

Appendices

Town of Mayerthorpe

General Policy Manual

UPDATED JUNE 2024

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Mayerthorpe

Section I

Legislative



TITLE:	Use of Council Chambers
POLICY NO.:	I - 001
APPROVAL:	Town Council
EFFECTIVE DATE:	September 1999
AMENDED DATE:	May 25, 2020 February 27, 2023
REVIEW DATE:	March 9, 2009 April 18, 2011 May 19, 2020 February 21, 2023
SUPERSEDES POLICY NO.:	(None)

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish guidelines that govern the use of Council Chambers.

PURPOSE: To provide a consistent practice when utilizing Council Chambers.

PRINCIPLES:

1. The use of Council Chambers shall be authorized through the Town–Office and bookings recorded in a register by Administration. Priority shall be given to Council, Committees of Council and Boards and Departments established by Council (e.g. Recreation Board, FCSS Board, Cemetery Board, Fire Department and Economic Development). These groups shall have use of Council Chambers for no fee. Other groups which may have use of Council Chambers at no fee are non-profit community groups that have an affiliation with the Town of Mayerthorpe. Access shall be granted during regular office hours, a staff or Council member shall be present. Access shall be regulated by appropriate activity and final discretion rests with the Chief Administrative Officer.
2. Non-profit organizations from outside of the community must pay a fee of \$100.00 per day or \$50.00 per half day for use of Council Chambers. Organizations are required to provide their own supplies and refreshments.
3. Council retains the right of first access to Council Chambers.
4. Council Chambers shall not be available for use by the general public nor for

non-affiliated groups or organizations, except at the discretion of the Chief Administrative Officer.

5. All organizations that book Council Chambers shall sign a rental agreement such as the one attached to this policy.
6. office staff shall have a key to the main administration office. The lunch room shall not be accessible to any group unless a staff person is in attendance and such person shall assume responsibility for the premises, including clean up and ensuring that all doors are locked and the security system is armed when leaving the building.

End of Policy.

Rental Agreement
between
The Town of Mayerthorpe
and

Date: _____

The rental fee for use of the Town of Mayerthorpe Council Chambers is set at \$100.00 per day or \$50.00 per half day.

- Fee Charged _____
- Fee not applicable

The Chief Administrative Officer, for local telephone calls, may authorize telephone usage in Council Chambers only. Any long-distance calls (including 1-800 calls) will need to be made elsewhere.

The Town of Mayerthorpe is a business, therefore, cannot allow extensive use of its main telephones, as this may negatively affects its operation.

The Town of Mayerthorpe agrees that administration will take messages during regular office hours – name and telephone number only – and that these messages will be delivered at appropriate breaks in the workshop, unless they are of an emergency nature. Emergency nature is defined as being related to an accident, death or other similar type of message.

The lunch room shall not be accessible to any group unless a staff person is in attendance and such person shall assume responsibility for the premises, including clean up and ensuring that all doors are locked and the security system is armed when leaving the building.

Photocopies may be accessed by staff or a member of Council, the standard photocopy rate that is charged to the public shall apply.



Town of Mayerthorpe

Name of Organization

Contact Name and Position

Telephone Number

TITLE:	Council Remuneration
POLICY NO.:	I - 002
APPROVAL:	Town Council
EFFECTIVE DATE:	October 23, 2006, Motion No. 807/2006, 808/2006
AMENDED DATE:	July 26, 2010 May 28, 2012 December 9, 2013 April 27, 2015 January 25, 2016 November 27, 2017 January 15, 2018 September 24, 2018 November 26, 2018 October 28, 2019 Jan 10, 2022 March 27, 2023 January 1, 2025 (Dec 16/24 Meeting) March 1, 2025 (Feb 10/25 Meeting)
REVIEW DATE:	July 19, 2010 May 22, 2012 November 18, 2013 April 20, 2015 January 18, 2016 December 18, 2017 September 17, 2018 November 19, 2018 October 22, 2019 May 19, 2020 Jan 10, 2022 February 22, 2022 February 21, 2023 March 20, 2023
SUPERSEDES POLICY NO.:	I – 003 Effective: January 20, 1997, Motion 482/96

POLICY STATEMENT: To provide a fair and equitable means for performing the duties of office and reimburse for expenses incurred while fulfilling the duties.

PURPOSE: To clarify the remuneration, benefits, and mileage Councillors are entitled to while carrying out their official duties.

PRINCIPLES:

1. **BASE HONORARIUM**

Base Honorarium shall be paid to members of Council for the performance of their duties as elected officials as follows:

Mayor

\$900.00 per month honorarium (*Municipal Government Act S. 153, S. 203, S. 201*).

Deputy Mayor

\$500.00 per month honorarium (*Municipal Government Act S. 153 and S. 201*).

Councillors

\$450.00 per month honorarium (*Municipal Government Act S. 153 and S. 201*).

When it becomes necessary, under Section 174 of the Municipal Government Act, to excuse a Councillor who has missed all regular Council meetings for a consecutive eight-week period, that Councillor shall not be entitled to the Base Honorarium for the period they are absent. The Base Honorarium shall be discontinued and prorated if necessary from the date that the "motion to excuse" is passed to such time as the Councillor attends the next regular Council meeting, resigns, is disqualified, or loses his/her seat in a general election. In a general election year, newly-elected Councillor's(s') Base Honorarium will be effective November 1 and the outgoing Councillor's(s') Base Honorarium will end on October 31.

The honoraria will cover the following:

All time spent in dealing with matters of a municipal nature including, but not limited to:

- o All council meetings;

- o Local meetings held with ratepayers and community stakeholders;
- o Meetings with media;
- o Community resident birthdays;
- o Council/Committee Agenda reviews;
- o Charitable events or non-profit fundraisers;
- o Ribbon cutting events;
- o Informal meetings with municipal councils, including social events
- o Road Tours
- o General public appearances including the following but limited to:
 - Canada Day
 - Remembrance Day
 - Parades / Rodeos
 - Other annual community celebrations
 - Galas / Banquets
 - Grand Openings/ Ribbon Cuttings
 - Anniversaries / Birthdays / Graduations
 - Christmas Celebration
 - Any Staff Function

2. MEETING PER DIEM

\$85.00 per committee meeting, meeting of other bodies appointed to, or special meeting of Council under 3 hours.

