

Organizational ENHANCEMENT TOOLKIT™

Municipal Edition — for Counties

Policies

January 22, 2014

Governance & Operational Policies

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Introduction

It is legislated under the Municipal Government Act (MGA) that municipalities within the province of Alberta are accountable:

- To provide good government,
- To provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or part of the municipality, and
- To develop and maintain safe and viable communities.

Council has developed governance policies to ensure Council provides good government and conducts its business in compliance with legislative requirements and best practices. In addition to this policy framework, Council is required to adhere to its Procedural Bylaw. The Procedural Bylaw outlines the decision making process followed by Council. For the purposes of this policy manual references to Council or Councillors includes the Reeve and Deputy Reeve.

This policy framework contains both governance and operational policies. Policies regulate the work required to fulfill the mandate of the County. Governance policy development is performed by the Council with the input of the Chief Administrator Officer, whereas operational policies are determined by the Chief Administrator Officer and endorsed by Council.

In response to changes in legislative requirements and the needs of the County, it will be necessary to re-evaluate, adapt and add policies on an ongoing basis. Policy updates, including revisions and additions, will be recorded in the policy management logbook. Questions pertaining to policy should be directed to the Chief Administrative Officer.

Reeve

Chief Administrative Officer

Date

Part I: Governance Policy

1 Accountability

1.1 Legislative Adherence

- 1.1.1 The Council and Chief Administrative Officer must know, understand and apply all provincial and federal legislation, regulations and standards applicable to the operation of the organization.
- 1.1.2 Copies of all applicable legislation must be made available to Councillors and employees. Legislation includes, but is not limited to, the Municipal Government Act (MGA) and:
- Cemeteries Act
 - Disaster Services Act
 - Environmental Protection and Enhancement Act
 - Forest and Prairie Protection Act
 - Freedom of Information and Protection of Privacy Act
 - Interpretation Act
 - Local Authorities Election Act
 - Off-Highway Vehicle Act
 - Public Highways Development Act
 - Safety Codes Act
 - Traffic Safety Act
- 1.1.3 Decisions of Council must be made through Bylaws and/or resolutions. Council must adhere to regulations set out in the Municipal Government Act and its Procedural Bylaw regulating how meetings of Council are to be conducted and the decision making process to be followed by Council.
- 1.1.4 Change in Reeve, Deputy Reeve or Chief Administrative Officer must be reported to the government advisor, media contacts, commissions, Councils and committees with Council representation.
- 1.1.5 Council is to work together with its Chief Administrative Officer to ensure the powers and duties assigned to it are carried out.
- 1.1.6 The Reeve, acting as Council's Chief Elected Official, and the Chief Administrative Officer will represent the Council in government conducted operational reviews and ensure compliance of any operational practices in breach of legislation or government standards.

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- 1.1.7 The Council and Chief Administrative Officer are responsible for submitting a written response to the government designate, outlining corrective action(s) on how the Council will address noncompliance issues.

1.2 Accountability Frameworks

- 1.2.1 Councillors, employees, subcontractors and contracted service providers must adhere to organizational, departmental and positional accountability frameworks, key processes, procedures and policies governing the work to be completed. (*Organizational Enhancement Toolkit™ – County Edition (Customized for Birch Hills County)*)
- 1.2.2 The Chief Administrative Officer is accountable for the development, implementation, maintenance and adherence to organizational, departmental and positional accountability frameworks. (*Organizational Enhancement Toolkit™ – County Edition (Customized for Birch Hills County)*)
- 1.2.3 Department Managers are accountable for the implementation and adherence to organizational, departmental and positional accountability frameworks. (*Organizational Enhancement Toolkit™ – County Edition (Customized for Birch Hills County)*)
- 1.2.4 Management is accountable for ensuring the accuracy, completeness of and adherence to organizational, departmental and positional accountability frameworks, key processes and procedures. (*Organizational Enhancement Toolkit™ – County Edition (Customized for Birch Hills County)*)
- 1.2.5 All employees are accountable for contributing to the accuracy and completeness of departmental and positional accountability frameworks, key processes and procedures. (*Organizational Enhancement Toolkit™ – County Edition (Customized for Birch Hills County)*)

2 Strategic, Business and Operating Plans

2.1 Plan Development

- 2.1.1 A Strategic Plan is to be developed for a three to five year period, at a minimum, by Council describing the desired future direction for the County. Strategic Plans must include a mission, vision, core values, goals and strategic actions.
- 2.1.2 Long-range business plans pertaining to the feasibility and sustainability of the County are to be prepared every four years by the Council.
- 2.1.3 The Chief Administrative Officer must oversee the development of an annual operating plan based on the priorities set by Council for each calendar year. Priorities set by Council shall result from its annual planning session to review strategic, business and operating plans.
- 2.1.4 The Council must review and approve annual operating plans proposed by the Chief Administrative Officer prior to their implementation.
- 2.1.5 Annual evaluations pertaining to the outcomes of business, strategic and operating plans are to be conducted by the Council and the Chief Administrative Officer.
- 2.1.6 Revisions to the business plan resulting from annual reviews or evaluations must be approved by Council.

2.2 Plan Communication

- 2.2.1 Communication and implementation plans must be in place prior to the commencement of any new business, strategic or operating plans.
- 2.2.2 Implementation of business, strategic or operating plans are to be managed by the Chief Administrative Officer.

3 Governance and Operational Policies

3.1 Policy Development

- 3.1.1 The development of policies pertaining to the overall business of the organization (i.e. governance policies) is the responsibility of the Council.
- 3.1.2 Policies pertaining to the day-to-day operation of the organization (i.e. operational and personnel policies) are to be drafted by the Chief Administrative Officer and presented to the Council for review and endorsement.
- 3.1.3 The Council should seek the expertise of the Chief Administrative Officer and any other party it deems pertinent during the development or approval of policies.
- 3.1.4 All governance policies must be approved by resolution of the Council.
- 3.1.5 The Chief Administrative Officer must create and maintain a policy manual which includes both governance and operational policies for the overall organization.
- 3.1.6 Updates to specific policies must be recorded in the policy management logbook and include the old and/or new policy along with the date and signatures of the Council Chairperson and Chief Administrative Officer, prior to its inclusion or amendment in any policy manual.
- 3.1.7 The Organization Policy Manual is to be reprinted and distributed from time to time. In the event of a discrepancy between a policy in the manual and any new or revised policy included in the policy management logbook, the entry in the logbook will serve as the most current version of the policy in question.

