outlined in the policy.**
- That the Town will be acknowledged in all publicity for their donation.**
- That the funds will be expended as detailed above or they will be returned to the Town within the calendar year which they were received.**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date







# TOWN POLICY

## COUNCIL POLICY:

### Shared Community Donations – Cardston County

**POLICY NUMBER: D-30-1**

**RESOLUTION NUMBER:** 2023-121

**ADOPTED:** September 10, 2019

**SUPERSEDES:** D-30

**REFERENCE:** Cardston County Shared Community Donations Policy NO. FIN-P00

**PREPARED BY:** Chief Administrative Officer

**DATE:** May 24, 2019

**UPDATED:** June 6, 2023

**UP FOR REVIEW:** June 6, 2028

#### The purpose of this policy is to:

Establish a shared community donations program between the Town and Cardston and the County.

#### Community Donation Guidelines

The Town of Cardston (Town) and Cardston County (County) desire to establish a shared policy related to donations from the municipalities to organizations or individuals. The shared donations will be limited to those organizations that can show a shared benefit to our communities.

To ensure a consistent process for receiving applications and clear guidelines for granting donations, the Cardston County and the Town of Cardston will use the following system:

- 1) A matching maximum amount for community donations will be reserved in the Town and County's budget each year.
- 2) Each municipality will have an annual donation application deadline on or around November 1<sup>st</sup> of each year. Each municipality may refer any applications from the intake to the Joint Council Committee if either party feels this is better reviewed from a regional point of view. Applications will be reviewed by both municipalities' Administrations and will then be forwarded to the Joint Council Committee with recommendations.
- 3) A Joint Council Committee will be made up of two Council members from each municipality.

A single application will not receive a donation of more than 10% of the total budgeted community donation allotment.





# TOWN POLICY

---

**TITLE: SHARED COMMUNITY DONATIONS – TOWN OF CARDSTON**

**POLICY NUMBER: D-30-1**

---

## **Donation Policy Area**

The shared donation policy will focus on donating to applicants from within the Town of Cardston and the fringe area around Cardston. This includes all schools, churches, non-profits, societies, etc. that will enhance the services of our communities.

Nothing mentioned within this policy restricts Cardston County or the Town of Cardston from donating to a project that falls outside of the donation policy area.





# Donation Application

**TITLE: SHARED COMMUNITY DONATIONS – TOWN OF CARDSTON**

**POLICY NUMBER: D-30-1**

## Community Organization Information

Community Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone/Cell Number: \_\_\_\_\_

## Event, Initiative or Activity Information

Total Cost: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

Other Sources of Funding: \_\_\_\_\_

Please provide a general description of the event, initiative or activity's objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this event, initiative or activity benefit the community at-large?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Donation Application

**TITLE: SHARED COMMUNITY DONATIONS – TOWN OF CARDSTON**

**POLICY NUMBER: D-30-1**

Please demonstrate the need for a community donation from The Town of Cardston:

---

---

---

---

---

---

---

Have you reviewed and understand The Town of Cardston’s Community Donation Policy?

Yes    No

Has your community organization received a donation from The Town of Cardston before?

Yes    No

If yes, in what year and for what purpose was the donation made?

---

---

---

## **Applicant Information**

Name: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

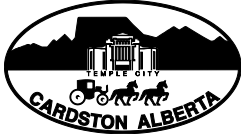
### **FOR OFFICE USE ONLY:**

Was a donation made?

Yes    No

Donation Amount: \_\_\_\_\_





# TOWN POLICY

## COUNCIL POLICY:

# Animal Euthanasia Policy and Standards of Operation

**POLICY NUMBER: E-10**

**RESOLUTION NUMBER:** 2023-53

**ADOPTED:** March 28, 2023

**REFERENCE:** *Animal Protection Act, RSA 2000, c A-41; American Veterinary Medical Association (AVMA) Guidelines for the Euthanasia of Animals.*

**SUPERSEDES:** New

**PREPARED BY:** Communications Clerk

**DATE:** December 28, 2022

**UP FOR REVIEW:** December 28, 2027

### Policy Statement:

The Town of Cardston is committed to the well-being of companion animals and to the preservation of life. Euthanasia is not considered for adoptable animals in the Town of Cardston. Factors contributing to the euthanasia of any animal in the town's care include quality of life, and risk to the health and safety of other animals, and people.

Council and Staff of The Town of Cardston recognize that the subject of euthanasia is a sensitive and difficult topic to manage. The Town of Cardston believes that responsible ownership of companion animals, especially through training, spaying/neutering and proper identification reduces the necessity of euthanasia.

However, irresponsible owners, and the sometimes endless stream of homeless animals flowing into Cardston places the Town in a difficult situation. Aside from being a nuisance, these animals have the potential to create a risk to public safety or the health of the community. Animals left to fend for themselves outdoors suffer, and they may die because of exposure to extreme weather, injuries caused by motor vehicles, starvation, dehydration, abuse by cruel people, or disease. Because of the high number of homeless animals—and lack of suitable homes—sometimes the most humane thing that can be done is give them a peaceful exit from a world where they have been neglected and abandoned.

### The purpose of this policy is to:

Define practices and procedures for euthanizing animals pursuant to the Animal Protection Act, Revised Statutes of Alberta 2000, Chapter A-41 (the Act). Section 8 of the Act prescribes that unclaimed animals may be destroyed within 3-10 days of being received depending on circumstances. The Town of Cardston Animal Bylaw also has regulations concerning this matter.

This Policy is intended to supplement the Act and the Town of Cardston Animal Bylaw in regards to





# TOWN POLICY

**TITLE: Animal Euthanasia Policy and Standards of Operation**

**POLICY NUMBER: E-10**

standards of operation by providing Town Employees with guidance for when euthanasia should be considered, and how animals may be euthanized.

## DEFINITIONS

For the purposes of this Policy:

- "*Adoptable*" means an animal that is deemed, in the opinion of the Animal Control Officer or designate, to possess the qualities required to be re-homed in a reasonable amount of time.
- "*Euthanasia*" means 'good death', which is the word's literal translation from Greek. It is the practice of humanely providing an animal with a good death if they cannot be given a good life.

## CONSIDERATIONS

The Town of Cardston Animal Bylaw specifies unclaimed animals may be euthanized 72 hours after the day of impoundment; however euthanasia is only to be considered *after* a reasonable and appropriate pursuit of all other viable options, and may be held longer than 72hrs as needs be. Some examples of alternative options to pursue include, but are not limited to:

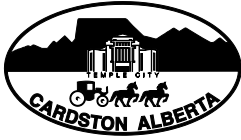
- Return to owner;
- Transfers to a placement facility;
- Adoption of animal;
- Foster placement;
- For feral cats: TNR.

Euthanasia is performed when it is the most humane offering for the animal in question or the only reasonable option to ensure staff or community safety. It is never a decision that is made without the utmost consideration for all of the factors, as we know them.

The Town of Cardston accepts that euthanasia for animals detained in the pound is considered necessary for the following situations:

- If it is determined that an animal is suffering from medical conditions that cause the animal pain, or prevent the animal from living a comfortable and quality life.
- Behaviors that are beyond management that are deemed unsafe to other animals, people, and to itself.
  - Quality of life evaluations are made for every animal entering the shelter and periodically during their stay to ensure they do not deteriorate in the pound waiting to be reclaimed by their owners and are not suffering during their stay.
- Animal owner authorized euthanasia (at the cost of the owner). However, Town of Cardston staff has the right to decline this service if the staff determines that the animal can be successfully rehomed by some other means.
- When the animal is not adoptable.





# TOWN POLICY

Page 3 of 4

**TITLE: Animal Euthanasia Policy and Standards of Operation**

**POLICY NUMBER: E-10**

- In determining whether an animal is adoptable, consideration will be given to the age, temperament, physical and mental condition of the animal, as well as the capacity of nearby shelters, or lack of suitable homes. If it is decided that an animal is unlikely to be adopted, or adopted in a reasonable amount of time—that it may be forced to spend many weeks in the pound or months in a shelter awaiting adoption—or that confinement would not provide the animal with a good quality of life, then euthanasia shall be considered the most humane thing to do for the animal.

## STANDARDS OF OPERATION

Each animal admitted into the Town of Cardston pound will be evaluated initially at intake. Animals placed in the Town's care will be evaluated for medical and behavioral considerations.

Evaluations are intended to identify:

- Animals that are suffering mentally, emotionally or physically.
- Animals with a poor prognosis, protracted painful recovery, incurable illness, or who suffer from an affliction in which treatment is not reasonably feasible.
- Animals that are deemed to pose an unacceptable danger to other animals, themselves or the public.
- Animals that cannot be transferred to a shelter, placement facility, or rehomed within a reasonable amount of time, due to factors such as shelter capacity or adoptability.
- Animals that have a condition that individually may not necessitate euthanasia, but that contribute to escalating other conditions that, in total, warrant euthanasia.

Prior to making the final decision to euthanize an animal, a final evaluation of the animal's welfare will be conducted by the veterinarian charged with conducting the euthanization.

If the animal poses an immediate or serious danger to animals and/or people, alternative options will not be considered.

When the decision to euthanize an animal is made, a Town of Cardston employee will make arrangements to ensure that the animal is euthanized in the most humane manner within reason that takes into consideration the physical safety of the animal and the employee, as well as the stress that may be inflicted upon the animal or employee.

### Acceptable methods of humane euthanasia include:

- Intravenous injection of sodium pentobarbital or equivalent chemical administered by a licensed or qualified individual such as a veterinarian.
- Dictated by circumstances: any other method (excluding inhaled CO or CO<sub>2</sub>) that is considered "good husbandry" as defined by provincial legislation.

In the event that an aggressive animal is posing a danger to the public, or that the capture of an animal may cause injury or pose a threat to the wellbeing of any individual, the Peace Officer, RCMP, or any other authorized law enforcement authority may, at their discretion, use any tools at their disposal in compliance with any pertinent policy or bylaw to effectively euthanize the animal on site.









# 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.





# TOWN POLICY

---

**TITLE: Electrical Infrastructure Policy**

**POLICY NUMBER: E-15**

---

## **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-20-12

---

**RESOLUTION NUMBER:** 2023-241

**ADOPTED:** November 14, 2023

**SUPERSEDES:**  
Policy #F-20-10

---

**PREPARED BY:** Chief Administrative Officer

**DATE:** June 21, 2023

**UP FOR REVIEW:** June 21, 2024

---

#### 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 October 24<sup>th</sup>, 2023.

---





# TOWN POLICY

**TITLE: Fees & Charges Policy**

**POLICY NUMBER: F-20-12**

## Swimming Pool

Season Family Pass _____	\$225.00
Additional Child on Season Family Pass _____	\$30.00/child
Season Single Pass (Ages 4 & up) _____	\$110.00
Child Rate on Single Pass for Single Parents _____	\$30.00/child
Book of Ten Single Passes _____	\$50.00
Book of Ten Youth _____	\$40.00
Family Rush Pass _____	\$20.00
Single Rush Pass Ages 18+ _____	\$6.00
Single Rush Pass Youth (4-17 yrs.) _____	\$5.00
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 without a pass _____	\$35.00
Level 1-6 without a pass _____	\$45.00
Level 7-10 without a pass _____	\$55.00
Bronze Medallion & Cross (manual extra) _____	\$150.00
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 _____	\$160.00/hr
_____	\$225.00 on Stat holidays

*(for all pool rentals & includes the waterslides, pool is closed on Sundays - see Sunday Recreational Facility Use Policy)*

## Rentals

Club Rentals eg. swim club _____	\$45.00/child
----------------------------------	---------------