\$175.00 per regular meeting under 5 hours and special meeting of Council over 3 hours.

\$230.00 per meeting over 5 hours.

Councillors volunteering their time at functions within the community are not eligible for Meeting Per Diems.

3. TRAVEL TIME (MEETING PER DIEM)

Travel time to and from meetings shall be included in calculation of Meeting Per Diem hours:

Mayerthorpe →	Banff	4h 55m
Mayerthorpe →	Barrhead	40m
Mayerthorpe →	Calgary	4h 7m
Mayerthorpe →	Drayton Valley	1h 1m
Mayerthorpe →	Edmonton	1h 33m
Mayerthorpe →	Edson	1h 22m
Mayerthorpe →	Fox Creek	1h 17m
Mayerthorpe →	Jasper	3h 6m
Mayerthorpe →	Onoway	42m
Mayerthorpe →	Red Deer	2h 45m
Mayerthorpe →	Sangudo	15m
Mayerthorpe →	Spruce Grove	1h 6m
Mayerthorpe →	Valleyview	2h 5m
Mayerthorpe →	Westlock	1h 6m
Mayerthorpe →	Whitecourt	30 m

Google Maps, shortest route, shall be used for locations not listed. Minutes to be rounded to the nearest 1/4 hour, if required.

4. REVIEW OF COUNCIL REMUNERATION

Council remuneration is to be reviewed during the last year of the term of each Council.

Council may request a committee of public members to review Council remuneration and bring forward recommendations that would be effective for the newly elected Council.

5. TIMESHEETS

Council time sheets in the prescribed form attached as Schedule "A" are to be prepared and handed in by the end of each Policies & Priorities meeting. Council Timesheets are

to reflect only the meetings attended up to and the including that month's Policies & Priorities meeting.

Council shall record remunerable activities only on time sheets.

6. MILEAGE

Mileage subsistence will be paid as per Policy II-002.

The following Mileage Chart is to be utilized by Councillors when actual mileage is unknown:

Mayerthorpe →	Banff	464 km
Mayerthorpe →	Barrhead	64 km
Mayerthorpe →	Calgary	429 km
Mayerthorpe →	Drayton Valley	91 km
Mayerthorpe →	Edmonton	137 km
Mayerthorpe →	Edson	130 km
Mayerthorpe →	Fox Creek	128 km
Mayerthorpe →	Jasper	289 km
Mayerthorpe →	Onoway	73 km
Mayerthorpe →	Red Deer	258 km
Mayerthorpe →	Sangudo	20 km
Mayerthorpe →	Spruce Grove	106 km
Mayerthorpe →	Valleyview	215 km
Mayerthorpe →	Westlock	106 km
Mayerthorpe →	Whitecourt	44 km

7. BENEFITS

Members of Council may participate in the Town's Group Accident Insurance Program where eligible, as outlined in the terms of the contract with the chosen benefit provider.

8. PAYMENT



Payment shall be direct deposited into bank accounts on or before month-end.

End of Policy.



Mayor/Councillor: _____

	Meeting?	Date	Time (hours)	Mileage (km)

Key Messages/Updates:

	Meeting?	Date	Time (hours)	Mileage (km)

Key Messages/Updates:

	Meeting?	Date	Time (hours)	Mileage (km)

Key Messages/Updates:

	Meeting?	Date	Time (hours)	Mileage (km)

Key Messages/Updates:

	Meeting?	Date	Time (hours)	Mileage (km)
Key Messages/Updates:				

	Meeting?	Date	Time (hours)	Mileage (km)
Key Messages/Updates:				

	Meeting?	Date	Time (hours)	Mileage (km)

Key Messages/Updates:

	Meeting?	Date	Time (hours)	Mileage (km)

Key Messages/Updates:

	Meeting?	Date	Time (hours)	Mileage (km)

Key Messages/Updates:

TITLE:	Laptop Computer Use – Council Chambers
POLICY NO.:	I - 003
APPROVAL:	Town Council
EFFECTIVE DATE:	September 22, 2003, Motion No. 333/03
AMENDED DATE:	March 9, 2009 May 25, 2020
REVIEW DATE:	March 9, 2009 May 19, 2020 February 21, 2023
SUPERSEDES POLICY NO.:	(None)

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish policy on use of the eight-laptop computers in the Town Office Council Chambers.

PURPOSE: To assist Town Councillors in effectively performing their duties as Councillors, while eliminating unnecessary photocopying.

PRINCIPLES:

1. Security systems will be established and maintained so that the general public cannot access Councillors’ information. Councillors shall be given confidential passwords so that only they can access their material.
2. Council’s agenda packages shall be accessible on the Town’s website and password protected.
3. The Town shall be responsible for insuring the laptop at replacement value.

End of Policy.



TITLE: Gifts in Kind
POLICY NO.: I-004
APPROVAL:
EFFECTIVE DATE: January 8, 2018
AMENDED DATE:
REVIEW DATE: December 18, 2017
May 19, 2020
February 21, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To support eligible community not-for-profit organizations requesting gifts in kind from the Town of Mayerthorpe.

PURPOSE: To establish a set of guiding principles that will facilitate strong partnerships between Council and community not-for-profit organizations in nurturing, supporting and celebrating Mayerthorpe's artistic, cultural, sports and recreational attributes that enhance Mayerthorpe's overall identity, sense of place and quality of life.

DEFINITIONS:

Gifts In Kind

Supports provided by the Town to community not-for-profit organizations such as products that can only be provided by the Town, for example: promotional materials and advertising.