3.2 Policy Communication

- 3.2.1 A communication and implementation plan must be in place prior to the announcement of any new policy.
- 3.2.2 Policy implementation is to be managed by the Chief Administrative Officer in collaboration with managers within each department to ensure adherence.

4 Council Governance

4.1 Council Administration

- 4.1.1 Council shall have one employee, the Chief Administrative Officer (CAO). Council, as a whole shall oversee the recruitment process of its CAO or appoint a sub-committee of Council. Council, at its discretion, may engage the services of an executive search firm. The final selection and hiring decision is to be made by Council. An employment contract must be signed and in place prior to the commencement of employment of the CAO.
- 4.1.2 Council, or an appointed sub-committee of Council, must develop and maintain a position description outlining positional accountability, qualifications and skill requirements for the Chief Administrative Officer along with salary and benefits.
- 4.1.3 Council shall entrust the day-to-day management of the organization to its Chief Administrative Officer (CAO). Similarly, the CAO shall entrust the governance of the organization to Council. Council and the CAO shall work in a collaborative and cooperative manner in the best interest of the organization.
- 4.1.4 The Chief Administrative Officer is entrusted by Council to delegate any of his/her powers, duties or functions to a designated officer or an employee along with the supervision of designated officers and employees.
- 4.1.5 The Reeve serves as Council's representative and as such will work with the Chief Administrative Officer to carry out tasks associated with Council administration, including but not limited to, Council meeting agenda planning, Council correspondence, Council representation at community events, and serving as signing authority.
- 4.1.6 Council, or an appointed sub-committee of Council, is accountable to develop an annual performance management process to monitor and evaluate the performance of the Chief Administrative Officer (CAO). Council, in collaboration with the CAO, shall determine how organizational performance will be linked to the performance evaluation of the CAO.

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- 4.1.7 The Chief Administrative Officer (CAO) performance management and evaluation process shall include, but not be limited to, the following key components: a performance plan (to be developed at the commencement of the performance period), performance monitoring and reporting requirements, a training and development plan, a performance evaluation (to be completed at the conclusion of the performance period), along with a performance and recognition program. Final performance evaluation results are to be signed off by the Reeve on behalf of Council and the CAO.
- 4.1.8 Council shall develop executive limitations pertaining to the autonomy of decision making entrusted to its Chief Administrative Officer (CAO) on behalf of Council. Executive limitations are to outline the parameters and process to be followed for decisions requiring the consent of Council, including but not limited to the authorization of non-budgeted expenses, and shall be determined in collaboration with its CAO. Executive Limitations are to be reviewed and updated annually and signed off by the Reeve on behalf of Council and the CAO.
- 4.1.9 Council, in collaboration with the Chief Administrative Officer, shall set an annual Council Calendar. The calendar shall include but not limited to, dates pertaining to Council meetings/Governance meetings, Council sub-committees, commissions and community boards/committees, orientation and training sessions, strategic and business planning sessions, organizational reviews, etc.

4.2 Council Meetings

- 4.2.1 Decisions pertaining to County business must be made at a properly held Council meeting as per government regulations set out in the Municipal Government Act and in accordance with Council's procedural Bylaw.
- 4.2.2 Decisions are not valid unless formally passed by a quorum of the Council.
- 4.2.3 Decisions of the Council are to be conveyed in a single, united voice regardless of the final vote. Councillors are required to strictly adhere to communication plans developed and agreed to by Council to ensure a cohesive message is communicated.

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- 4.2.4 An Organizational Meeting of Council must be held within two weeks of an election. The positions of Reeve and Deputy Reeve will be established in accordance with Council's Procedural Bylaw. Councillors will be appointed by Council to sit on Committees of Council, sub-committees, commissions, community boards and committees following a pre-determined process set by Council.
- 4.2.5 Regular meetings of the Council are to be scheduled as agreed upon annually by the Council at its Annual Organizational Meeting.
- 4.2.6 Special meetings of the Council require a minimum of twenty-four (24) hours notice and must be carried out as prescribed in legislation.
- 4.2.7 Agendas outlining topics of discussion along with any supporting materials must be provided to each Councillor prior to regular meetings. Agenda development must adhere to the Municipal Government Act and Council's Procedural Bylaw.
- 4.2.8 Minutes recording Council decisions and a summary of major agenda items shall serve as official records of meeting proceedings and shall be filed utilizing a Motion Index. Decisions cited in Official Minutes will serve as the official record.
- 4.2.9 Matters pertaining to personnel, land and legal issues or issues deemed appropriate to be discussed 'in-camera', as defined by legislation, are permitted during Council meetings or Council committee meetings. Resolutions or Bylaws cannot be passed during such sessions. Decisions must be made during a meeting open to the public. Councillors are required to maintain confidentiality until the matter is discussed in a meeting open to the public.
- 4.2.10 All notes made by Councillors or administration during and after meetings are subject to Freedom of Information and Privacy legislation (FOIP). Councillors shall refrain from making any personal notes during 'in-camera' sessions by placing their pens/pencils and any other recording devices in the center of the table.

4.3 Council Orientation and Training

- 4.3.1 All Councillors must participate in a Council orientation led by the Chief Administrative Officer (CAO), or designate(s) of the CAO (e.g. facilitator, trainer, County personnel), at the commencement of each term served. Information pertaining to governance and the overall operations of the County will be incorporated into Council orientations along with an overview of existing strategic, business and annual operating plans (County Strategic Plan, Capital Plan, Annual Operating and Capital Budget, Sustainability Plan, Municipal Development Plans, etc.). All Councillors must participate in the County level orientation and a regional or provincial government sponsored orientation.
- 4.3.2 Each Councillor must receive a copy of, or have access to, the Organizational Enhancement Toolkit™ Governance and Leadership Manual at the commencement of the term served. Updates to the Manual will be provided to Councillors by the Chief Administrative Officer at each annual organizational meeting. All copies of the Organizational Enhancement Toolkit™ Governance and Leadership Manual and associated materials must be signed out and returned to the County upon the conclusion of each term served. Councillors must ensure adherence to all copyright and licensing requirements.
- 4.3.3 Councillors may participate in training and development opportunities. Such opportunities are to be approved by Council. Councillors are required to attend the entire workshop or course and to report learnings back to Council by way of a written report and/or presentation upon completion of training and development opportunity. Councillors unable to attend an approved event will inform the Chief Administrative Officer and contact all other Councillors or committee members in order to find a replacement.
- 4.3.4 All Council members may attend annual Alberta Association of Municipal Districts and Counties (AAMDC) conventions. Council members may attend the Annual Federation of Canadian Municipalities Conference (FCM). Council will determine attendance at the FCM Conference each year based on location of the conference, availability of councilors to attend the conference, the conference program, and an assessment of the cost versus benefits of attending. The Reeve will determine the rotation for attendance at the FCM Conference.