# TOWN POLICY

**TITLE: Fees & Charges Policy**

**POLICY NUMBER: F-20-12**

Windy City Weightlifters (per month) \_\_\_\_\_ \$255.00

---

---

## 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 \_\_\_\_\_ \$80.00

Adult Groups \_\_\_\_\_ \$100.00

Out of District \_\_\_\_\_ \$105.00

Figure Skating and Minor Hockey \_\_\_\_\_ \$80.00

Holiday \_\_\_\_\_ \$160.00 on \*Sundays & Stats

*\*Subject to the Sunday Recreational Facility Use Policy*

Rec Hockey \_\_\_\_\_ \$200.00

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 \_\_\_\_\_ \$25.00

General Public/Events 4 hour block \_\_\_\_\_ \$75.00

General Public/Events per day \_\_\_\_\_ \$150.00





# TOWN POLICY

**TITLE: Fees & Charges Policy**

**POLICY NUMBER: F-20-12**

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 _____	\$35.00
Recitals 4 hour block _____	\$105.00
Recitals per day _____	\$210.00

## Multi-Purpose Room

General Public/Events per hour _____	\$23.00	
General Public/Events 4 hour block _____	\$70.00	
General Public/Events per day _____	\$140.00	
Non Profit per hour _____	\$20.00	
Non Profit 4 hour block _____	\$60.00	
Non Profit per day _____	\$120.00	
Recitals per hour _____	\$25.00	
Recitals 4 hour block _____	\$75.00	
Recitals per day _____	\$150.00	
Kitchen (per day) _____	\$50.00	
Banquets/Weddings (incl. kitchen) _____	\$275.00	(Set up incl.)
Table Rental (per table/day) _____	\$15.00	
Chair Rental (per chair/day) _____	\$0.40	
Marquee Tent (per day) _____	\$140.00	

**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 _____	\$60.00 / field / day
_____	\$100.00 on Stat Holidays
Teams minor teams per season _____	\$15.00 / player
Teams adult per season _____	\$200.00 / team
Tournaments _____	\$60.00 / field / day





# TOWN POLICY

**TITLE: Fees & Charges Policy**

**POLICY NUMBER: F-20-12**

\_\_\_\_\_ \$100.00 on Stat Holidays

Tournament Rental Deposit is used to secure booking & secure against damages (refunded upon condition report at conclusion of tournament). \$200.00 Deposit\*

**\*Required at time of booking. Deposit is non-refundable if booking is cancelled less than 48 hrs prior to tournament. Full payment is required 2 business days prior to tournament or deposit will be forfeited and fields will not be prepared.**

Tennis Courts (per day) \_\_\_\_\_ \$65.00

Lions Park Kitchen Rental (per day) \_\_\_\_\_ \$35.00

Walker Field \_\_\_\_\_ \$60.00 per day

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 \_\_\_\_\_ \$60.00/night for Mon-Thurs.  
\_\_\_\_\_ \$100.00/night for Weekends

Walker Field Lights Use \_\_\_\_\_ \$75.00/night

---

## Campground

---

### Main Campground:

*All prices include GST*

Fully serviced (power, water, sewer) RV site: \_\_\_\_\_ \$40 / night

Partially serviced (power / water) RV site: \_\_\_\_\_ \$38 / night

Unserviced tenting or RV site: \_\_\_\_\_ \$34 / night

Monthly (30 consecutive days) fully serviced RV site: \_\_\_\_\_ \$750 / month

Group tenting site: \_\_\_\_\_ \$24 / night for first tent,





# TOWN POLICY

**TITLE: Fees & Charges Policy**

**POLICY NUMBER: F-20-12**

\_\_\_\_\_ \$10.50 / night for each additional tent. Maximum 6 people per tent.

\_\_\_\_\_ \$5 per each additional person above 6 persons per tent.

## Reunion Centre:

24 hour booking: \_\_\_\_\_ \$260

4 hour booking: \_\_\_\_\_ \$155

Hourly booking: \_\_\_\_\_ \$42 / hr

Adjacent camping sites booked in conjunction with reunion centre booking:  
*(If reunion centre is not booked, sites are charged as per main campground rates)*

Fully serviced (power, water, sewer) RV site: \_\_\_\_\_ \$25 / night

Partially serviced (power / water) RV site: \_\_\_\_\_ \$22 / night

Unserviced tenting or RV site: \_\_\_\_\_ \$20 / night

## REVISION HISTORY

Date	Description
January 22 <sup>nd</sup> 2019	Updated by resolution of Council (2019-31) on recommendation from the Parks and Rec Committee to increase ball field rental rates for teams.
October 10 <sup>th</sup> 2019	Addition of Child rate included on Single Passes; Fee increases for Ice Centre Group rentals, and Civic Centre Event/Recital rentals.
December 30 <sup>th</sup> 2020	Update fees for 2021; eliminate alternate pool fees for season pass holders; add fees for Walker Field use.
January 11 <sup>th</sup> , 2022	Addition of Campground fees to policy.
June 28 <sup>th</sup> , 2022	Increase Redford Park light fee to reflect increased fuel costs.
June 21 <sup>st</sup> , 2023	Increase rental rates for bookings on stat holidays.
October 24 <sup>th</sup> , 2023	Increase rate for hockey and figure skating.







# TOWN POLICY

## COUNCIL POLICY:

# Harassment Policy

**POLICY NUMBER: H-2-1**

**RESOLUTION NUMBER:** 2020-223

**ADOPTED:** October 27, 2020

**REFERENCE:** Occupational Health and Safety Act

**SUPERSEDES:** H-2

**PREPARED BY:** Chief Administrative Officer

**DATE:** October 27, 2020

**UP FOR REVIEW:** October 27, 2025

### Policy Statement:

The Council of the Town of Cardston is committed to maintaining a harassment-free environment within the council, the Town employees, and as they engage with the public. Every person has the right to individuality, respect, and dignity, and to be treated appropriately.

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 Council of the Town of Cardston will take the necessary steps to ensure complainants are protected from any form of retaliation by the respondent(s) who were the subject of the complaint, employees, or managerial supervisory personnel.

### The purpose of this policy is to:

The purpose of this policy is three fold: first to maintain an environment that is free from harassment; second to inform all employees, Councillors, and Town volunteers that matters of harassment will be dealt with promptly, fairly, and systematically; and third to outline the process in which matters of harassment will be dealt.

### Definition

“Harassment” is defined as:

- (a) Any unwanted physical or verbal conduct that offends or humiliates a person. Such conduct could interfere with the ability to do a job or obtain a service. Harassment can create a negative or hostile work environment which interferes with job performance,





# TOWN POLICY

**TITLE: Harassment Policy**

**POLICY NUMBER: H-2-1**

potential promotions, or training opportunities. (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 environment, or which threatens a person's dignity or respect.

## Responsibilities

### 1) Management and Supervisory Personnel

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

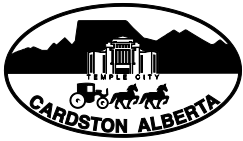
- (a) Be familiar with this policy and the provisions of the Individuals Rights Protection Act or any other legislation/regulations governing human rights in the work environment;
- (b) Inform all current and new employees, counselors, and/or Town volunteers of the policy;
- (c) Create a work environment where employees will come forward with complaints;
- (d) Investigate all reports of harassment and 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 the complainant(s) wants to file a formal complaint;
- (g) Inform the complainant(s) to maintain an awareness of any retaliation for making the complaint, and to carry out their duties in such a manner that reflects the purpose of the policy, and to ensure compliance with its provisions;
- (h) Unless the situation deems inappropriate, the investigation will be by the immediate supervisors of respondent and complainant after consultation with department manager. Where more than one department is involved, the Town Administrator will decide the appropriate supervisor for the investigation.

### 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 respect to harassment;
- (c) Promote harassment-free interactions with everyone;
- (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 discriminatory or hostile working environment. Make management aware of these conditions.





# TOWN POLICY

Page 3 of 4

**TITLE: Harassment Policy**

**POLICY NUMBER: H-2-1**

### **3) Complainant (must be recipient of harassment)**

It is the responsibility of a complainant to:

- (a) 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;
- (b) Keep a record of all incidents (dates, times, location, possible witnesses, what occurred, and your response). You do not have to record any incidents in order to file a complaint, but a record can strengthen your case and help you to remember details over time;
- (c) Report your complaint to a supervisor or Department manager;
- (d) Complainant(s) may involve an Employee Association representative, and the complainant should be present when the complaint is presented to supervisor or department manager.

### **4) Respondent (Harasser)**

It is the respondent's responsibility to;

- (a) Know their rights;
- (b) Report witnesses they 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 complaint. 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 their rights.
- 6) The administrator will then interview the person(s) have knowledge of or who might have witnessed the incident(s).
- 7) The administrator will then conclude key incidents, facts, supporting materials, and conclusions of the investigations and submit a confidential report to all other supervisors involved. Appropriate results will be given to the respondent(s) and complainant(s).





# TOWN POLICY

---

**TITLE: Harassment Policy**

**POLICY NUMBER: H-2-1**

---

- 8) The administrator 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.

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





# 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.







# TOWN POLICY

## COUNCIL POLICY:

# Heritage Tree Designation Policy

**POLICY NUMBER: H-30**

**RESOLUTION NUMBER:** 2017-126

**ADOPTED:** May 9, 2017

**REFERENCE:**

*Communities in Bloom Canada*

**SUPERSEDES:**

New

**PREPARED BY:** Chief Administrative Officer

**DATE:** April 28, 2017

**UP FOR REVIEW:** April 28, 2028

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 unsightly 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.









# TOWN POLICY

## COUNCIL POLICY: Investments Policy

**POLICY NUMBER: I-45-1**

**RESOLUTION NUMBER:** 2023-176

**ADOPTED:** September 12, 2023

**REFERENCE:**

*Municipal Government Act – Section 250 (1) and (2),  
RSA 2000, Chapter M-26*

**SUPERSEDES:**

I-45

---

**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.

**CAO or Designate to:**

- (c) Transact investments on behalf of the Town of Cardston in accordance with this policy.
- (d) Establish and/or modify procedures and internal controls for investment operations consistent with this policy.





# TOWN POLICY

**TITLE: Investments Policy**

**POLICY NUMBER: I-45-1**

- (e) 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.
- (f) Execute documents relating to the establishment and maintenance of investment accounts with investment brokers and qualifying financial institutions.
- (g) 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.
- (h) 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.
- (i) Review the management of investments at a minimum of once every 10 years commencing at the start of each new decade (2030, 2040, 2050, etc.) in order to ensure the Town is receiving a competitive return on investment from the most capable investors.

## 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:

# Lot Purchase and Refund Policy

**POLICY NUMBER: L-3**

---

**RESOLUTION NUMBER: 05-144**

**ADOPTED: October 25, 2005**

---

**PREPARED BY: Chief Administrative Officer**

**DATE: October 25, 2005**

**UP FOR REVIEW: October 25, 2028**

---

### **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.





# TOWN POLICY

---

**TITLE: Lot Purchase and Refund Policy**

**POLICY NUMBER: L-3**

---

## **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%.





# TOWN POLICY

## COUNCIL POLICY: Policy for Land Sale

**POLICY NUMBER: L-10-2**

**RESOLUTION NUMBER:** 2020-04

**ADOPTED:** January 14, 2020

**REFERENCE:**

**SUPERSEDES:** L-10-1

**PREPARED BY:** Development Officer

**DATE:** January 13, 2020

**UP FOR REVIEW:** January 13, 2025

### Policy Statement:

This policy applies to all land owned by the Town of Cardston

### The purpose of this policy is to:

Define the regulations for sale of Town owned land.

## Definitions

- 1) For the purposes of this policy, the following terms shall be defined generally as follows:
  - a) *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.
  - b) *Construction:* The improvement to the property that is agreed upon by Council.
  - c) *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 and any required security deposits.