PRINCIPLES:

1. Gifts in Kind requests are not to exceed a value of \$50.00.
2. Gifts in Kind budget of \$500.00 to be established annually.
3. Gifts in Kind to be age and event appropriate.
4. Gifts in Kind requests are to be submitted two weeks in advance of an event.
5. Applicants are to recognize the Town of Mayerthorpe for the Gifts in Kind throughout the duration of the event.

End of Policy.



TITLE:	Substance Abuse – Town of Mayerthorpe Town Representatives & Volunteers
POLICY NO.:	I - 005
APPROVAL:	Town Council
EFFECTIVE DATE:	February 23, 2004, Motion No. 072/2004
AMENDED DATE:	
REVIEW DATE:	March 9, 2009 May 19, 2020 February 21, 2023
SUPERSEDES POLICY NO.:	(None)

POLICY STATEMENT: The Town of Mayerthorpe wishes to project a positive image of the organization during Town meetings and events.

PURPOSE: To establish clear expectations of Representatives and Volunteers of the Town of Mayerthorpe.

PRINCIPLES:

1. "Representative" is intended to mean: a person appointed by Town Council to represent Council or the municipality at large; or a member of a Council-appointed committee.
2. "Volunteer" shall mean anyone working on behalf of the Town or any of its departments, including but not limited to volunteer firefighters.
3. The use of alcohol or illicit drugs while acting in an official capacity reflects poorly on the organization that the offending person represents. Therefore, no person acting as a representative of the Town of Mayerthorpe shall attend any event or meeting while under the influence of illicit drugs or alcohol.
4. Violations of this policy will lead to the appropriate action, up to and including temporary suspension, or a revoking of the town-related appointment.

End of Policy.

TITLE: Council Meeting Tapes
POLICY NO.: I-006
APPROVAL:
EFFECTIVE DATE: June 13, 2005, Motion No. 200/05
AMENDED DATE: May 25, 2020
REVIEW DATE: April 20, 2009
November 19, 2012
May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe customarily utilizes audio cassettes to record the discussions and resolutions at Town Council meetings, in order to facilitate minute taking.

PURPOSE: To establish a records retention policy that directly relates to audiocassette tapes of meetings.

PRINCIPLES:

Audio cassette tapes used at the meeting are a device to assist the recording secretary. The minutes as adopted by Council constitute the formal record of the meeting.

The tapes are available for reference only to:

- Town Councillors
- The Public
- Town Staff

1. All tapes shall be stored in the municipal vaults and shall be destroyed after three months (90) days from the date of original use.

End of Policy.

TITLE: Policy on Making Policy
POLICY NO.: I-007
APPROVAL: September 27, 2010
EFFECTIVE DATE: September 27, 2010
AMENDED DATE: May 25, 2020
REVIEW DATE: May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council has as its main responsibility the governance of the affairs of the Town of Mayerthorpe. In order to achieve this purpose, Council will approve policies on key issues of significance of the Town. These policies may be suggested by the public, key stakeholders of the Town, members of the administration or members of the Council. While these or other bodies may provide input on the nature and text of the policy, Council will retain authority to approve policies. Approved policies will be immediately implemented by the Chief Administrative Officer (CAO) and his/her administration through the development and activation of CAO-approved procedures and regulations.

PURPOSE: To indicate Council's intent to develop policies on significant or repetitive governance issues.

PRINCIPLES:

1. The authority to approve governance policies is vested in Council as the governing body.
2. Clear administrative action follows clear messages from Council as the governing body.
3. The Council recognizes and appreciates that its role is that of governing, and not the administration of policies. This role it has assigned as per legislative direction to the CAO.

End of Policy.



TITLE: Council Orientation for Newly Elected Members
POLICY NO.: I-008
APPROVAL: November 1, 2010
EFFECTIVE DATE: November 1, 2010
AMENDED DATE:
REVIEW DATE: May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide a method to assist Newly Elected Members in their governance roles and provide them with resources that may be useful for their reference.

PURPOSE: To establish guidelines for Council orientation to ensure members of Council have an overview of:

- Their roles, responsibilities, and duties under The Municipal Government Act;
- Their roles, responsibilities, and duties under The Town of Mayerthorpe Procedure Bylaw;
- Working relationships with Administration and The Town's governance structure;
- Town bylaws, policies, strategic plans, status of Town business and current issues facing the Town; and
- A framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

PRINCIPLES:

- The Town of Mayerthorpe will provide a candidate information package to all candidates in advance of every general municipal election and by-



- election;
- The Council will endeavor to schedule a Special Council meeting for the purpose of conducting Council orientation within one week of having been sworn into office.
 - The Town of Mayerthorpe will provide an orientation to newly elected Members of Council after every general municipal election and by-election; and
 - The orientation may be revised from time to time as deemed necessary by Council and Administration.

End of Policy.

TITLE: Council Committee Report
POLICY NO.: I-009
APPROVAL:
EFFECTIVE DATE: January 10, 2011
 February 11, 2013
AMENDED DATE: May 28, 2012
 February 11, 2013
 May 25, 2020
REVIEW DATE: May 22, 2012
 January 21, 2013
 February 11, 2013
 May 19, 2020
 February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council is responsible to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by Council.

PURPOSE: To effectively communicate the business of council committee meetings and meetings of other bodies to Council in an efficient manner.

PRINCIPLES:

1. The Municipal Government Act outlines the Chief Administrative Officer's Performance of Major Administrative Duties under Section 208(1) (a).
2. Council Committee Minutes are to be delivered or mailed to the office of the Chief Administrative Officer so as to arrive before 1:00 p.m. in the afternoon of the Thursday immediately proceeding the meeting at which it is to be presented.
3. A Request for Decision shall be prepared outlining minutes received and distributed, to be received as information.
4. Council shall verbally report key messages and information not covered in the minutes or new items that have occurred since the last set of minutes.

End of Policy.