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- 4.3.5 With the exception of AAMDC, FCM, Growing the North, NAEL, and Zone 4 events, the Council, Board or Committee will normally appoint only one member as a delegate to a conference or workshop. The delegate shall be responsible for reporting back to the appropriate body. In the event that a timeline does not allow for Council to approve attendance, the CAO may use discretion in selecting an appropriate member of council to attend an event.
- 4.3.6 Councillors attending approved training and development opportunities shall be reimbursed as per the current provincial government subsistence rates or as approved by Council.

4.4 Council Performance Management

- 4.4.1 The Oath of Confidentiality form, Council Code of Conduct and Councillor position description must be signed by each Councillor at the commencement of each term served.
- 4.4.2 Council, or an appointed sub-committee of Council, must develop and maintain a position description outlining positional accountability and skill requirements for Councillors, the Reeve and Deputy Reeve as set out in the Municipal Government Act and the Organizational Enhancement Toolkit™.
- 4.4.3 Council may determine to participate in annual or ongoing performance management and evaluation process for Councillors. The process may include, but not limited to, the following key components: a performance plan (to be developed at the commencement of the performance period), a training and development plan, and a performance evaluation (to be completed at the conclusion of the performance period). The performance management process shall be a self-assessment process and is to be used by independent Councillors to enhance their own performance.

4.5 Role of Reeve and Deputy Reeve

- 4.5.1 Council will appoint the Reeve and the Deputy Reeve for a set term as set out in the Municipal Government Act and as per Council's procedural Bylaw. The Reeve will represent the Council and is required to comply with legislative requirements outlined in the Municipal Government Act (MGA) or in any other enactment pertaining to the role of the Chief Elected Official.
- 4.5.2 In the absence of the Reeve, the Deputy Reeve will act as Reeve and carry out the duties and responsibilities of the Reeve as required.

4.6 Committees of Council

- 4.6.1 Terms of reference must be in place for standing or ad hoc committees of the Council. Terms of reference must outline the committee mandate, roles and responsibilities of committee members, timelines and expected deliverable(s). Committee decisions shall pertain to recommendations only and must be submitted to Council for consideration and endorsement. The Council, in adherence to legislative requirements, may officially delegate power to make decisions on its behalf.
- 4.6.2 Councillors must actively participate in Council meetings and Council committee meetings and meetings of other bodies, including but not limited to, commissions, community boards or committees to which they are appointed by Council during Council's annual organizational meeting. The Council shall entrust the Reeve to determine placement or collectively establish an alternate process for appointing Councillors to committees.
- 4.6.3 Councillors appointed to serve on community committees or boards are to represent Council and bring forward Council's perspective rather than personal opinions. Councillors shall be prepared to update Council from regularly regarding committee matters and attendance. Councillors must notify their alternate if unable to attend such meetings.
- 4.6.4 It is a Committee member's duty to call the alternate Committee member to attend a meeting if the appointed member cannot attend. A Committee member may also invite an alternate to attend a meeting as an observer (non-voting), if the member deems it necessary for the alternative to attend. In the event that neither the Committee member, nor the alternative can attend, the Reeve may attend and have the power and privileges of the appointed member. In the event that the Reeve cannot attend, the Deputy Reeve may be called upon to attend the meeting.

4.7 Council Remuneration

- 4.7.1 When representing Birch Hills County at meetings, conferences and workshops, Council, board and committee members shall receive honorarium rates as follows:

Reeve	\$175.00 per day (regardless of length)
Deputy Reeve	\$175.00 per day (regardless of length)
Councillors	\$175.00 per day (regardless of length)

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If a member of Council attends two meetings in one day, in different geographical locations, that member may claim a second honorarium for that day.

Changed to \$175. RC18-305

- 4.7.2 Public Member Appointments shall be paid ~~\$100.00~~-per day (regardless of length) excluding appointed members of the Birch Hills County Library Board.
- 4.7.3 The Birch Hills County Library Board shall be paid \$1600.00 per year for board member honorariums. The Board shall be responsible to disperse the payments accordingly.
- 4.7.4 Elected Officials shall be paid a monthly reading fee in the amount of \$500.00.
- 4.7.5 When a meeting is scheduled to commence prior to 4:00 p.m. and travel to the meeting location is in excess of 4 hours, the representative may travel the day prior to the meeting and be entitled to all applicable honoraria and applicable expenses.
- 4.7.6 When a meeting ends after 2:00 p.m. and travel home will be in excess of 4 hours, the representative may choose to travel the day after the meeting and be entitled to all applicable honoraria and applicable expenses.
- 4.7.7 Birch Hills County Council is aware that remuneration from some Boards and Committees is not the same rate as normal Council meeting fees. The County will pay the difference between what a Committee involved is paying and the normal Council fees.
- 4.7.8 Allowance is paid to members of Council on a per diem basis for attendance at conventions, seminars, workshops, education sessions and meetings that are out of County. Claims made by Council members in relation to meals and accommodation expenses are only paid when pre-authorization for attendance is given by resolution of Council, or Council member is appointed to a committee which may meet out of County.

4.8 Council Expense Claims

- 4.8.1 An expense claim may be submitted for reimbursement of preauthorized expenses using the current approved Expense Claim form. Fax or emailed copies of expense claims will be accepted. Councilor Expense Claims shall be approved and signed by the Reeve or Deputy Reeve. Expense claims for the Reeve, shall be signed by the Deputy Reeve.