## Residential Lots

- 2) The Sale Agreement is non-transferable. If the development conditions of the lot sale agreement are not complied with within 60 days of notice of breach of the sale agreement, the Town—at its option—may require:





# TOWN POLICY

**TITLE: Policy for Land Sale**

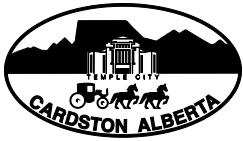
**POLICY NUMBER: L-10-2**

- a) The purchaser to return ownership of land to the Town of Cardston, free of all encumbrances; in which case the Town of Cardston will refund the purchase price of the land minus 10%; or,
  - b) The purchaser to pay the Town of Cardston an annual fee of \$3000.00 until the land is brought into compliance with the development conditions of the lot sale agreement. If construction on the land has commenced but is not completed in accordance with the development conditions of the lot sale agreement, the annual fee shall be \$10,000.00.
- 3) 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 Development Agreement have been met.
  - 4) The purchaser must commence construction within one (1) year of the acquisition of the land. Construction must be completed within two (2) years of acquisition of the land. Construction will be deemed to be complete when all interior and exterior finishes are complete and the lot is leveled to finish grade.
  - 5) The purchaser is responsible to meet all zoning requirements and pay the necessary permits.
  - 6) All regular off site costs, electrical, sanitary sewer, storm sewer and water servicing costs shall apply as per current policy and/or Bylaw.
  - 7) In the case of pavement or sidewalk repair due to construction, the purchaser shall reimburse the Town for the Town's cost to replace the pavement or sidewalk.
  - 8) Terms of Town owned lot sales are:
    - a) A non-refundable deposit equal to \$1,000.00 or, where the purchase price exceeds \$100,000.00, 5% of the purchase price (which will be applied to the final purchase price).
    - b) Balance of payment is due within 90 days.
  - 9) 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

- 10) The Sale Agreement is non-transferable. If the development conditions of the lot sale agreement are not complied with, and are not remedied within 60 days of notice of breach of the sale agreement, the Town—at its option—may require:
  - a) The purchaser to return ownership to the Town of Cardston, free of all encumbrances, in which case the Town of Cardston will refund the purchase price of the land minus 5%; or,
  - b) The purchaser to pay the Town of Cardston an annual fee of \$5,000.00 until the land is brought into compliance with the development conditions of the lot sale policy. If construction on the land has commenced but is not completed in accordance with the development conditions of the lot sales policy, the annual fee shall be \$10,000.00.
- 11) 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.





# TOWN POLICY

**TITLE: Policy for Land Sale**

**POLICY NUMBER: L-10-2**

- 12)** The purchaser must commence construction and complete construction according to a time line that is approved by the Town Council.
- 13)** The purchaser is responsible to meet all zoning requirements and pay the necessary permits and fees.
- 14)** All regular off site costs, electrical, sanitary sewer, storm sewer and water servicing costs shall apply as per current policy and/or Bylaw.
- 15)** In the case of pavement or sidewalk repair due to construction, the purchaser shall reimburse the Town for the Town's cost to replace the pavement or sidewalk.
- 16)** Terms of Town owned land sales are:
  - a)** A non-refundable deposit equal to 10% of the purchase price (applied to the final purchase price).
  - b)** Balance of payment is due within 90 days.

## Raw Land

- 17)** All sales of Raw Land must be approved by Town Council prior to any agreement being entered into.
- 18)** All sale agreements must have a development time line that is approved by the Town Council.
- 19)** The sale agreement is non-transferable. If the development conditions of the lot sale agreement are not complied with, and are not remedied within 60 days of notice of breach of the agreement, the Town—at its option—may require:
  - a)** The purchaser to return ownership of the land to the Town of Cardston, free of all encumbrances, in which case the Town of Cardston will refund the purchase price of the land minus 5%; or,
  - b)** The purchaser to pay the Town of Cardston an annual fee of \$5,000.00 until the land is brought into compliance with the development condition of the lot sale agreement. If construction on the land has commenced but is not completed in accordance with the development condition of the lot sale agreement, the annual fee shall be \$10,000.00.
- 20)** 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.
- 21)** The purchaser is responsible to meet all zoning requirements and pay the necessary permits and fees.
- 22)** All regular off-site costs, electrical, sanitary sewer, storm sewer and water servicing costs shall apply as per current policy and/or Bylaw.
- 23)** Terms of Town owned land sales are:
  - a)** A non-refundable deposit equal to 10% of the purchase price (applied to the final purchase price).
  - b)** Balance of payment is due within 90 days.





# TOWN POLICY

---

**TITLE: Policy for Land Sale**

**POLICY NUMBER: L-10-2**

---

## **Non-Refundable Deposit**

- 24) 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 sale agreement.

## **Property Trade (Residential)**

- 25) If an owner wishes to trade one residential lot for another of equal value prior to the closing of the transaction, the Town may, in its sole discretion, agree to do so subject to a \$200 transaction fee paid by the owner prior to completing the transfer

## **Infrastructure Constructed by Developer**

- 26) If the developer is constructing any infrastructure that the Town will be taking over, the requirement for a security deposit will be added to the Development Agreement. The amount of the security deposit will be based on the cost of the infrastructure that is being constructed by the developer.





## PURCHASE AND SALE AGREEMENT

THIS AGREEMENT has been entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BETWEEN:

**TOWN OF CARDSTON**  
(the "Vendor")

- and -

\_\_\_\_\_  
(the "Purchaser")

WHEREAS:

- A. The Vendor is the registered and beneficial owner of certain lands located in the Town of Cardston, Alberta, municipally described as \_\_\_\_\_ and legally described as:  
[insert legal description]  
(hereinafter the "Lands");
- B. The Purchaser wishes to purchase and the Vendor wishes to sell the Property for a \_\_\_\_\_ development.

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both of the parties hereto, and subject to the terms and conditions hereinafter set forth, the parties hereto agree as follows:

### 1. DEFINITIONS

In this Agreement, unless the context otherwise requires:

- (a) "**Agreement**" means this agreement, including the recitals and all Schedules to this agreement, as amended or supplemented from time to time in writing, and "hereby", "hereof", "herein", "hereunder", "herewith" and similar terms refer to this Agreement and not to any particular provision of this Agreement;
- (b) "**Business Day**" means a day other than Saturday, Sunday, a statutory or a municipal holiday in the Town of Cardston;
- (c) "**Closing Date**" means the date 90 days after the Execution Date;
- (d) "**Development**" shall have the meaning ascribed thereto in Section 3(a) of this Agreement;
- (e) "**Execution Date**" means the date first written above;
- (f) "**Force Majeure**" means any delay, failure, preventment, or postponement, in the performance of any term, covenant or act required by this Agreement by reason of any cause beyond the control of the party affected including, without limitation, strikes, lockouts or other labour disputes, the enactment, amendment or repeal of any applicable laws, shortages or unavailability of labour or materials, riots, insurrection, sabotage, rebellion, war, acts of terrorism, act of God, health emergency, or any other similar situation, provided always that it shall not include any delay caused by the parties' default or act or omission, any delay avoidable by the exercise of reasonable care by such party or any delay caused by lack of funds of such party;

- (g) “**Lands**” shall have the meaning ascribed thereto in Recital A of this Agreement;
- (h) “**Option to Reacquire**” has the meaning ascribed thereto in Section 3(c) of this Agreement;
- (i) “**Permitted Encumbrances**” shall have the meaning ascribed thereto in Schedule A;
- (j) “**Purchaser’s Solicitor**” shall mean \_\_\_\_\_, Attention: \_\_\_\_\_, Phone: \_\_\_\_\_, E-mail: \_\_\_\_\_;
- (k) “**Vendor’s Deliveries**” shall have the meaning ascribed thereto in Section 7 of this Agreement; and
- (l) “**Vendor’s Solicitor**” shall mean \_\_\_\_\_, Attention: \_\_\_\_\_, Phone: \_\_\_\_\_, E-mail: \_\_\_\_\_.

## 2. PURCHASE OF PROPERTY

- (a) The Purchaser agrees to purchase, and the Vendor agrees to sell, the Lands to the Purchaser free and clear of all liens, charges and encumbrances except the Permitted Encumbrances on the terms and conditions hereinafter set out.
- (b) The Purchase Price for the Property shall be \_\_\_\_\_ (the “**Purchase Price**”), subject to adjustments hereinafter set forth plus applicable GST. The Purchase Price plus GST is payable as calculated in accordance with the terms and conditions as further set forth herein, subject to adjustment as further set forth herein, payable by way of solicitor’s trust cheque, or mortgage proceeds to the Vendor’s Solicitor, as of the Closing Date.
- (c) The Purchaser shall pay to the Vendor, concurrent with the execution of this Agreement a non-refundable deposit of \$ \_\_\_\_\_, which shall be applied in full against the Purchase Price.

## 3. BUILDING COMMITMENT

- (a) The Purchaser agrees that as inducement to the Vendor to sell the Lands to the Purchaser, the Purchaser will complete the construction of \_\_\_\_\_ (the “**Development**”) in compliance with applicable regulations as set out in the Town of Cardston Land Use Bylaw and any development permit issued for the Lands. The Purchaser will comply with the following timelines:
 

[Change if council makes different terms]

  - (i) As long as it does not cause a breach of any conditions or requirements set out in a development or other permits, the Purchaser shall commence the Development (“commence” means at least excavation for the purpose of constructing site services) within one (1) year of the Closing Date; and
  - (ii) The Purchaser shall work diligently to complete the Development as soon as reasonably possible and, in any event, shall complete the Development within two (2) years of the Closing Date.
- (b) The Purchaser covenants and agrees to execute and deliver to the Vendor, on or before the Closing Date, a Development Agreement addressing the Purchaser’s obligations with respect to the construction and installation of municipal infrastructure and servicing required to serve the Development, in a form acceptable to the Vendor, and the Vendor will be entitled to register the Development Agreement at the Land Titles Office.
- (c) The Purchaser grants to the Vendor an option to reacquire the Lands pursuant to the terms of

an Option to Reacquire Agreement substantially in the form set forth in Schedule "B" attached to this Agreement (the "**Option to Reacquire**") as security for performance of the Vendor's obligations set out in Section 3(a) of this Agreement. The Purchaser covenants and agrees to execute and deliver to the Vendor, on or before the Closing Date, the Option to Reacquire and the Vendor will be entitled to register the Option to Reacquire at the Land Titles Office.

[Change % for Residential, Commercial or Raw land rate]

- (d) If the option set out in the Option to Reacquire is exercised, the purchase price payable by the Vendor for the Property shall be the Purchase Price paid by the Purchaser to acquire the Property from the Vendor less 10%.
- (e) For certainty, the option set out in the Option to Reacquire Agreement is to only be exercised by the Vendor once:
  - (i) The Purchaser has defaulted in the performance of one or more of its obligations under Section 3(a) of this Agreement and has failed to remedy such default 60 days after receiving written Notice of such default from the Vendor.
- (f) For further certainty, the Vendor's right to exercise the Option to Reacquire will expire on the date that is ten (10) years from the Closing Date and the Vendor shall remove, or cause to be removed, any registration of the Option to Reacquire from title to the Lands.

[Use one of these paragraphs depending on the developer and type of development.]