TITLE: Council Committees
POLICY NO.: I-011
APPROVAL: March 26, 2012
EFFECTIVE DATE: March 26, 2012
AMENDED DATE: October 15, 2013
 July 28, 2014
 October 26, 2015
 October 22, 2018
 February 25, 2019
 November 4, 2019
 May 25, 2020
 June 13, 2022
REVIEW DATE: October 15, 2013
 July 21, 2014
 October 19, 2015
 February 19, 2019
 May 19, 2020
 February 21, 2023
 June 19, 2023
 December 16, 2024
December 19, 2024

SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council wishes to provide for efficient and clear guidelines in establishment of Committees of Council.

PURPOSE: To provide guidelines for the structure, authority, and conduct of Council Committees.

PRINCIPLES:

Definitions:

Committee – shall mean either a Standing or Ad Hoc Committee.

Standing Committee – shall mean a Committee established without a time of dissolution.

Ad Hoc Committee – shall mean a Committee established by resolution with a specific objective and a time of dissolution. All Ad Hoc Committees will be reviewed annually and dissolved if deemed unnecessary at the annual Organizational meeting.

Responsibility

1. Council to:
 - a. Appoint and determine continuation of Standing and Ad Hoc Committees when required and approve terms of reference at the time of creation of the Standing or Ad Hoc Committee.
 - b. Appoint Council representatives and members of the public to Standing and Ad Hoc Committees as defined in the attached schedule.
 - c. Review the membership and assess the appropriateness of skills of Committee Members on Standing and Ad Hoc Committees and may, for any reason it considers proper, revoke the appointment of a member of a Committee and appoint a successor to fill the vacancy.
 - d. Receive, review, accept or decline, the resignation of any member of a Committee.
2. Mayor to:
 - a. Act as ex-officio member of all Internal Committees.
3. Chair of Committee to:
 - a. Call a meeting of the Committee as required. Special meetings shall be called in the same manner as calling a Special Council Meeting.
 - b. Meet with administrative support staff as required to review the meeting agenda prior to distribution.
 - c. May review applications submitted to fill vacancies on their Committee and to provide confidential recommendations to Council through the Mayor in writing.
 - d. Present recommendations of the Committee to the receiving body. Where the Chair is unable to present the recommendations of the Committee, another member of the Committee, being a member of the public when the Committee is so constituted, shall present the recommendations.
 - e. Ensure the activities of the Committee do not exceed the authority of the Committee granted by Council as defined by bylaw or terms of reference under this policy.

4. Chief Administrative Officer to:
 - a. Receive and present applications to Council for Committee appointments.
 - b. Annually, prior to the Organizational Meeting, review memberships of Committees and present to Council the names of all members whose term will be expiring within the current year.
 - c. Advertise for applicants to fill public member vacancies on Committees, and to request Council to make appointments to Standing and Ad Hoc Committees.
 - d. Co-ordinate the use of the Council Chambers or Community Services room.
 - e. Develop Committee Schedules for all Council Committees.
 - f. The Chief Administrative Officer will designate relevant personnel to attend specific Council Committees to provide administrative support.
 - g. Recommendations of Council Committees will be reviewed by Administration in terms of: sphere or jurisdiction, potential impact on existing policy, impact on budget, impact on staff resources and enforceability of any requested bylaw. The Chief Administrative Officer may review and sign off approval on all "Requests for Decisions" from the Departments being presented to Council Committees.
5. Members of Committees to:
 - a. Analyze, determine and recommend or act upon a matter within the authority of the Committee as granted by bylaw or terms of reference under this policy.
 - b. Regularly attend Committee meetings and to fully participate in presenting motions, debate and voting;
 - c. Focus on the mandate per the terms of reference of the Committee.
6. Administrative Support Staff to:
 - a. Prepare, and distribute agenda materials prior to the meeting, except in the case of a Special Meeting.
 - b. Prepare and distribute minutes in accordance with standards set by the Chief Administrative Officer.
 - c. Provide for the orientation of new members of the Committee.

Council Committee Schedules

7. Under direction of Council, the Chief Administrative Officer shall prepare and present Terms of Reference for each Committee, except where that information is provided by bylaw.
8. Council Committee Schedules shall include the following terms of reference:
 - a. Name of the Committee, as set by Council, and to be used on all

correspondence by the Committee.

- b. Purpose of the Committee shown as a statement of the work to be undertaken by the Committee.
- c. Membership – appointments shall be for a term of three years or less, ending prior to the Organizational Meeting each year, unless otherwise stated. The Committee Schedule shall show membership by source. (ie. Council, Public, etc.)
- d. Frequency of Meetings – a statement of frequency of regular meetings.
- e. Authority – a statement of the authority granted to the Committee by Council.
- f. Administrative Support Staff – designating the position providing support services to the Committee.

Meetings:

9. At its first meeting, each Committee shall elect a Chair.
10. Frequency of meetings shall be not less than stated in the Committee Charter. Meetings may be cancelled, by resolution, if poor attendance is anticipated due to holidays or vacations.
11. All agendas are to be prepared and circulated in advance, except in the case of a Special meeting being called.
12. A quorum, being the majority of the membership appointed, is required to hold a formal meeting.
13. All meetings are to be recorded in accordance with “Bourinot’s Rules of Order” where not otherwise stated by the policy.

Authority

14. Committees shall be considered as advisory only, unless granted specific authority by resolution of Council or as stipulated in the Committee Schedule.
15. All contracts for agreements proposed by a Committee require approval by Council prior to signing unless that authority has been specifically granted to the Committee.
16. Committees shall meet in public unless the nature of the issue being discussed requires the Committee to go in-camera. All recommendations to Council shall be made by resolution in public portion of the meeting.
17. The efficiency and effectiveness of all Council Committees will be evaluated at the Policies and Priorities Committee meeting prior to the Organizational Meeting of Council held in October of each year.