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- 4.8.2 Expense claims should be completed, approved and submitted regularly in order to facilitate timely reimbursement. Expense claims will be processed as any other invoice.
- 4.8.3 All meal and accommodation claims associated with attendance at conventions, seminars, workshops, education sessions and meetings that are out of County must be preauthorized. A copy of the course registration with date, time and location must be submitted with each claim.
- 4.8.4 Meal and accommodation allowances are reimbursed as per the rates set on the current approved Expense Claim. Increases to meal and/or accommodation allowances must be preapproved and receipts must be submitted with expense claim. Council members shall not submit expenses claims for meals included in the conference/event fees.
- 4.8.5 Council members should choose to stay at designated hotels that are negotiated at preferred rates by conference/event organizers. Reservations are to be made directly with the selected hotel/conference. Otherwise a single, standard room is to be used. Incidentals (e.g. in-room movies, phone calls, use of hotel gym, massage services, sauna facilities, laundry service) will not be reimbursed. Any exceptions to incidental expenses must be preapproved.
- 4.8.6 Council members who are required to use their personal vehicle for County business must obtain any necessary insurance coverage at their own expense and provide proof of (at least) \$2,000,000 liability insurance coverage. Proof of coverage must be provided to the County.
- 4.8.7 Council members required to travel out-of-county to authorized or approved training and development opportunities or association meetings and events will be paid mileage. Mileage is paid as per the rates outlined on current expense claim (i.e. 50 cents/kilometer). Mileage reimbursement covers insurance, wear and tear, gas and oil. Council members must keep an accurate mileage log. Expense Claims must include destination and reason for all mileage claimed.

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- 4.8.8 Council members renting a car while traveling on approved out-of-County trips are required to rent economy models unless more than two persons are traveling together. A single upgrade is allowed if more than two persons are traveling. Higher upgrades are allowed if transporting materials and cargo space is a factor, or if three or more persons are traveling together. Rental cars are to be returned to the original rental location in order to avoid costly drop-off charges. Rental car upgrades not authorized by this policy are not reimbursable.
- 4.8.9 Taxi fares, bus fares and parking expenses are reimbursed as per receipts submitted in expense claims. Council members should evaluate their individual circumstances and select the safest, most economical alternative when traveling to and from all destinations. Taxi, shuttle and public transportation expenses should be itemized on the expense claim and should be accompanied by a receipt.
- 4.8.10 All air travel shall be economy class. Travel plans should be made as far in advance as possible in order to take advantage of early purchase discounts. Airfares are reimbursed as per receipts submitted in expense claims.
- 4.8.11 Incomplete or unapproved Expense Claims, ineligible expenses, or claims without required receipts, will not be reimbursed. Examples of ineligible expenses include: alcohol; credit card interest charges; golf fees and cart rental; headphones on airlines; movies (either in room or at the theatre); personal bar bills; personal books, magazines or other entertainment; personal travel taken during business trip; personal or charitable contribution; spouse's expenses if accompanying employee on trip; traffic citations including parking tickets or fines. This is not an all-inclusive list of ineligible expenses. Approving authorities may decline approval for any cost that does not appear reasonable under the circumstances.

4.9 Councillor Pecuniary Interest

- 4.9.1 Councillors of the County are responsible for identifying, and refraining from participation in, any decision whereby a real or perceived conflict of interest exists.
- 4.9.2 The rules as outlined in the provisions of municipal legislation for determining whether a Councillor has a pecuniary interest will be adhered to. (Alberta Municipal Government Act)

4.10 Public Representation

- 4.10.1 Councillors receiving complaints or requests for information or services from the public must refrain from personally handling the complaint or request by directing the member of the public to administration, or may notify the Chief Administrative Officer (CAO) of the complaints or requests for information or services. Councillors shall inform members of the public to contact them if they do not receive a response from administration. Following complaint resolution, administration shall provide Councillors with information pertaining to actions taken along with the relevant policy references, if applicable, supporting the response.
- 4.10.2 Councillors must act in good faith by considering the welfare and interests of the County as a whole. Councillors may bring forward the needs and wants expressed by the public for discussion with Council following the appropriate policy, process or procedure.

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5 Administration

5.1 Corporate Status

- 5.1.1 The County must maintain its incorporation status in good standing.
- 5.1.2 The Chief Administrative Officer is to ensure the safe keeping of the County corporate seal on behalf of Council.

5.2 Licenses and Permits

- 5.2.1 Valid licenses and/or permits must be in place and posted within the County office or employee work areas as required.

5.3 Corporate Insurance

- 5.3.1 Valid insurance policies must be obtained and proof of coverage made available upon request for the following, including but not limited to: property, contents, comprehensive general liability, risk/peril, automobile, boiler, machinery and equipment; crime, indemnification of Councillors and administration and fidelity bonding.
- 5.3.2 Insurance claims must be made in accordance to the applicable insurance policy and meet government reporting requirements.

5.4 Employee Conflict of Interest

- 5.4.1 Employees of the County are responsible for identifying, and refraining from participation in, any decision whereby a real or perceived conflict of interest or self-dealing exists.
- 5.4.2 Employees shall adhere to the provisions of legislation for determining whether they have a pecuniary interest. (Alberta Municipal Government Act)

5.5 Information Management

- 5.5.1 Procedures for the safe handling of rate payer information must be in place at all times to ensure adherence to privacy legislation. (Freedom of Information and Protection of Privacy Act (FOIP))
- 5.5.2 Information requested pertaining to rate payers must not be disclosed without the written permission of the rate payer.

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- 5.5.3 All rate payer information must be stored in a secure filing system with back up procedures followed to ensure no loss of data in the event of a fire or theft.

5.6 Records Management

- 5.6.1 A standardized records management system must be developed and maintained to facilitate the life-cycle of files, from creation to disposal, following sound records management practices and must be stored for a minimum of seven years or as required per legislative requirements, including such records that must be stored permanently.
- 5.6.2 Records must be stored and disposed of in a manner that ensures the protection of privacy and the safe handling of confidential information as outlined in information and protection of privacy legislation. (Freedom of Information and Protection of Privacy Act (FOIP))
- 5.6.3 Accurate records inventory, pertaining to the creation of new files including those created electronically, must be documented and follow a classification system.
- 5.6.4 Accurate records inventory, pertaining to the destruction of files, must be documented including an explanation for such action.
- 5.6.5 Records must be retained in adherence to government prescribed timelines and follow government regulated return/disposal processes.
- 5.6.6 Active files must accurately reflect any decisions, commitments or other transactions whether made orally or in writing.
- 5.6.7 Decisions and general discussion taking place during meetings must be documented and filed along with agendas and other supporting documentation.
- 5.6.8 Files pertaining to personnel or files containing PIB's (personal information banks) must be stored in a decentralized location and access restricted to authorized persons. Social Insurance Numbers (SIN) shall not be used as an identification number associated with filing of personnel information.
- 5.6.9 Transitory records are not to be part of the formalized record management system and are to be discarded when no longer required.