- (g) *As security for the performance of the Purchaser's obligations under Section 3(a) of this Agreement, the Purchaser shall pay \$30,000.00 (the "Performance Security") to the Vendor upon the execution of this Agreement. If the Purchaser has defaulted in the performance of one or more of the Purchaser's obligations under Section 3(a) of this Agreement and has failed to remedy such default 60 days after receiving written Notice of such default from the Vendor and the option set out in the Option to Reacquire is not exercised under s. 3(c) of this Agreement by the Vendor, the Vendor shall be entitled to deduct from the Performance Security an annual fee of \$3,000.00 for each year the default continues (the "Delay Fee") for the Vendor's own use, absolutely. Upon the completion of the Purchaser's obligations under Section 3(a) of this Agreement, the Vendors shall return to the Purchaser the balance of the Performance Security remaining.*
- (h) *If the Purchaser has defaulted in the performance of one or more of the Purchaser's obligations under Section 3(a) of this Agreement and has failed to remedy such default 60 days after receiving written Notice of such default from the Vendor and the option set out in the Option to Reacquire is not exercised under s. 3(c) of this Agreement by the Vendor, the Purchaser shall be required to pay the Vendor an annual fee of \$3,000.00 for each year the default continues, which amount shall be due and payable to the Vendor on the first day of each year (the "Delay Fee"). Notwithstanding the foregoing, the Delay Fee shall be \$10,000.00 for each year the default continues if the Purchaser has commenced construction of the Development. The Delay Fee shall be a debt due and owing to the Vendor and shall be a charge and encumbrance against the Lands and the Purchaser does hereby mortgage, charge and encumber the Lands as security for the payment of the Delay Fee, and further, the Vendor shall be entitled to recover the Delay Fee by enforcing the charge and encumbrance against the Lands.*

#### 4. ADJUSTMENTS

- (a) The Vendor will be responsible for and shall pay all municipal property and local improvement taxes, rates, utilities, levies and other charges accrued against the Lands up to the Closing Date and the Purchaser shall be responsible for and shall pay same accruing after the

Closing Date.

- (b) The Purchase Price shall be adjusted on the Closing Date for the following:
  - (i) municipal property and local improvement taxes, rates and levies; and
  - (ii) all other usual adjustments relating to a property of this type.
- (c) The Purchaser and Vendor shall enter into a mutual undertaking to readjust for errors and omissions within one (1) year of the Closing Date.

## 5. LATE CLOSING

- (a) Provided the Vendor's Deliveries have been delivered in their entirety to the Purchaser in accordance with paragraph 7 herein and in the event that the Purchaser does not pay all of the Purchase Price to the Vendor on or before the Closing Date, then the Vendor may, but is not obligated to, accept late payment; provided, if the Vendor so agrees, the Purchaser shall also pay interest to the Vendor equal to the prime rate of the Royal Bank of Canada plus three (3%) percent, on a per diem basis until the entire balance of the Purchase Price with interest is unconditionally paid and released to the Vendor. Payment received after noon on any day will be payment as of the next Business Day.
- (b) Notwithstanding the foregoing, no interest shall be payable by the Purchaser to the Vendor until delivery of the Vendor's Deliveries as aforesaid and if any part of the Purchase Price is paid by the proceeds of a new mortgage to be arranged by the Purchaser, then payment of such part may be delayed by the time reasonably necessary, from the date of delivery, for registration of the mortgage in the applicable Land Titles Office and for the registration to be subsequently reported to the mortgagee and the proceeds advanced to the Purchaser or their solicitor and such part shall bear interest during this time to the Vendor at the same rate as under the mortgage.

## 6. REPRESENTATIONS, WARRANTIES AND COVENANTS

- (a) The following representations, warranties and covenants of this Agreement shall not be discharged by or merged on the Closing Date, but shall survive the same for one (1) year as warranties and representations between the Vendor and the Purchaser.
- (b) The Vendor warrants and represents and covenants that as of the Closing Date:
  - (i) it is the legal, beneficial and registered owner of the Lands with good and marketable title thereto, free and clear of all mortgages liens, and all encumbrances and interests of a non-financial nature, except those encumbrances defined herein as Permitted Encumbrances and has good right, full power and absolute authority to transfer title to the Lands to the Purchaser;
  - (ii) it is not now (nor will be on the Closing Date) a non-resident of Canada within the meaning of the Income Tax Act (Canada);
  - (iii) it is not the agent or trustee for anyone with an interest in the Lands who is (or will be on the Closing Date) a non-resident of Canada within the meaning of the Income Tax Act (Canada);
  - (iv) it has not received any notice and is not aware of any expropriation or proposed expropriation of the Lands or any part thereof;
  - (v) all municipal, school and other taxes and assessments, general and special, affecting

the Lands shall have been fully paid to the appropriate taxing authorities up to and including the Closing Date;

- (vi) no person other than the Purchaser will have, as of the Closing Date, any right of first refusal, option or other right to purchase the Lands;
  - (vii) all necessary corporate action, approvals and authorizations have been taken or given to authorize the execution and delivery of this Agreement and the performance of the obligations hereunder by the Vendor;
  - (viii) this Agreement has been validly executed and delivered by the Vendor and is a valid and legally binding obligation of the Vendor, enforceable against the Vendor in accordance with its terms, subject to the limitations with respect to enforcement imposed by applicable laws in connection with bankruptcy, insolvency, liquidation, reorganization, or other similar laws affecting the enforcement of creditors' rights generally and subject to the availability of equitable remedies such as specific performance and injunction which are only available at the discretion of the court from which they are sought;
  - (ix) neither the entering into nor delivery of this Agreement nor the completion by the Vendor of the transactions contemplated by this Agreement will conflict with, constitute a default under, or result in a violation of any of the provisions of a governing document or by-law of the Vendor, any other applicable laws or any contracts or agreements to which the Vendor is a party;
  - (x) neither the execution of this Agreement, or the sale of the Lands nor the performance by the Vendor of its obligations under this Agreement will result in a breach by the Vendor of any term or provision or constitute a default under any indenture, mortgage, deed of trust or any other agreement to which it is bound;
  - (xi) To the best of the Vendor's knowledge there are no ongoing or potential claims, actions, prosecutions, charges, hearings or other proceedings of any kind in any court or tribunal by or against the Vendor that could have an impact on the Lands or the transactions contemplated in this Agreement;
  - (xii) To the best of the Vendor's knowledge, no order, direction, claim, demand, notice or other communication from a government authority or other person related to compliance with environmental laws has been issued to the Vendor with respect to the Lands that has not been complied with.
- (c) The Purchaser acknowledges and agrees that it is purchasing the Property in an "as is where is" physical and environmental condition and that, other than as may be specifically set out herein, the Vendor does not make any representations or warranties to the Purchaser with respect to the physical or environmental condition of the Property.
- (d) The Purchaser hereby represents and warrants to and in favour of the Vendor that, as of the Closing Date:
- (i) it is validly registered as a registrant under the Excise Tax Act for the purposes of the goods and services tax;
  - (ii) this Agreement has been validly executed and delivered by the Purchaser and is a valid and legally binding obligation of the Purchaser, enforceable against the Purchaser in accordance with its terms, subject to the limitations with respect to enforcement imposed by applicable laws in connection with bankruptcy, insolvency, liquidation, reorganization, or other similar laws affecting the enforcement of creditors' rights generally and subject to the availability of equitable remedies such as specific performance and injunction which

are only available at the discretion of the court from which they are sought;

- (iii) it is not insolvent within the meaning of the *Bankruptcy and Insolvency Act* or the *Winding Up and Restructuring Act*; it has not made an assignment in favour of its creditors or a proposal in bankruptcy to its creditors or any class thereof; has not had any petition for a receiving order presented in respect of it; and has not initiated proceedings with respect to compromise or arrangement with its creditors or for its winding up, liquidation or dissolution;
- (iv) no approval or consent of any governmental authority is required in connection with the execution and delivery of this Agreement by the Purchaser and the consummation of the transactions contemplated by this Agreement by the Purchaser;
- (v) neither the entering into, nor delivery of this Agreement, nor the completion by the Purchaser of the transactions contemplated by this Agreement will conflict with, constitute a default under, or result in a violation of any of the provisions of the constating documents or by-laws of the Purchaser, any other applicable laws or any contracts or agreements to which the Purchaser is a party to; and
- (vi) all necessary corporate action, approvals, and authorizations have been taken or given to authorize the execution and delivery of this Agreement and the performance of the obligations hereunder by the Purchaser.

[if individual replace yellow with the following]

- (i) The Purchaser represents and warrants to the Vendor that it has not been introduced to the Lands by any real estate agent and that no real estate agent fees or similar fees are applicable, and indemnifies the Vendor regarding the payment of any real estate agency or similar fees in regards hereto.
- (ii) The Purchaser represents and warrants to the Vendor that the Purchaser is not prohibited by any law of Canada or the Province of Alberta from acquiring the Lands.

## 7. CLOSING DOCUMENTATION

The closing of the purchase and sale as contemplated herein shall be completed as of 12:00 p.m. Mountain Standard Time on the Closing Date, or such other time and date as the parties hereto may mutually agree.

- (a) At least ten (10) Business Days before the Closing Date, the Vendor's Solicitor shall deliver to the Purchaser's Solicitor, on reasonable trust conditions:
  - (i) a duly executed registrable Transfer of Land conveying the Lands to the Purchaser free and clear of all liens, charges and encumbrances of a nonfinancial nature whatsoever, save and except for the Permitted Encumbrances;
  - (ii) a Statement of Adjustments;
  - (iii) a duly executed Option to Reacquire (in the form set out in Schedule "B");
  - (iv) a duly executed Development Agreement, in a form acceptable to the Vendor (Schedule "C"); and

- (v) such other documents as the Purchaser or its solicitors may reasonably require to give effect to the intent of this Agreement;

(collectively, the "**Vendor's Deliveries**").

The Purchaser shall be responsible for any and all costs incurred by the Vendor associated with the registration of the Transfer of Land.

- (b) On or before the Closing Date, or as otherwise stated in this section, the Purchaser's Solicitor shall deliver to the Vendor's Solicitor, in trust:

[Remove if individual]

- (i) a certificate of the Purchaser executed by a senior officer of the Purchaser confirming that the Purchaser is a registrant for GST purposes under the Excise Tax Act as at the Closing Date, and setting out the registration number of the Purchaser for GST purposes, which if correct shall be conclusive of such GST registration and shall preclude the Vendor from collection of GST on Closing;
- (ii) certified copy of a director's resolution of the Purchaser confirming the authority of the Purchaser to enter into this Agreement and any ancillary documents and being bound to complete the transactions and matters contemplated herein, upon the terms and conditions as set forth herein;
- (iii) the Purchase Price, subject to adjustment as set forth herein, by way of solicitor's trust cheque, mortgage proceeds, bank draft or certified cheque;
- (iv) a duly executed Option to Reacquire (in the form set out in Schedule "B");
- (v) a duly executed Development Agreement, in a form acceptable to the Vendor (Schedule "C"); and
- (vi) such other documents as the Vendor or its solicitors may reasonably require to give effect to the intent of this Agreement.

All documents shall be in a form and substance satisfactory to the Purchaser and Vendor, each acting reasonably and in good faith, provided that none of the above referenced closing documents shall contain covenants, representations or warranties that are in addition to or more onerous upon either the Vendor or the Purchaser than those expressly set forth in the Agreement.

## 8. RISK AND POSSESSION

- (a) Until the Closing Date, the Lands shall be and remain at the risk of the Vendor.
- (b) The Vendor shall deliver vacant possession of the Lands to the Purchaser on the Closing Date.

## 9. NOTICES

- (a) Any notices required or permitted to be given hereunder or any tender or delivery of documents may be sufficiently given if (i) made by personal delivery or (ii) sent by fax or (iii) sent by email via a PDF scan, in each case to the applicable address as set out below:

to the Vendor at the following address: Town of Cardston

67 3<sup>rd</sup> Avenue West

P.O. Box 280

Cardston, AB T0K 0K0

and to the Purchaser at the following address:

[purchasers address]

Any such communication so given or made shall be deemed to have been given or made and to have been received on the day of delivery if delivered, or on the day of faxing or e-mailing, provided such day is a Business Day and the fax, e-mail or delivery is sent prior to 5:00 p.m. Mountain Standard Time on such day, otherwise it shall be deemed to have been given or made and to have been received on the next Business Day.