Ad Hoc Committees

18. Ad Hoc Committees may be formed at the direction of Council if the need arises.

- The Chief Administrative Officer will develop a Committee Schedule for each Council Committee. Ad Hoc Committees conduct research, report on findings and often make recommendations, but do not have decision-making powers. Town Council has the sole authority to accept or reject the advice and/or recommendations from Ad Hoc Committees.
19. Each Ad Hoc Committee shall have a representative from a Standing Council Committee or Town Council. That member shall be responsible for coordinating the communication between the Ad Hoc Committee and Standing Committee of Council.

Advertising

20. The Chief Administrative Officer shall advertise Standing Committee meetings in accordance with policies of the Town of Mayerthorpe.

Receiving Body

21. All recommendations from Council Committees are referred to Council through the regular Council meeting.
22. The Chief Administrative Officer may forward recommendations directly to Council if an issue is time sensitive.

Training

23. Administration may arrange for members of Council Committees to attend a training session at the beginning of each term or an annual basis to educate them on Council Committee roles, responsibilities and procedures.

REFERENCE:

Internal Committees

- Schedule "A" Community Services Committee
- Schedule "B" Council Remuneration Review Committee
- Schedule "C" Emergency Advisory Committee
- Schedule "D" Mayerthorpe Cemetery Committee
- Schedule "E" Municipal Planning Commission
- ~~Schedule "G" Policies and Priorities Committee~~
- Schedule "H" Subdivision and Development Appeal Board
- Schedule "I" Inter-Municipal Collaboration Framework Committee
- Schedule "J" West End Bus Committee
- Schedule "K" Health and Retention Committee

Schedule "L" Alberta Advantage Immigration Program Committee

External Committee Appointments

100th Year Anniversary Committee (Ad Hoc)
Alberta Municipalities Municipal Leaders Caucus
Capital Region Assessment Services Commission
Community Futures Yellowhead East
Emergency Response Centre
GROWTH Alberta
Highway #43 East Waste Commission
Inter-Municipal Development Plan Steering Committee (Ad Hoc)
Inter-Municipal Collaboration Framework Committee (Ad Hoc)
Lac Ste. Anne Foundation
Northern Alberta Mayor's and Reeves
Ste. Anne Regional Municipalities Committee
Town of Mayerthorpe Library Board
Yellowhead Regional Library Board

*Ad Hoc Committee Schedules will be included as a reference for this policy when established by Council and will be withdrawn when dissolved by Council.

*Council Members may be appointed to Committees/boards established by outside agencies. Information on these Committees/boards is provided at the discretion of the outside agencies.

End of Policy.



TITLE: Policy Development and Review
POLICY NO.: I-012
APPROVAL: Council
EFFECTIVE DATE: May 28, 2012
AMENDED DATE: April 24, 2023
REVIEW DATE: May 22, 2012
May 19, 2020
February 21, 2023
April 17, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish policy on development and review of policies.

PURPOSE: To establish for the development of policies for the Town of Mayerthorpe.

PRINCIPLES:

1. Policies will be initiated by:
 - a. Council requesting a draft to be prepared, or;
 - b. Administration preparing a draft.
2. The Policies and Priorities Committee is responsible for recommending draft policies for Council consideration.
3. The Town of Mayerthorpe will maintain a Policy Manual to serve as an operational guide for Council, staff and public. The Policy Manual will be regarded as a continuously developing and changing document to meet the needs of a changing community and changing circumstances.
4. The Policies and Priorities Committee will review the Policy Manual at least once in a Council four (4) year term.
5. Approved policies will be inserted into the master manual and the Chief policies



affecting their work. The master manual will be available for public review during normal business hours at the Town Administration Office.

6. Administration will ensure that a current copy of the policy Manual is publicly accessible on the Town's website.

End of Policy.



TITLE: Rules of Procedure for Public Hearings
POLICY NO.: I-013
APPROVAL:
EFFECTIVE DATE:
AMENDED DATE: June 18, 2012
May 25, 2020
REVIEW DATE: May 22, 2012
May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.: II-022

POLICY STATEMENT: The Town of Mayerthorpe wishes to conduct effective and consistent Public Hearings.

PURPOSE: To establish the rules and procedures for the conduct of Public Hearings.

PRINCIPLES:

1. Public Hearings are held pursuant to Section 230 of the Municipal Government Act.
2. The Mayor or Deputy Mayor shall call the Public Hearing to order; if both are absent, the Chair shall be appointed by resolution of Council.
3.
 - a. Presentations are to be directed to Council and shall be brief and to the point;
 - b. Individuals are requested to give their name and address for the record;
 - c. The order for presentations will be as follows:
 - those in support of the proposal;
 - those opposed to the proposal;
 - d. Council shall not allow cross-examination of persons giving evidence and it will not be necessary for the persons giving evidence to substantiate his or her qualifications.
 - e. Council may ask questions of the speakers after each presentation for clarification purposes.
 - f. Debates from the floor will not be allowed.



- g. Questions will not be allowed from the floor through the Chair to the Council Members.
 - h. Council Members will refrain from making comments to the general public that would indicate any bias either for or against the proposal.
5. A member of the municipal staff will read the following information into the record:
 - a. The purpose of the Public Hearing.
 - b. The method of notification provided to members of the public.
 - c. Who was advised of the Public Hearing.
 6. The Chair will make at least three (3) calls of invitation for input prior to closing the Public Hearing.
 7. Council shall hear the statements of those members of the public wishing to participate.
 8. The Chair declares that the Public Hearing portion of the meeting closed.

End of Policy.

TITLE: Council Governance
POLICY NO.: I-014
APPROVAL: Council
EFFECTIVE DATE: May 28, 2012
AMENDED DATE: March 27, 2017
 May 25, 2020
REVIEW DATE: May 22, 2012
 March 20, 2017
 May 19, 2020
 February 21, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to implement best practices in the governance function.