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- 5.6.10 Purging of non-pertinent information contained within files such as transitory records, flyers, brochures, superseded documents, drafts, etc. must be done on a regular basis.
- 5.6.11 Record management systems must include an off-site back-up of pertinent information in the event of fire or theft.
- 5.6.12 Electronic files generated using County computers are to be stored on a central server. The server shall be backed up on a daily basis to a dedicated data storage device (stored off-site).
- 5.6.13 Data generated on County computers and/or media devices is the property of the County and shall be treated as subject to provincial and federal privacy legislation.
- 5.6.14 Computer network security is to be reviewed and/or serviced monthly.
- 5.6.15 Computer maintenance will be performed a minimum of once per month to ensure efficient performance. Unnecessary files, emails, etc. are to be purged.
- 5.6.16 Offices containing records must be locked at all times when a staff member is not present. Confidential information must be safeguarded during the workday and be stored in locked storage cabinet when not in use.

5.7 Contract Tendering and Awards

- 5.7.1 All County contracts awarded must adhere to a fair, open, standardized contract tendering and award process based on selection criteria that ensures that the best value is obtained for the price paid without compromising the quality of service sought.
- 5.7.2 All contracts must be executed by approved signing authorities on behalf of the County.
- 5.7.3 Contract evaluation criteria must include a declaration indicating that the vendor does not have a real or perceived conflict of interest.
- 5.7.4 Contractors must provide written proof to substantiate claims regarding qualifications, training, applicable licenses, liability insurance made in proposals, quotes or bids and provide proof of valid Worker’s Compensation.
- 5.7.5 Contracting of products and services required by more than one department must be coordinated to ensure that the County receives the benefits of volume purchasing.

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- 5.7.6 Suppliers of products and services will be reviewed and approved prior to their use within the organization. Once approved, the supplier's name will be placed on an Approved Supplier List. Only those suppliers found on the Approved Supplier List shall be used.
- 5.7.7 A Request For Proposal (RFP) shall be used for the procurement of goods or awarding of service contracts when the value of the goods/work is more than \$10,000.00.
- 5.7.8 Detailed records, associated with contracted work, must be maintained to monitor warranties and to ensure that the quality of workmanship meet contracted deliverables.
- 5.7.9 Services provided by contractors must adhere to provincial legislation and municipal Bylaws, including payment. Contractors must provide proof of valid Workers Compensation coverage.

5.8 Reporting

- 5.8.1 Operational status reports including information in regards to, but not limited to, taxes collected, development permit applications and permits, financial statements, maintenance projects, and any other issues, are to be presented to the Council by the Chief Administrative Officer or finance personnel quarterly.
- 5.8.2 Standardized reporting practices must be followed by each department to ensure organizational and government reporting requirements are met.

5.9 Criminal Activity

- 5.9.1 Suspicion or knowledge of criminal activity, including but not limited to fraud and theft, that benefits or harms the organization must be reported to the next level of management and supporting evidence provided.
- 5.9.2 Suspicion or knowledge of criminal activity involving a person or persons in a management position must be reported to the next level of authority.
- 5.9.3 Alleged instances of criminal activity and the subsequent investigation results must be reported to the Council who will notify the appropriate authorities including designated government official(s).

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5.10 Internet Access & Use

- 5.10.1 The Internet shall be used for the express purpose of conducting business and administrative functions directly in support of the County's operation.
- 5.10.2 Network services, and access to these services, shall only be used by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account.
- 5.10.3 Use of another individual's password-protected account is prohibited. Passwords are not to be shared with others. Account names and password must be secured by the system administrator.
- 5.10.4 When interacting with other users on the network or Internet, users are expected to behave in a responsible, ethical, and polite manner in accordance with the standards of decorum embraced by the organization, including authorized employees accessing and utilizing social media tools, approved by the organization, to communicate organization business.
- 5.10.5 Use of County networks and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited. Internet use may be monitored at any time if misuse is suspected.

6 Financial Management

6.1 Bank Accounts

- 6.1.1 Bank accounts must be maintained in a financial institution(s) designated by the Council.
- 6.1.2 Online banking and official electronic banking must be carried out by approved personnel only. Password protection and security protocols must be in place, monitored and adhered to.
- 6.1.3 Bank statements must be made available to Council, or an auditor appointed by Council, for review upon request.

6.2 Signing Authority

- 6.2.1 A Council resolution and documentation is required to support the appointment of signing authorities on behalf of the organization.
- 6.2.2 Agreements, cheques and other negotiable instruments must be signed by two persons authorized by the Council.

6.3 Capital and Operating Budgets

- 6.3.1 A Multi-Year Capital Infrastructure Plan (MYCIP) must be developed in conjunction with the Integrated Community Sustainability Plan (ICSP) and County Strategic Plan and be approved by Council based on a minimum of a five-year projection of capital expenditure requirements.
- 6.3.2 Interim Operating and Capital Budgets for the County must be submitted to Council on or before December 31st of each fiscal year. The Mill Rate Budget must be passed by Council by April 30th of each fiscal year.
- 6.3.3 Allocation of discretionary funding to community service boards and committees must meet pre-determined funding criteria set by Council and will be approved during the budget process.
- 6.3.4 Budget control processes and procedures must be developed including regular reporting to Council to ensure ongoing financial stewardship.
- 6.3.5 County management shall manage their department within the confines of the approved annual budget.

GOVERNANCE & OPERATIONAL POLICIES

- 6.3.6 The Chief Administrative Officer is empowered by the Council to make emergency purchases required to ensure the health and safety of County residents or preventing further damage to County property. Such purchases and recommended budget adjustments must be reported to Council.

6.4 Reserve and Surplus Funds

- 6.4.1 Use of reserve funds for unforeseen, unbudgeted expenses must be approved by resolution of Council.
- 6.4.2 Decisions pertaining to the investment of reserve funds must adhere to legislative requirements.
- 6.4.3 Funds received as a gift to the organization are not to be included as surplus funds.

6.5 Borrowing

- 6.5.1 Borrowing of funds must comply with legislative requirements and cannot exceed permitted debt limits unless approved by the Minister. A borrowing Bylaw must be in place prior to the borrowing of funds.

6.6 Amortization Schedule

- 6.6.1 Capital assets are to be defined as tangible and intangible properties that are held for use in the provision of services; intended for continuing use; not intended for sale or not part of a collection.
- 6.6.2 A Capital asset shall be further defined as an individual item or project that has a value greater than \$2,000.00.
- 6.6.3 Financial systems and schedules must be in place to administer tangible capital assets processes and procedures specific to the County and in adherence to legislative requirements.

6.7 Financial and Legal Advisors

- 6.7.1 Financial audits and reviews must be conducted by a Chartered Accounting firm, Certified General Accountant (CGA) or Certified Management-Consultant (CMA).