#### **10.ASSIGNMENT**

- (a) The Purchaser may not assign this Agreement without the Vendor's consent. This Agreement shall extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.

#### **11.TIME**

- (a) Specific times shall be in accordance with the system of standard or daylight saving time in effect where the Lands are located. If the date for making of any payment hereunder or the date for doing any act shall be a Saturday, Sunday or holiday in the Town of Cardston, such date shall be extended to the first Business Day following such date. Time shall be of the essence of this Agreement.

#### **12.COSTS AND EXPENSES**

- (a) The Purchaser shall bear the costs and expenses incurred pursuant to this Agreement and the transactions contemplated herein, including but not limited to surveying, land titles, subdivision and any legal costs associated with those actions.

#### **13.CONFIDENTIALITY**

- (a) Both the Vendor and the Purchaser agree to keep the nature, terms and conditions of this Agreement confidential, though the Vendor and the Purchaser may inform their respective lenders, accountants, lawyers and other similar professional advisors of the contents of this document as needed to give effect to the transaction contemplated herein.

#### **14.GOODS AND SERVICES TAX**

- (a) It is understood that any Goods and Services Taxes (GST) payable on the Purchase Price of the Lands shall be paid by the Purchaser and collectable by the Vendor and are separate and in addition to the Purchase Price. The Purchaser intends to be a registrant for GST purposes on or before the Closing Date. It is understood by the parties hereto that if the Purchaser is a registrant for GST purposes at the Closing Date, then the Purchaser may deliver to the Vendor a statutory declaration stating the Purchaser's GST registration number and confirming the Purchaser's registration in lieu of making the aforesaid payment of GST.



**15. SEVERABILITY**

- (a) If any covenant, obligation or provision of this Agreement, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such portion of the Agreement shall be severed from the rest, and the remainder of this Agreement or the application of such covenant, obligation or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; however it is expressly agreed by the parties hereto that the Purchaser's obligation to pay the Purchase Price shall not at any time be severed from the Vendor's obligation to transmit title to the Lands, and if either such term is deemed unenforceable, then this Agreement shall be at an end.

**16. ENTIRE AGREEMENT**

- (a) This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and, except as otherwise stated herein and in the instruments and documents to be executed and delivered pursuant hereto, contains all of the representations, warranties and agreements of the respective parties with respect to the subject matter hereof. There are no other verbal representations, undertakings or agreements of any kind between the parties.

**17. GOVERNING LAW**

- (a) This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta, and the parties hereto agree to attorn to the exclusive jurisdiction of the courts of the Province of Alberta.

**18. SURVIVAL OF TERMS**

- (a) The terms and provisions of this Agreement shall not merge with but shall survive Closing and shall remain in full force and effect thereafter unless otherwise specifically provided in this Agreement.

**19. EXTENDED MEANINGS**

- (a) Grammatical variations of any terms defined herein have similar meanings to such defined terms; words importing gender include the singular and plural; words importing gender include the feminine, neuter and masculine genders.

**20. LEGAL ADVICE**

- (a) The parties to this Agreement each acknowledge and agree that that they have been given the opportunity to obtain independent legal advice from their legal counsel prior to signing this document, and that if they have not done so, they sign at their own risk.

**21. SCHEDULES**

- (a) The parties hereto agree that the Schedules A, B, and C attached to this Agreement form part of this Agreement.

**22. ACCESS TO LANDS**

- (a) The Purchaser shall have reasonable access to the Lands with the prior consent of the Vendor, from time to time prior to the Closing Date for the purpose of making reasonable inspections, surveys, tests and studies, if it so chooses. The Purchaser agrees to indemnify and save harmless the Vendor from and against any claims, demands, expenses, loss, costs

or charges suffered or incurred by the Vendor arising out of the Purchaser's said access to the Lands prior to the Closing Date.

**23.COUNTERPART AND FACSIMILE EXECUTION**

- (a) This Agreement may be executed in any number of counterparts, each of which when executed and delivered is an original but all of which taken together shall constitute one and the same instrument. An executed copy of this Agreement may be delivered by any party hereto by facsimile, .pdf or other electronic format. In such event, such party shall forthwith deliver to the other parties hereto the original copy of this Agreement executed by such party within a reasonable period of time following execution of the counterpart copy.

**24.FORCE MAJEURE**

- (a) If any party is bona fide delayed, or hindered in or prevented from the performance of any term, covenant or act required by this Agreement by reason of Force Majeure, then performance of such term, covenant or act is excused for the period of the delay and the party so delayed, hindered or prevented shall be entitled to perform such term, covenant or act within the appropriate time period after the expiration of the period of such delay.

***REMAINDER OF PAGE LEFT BLANK INTENTIONALLY***

Remove prior to signing

IN WITNESS WHEREOF this Agreement has been executed as of the date first written above.

**TOWN OF CARDSTON**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

\_\_\_\_\_  
Per: \_\_\_\_\_



**SCHEDULE B****OPTION TO REACQUIRE**

**THIS AGREEMENT** made this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**BETWEEN:****TOWN OF CARDSTON**

a municipal corporation in the Province of Alberta  
(hereinafter together referred to as "**Optionee**")

- and -

\_\_\_\_\_  
a corporation in the Province of Alberta  
(hereinafter referred to as "**Grantor**")

**WHEREAS:**

- A.** The Grantor is entitled, by way of the Purchase and Sale Agreement, dated \_\_\_\_\_, 20\_\_ (the "**Purchase Agreement**"), to become the registered owner of those certain lands in the name of the Optionee indicated on **Schedule "1"**, (the "**Purchase Lands**"); and
- [change if council makes different terms]
- B.** The sale of the Purchase Lands to the Grantor proceeded and closed on the basis that the Grantor would commence development of the Purchase Lands within one (1) year of the Closing Date and complete construction within two (2) years of the Closing Date; and
- C.** The Optionee wishes to acquire an option to reacquire the Purchase Lands from the Grantor, to be exercised only in the event such development does not proceed in accordance with the terms contained in the Purchase Agreement, and the Grantor has agreed to grant to the Optionee an option to purchase the Purchase Lands pursuant to the terms, provisions and conditions set forth herein.

**NOW THEREFORE**, this Agreement witnesses that in consideration of the sum of **One (\$1.00) Dollar** (Canadian) now paid by the Optionee and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor hereby grants to the Optionee the sole and exclusive option irrevocable within the time for exercise provided herein to purchase the Purchase Lands (the "**Option**"), free and clear of all encumbrances except those listed in **Schedule "2"** (the "**Permitted Encumbrances**") on the following terms and conditions:

**1. CONDITIONS PRECEDENT**

- 1.1. The Option shall only be available for exercise if the Purchase Lands are transferred by the Optionee to the Grantor and the Grantor defaults in its obligations to develop the Purchase Lands in accordance with the terms set out in Purchase Agreement.

**2. EXERCISE OF OPTION**

- 2.1. This Option may be exercised by the Optionee giving notice in writing (the "**Option Notice**") delivered by registered mail to the Grantor at the following address:

E-mail :  
Attention:

on or before 11:30 a.m. Mountain Time within three (3) years of the Closing Date as defined in the Purchase Agreement (the "**Option Exercise Date**").

- 2.2. In the event that the Option Notice is not delivered to the Grantor by the Option Exercise Date, this Agreement and everything contained herein shall be at an end and no longer binding on the parties hereto.
- 2.3. Upon the delivery of the Option Notice in the manner set out above, this Agreement and the Option Notice shall become a binding contract of sale and purchase of the Purchase Lands, and such sale and purchase will be completed upon the terms provided in Section 2 herein and in **Schedule "3"** (collectively, the "**Reacquisition Agreement**").

### 3. REPRESENTATIONS, WARRANTIES AND COVENANTS

- 3.1. The Grantor makes the following representations and warranties in respect of the Purchase Lands effective as of the date hereof and the Closing Date (as defined in Schedule "3"):
  - (a) The Grantor is a resident of Canada for the purposes of Section 116 of the *Income Tax Act* of Canada;
  - (b) There are no claims, actions, prosecutions, charges, hearings or other proceedings of any kind (collectively, "Proceedings") in any court or tribunal by or against the Grantor;
  - (c) Subject to closing the purchase of the Purchase Lands, the Grantor will have good title to the Purchase Lands, and is ready, willing and able to convey title to the Purchase Lands free and clear from any liens and encumbrances apart from the Permitted Encumbrances, and also free and clear from any charges, claims, or obligations of any party claiming by, through, or under the Grantor; and
  - (d) The Grantor has used no real estate agent in connection with this Option Agreement or the Purchase Agreement for which commissions are or may become payable.

Each of the representations and warranties in this Clause 3.1 will expire one (1) year following the Closing Date (as defined in Schedule "3") unless action is commenced by the Optionee in a court of competent jurisdiction with respect to such representation or warranty.

- 3.2. The Grantor hereby agrees to indemnify and save harmless the Optionee from and against any claims, demands, actions, suits, losses, costs, damages and expenses (including, without limitation, legal fees and disbursements on a solicitor and his or her own client indemnity basis) arising from or relating to the breach of any representation or warranty set forth in Clause 3.1, except where such breach or non-compliance is the result of the act or omission of the Optionee.
- 3.3. The Optionee acknowledges and agrees that it is purchasing the Purchase Lands in an "as is where is" physical and environmental condition and that, other than as may be specifically set out herein, the Grantor does not make any representations or warranties to the Optionee with respect to the physical or environmental condition of the Purchase Lands.

**4. MISCELLANEOUS PROVISIONS**

- 4.1. The Grantor and the Optionee shall execute all further deeds, documents and assurances and will do all further things as may be reasonably required for the purpose of carrying out this agreement according to its true meaning and intent.
- 4.2. The Optionee shall have the right to assign any of its rights and obligations under this Agreement.
- 4.3. Time shall be of the essence.
- 4.4. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta. This Agreement shall enure to the benefit of, and be binding upon, the parties hereto and their respective heirs, personal representatives, successors and assigns.
- 4.5. Except as may be required to perform the terms of this Agreement and the Purchase Agreement or as may otherwise be required by law, the Grantor agrees to maintain the terms of this Agreement and the Purchase Agreement in confidence.
- 4.6. The Optionee shall postpone any caveat registered in respect of this Agreement at the Land Titles Office for the North Alberta Land Registration District to financing arranged by and expended for the development of the Purchase Lands.
- 4.7. Other than the Purchase Agreement, this is the entire agreement between the parties respecting the Option granted by the Grantor to the Optionee to purchase the Purchase Lands. Except as expressly provided herein, there are no representations, warranties, collateral agreements or conditions respecting the purchase and sale of the Purchase Lands. In the event that there is a conflict between the terms of the Purchase Agreement and this Agreement, the terms of the Purchase Agreement shall govern.
- 4.8. This Agreement may be executed in any number of counterparts and by different parties in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same instrument.

**IN WITNESS WHEREOF** the parties hereto have duly executed this Option Agreement by the hands of their proper officers, as of the day and year first above written.

**TOWN OF CARDSTON**

Per: \_\_\_\_\_ (c/s)

\_\_\_\_\_

\_\_\_\_\_

Per: \_\_\_\_\_ (c/s)

\_\_\_\_\_

**SCHEDULE "1"**

**DESCRIPTION OF THE PURCHASE LANDS**





## **SCHEDULE "3"**

### **TERMS AND CONDITIONS OF REACQUISITION AGREEMENT**

The following provisions apply to, and form part of, the terms and conditions of the Reacquisition Agreement of the Purchase Lands.