PURPOSE: To clarify roles and responsibilities of Council and the Chief Administrative Officer

PRINCIPLES:

1. The Town of Mayerthorpe is committed to following good governance principles and practices.
2. The "Roles and Responsibilities of Council Members," outlined in the Elected Officials Orientation Package, detail expectations of members and Council Code of Conduct Bylaw is to be used as a regulate Council behavior.
3. Members of Council are required to only hold memberships or act in support of those organizations whose mandate is to further the well-being of the community and which do not result in direct conflict with the policies or actions of Town Council.
4.
 - a. Within ninety (90) days of a municipal election, Council will adopt a Four Year Strategic Plan that identifies the vision, values, goals and priorities and direction established in Council's Strategic Plan. The

Chief Administrative Officer will provide a dossier that outlines the progress that Administration has made on each of Council's key priorities.

- b. Each successive year thereafter, Council will meet to update the strategic priorities and reflect on the accomplishments of those re-established priority.
 - c. The Chief Administrative Officer will pursue the development of a corporate-wide business plan that is guided by the priorities and direction established in Council's Strategic Plan. The Chief Administrative Officer will provide a dossier that outlines the progress that Administration has made on each of Council's key priorities.
5. Council will complete an annual Performance Assessment for the Chief Administrative Officer position.
 6. Council will complete an annual self-evaluation.

REFERENCE:

Schedule "A" Chief Administrative Officer Performance Appraisal Form
Schedule "B" Council Evaluation Form

End of Policy.



TOWN OF MAYERTHORPE

SCHEDULE "A"

Chief Administrative Officer Performance Evaluation

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Policy I-014 Council Governance - Schedule "A"
Chief Administrative Officer
Performance Appraisal Form

Name of Chief Administrative Officer:

Date Appointed to Position:

Date of Appraisal Meeting: _____

Current Salary:

Date of Last Revision: _____

Purpose of Performance Evaluation

The performance evaluation of a Chief Administrative Officer can serve any or all of the following purposes:

1. To ensure that there is clarity with regard to the position expectations of the Chief Administrative Officer.
2. To formally discuss the relationship which should (and does) exist between the Council and administration of the Town and its Chief Administrative Officer.
3. To relate performance to the role, responsibilities, authority and duties as defined.
4. To set objectives and criteria for future evaluation.
5. To recognize strengths and weaknesses and reward or correct.
6. To serve as a basis for salary adjustment.

Performance Evaluation Content

A review of the Chief Administrative Officer's performance should embrace a number of areas. These include the following:

1. Leadership Style
2. Relationship to Mayor and Councillors
3. Relationship to Senior Management
4. Leadership to the Organization
5. Relationships to Key Publics
6. Accomplishment of Goals
7. Areas for Improvement

If for any reason an area of the evaluation does not apply, N/A or Not Applicable will be noted.

Performance Evaluation Form for the Position of the Chief Administrative Officer

Rate each factor according to your perception of the performance of the CAO in the past year.

Provide narrative comments or examples to illustrate.

RATING CRITERIA:

1. Outstanding
2. Above Standard
3. Standard
4. Below Standard
5. Not Applicable

I. Leadership Style

- a) Strength of administrative leadership as observed in terms of the Chief Administrative Officer's decision-making ability (e.g. decisiveness, quality of decisions).

Rating: _____

Comments:

- b) Quality of policy advice, guidance and direction given Council for the development of its decisions and policies.

Rating: _____

Comments:

- c) Approachability; responsiveness to input; willingness to discuss outstanding issues or areas of concern to his/her Directors and senior staff.

Rating: _____

Comments:

- d) Is comfortable suggesting new initiatives; able to review the current state of affairs and recommend positive improvements.

Rating: _____

Comments:

II. Relationship with the Mayor and Council

- a) Understanding of the Council's mandate and responsibilities in relation to that of the Chief Administrative Officer; ability to respond quickly and appropriately to the direction of Council.

Rating: _____

Comments:

- b) Communicates frequently with the Mayor; provides support for the Mayor in terms of briefings and office assistance; ensures that the Mayor is made aware of upcoming key issues.

Rating: _____

Comments:

- c) Ensures that there is an ongoing degree of open communication with Council; ability to present reasonable and professional views in a straight-forward yet pleasant manner.

Rating: _____

Comments:

- d) Has the respect of members of Council and shows respect for them and their decisions.

Rating: _____

Comments:

III. Relationship to Senior Management

- a) Communicates to senior staff the goals, objectives, priorities and decisions of Council; ensures that staff are appropriately engaged in the Business Planning process.

Rating: _____

Comments:

- b) Delegates appropriate responsibilities and authority to Directors. Provides follow-up assistance as necessary. Encourages their growth as individuals.

Rating: _____

Comments:

- c) Understands the role of a Chief Administrative Officer; performs as the team leader and encourages a general and genuine understanding of his role.

Rating: _____

Comments:

- d) Provides good leadership to Directors and through them to the full administration; communicates effectively and regularly; senses the need for direction and provides a good example.

Rating: _____

Comments:

IV. Leadership to the Organization

- a) Ensures that the key messages from Council and senior management meetings are being communicated to the rest of the organization.

Rating: _____

Comments:

- b) Provides opportunities for all levels of the organization to participate in a comprehensive business planning process; seeks the input of others in developing key objectives for those areas relevant to their position.

Rating: _____

Comments:

- c) Ensures that he/she acts in a supportive manner to his/her senior staff; does not undermine their credibility or respect with the rest of their staff.

Rating: _____

Comments:

- d) Is visible throughout the organization; feels comfortable wandering throughout offices and having casual contact; tries to create an "open door" atmosphere.

Rating: _____

Comments:

V. Relationship to Key Publics

- a) Has developed a growing network of colleagues in the surrounding communities and throughout Alberta.

Rating: _____

Comments:

- b) Is respected by his/her colleagues in the community (i.e. the heads of other allied organizations, such as the Chamber of Commerce, School Board, Library, Police, etc.)