6.8 Financial Controls

- 6.8.1 Financial management related duties must be performed by qualified personnel adhering to Generally Accepted Accounting Principles (GAAP).
- 6.8.2 The Chart of Accounts used to manage the accounting of the County must be in accordance with Generally Accepted Accounting Principles (GAAP). The Chart of Accounts will be confirmed as part of the annual organizational Financial Audit.
- 6.8.3 A Purchasing Guide outlining the approved limits pertaining to operational purchases is to be reviewed, updated and disseminated by the Chief Administrative Officer (CAO) annually. Limits for the CAO will be set by Council. Limits for employees will be set by the CAO.
- 6.8.4 Purchases of goods and services must only be performed by authorized personnel adhering to purchase limits and approval processes as per the Purchasing Guide.
- 6.8.5 No employee can requisition and approve the same expenditure or sign any other expense in which they directly benefit.
- 6.8.6 Reconciliation of deposits and petty cash funds must be done monthly by a person(s) not directly responsible for completing deposits or handling petty cash.
- 6.8.7 Blank cheques are not to be signed and must be stored in a locked filing cabinet or safe.
- 6.8.8 Void cheques must be retained to ensure all cheques are accounted for.
- 6.8.9 Receipts must be issued for taxes and receivables received.
- 6.8.10 Receipts must be obtained for all purchases made.
- 6.8.11 All cash received by administrative employees must be held in a secure safe.
- 6.8.12 Petty cash limit is \$200.00 and included in the Purchasing Guide.
- 6.8.13 Petty cash is to be stored in a locked filing cabinet or safe.

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- 6.8.14 In the event of a cash shortage, employees who have had sole access to the cash in question will be required to sign a deduction in pay authorization form acknowledging the amount and the date of the cash shortage. Authorization forms must be signed by the Chief Administrative Officer or the Director of Corporate Services prior to being submitted to payroll for processing. Such forms shall only be used for each specific incident and proof must exist that no other person had access to the cash in question.
- 6.8.15 The administration area is to be locked at all times in the absence of authorized personnel.
- 6.8.16 The Chief Administrative Officer will ensure that an organization-wide key management system is in place and will ensure that department key logs are maintained and remain current.

6.9 Financial Reporting

- 6.9.1 Current Budget to actual monthly financial reports must be prepared and provided to Council for review during Council meetings.
- 6.9.2 Year-to-date quarterly financial reports must be prepared and submitted to Council in the form of a Statement of Operations and Capital Expenditures on or before April 30th, July 31st, October 31st and January 31st of each year.
- 6.9.3 Annual audited financial statements prepared in accordance to Generally Accepted Accounting Principles (GAAP) and Generally Accepted Audited Standards (GAAS) must be submitted on or before April 30th of each year unless an extension is granted.

6.10 Accounts Receivables

- 6.10.1 Council will set Annual Mill Rate in adherence to legislative requirements.
- 6.10.2 Council will set program and service fees relating to, but not limited to utilities, development permits and licenses as required. Fee schedules must be made available to rate payers.
- 6.10.3 Issuers of NSF cheques or rejected direct withdrawals shall be charged a handling fee for each occurrence, as per current fee schedule.

6.11 Accounts Payable

- 6.11.1 All suppliers' invoices shall be received, verified for accuracy, and coded according to the County's chart of accounts codes by Department Managers/Supervisors. Coded invoices shall be forwarded to Director of Corporate Services for processing.
- 6.11.2 Accounts Payable shall be paid by cheque or via EFT (Electronic Funds Transfer).

6.12 Payroll

- 6.12.1 A Timesheet must be made available to all employees for each pay period. All employees are required to complete a Timesheet and submit it according to notices given. Timesheets will be a supporting document for processing payroll. Timesheets must be submitted in order to be paid.
- 6.12.2 Shift Schedules and attendance records are the basis of payment to employees. All Timesheets & Shift Schedules will be confirmed by the signature of each department manager to ensure accuracy and accountability. Timesheets will be balanced against computer shift schedule records and/or any electronic time-card system to verify the actual hours worked by employees.
- 6.12.3 Employees are eligible to receive medical and other benefits while they are on Workers Compensation (WCB), Short Term Disability, Holidays, Paid Personal/Sick Days and while on an approved Leave of Absence. See Personnel Policy in Personnel Handbook.
- 6.12.4 All employees will be paid monthly (unless an advance payment is approved) via EFT (Electronic Funds Transfer (EFT) and shall be provided with a copy of his/her statement of earnings and deductions for each pay period. Statement of earnings and deductions must be prepared in accordance with each employee's written authorization regarding amounts for each deduction.
- 6.12.5 Payroll personnel must ensure all payroll practices and the collection and storage of associated documentation adheres to employment standards as outlined in applicable provincial and federal employment legislation.

GOVERNANCE & OPERATIONAL POLICIES**6.13 Collection of Accounts**

- 6.13.1 Decisions pertaining to the writing off of uncollected accounts from third parties owed to the organization will be made at the discretion of Council.
- 6.13.2 Records detailing the steps taken to collect monies owed to the County must be documented for a minimum of one year prior to recommending the services of a collection agency or to write off uncollected amounts to the Council.

6.14 Disposal of Wares/Goods

- 6.14.1 Small wares valued less than \$200 that is to be removed from use within the organization may be disposed, via a garage sale or donated to a local charity.
- 6.14.2 Items with a value deemed more than \$200, are to be sold by public or sealed bid auction using suitable advertising. County personnel, with the exception of Councillors and personnel holding management positions, may participate by submitting bids.
- 6.14.3 All sales will be by sealed bid.

6.15 Fraud & Irregularity

- 6.15.1 Employees who commit an act of fraud will be terminated from employment, including fraud that benefits the organization. Fraud is deemed a deliberate and/or unlawful deception, misrepresentation concealment of facts practiced to secure advantage, benefit or gain and/or to cause loss to another.
- 6.15.2 Any losses incurred through an act of fraud will be recovered by the organization to the extent possible.
- 6.15.3 All employees have an obligation to report suspected fraud or irregularity.
- 6.15.4 Employees who commit an act of irregularity will be subject to disciplinary action, including termination, if appropriate. Irregularity is deemed an activity or potential activity that deliberately disregards organizational policies or procedures.
- 6.15.5 All employees involved in an investigation of suspected fraud or irregularity maintain their rights, privileges and protections afforded to them through the applicable personnel policies and collective agreements in effect at the time.