[Change % for Residential, Commercial or Raw land rate]

1. If the Option is exercised by the Optionee, the Optionee shall pay to the Grantor the Purchase Price paid by the Purchaser to acquire the Property from the Vendor under the Purchase Agreement less 10%, as the Purchase Price.
2. The Closing Date of the purchase of the Purchase Lands shall be the thirtieth (30<sup>th</sup>) day following delivery of the Option Notice.
3. The Optionee shall be entitled to vacant possession of the Purchase Lands on the Closing Date. The Optionee shall pay the taxes from the Closing Date.
4. On the Closing Date, the Optionee shall pay to the Grantor, by certified cheque, bank draft or solicitor's trust cheque, the Purchase Price, subject to the adjustments described in paragraph 5 herein. Such sum shall be held in trust by the Grantor's solicitor until title to the Purchase Lands has been issued in the name of the Optionee, free and clear from all liens and encumbrances, other than Permitted Encumbrances.
5. All usual adjustments, taxes, interest and other adjustable items shall be made as of 12:00 o'clock noon on the Closing Date. The Optionee shall pay interest, at a rate of one percent (1%) per annum above the Prime Rate on any money owing to the Grantor from the Closing Date to the date such money is paid. In no event shall the Purchase Price be paid later than thirty (30) days after the Closing Date. In this Purchase Agreement, "Prime Rate" means that reference rate of interest determined and announced from time to time by the Royal Bank of Canada as being its "prime rate" of interest for Canadian dollar demand commercial loans made in Canada.
6. The Purchase Lands including all fixtures and other items to be purchased shall remain at the risk of the Grantor until the Closing Date. In the event of loss, destruction or damage (collectively "Purchase Lands Damage") to improvements on the Purchase Lands between the date of this Agreement and the Closing Date, the Grantor shall not be obliged to repair such Purchase Lands Damage and shall be entitled to retain the insurance proceeds, if any, receivable in respect of such Purchase Lands Damage. In the event of contamination of the Purchase Lands between the date of this Agreement and the Closing Date, so long as the Optionee has not caused or contributed to the contamination, the Grantor will have the option either:
  - a) to remediate such contamination at the expense of the Grantor, prior to the Closing Date and if such remediation is not done or completed, the Optionee shall be at liberty to offset the cost (based on the average cost estimate from two (2) independent contractors experienced in their remediation of the contamination in question) to remediate the contamination against the Purchase Price on the Closing Date; or
  - b) to advise the Optionee in writing that the Grantor does not intend to remediate such contamination, in which case the Optionee shall have the option:
    - i. to terminate the Reacquisition Agreement, in which case all payments made by the Optionee to the Grantor under the Option Agreement shall be returned to the Optionee; or

- ii. to complete the Reacquisition Agreement, in which case the Grantor shall assign to the Optionee all rights of the Grantor against third parties in respect of such contamination.

For certainty, any contamination on the Purchase Lands existing before the date of this Agreement is excluded from the application of this Section 6.

7. A transfer of land in registrable form shall be, at the Grantor's expense, prepared and provided (together with any pertinent Certificate of Title) to the Optionee's solicitor within seven (7) days of to the Closing Date. The Grantor shall also be responsible, at its cost, for the preparation and registration of discharges of any liens or encumbrances registered against the Purchase Lands other than Permitted Encumbrances.
8. Time shall be of the essence.
9. This Reacquisition Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta.
10. This Reacquisition Agreement shall ensure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns.
11. Except as otherwise expressly provided, the terms and conditions contained within this Reacquisition Agreement shall not merge on closing and shall survive the Closing Date.



# 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





# TOWN POLICY

---

**TITLE: Cardston Opportunities Initiative Policy**

**POLICY NUMBER: O-10-2**

---

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.





# TOWN POLICY

---

**TITLE: Professional Development Fund for Councillors Policy**

**POLICY NUMBER: P-38-1**

---

- 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.







# TOWN POLICY

---

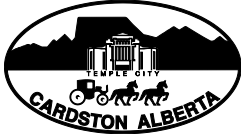
**TITLE: Private Land Development Policy**

**POLICY NUMBER: P-45-2**

---

- 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-50-1**

**RESOLUTION NUMBER:** 2023-177

**ADOPTED:** September 12, 2023

**REFERENCE:**

*Freedom of Information and Protection of Privacy Act  
Municipal Government Act*

**SUPERSEDES:**

P-50

**PREPARED BY:** Chief Administrative Officer

**DATE:** July 5, 2023

**UP FOR REVIEW:** September 12, 2028

**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) "*Council Protocol*" means the mandatory set of decision-making rules/instructions/standards based on best practice (Guidelines) specific to the Practice. A Protocol defines a set of Procedures or steps to be followed for the accomplishment of a given task.





# TOWN POLICY

**TITLE: Policy Development**

**POLICY NUMBER: P-50-1**

- (e) "*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.
- (f) "*Management*" means the Town Manger and Managers.
- (g) "*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, Procedures, Protocols and Guidelines.
- (d) The Municipal Clerk is responsible for maintaining the record copies of, and a review schedule for, Council Policies, Administrative Policies, Procedures, and Protocols.

## 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 and Protocols:





# TOWN POLICY

**TITLE: Policy Development**

**POLICY NUMBER: P-50-1**

- 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.**
- (i) Council Policies up for review will be reviewed annually by the Policy Review Committee.**
- i.** If there are no changes needed for a policy up for review, it is sufficient to update the review date without a resolution of Council.







# TOWN POLICY

## COUNCIL POLICY:

# Public Participation Policy

**POLICY NUMBER: P-60**

**RESOLUTION NUMBER:**

**ADOPTED:** June 12, 2018

**REFERENCE:** MGA 216

**SUPERSEDES:** New

Council Communications Policy

Presentation to Council Policy

Volunteer Agencies, Boards and Committees Policy

**PREPARED BY:** Chief Administrative Officer

**DATE:** June 12, 2018

**UP FOR REVIEW:** June 12, 2022

**Policy Statement:** A policy to outline Councils commitment to accommodate public participation in the decision making process.

### **The purpose of this policy is to:**

In accordance with Section 216.1 of the revised *Municipal Government Act*, ADMIN-P012 “Public Participation Policy” has been collaboratively developed by the Town of Cardston Council and the Chief Administrative Officer to recognize the value of Public Participation and to create opportunities for meaningful Public Participation in decisions that directly impact the Municipal Stakeholders of Cardston.

Council strongly believes that Public Participation is an important aspect of the decision making process, one that adds necessary elements of transparency and increased effectiveness. Council is committed to providing Municipal Stakeholders of the Town of Cardston with the ability to voice their concerns in a constructive, respectful and impactful manner.

### **Policy Guidelines**

Council and the Chief Administrative Officer will strive to engage Municipal Stakeholders and promote Public Participation in the following ways:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a particular decision to have a balanced influence on the decision. This will be achieved through providing the ability for Municipal Stakeholders to conveniently attend Council Meetings as a delegation, delivering Municipal Stakeholders’ concerns to Council and providing for the ability for Municipal Stakeholders to speak with the Chief Administrative Officer and Council within reasonable limits;
- 2) Providing Municipal Stakeholders with the necessary tools and information to engage in meaningful participation. This will be achieved through conforming to meeting and public hearing guidelines as set out in the Municipal Government Act and other relevant policy and bylaw, responding to all enquiries within a reasonable amount of time and by committing to strive to provide the best service possible; and





# TOWN POLICY

**TITLE: Public Participation Policy**

**POLICY NUMBER: P-60**

3) Committing to facilitate Public Participation above and beyond the minimum requirements as described in the *Municipal Government Act*. This will be achieved through the hosting of open houses when deemed necessary, the submission of surveys, and the existence of high quality, easily accessible and up-to-date social media and online information platforms.

## **Council Responsibilities**

### **Council will:**

- 1) Review and approve Public Participation initiatives developed by the Chief Administrative Officer in accordance to this Policy or as directed by Council;
- 2) Consider and respect input obtained through Public Participation;
- 3) Review this policy every four years at minimum, and ensure that the policy remains relevant and consistent with legislation and the Town of Cardston's policies and objectives;
- 4) Ensure appropriate resources are available to solicit Public Participation in accordance with this policy;
- 5) Commit to ensuring that Closed Sessions are held only when required by legislation to protect individuals' private information; and
- 6) Promote and support Public Participation inside and outside of the Council Chambers;

## **Legislative and Policy Implications**

- 1) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation;
- 2) All Public Participation will be undertaken in accordance with all existing municipal policies and bylaws;
- 3) This policy will be made available for public viewing and will also be accessible on the Town of Cardston's website; and
- 4) This policy shall be reviewed once every four years at minimum, as required by the *Municipal Government Act*.

## **Public Participation Standards**

- 1) Public Participation will be conducted in a productive, respectful and inclusive manner;
- 2) Municipal Stakeholders who engage in Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, may be excluded from Public Participation opportunities; and
- 3) To ensure that the large volume of delegations that are regularly on meeting agendas in the Town of Cardston have the opportunity to deliver their presentations, the guidelines of the Presentation to Council policy will at all times be considered.





# TOWN POLICY

## COUNCIL POLICY: Remuneration of Council Policy

**POLICY NUMBER: R-8-7**

**RESOLUTION NUMBER:** 2020-30

**ADOPTED:** February 11, 2020

**REFERENCE:**

*Municipal Government Act, R. S. A. 2000, c. M-26*

**SUPERSEDES:**

Policy #R-8-6

**PREPARED BY:** Chief Administrative Officer

**DATE:** December 3, 2019

**UP FOR REVIEW:** October 17, 2022

**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 Councillors 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 Councillors are assigned, AUMA convention or other meetings where the entirety of Council would normally be expected to attend.
- (c)** Any Councillor 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 Councillor who attended show a demonstrable benefit to the Town for said attendance.







# TOWN POLICY

**TITLE: Remuneration of Council Policy**

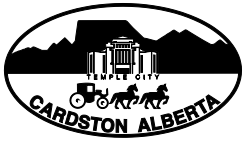
**POLICY NUMBER: R-8-7**

- (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 months. 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 carpooling, 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) Reimbursement 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. Base Remuneration and remuneration for Council Meeting attendance will be paid monthly with no claim form required by Council.
  - ii. Expenses may be claimed by using the appropriate form accompanied by receipts after the costs have been incurred unless other arrangements have been approved by Council.
  - iii. Council Meeting rates 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. Fees 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. Per Diems shall be granted as half day, or full day allowances for attending approved meetings other than council meetings and assigned committee meetings. Eligibility may be determined by confirmation of approved meeting minutes.
    - 1. Half-day per diems shall be granted for approved meetings 1-4 hours in length including travel time.





# TOWN POLICY

**TITLE: Remuneration Policy**

**POLICY NUMBER: R-8-7**

2. Full-day per diems shall be granted for approved meetings in excess of 4 hours including travel time.

- vi.** Meetings less than 1 hour are considered to be voluntary and the fee for such included in the base remuneration.
- vii.** Remuneration payments will not be reduced if absences qualify as Compassionate Leave or Sick Leave. For the purposes of this policy, compassionate leave means a leave of absence related to the illness or death of a relative. A relative shall be as defined in the Town of Cardston Employee Association agreement. Sick leave shall be defined as a physical or mental ailment that would prohibit attendance at a meeting or put the other attendees at risk of contracting the same condition. Councilors shall inform the Chair or Administration if they know beforehand that they will be absent due to sickness.

### **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 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)** The Base Remuneration for Mayor and Council serves as compensation for attendance at all assigned committee meetings, up to 4 hours for one meeting in any given month. Committees are assigned to Councillors at the annual Organizational Meeting of Council.
- (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.