Rating: _____

Comments:

- c) Is well received by the public; feels comfortable fielding their calls and complaints; enjoys a growing image in the community.

Rating: _____

Comments:

I. Accomplishment of Goals

- a) Participates in the development of annual priorities with Council and senior management; identifies new initiatives for Council to consider.

Rating: _____

Comments:

b) Ensures that he has a clear mandate to achieve certain objectives on behalf of Council.

Rating: _____

Comments:

c) Is comfortable working in a collegial fashion with his senior colleagues in identifying and accomplishing the priorities of Council; able to provide leadership to staff in their departmental business planning.

Rating: _____

Comments:

VII. Areas for Improvement

Comments:

VIII. Objectives

(These should be developed by the Chief Administrative Officer and reviewed with the governing body).

Key Objectives	Results
See Att'd	See Att'd

Overall impression of performance and results achieved.

IX. Follow-Up

Indicate those measures or steps which should be taken by the Chief Administrative Officer over the course of the next appraisal period to improve his/her performance, e.g. types of external or internal development courses/seminars, changes in management practices, etc.

XI. Sign Off

Signature of the Chief Administrative Officer (this indicates only that this appraisal has been discussed with you, not whether you agree or not with the comments/rating).

Signature of the Chief Administrative Officer

Signature of Mayor (or designate)

Date



TOWN OF MAYERTHORPE

SCHEDULE “B”

Council Evaluation

- Part 1: Features of a Successful Term of Office
- Part 2: Town Council Survey
- Part 3: Individual Goals of Councillors

PART 1: Features of a Successful Term of Office

1. A thorough orientation to the role of Council, regardless of the tenure of its members.

Yes ____ No ____ Partially ____

2. Respect for the expectation of citizens that elected officials act as stewards of public resources.

Yes ____ No ____ Partially ____

3. Appropriate mechanisms to receive and recognize public input on key issues.

Yes ____ No ____ Partially ____

4. Respect for and understanding of the need for a "corporate" approach to issues resolution.

Yes ____ No ____ Partially ____

5. Focus on the important more so than the urgent or mundane; and an ability to recognize the difference.

Yes ____ No ____ Partially ____

6. Sense of vision: a forward-looking perspective; willingness to work cooperatively toward agreed upon goals and priorities.

Yes ____ No ____ Partially ____

7. Ability to make tough decisions in a constructive environment.

Yes ____ No ____ Partially ____

8. A willingness to abide by the guidelines on the exercise of individual and collective powers.

Yes ____ No ____ Partially ____

9. Control over the budget development process; a focus on results not details.

Yes ____ No ____ Partially ____

10. A desire to consider new policies and an awareness of the policy development process.

Yes ____ No ____ Partially ____

11. Recognition by the public that Council respects the work and authority of the CAO (Administrator) and staff and respects their input.

Yes ____ No ____ Partially ____

12. Confidence in the leadership of the chief elected official.

Yes ____ No ____ Partially ____

13. Recognition of the need for targets and benchmarks; a public report card.

Yes ____ No ____ Partially ____

14. A sense of accomplishment!

Yes ____ No ____ Partially ____

Some Guiding Principles

15. The will of the majority as it is understood by Council will be reflected in all Council decisions.

Yes ____ No ____ Partially ____

16. All Council decision-making, save and except that which is protected from public exposure bylaw, shall be conducted openly with the public's right to be present respected.

Yes ____ No ____ Partially ____

17. Council members will respect the right of each other to have a difference of opinion on any or all issues and will not attack other Council members for holding and/or voicing a different opinion.

Yes ____ No ____ Partially ____

18. Council members will respect the power differential which exists between themselves and their administration and will refrain from public and/or personal criticism; Council will publicly support and respect the role and integrity of its administration.

Yes ____ No ____ Partially ____

19. Decisions made by Council at a duly constituted meeting will be deemed to be decision of Council and will be subject to prompt enforcement by the CAO and/or his/her staff.

Yes ____ No ____ Partially ____

20. Municipal property or information will not be used for personal gain by any member of Council.

Yes ____ No ____ Partially ____

21. All advice and information presented to Council by the administration will be treated with respect regardless of whether or not the member agrees with such advice and/or information.

Yes ____ No ____ Partially ____

22. Decisions by Council will reflect a thorough decision-making process including staff reports, public board or committee input (if appropriate), public hearings (where required or appropriate) and will be consistent with Council values, mission, goals and objectives.

Yes ____ No ____ Partially ____

23. Council will govern the organization through policies, bylaws and resolutions; the administration will manage and administer the decisions of Council and will ensure the effective utilization of the human, fiscal and physical resources.

Yes ____ No ____ Partially ____

24. Council will respect the mandate of other area governing or administrative organizations (e.g. school system, health authority, etc.) and will seek to work cooperatively with such organizations in the expenditure and use of public resources.

Yes ____ No ____ Partially ____

25. Council will seek to ensure that there is an effective monitoring process in place which ensures that its decisions are being implemented effectively and efficiently and in a timely manner.

Yes ____ No ____ Partially ____

Part 2: TOWN COUNCIL SURVEY

The direction of any municipality requires that elected officials of the community undertake a number of functions. This questionnaire is directed at the elected officials' responsibilities and their understanding of the organization. There are no right or wrong answers.

Please circle the number that corresponds the closest to your views on each question.