7 Human Resource Management

7.1 Personnel Policies

- 7.1.1 Employees must be provided with a copy of or access to provincial employment standards and the organization's employment policies contained in its Employee Handbook. See Appendices.
- 7.1.2 The Personnel Handbook, contained in the Organizational Enhancement Toolkit™, is to be deemed the policy framework for employment, and as such will be updated from time to time to reflect the needs of the County and/or changes in legislative requirements.
- 7.1.3 Development of the Personnel Handbook rests with the Chief Administrative Officer. However, policy contained within the Employee Handbook must be approved by the Council.
- 7.1.4 A Human Resource Strategy must be developed and implemented by Human Resources personnel and approved by the Chief Administrative Officer to ensure that the organization attracts, develops and retains its optimum workforce. The Human Resource Strategy must include, but not be limited to, the following key components: recruitment and selection; training and development; individual, departmental and organizational performance planning, monitoring and evaluation; rewards and recognition.
- 7.1.5 Position descriptions outlining positional accountability, qualifications and skill requirements must be developed for all positions within the organization.
- 7.1.6 The Occupational Health and Safety Manual is to be deemed as the policy framework pertaining to the health and safety of employees, and contracted service providers and as such must be updated from time to time to reflect the needs of the organization and/or changes in legislative requirements.

7.2 Personnel Scheduling

- 7.2.1 The Chief Administrative Officer is accountable to ensure that the organization is adequately resourced with qualified personnel.
- 7.2.2 Staff must receive and demonstrate proficiency in all mandatory training, safe work procedures and emergency response, prior to working shifts without direct supervision.

GOVERNANCE & OPERATIONAL POLICIES

- 7.2.3 Personnel work schedules must be developed on a month to month basis and meet scheduling criteria approved by the organization.

7.3 Criminal Record Checks

- 7.3.1 Criminal record checks may be required for new employees, and contracted service providers including those under the age of eighteen. Criminal record check results are to be considered in selection processes.
- 7.3.2 Obtaining and submitting criminal record checks are the responsibility of employees and contracted service providers.
- 7.3.3 Random Drug Testing may be required.

7.4 Employee/Contractor Orientation

- 7.4.1 All new employees and subcontractors and contracted service providers must participate in an orientation session prior to the commencement of scheduled work.
- 7.4.2 Orientation sessions must include at a minimum: a complete overview of organizational expectations, including Shared Areas of Accountability, department and positional accountability; personnel policy; health and safety program and the role of personnel; emergency/evacuation procedures; position-specific safe work practices and procedures; a tour of the site and work area; introductions to immediate supervisors and co-workers; issuance of applicable security codes regarding equipment and buildings. The Organizational Enhancement Toolkit™ shall be used as a resource during such orientations.
- 7.4.3 Orientation session forms must be completed and signed by both the employee and the Chief Administrative Officer or Department Manager/Supervisor. Upon completion one copy will be retained in the employee's file, one for the Safety Officer and one for the employee.
- 7.4.4 Orientation session forms for contractors must be completed and signed by the contractor, all contractor personnel, County management and/or Safety Officer. Upon completion one copy will be retained in the contractor's file, one for the Safety Officer and one for the contractor.

7.5 Training Records

- 7.5.1 Employees must hold appropriate training or certificates specific to the skills and qualifications required to perform the tasks associated with the position which they hold.
- 7.5.2 An Employee Training Master Record must be completed and maintained for each property along with individual Employee Training and Safe Work Procedures Training records.
- 7.5.3 Copies of training certificates or safety tickets must be filed in employee, subcontractor or contractor files and be made available for during Health and Safety Audit process.

7.6 General Staff Meetings

- 7.6.1 Monthly management and staff meetings must be conducted involving all employees to ensure operational issues are identified and addressed.
- 7.6.2 At a minimum, department personnel must meet quarterly to ensure issues specific to their area are identified and addressed.
- 7.6.3 At a minimum, weekly management meetings must be held with all County managers present.
- 7.6.4 Minutes outlining the key points discussed along with any decisions made during scheduled staff meetings must be created and filed. The Chief Administrative Officer shall receive a copy of all department meeting minutes or tailgate meetings.

7.7 Operational Reporting

- 7.7.1 All employees must cooperate and participate fully with any documentation and reporting requirements following organization standard forms and guidelines.

GOVERNANCE & OPERATIONAL POLICIES

8 Health and Safety

8.1 Legislative Compliance

- 8.1.1 The Chief Administrative Officer (CAO) must ensure the development, implementation, monitoring and evaluation of a Safety Program to ensure compliance with relevant health and safety legislation and serve as or appoint a Safety Officer and/or committee. (Occupational Health and Safety Act, Occupational Health and Safety Regulation, Occupational Health and Safety (OHS) Code)
- 8.1.2 Annual safety reports, including but not limited to, records of fire inspections, fire and emergency response drills, evacuation exercises, and any County owned or managed property specific safety initiatives must be compiled and submitted to the Council, and the provincial municipal government safety association (i.e. Alberta Municipal Health and Safety Association (AMHSA)).
- 8.1.3 Orientation Forms, Inspection Reports, Hazard Assessment Reports, Accident Reports, Investigation Reports and First Aid Record Books must be retained for a minimum period of three years.

8.2 Emergency Preparedness and Response

- 8.2.1 A County Office Emergency Preparedness and Response Plan, including but not limited to, loss of heat, power, water, excessive heat, pandemic outbreak, dangerous intruder(s), geographically relevant natural disasters, fire, along with plans for handling the disruption of utilities, must be developed and kept current.
- 8.2.2 Emergency preparedness and response information must be developed and maintained in cooperation with community resources (i.e. fire and police personnel).
- 8.2.3 All employees and contracted service providers must receive site specific training in processes, procedures, and equipment pertaining to the Emergency Preparedness and Response Plan.
- 8.2.4 Accurate listings of emergency contact numbers and the contact information for the Chief Administrative Officer (CAO), all Council members and applicable Public Works personnel, must be posted in the County Office and all other County work sites.

8.3 Emergency and Security Systems

- 8.3.1 Emergency power systems must be inspected, tested and records maintained by qualified personnel.
- 8.3.2 Security systems must be installed specific to each County facility (where deemed applicable) and be regularly maintained, inspected, tested and recorded to ensure each site is secure.
- 8.3.3 The County Office must ensure entrances and exits to building are locked and armed at closing and unlocked and disarmed each workday morning. All other County buildings must be locked and armed according to building procedures.
- 8.3.4 All employees and contracted service providers must be trained in County building/site security systems.
- 8.3.5 The Chief Administrative Officer (CAO) or designate must ensure that a key sign out system is in place and adhered to. Locks must be changed immediately upon the report of lost keys. Employees are responsible for the safe keeping of keys assigned
- 8.3.6 When an employee leaves the County's employ, for any reason (e.g. quit, terminated), all key codes assigned to the employee must be changed within 24 hours.