# TOWN POLICY

**TITLE: Remuneration of Council Policy**

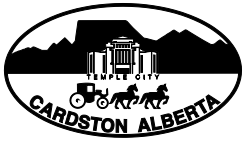
**POLICY NUMBER: R-8-7**

- (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) Approval of Council for executive or sub-committee assignments shall continue until that Councillor is no longer participating in this capacity either due to change in committee personnel, or the Councillor chooses to step down. Council does not need to reapprove this assignment annually.
- (g) Should one Councillor not be able to attend a committee meeting and requests that another Councillor attend in his/her stead, the substituting Councillor shall not receive additional compensation for his/her attendance, unless that Councillor is designated as an alternate for the committee by a resolution of Council. Out of pocket expenses such as mileage and meal expenses will be reimbursed.
- (h) Councillors shall make every effort to attend their assigned Committee meetings and to find a substitute Councillor to attend in their stead when they are not available.
- (i) There are times when a committee to which a Councillor is assigned will create a sub-committee for a specific purpose which will meet on an additional occasion above and beyond the main committee meeting. Also at times, a committee may meet more often than it normally meets due to an important issue or activity. In these cases, the Councillor may, at their discretion, submit for reimbursement of expenses including per diem costs.
- (j) Some committees may allow for members of Council to attend and observe in a non-voting or non-participatory function. If a Councillor chooses to participate in such, the observing Councillor will not be eligible to receive a per diem or expense reimbursement.

## 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.





# TOWN POLICY

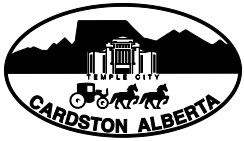
**TITLE: Remuneration Policy**

**POLICY NUMBER: R-8-7**

## **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. Administration will prepare monthly remuneration and all expense form claims once monthly. This includes all additional per diems, mileage, and other eligible expenses.
- (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.
- (d)** The Mayor or Chair will, when considering annual committee assignments, endeavor to assign the work as evenly as possible considering things such as meeting frequency, preference of each Councillor, time availability of each Councillor, and similar circumstances.
- (e)** There are times when a Councillor may be required or prefer to attend a meeting or assignment requiring Council approval that does not coincide conveniently with a Council meeting to receive such approval. In this case, the Councillor may request the permission of the entirety of Council via electronic means provided that the results of that communication can easily show the support, or lack thereof of the majority of Council. At all times, all Councilors including the Mayor must be privy to the communicated request. The preferred method of communication in this case would be email, but mediums such as text message may also suffice.





# SCHEDULE 'A'

TITLE: Remuneration Policy

POLICY NUMBER: R-8-7

## 2020/2021 REMUNERATION FEES

<b>BASE REMUNERATION</b>		<i>(per annum)</i>
	Mayor	\$5,400
	Councillors	\$4,050

<b>MEETING RATES</b>		<i>(per meeting)</i>
<b>Council Meetings</b>		
	Regular Council Meetings	\$230
	Council Committee of the Whole (CCW)	
	Special Council Meetings	
<b>Assigned Committee Meetings*</b>		
	1 meeting up to 4 hours	Included in base
	1 meeting in excess of 4 hours	\$130
	Additional meeting(s) up to 4 hours	\$130
	Additional meeting(s) in excess of 4 hours	\$255
<b>All other approved Committee Meetings</b> <i>(including ad hoc, council approved, executive etc.)</i>		
	1-4 hours	\$130
	4+ hours	\$255

<b>EXPENSES</b>		
	Travel ( >15km)	As per CRA rates
	Accommodations Meals	At cost**

\* Remuneration for assigned committee meetings is included in annual base remuneration for up to one 4 hour meeting in any given month per committee.

\*\* Receipts must be submitted for compensation of expenses for approved Council duties.





# 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 100<sup>th</sup> 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.







# 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 31<sup>st</sup> 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:









# TOWN POLICY

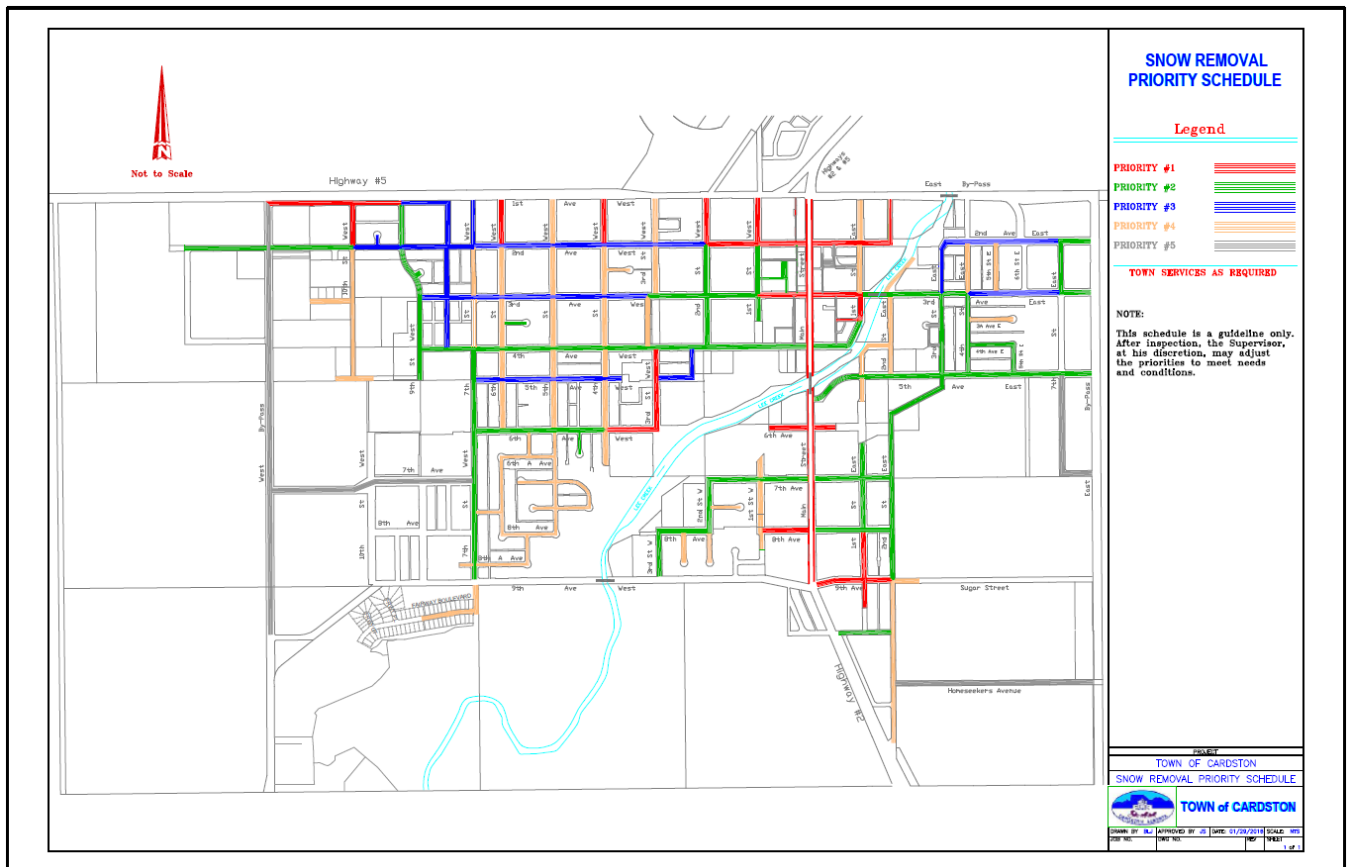
## COUNCIL POLICY: Snow Removal Policy

**POLICY NUMBER: S-45-1**

**RESOLUTION NUMBER: 16-39**

**ADOPTED: February 9, 2016**

See attached [map](#).





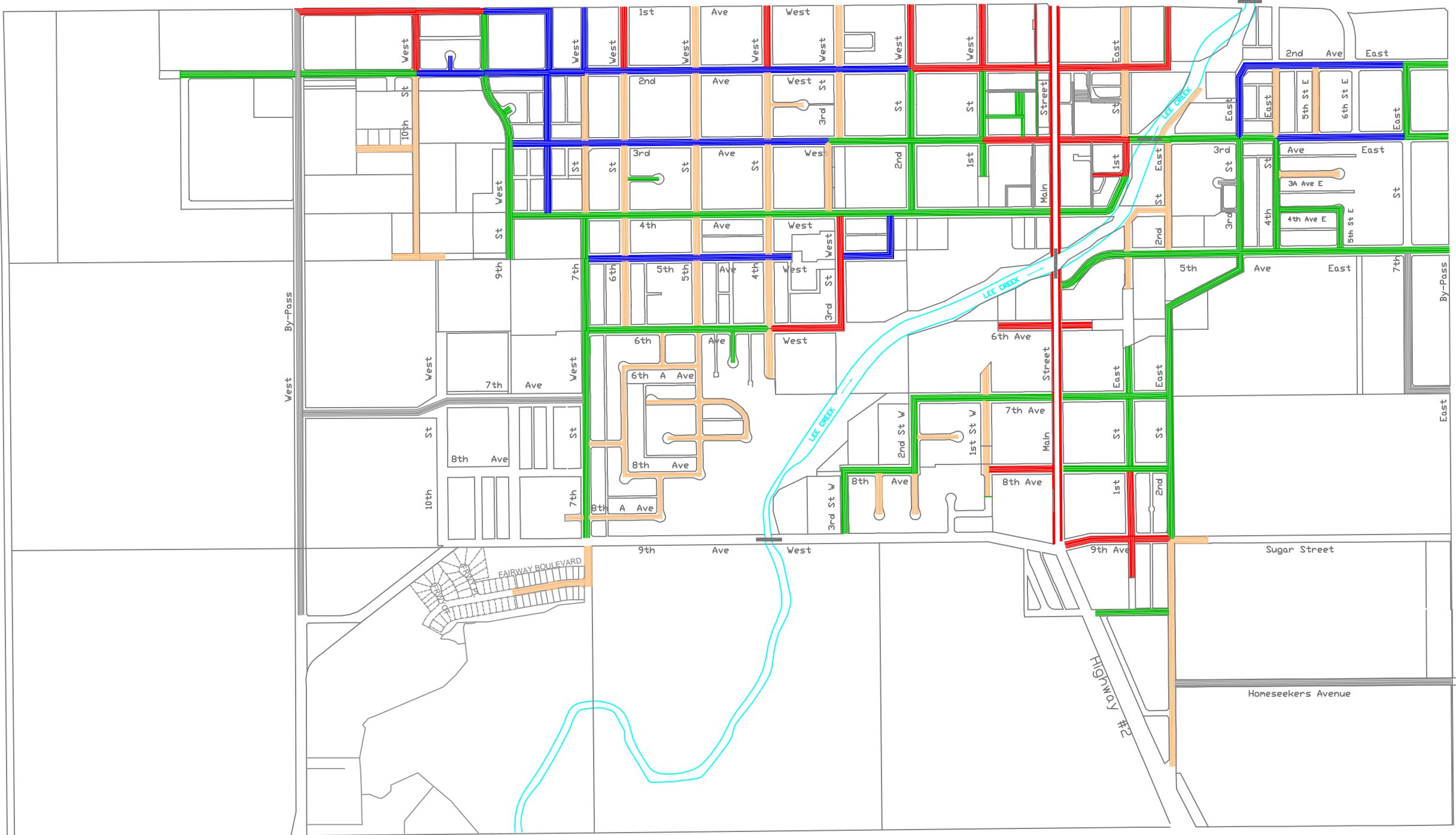


Not to Scale

Highway #5

Highways #2 & #5

East By-Pass



# SNOW REMOVAL PRIORITY SCHEDULE

## Legend

- PRIORITY #1
- PRIORITY #2
- PRIORITY #3
- PRIORITY #4
- PRIORITY #5

## TOWN SERVICES AS REQUIRED

**NOTE:**  
 This schedule is a guideline only. After inspection, the Supervisor, at his discretion, may adjust the priorities to meet needs and conditions.