8.4 Fire Safety

- 8.4.1 Fire drill procedures, including evacuation plans, must be developed specific to the County Office and County properties in accordance to the County's Health and Safety Program and shall be conducted at least once per year. Fire department personnel will be invited to attend fire drills.
- 8.4.2 Participation in fire drills is mandatory for employees and any contracted service providers or visitors that are present at the time of the drill.
- 8.4.3 Fire emergency procedures must be posted in entrances, common and employee work areas, stairwells (each floor) and elevators.

GOVERNANCE & OPERATIONAL POLICIES**8.5 Safety Training**

- 8.5.1 All employees must receive occupational health and safety awareness information during employment orientation sessions.
- 8.5.2 An employee orientation checklist must be developed specific to County property in which they work outlining health and safety information to be covered.
- 8.5.3 Employees and their supervisor (department head or Chief Administrative Officer) must complete and sign the orientation checklist immediately following orientation or training sessions.
- 8.5.4 Employees must complete specified training requirements (e.g. First Aid training, CPR, WHMIS) by a qualified provider and update training as required. Public Works personnel must complete and have applicable safety tickets and training certificates required to conduct work assigned.
- 8.5.5 Employees working in confined spaces must be provided training in confined spaces by a qualified provider prior to conducting work requiring confined space entry.
- 8.5.6 Employee Master Training Records must indicate that all employees have participated in a fire drill specific to the properties in which they work.
- 8.5.7 Employees and contracted service providers must be oriented in safe work procedures associated with positional and shared areas of accountability. A Safe Work Procedures Training Record detailing the training received must be signed by both the employee receiving the training and his/her supervisor (Department Manager or Chief Administrative Officer).
- 8.5.8 Employees must be trained regarding the hazards and proper use of products requiring Material Safety Data Sheets (MSDS) identified under the Workplace Hazardous Materials Information System (WHMIS). The sheets must be readily available to employees for review.

8.6 Hazard Management

- 8.6.1 Each County property/work site must be equipped with properly maintained first aid and emergency response equipment in proportion to the number of employees on any given shift. Location of first aid supplies must be communicated to all employees.
- 8.6.2 All products identified under the Workplace Hazardous Materials Information System (WHMIS) will be monitored to ensure they are properly labeled and used and that Material Safety Data Sheets (MSDS) are available to employees.
- 8.6.3 Annual Hazard Assessment identification and reviews must be conducted within each County property/work site and at the commencement of new or non-recurring tasks and projects.
- 8.6.4 Employees must adhere to identified Personal Protective Equipment (PPE) requirements. Use of PPE does not replace other controls; rather PPE is used as a supplement to other controls whenever possible.
- 8.6.5 Signage must be posted in staff rooms or in employee only washrooms pertaining to the awareness of workplace violence along with reporting procedures.
- 8.6.6 Signs absolving the organization of all liability for injuries, that warns users that equipment is to be used at their own risk, must be placed in areas where recreation equipment provided by the County is located.
- 8.6.7 Precautions must be taken at all times to ensure the safety of employees, contracted service providers and visitors.
- 8.6.8 Personnel must adhere to proper hygiene and disease-control procedures to minimize cross contamination and prevent/control infection.
- 8.6.9 Personnel working alone must have a communication device at all times. Devices must not be used in designated areas restricting their use or when their use is deemed hazardous (i.e. working with gas).

GOVERNANCE & OPERATIONAL POLICIES**8.7 Incident Investigation**

- 8.7.1 Incident report forms must be completed, including actions taken, pertaining to any incidences, including but not limited to property damage, injuries, near misses or health related incidents.
- 8.7.2 Incident report forms must be completed for any work related employee illness and/or injury and must be reported to the direct supervisor who must conduct an Incident Investigation immediately. Incidents that, by regulation, must be reported are to be forwarded to the appropriate regulatory authority (Alberta Occupational Health and Safety Act, Worker's Compensation Council Regulations (WCB),) immediately.
- 8.7.3 All Incident Investigations must be followed up with corrective actions as recommended by the supervisor or regulatory authority and sent to the Director of Corporate Services. Actions taken must be reported to the Safety Officer and County Administration.

8.8 Inspections

- 8.8.1 Safety inspection schedules must be developed specific to each County property/work site including formal annual safety inspections to be conducted by the Safety Committee and/or Safety Officer.
- 8.8.2 Annual inspections of all fire extinguishers must be conducted and recorded for each County property/work site.
- 8.8.3 Annual chairlift maintenance and inspections must be completed and recorded by qualified personnel at each County property/work site with a chairlift.
- 8.8.4 Chairlift maintenance and inspection reports must be submitted to the Alberta Elevating Devices and Amusement Rides Safety Association to authenticate Certificates of Operation.
- 8.8.5 Quarterly and annual maintenance and safety inspections must be completed and recorded for each County property/work site with a handicap lift.
- 8.8.6 Emergency procedures must be posted on all handicap lifts.

8.9 Infectious Diseases

- 8.9.1 Cyclical cleaning schedules and checklists must be created for each County property/work site and include infection-control procedures.
- 8.9.2 Hand sanitizer dispensers shall be placed at all entrances within each County property/work site and their use encouraged through modeled behavior and signage.
- 8.9.3 Employee orientation must include information on infection prevention and control, including but not limited to, contact with blood or other bodily fluids, hand washing procedures, disinfectant practices, use of Personal Protection Equipment (PPE), vaccinations and immunizations.
- 8.9.4 Employee applicants with a known infectious disease are required to provide written consent to the Chief Administrative Officer (CAO) permitting consultation with the applicant's physician to determine if his/her health status is under any legislated restrictions.
- 8.9.5 Employees who become infected with an infectious disease during their employment, are required to provide written consent to the Chief Administrative Officer (CAO) permitting consultation with their physician to determine if his/her health status is under any legislated restrictions. (Human Right, Citizenship, Multiculturalism Act, Public Health Act, Communicable Diseases Regulation)
- 8.9.6 Council members, employees and contracted service providers, with knowledge of an employee with an infectious disease, must strictly adhere to protecting the privacy of health information. (Health Information Act, Freedom of Information and Protection of Privacy Act (FOIP))