PROJECT			
TOWN OF CARDSTON			
SNOW REMOVAL PRIORITY SCHEDULE			
		TOWN of CARDSTON	
DRAWN BY: BLJ	APPROVED BY: JS	DATE: 01/29/2018	SCALE: NTS
JOB NO.	DWG NO.	REV	SHEET
			1 of 1



# 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 within 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.





# TOWN POLICY

**TITLE: Subdivision Extension Approval Policy**

**POLICY NUMBER: S-65**

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-70-1**

**RESOLUTION NUMBER:** 2023-45

**ADOPTED:** March 28, 2023

**SUPERSEDES:**

Rescinded Bylaw #1621  
Policy S-70

**PREPARED BY:** Director of Corporate Services

**DATE:** March 6, 2023

**UP FOR REVIEW:** February 8, 2026

### Policy Statement:

This policy is meant to establish regulations for Sunday use of Town owned facilities. Previously, 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 the 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 charged 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.

In the case of the ice rink, this facility will ideally remain closed on Sundays. However, the facility may be booked for use on Sundays for Minor Hockey Playoff and Tournament games if scheduling on a different day of the week in lieu of Sunday is not an option. Administration will work with the staff to determine if there is someone who is willing and able to work the day, but Administration has the ability to refuse the Sunday booking if no staff member is willing and able or if it interferes with the





# TOWN POLICY

---

**TITLE: Sunday Recreational Facility Use**

**POLICY NUMBER: S-70-1**

---

regular work schedule of the current staff. The costs for having a staff member work on a Sunday will be captured in an increased rate for Sunday bookings as per the current fees and charges schedule.

In the case of the swimming pool, this facility will remain closed on Sundays.

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.







# 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.







# 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 Council's 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





# TOWN POLICY

---

**TITLE: Transparency and Accountability Policy**

**POLICY NUMBER: T-14**

---

- 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:

### Urban Renewal Policy

**POLICY NUMBER: U-6-1**

**RESOLUTION NUMBER:** 2020-224

**ADOPTED:** October 27, 2020

**SUPERSEDES:**

Policy U-6, Policy U-5, Policy C-11

**PREPARED BY:** Development Officer

**DATE:** September 8, 2020

**UP FOR REVIEW:** October 27, 2025

#### Policy Statement:

It is the policy of the Town to incent new development to improve individual properties, neighborhoods 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.

#### 1) Categories for Funding Under the Urban Renewal Program.

(a) Single Family Residential

2) 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.

(a) Commercial/Industrial Urban Renewal Program

3) 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 be limited to the services outlined in this policy.

#### 4) Urban Renewal Program Details





# TOWN POLICY

**TITLE: Urban Renewal Policy**

**POLICY NUMBER: U-6-1**

- (a) 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.
- (b) If needed, and at the Town's discretion, the electrical services will be replaced at no cost as long as it is an overhead connection. However, the home owner can request a quote from the Town and pay for the cost of an underground service.
- (c) 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.
- (d) 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.
- (e) In the event that the property is currently vacant (meaning that there is no improvement currently on the property), the property may still qualify for urban renewal if the following conditions are satisfied:
- The property has existing historical water and sewer connections to the property indicating that there was once an improvement on the property, or there is certain evidence of a previous home / improvement on the property;
  - The property owner has not been the recipient of any funding from the Town or Province for any urban renewal or similar initiative in the past for the property;
  - The property meets all of the conditions of the policy as stated in sections 1 and 2 of this policy.





# PROTOCOL

## COUNCIL PROTOCOL: ROLE OF THE COUNCIL

**RESOLUTION NUMBER:** 2019-47

**ADOPTED:** February 12, 2019

The Municipal Government Act (MGA) defines very generally what Councils must do. In addition, provincial legislation grants Councils with natural person powers (do anything a normal human being can do). Finally the MGA allows Councils to delegate authority. Part 5 (Sections 142-200) outline responsibilities and roles of the Council. The intent of this protocol is to reaffirm those responsibilities as well as build on those items to more clearly outline the role of a Councilor.

### 1) **Accountability to Provincial Government**

(a) Perform Council functions required by governing legislation and existing Council policy.

### 2) **Accountability to Community**

(a) Serve the interests of the community as a whole as opposed to special interests.

(b) Establish processes and provide opportunities for community input.

(c) Report results of Council's work at least annually.

(d) Model a culture of respect and integrity.

### 3) **Strategic Planning and Reporting**

(a) Provide overall direction for the Town's strategic plan by establishing mission, vision, strategic priorities and key results.

(b) Annually evaluate the effectiveness of the jurisdiction in achieving established goals and desired results.

### 4) **Policy and Bylaw Development and Review**

(a) Develop policies as required including those required to provide role clarity and accountability.

(b) Review policies collectively or through an assigned committee at least once in a term of office and as required to ensure each policy is still required and is producing the desired results.

### 5) **CAO/ Council Relations**

(a) Select the CAO.

(b) Provide the CAO with clear corporate direction.

(c) Respect the authority of the CAO to carry out executive action and support the CAO's actions which are exercised within the delegated discretionary powers of the position.

(d) Annually evaluate the CAO in regard to the CAO job description and additional Council direction.

(e) Review CAO compensation as negotiated, or as mutually agreed.





# PROTOCOL

---

## PROTOCOL: ROLE OF THE COUNCIL

---

### 6) Intermunicipal Collaboration

- (a) Develop and maintain effective intermunicipal agreements with neighboring municipalities in accordance with the MGA requirements

### 7) Council Development

- (a) Internally evaluate Council effectiveness at least annually.
- (b) Seek out training and development to ensure that Councilors have the individual and collective knowledge to effectively operate. This includes Council orientation following an election and any other required training.

### 8) Fiscal Accountability

- (a) Approve budget annually and ensure resources are allocated to achieve desired results.
- (b) Approve the Capital Plan and any amendments thereto.
- (c) Annually review the Audit Report and management letter and ensure quality indicators are met and any deficiencies identified in the previous audit have been remediated to the satisfaction of the Auditor.
- (d) Review the financial statements of the Town on a monthly basis.







# PROTOCOL

## COUNCIL PROTOCOL:

# Intermunicipal Communication Protocol

**RESOLUTION NUMBER:** 2019-234

**ADOPTED:** September 10, 2019

*A protocol of the municipal Council of the Town of Cardston regarding communication with Cardston County Council*

The intent of the protocol is to ensure that the respective Councils have a strong working relationship and consistent communication between each other and other levels of government.

This protocol is not intended to supersede any previously arranged agreements requiring notification or communication such as inter-municipal development plans, Inter-municipal collaboration framework, or similar.

### **The Town of Cardston and Cardston County will endeavour to do the following:**

The Chief Administrative Officers and other related job positions within the two organizations (i.e. Planning and Development, Public Works) will be encouraged to meet with one another to share best practice, discuss concerns, or explore partnerships that may be mutually beneficial. The Chief Administrative Officers shall meet as needed, but no less that once annually to discuss matters of mutual importance. Other positions shall meet as needed or when requested by the Chief Administrative Officers.

The respective Councils of each Municipality shall meet together within 6 months following a municipal election. This meeting shall be social in nature, meaning that unless mutually agreed by both parties, there shall be no business attended to. Any costs for such a social meeting shall be shared equally by each party. The respective Councils of each Municipality shall meet together at the start of the third year of the Council term for a business meeting to discuss matters of mutual importance.

The respective Councils or Committees of Council shall meet together at least annually or as prescribed by an agreement (s) to review, update and negotiate terms of the Intermunicipal Collaboration Framework (ICF) and the Inter-Municipal Development Plan (IMDP) including all sub agreements contained within the scope of the ICF and IMDP.

Where deemed beneficial, each municipality may invite an elected official or designate to participate on an agency, board, or committee of the other municipality. It is recognized that this may not be a priority for the invited municipality, but the invited municipality may wish to be kept abreast of developments or discussion on the topic. In this case, any publicly available minutes of an agency, board or committee shall be forwarded to the other municipality for information purposes.

When one municipality wishes to petition or engage the provincial or federal government or First Nation, that municipality may ask the other municipality if they wish to partner in the engagement. If the matter is not of sufficient importance or of a shared priority to the invited municipality, they may decline. In all cases, correspondence to the provincial or federal governments or First Nation will be copied to the other municipality so that all parties are aware of the communication and context of the engagement.







# PROTOCOL

## COUNCIL PROTOCOL:

### Chief Administrative Officer Annual Review

**RESOLUTION NUMBER:** 2023-27

**ADOPTED:** February 14, 2023

*A protocol of the municipal Council of the Town of Cardston regarding the process for evaluation of the Chief Administrative Officer (CAO).*

The intent of the protocol is to ensure that there is a consistent and thorough annual review of the Chief Administrative Officer.

It is customary for the review to be done at the end of each calendar year. It is not required to be completed or submitted by any specific date. All parties will work together to ensure that the review process is completed at a reasonably consistent time annually with the exception of municipal election years where it will be completed prior to the election.

All meetings related to the evaluation of the CAO will be completed in a closed session of Council, Council Committee of the Whole, or a Special Meeting of Council.

The Town of Cardston Council in accordance with the MGA Section 205.1 will evaluate the CAO. The following protocol will be followed to guide the evaluation:

1. Council will use an evaluation form consistent with best practice and one that considers the responsibilities of the CAO as outlined in the Municipal Government Act as well as the CAO contract and responsibilities specific to the municipality.
2. The Council will ensure that the appropriate amount of time is allocated to the process.
3. While not specifically prescribed, the process will seek to be accomplished on the following schedule:
  - a. In October, the CAO will provide the evaluation form to Council in preparation for the initial meeting between the parties.
  - b. At the first meeting in November, the CAO will present the annual goals for the evaluation year to Council, and discuss progress on each item within the evaluation form.
  - c. At this meeting, Council will ask clarifying questions sufficient to be able to fill out the evaluation form.
  - d. Also at this meeting, Council will determine which Councillors will interview staff members relative to the requirement of the CAO to lead the Administrative team. This process is carried out by at least two Councillors. These interviews are to focus on organizationally broad issues and not specific staff member issues. For example, suitable questions may include;
    - i. Are there any behaviours of the CAO that are detrimental to the organization as a whole?
    - ii. Is the CAO aware of staff needs or concerns?
    - iii. Does the CAO request feedback from staff on important organizational issues?
    - iv. Does the CAO ensure accountability for the policies and processes of the organization?
    - v. Are department heads made aware of organizational priorities including Council priorities affecting specific departments?
    - vi. Does the CAO model professional behavior in the organization?
    - vii. Does the CAO follow the Administrative and Council policies?
    - viii. How is the CAO perceived in the organization, community, and municipal government sector?





# PROTOCOL

---

## PROTOCOL: Chief Administrative Officer Annual Review

---

- e. Staff being interviewed by Council should be limited to the Director positions (or other direct reports).
- f. By December (and following the staff interview process and reporting), Councillors will forward completed evaluation forms to the Mayor for consolidation.
- g. At a December meeting, the Mayor will present to Council a draft evaluation to ensure mutual agreement with the evaluation prior to it being presented to the CAO.
- h. The evaluation form will then be presented to the CAO for review. At the next meeting, the CAO will ask clarifying questions to Council to ensure all parties understand the review and the expectations moving forward.
- i. Finally, the CAO will present Council with goals for the upcoming year that will support the identified priorities and address any issues that were identified in the evaluation.
- j. Any changes to compensation, contract, or other terms of employment will also be discussed at this meeting.
- k. Following this final meeting, the evaluation and any contract amendments will be signed by the CAO and Mayor and/or Deputy Mayor.