- 6 – Always
- 5 - Frequently
- 4 - Usually
- 3 - As often as not
- 2 - Occasionally
- 1 - Seldom
- 0 – Never

1. There is a clear delineation between policy formulation by elected officials and implementation by appointed administrators.	6	5	4	3	2	1	0
2. Remuneration of elected officials is reviewed by some external group (e.g. consultants, citizens' committee) every 3 to 6 years.	6	5	4	3	2	1	0
3. A comprehensive policy development process has been developed and is utilized by Council and administration.	6	5	4	3	2	1	0
4. The media are invited to attend Council and standing committee meetings.	6	5	4	3	2	1	0
5. The use of Council committees (both standing and special committees) has been reviewed by Council and its administration within the past 5 years.	6	5	4	3	2	1	0
6. Instructions (or direction) from Council to the administration are channeled through the Chief Administrative Officer (CAO) or, in the absence of the CAO, through the appropriate Department Head.	6	5	4	3	2	1	0
7. Disagreements among Council members during open meetings are confined to the issues and do not involve personalities.	6	5	4	3	2	1	0

8. Each item on the Council agenda includes a brief staff review (or comment) and a recommendation from senior management.	6	5	4	3	2	1	0
9. Remuneration and fringe benefits for staff are reviewed at least every 3 to 5 years.	6	5	4	3	2	1	0
10. Input from the public to Council's decision-making is sought.	6	5	4	3	2	1	0
11. Council agendas and supporting documentation are available to members of Council at least forty-eight hours prior to each meeting.	6	5	4	3	2	1	0
12. Council has a policy encouraging staff development through seminars, courses and conferences.	6	5	4	3	2	1	0
13. Council has a policy approach to business planning that includes a solid, step-by-step process for reviewing and approving the budget.	6	5	4	3	2	1	0
14. A formal 3 to 5 year capital work program has been developed and is reviewed and updated annually by Council.	6	5	4	3	2	1	0
15. The Chief Elected Official is recognized by the Council, staff and community as being the community's main spokesperson.	6	5	4	3	2	1	0
16. Policies exist which ensure that the municipality is able to recruit the most capable individuals for senior staff positions.	6	5	4	3	2	1	0
17. Council is kept fully aware of the financial management (e.g. debt load, salary negotiations, budget overruns, etc.) of the community.	6	5	4	3	2	1	0
18. A formalized program is followed in attempting to strengthen the community's economic (industrial and commercial) base.	6	5	4	3	2	1	0
19. Council has an established program of recognizing volunteer involvement in the community.	6	5	4	3	2	1	0

20. Council ensures that formal reviews of the effectiveness and efficiency of the organization structure and systems are regularly conducted.	6	5	4	3	2	1	0
21. Council members are aware of the existing policies on planning and growth management in the community.	6	5	4	3	2	1	0
22. The media are given access to information of a public (i.e. non-confidential) nature.	6	5	4	3	2	1	0
23. The municipality's operational budget is established prior to the year-end.	6	5	4	3	2	1	0
24. There exists a coordinated and planned program of ensuring that Council is made aware of key changes being proposed by other levels of government.	6	5	4	3	2	1	0
25. Individual Council member goals and objectives for the community are discussed with other members of the Council.	6	5	4	3	2	1	0
26. A planned public relations program exists and involves both the administration and Council.	6	5	4	3	2	1	0
27. Written position descriptions are available for full time staff members.	6	5	4	3	2	1	0
28. Each full time staff member is reviewed and evaluated at least annually by his/her supervisor.	6	5	4	3	2	1	0
29. Council meets on a planned schedule with its Boards, Committees and Commissions to discuss priorities and key issues.	6	5	4	3	2	1	0
30. Council members are encouraged to attend relevant seminars and conferences.	6	5	4	3	2	1	0

Town Council Survey Results

1. Separate the survey questions into groups as indicated in the chart below and transfer the numerical value of your answers to the chart.
2. Add the numerical value of your answers by group.

	Financial Admin.	Human Resource Admin.	Public Relations	Council Systems & Procedures	Council Relationships	Admin. Systems & Procedures
Insert scores for question numbers noted.	#13 _____	# 2 _____	# 4 _____	# 1 _____	# 7 _____	# 6 _____
	#14 _____	# 9 _____	#10 _____	# 3 _____	#15 _____	# 8 _____
	#17 _____	#12 _____	#19 _____	# 5 _____	#24 _____	#20 _____
	#18 _____	#16 _____	#22 _____	#11 _____	#25 _____	#27 _____
	#23 _____	#30 _____	#26 _____	#21 _____	#29 _____	#28 _____
Totals	_____	_____	_____	_____	_____	_____

3. Add the totals of each group (the vertical columns) to obtain grand total.

Grand Total _____

INTERPRETING THE RESULTS

GROUP TOTALS

Financial Administration: $\frac{\quad}{30} \times 100 = \underline{\quad}$

Human Resource Administration: $\frac{\quad}{30} \times 100 = \underline{\quad}$

Public Relations: $\frac{\quad}{30} \times 100 = \underline{\quad}$

Council Systems and Procedures: $\frac{\quad}{30} \times 100 = \underline{\quad}$

Council Relationships: $\frac{\quad}{30} \times 100 = \underline{\quad}$

Administrative Systems & Procedures: $\frac{\quad}{30} \times 100 = \underline{\quad}$

GRAND TOTAL $\frac{\quad}{180} \times 100 = \underline{\quad}$ Overall Effectiveness

While there are very few exact answers to many areas of community organization effectiveness, there are some generally accepted principles and guidelines. This questionnaire has been designed to assist you in recognizing the areas of strength and weakness in your organization.

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SCORE (out of 30)			SCORE (OUT OF 180 – overall)		
7	=	23%	30/180	=	17%
8	=	27%	40/180	=	22%
9	=	30%	50/180	=	28%
10	=	33%	60/180	=	33%
11	=	37%	70/180	=	38%
12	=	40%	80/180	=	44%
13	=	43%	90/180	=	50%
14	=	47%	100/180	=	56%
15	=	50%	110/180	=	61%
16	=	53%	120/180	=	67%
17	=	57%	130/180	=	72%
18	=	60%	140/180	=	77%
19	=	63%	150/180	=	83%
20	=	66%			
21	=	70%			
22	=	73%			
23	=	77%			
24	=	80%			
25	=	83%			
26	=	87%			
27	=	90%			
28	=	93%			
30	=	100%			

Part 3: Individual Goals of Councillors

I would like to see Council work on:

I would like more information on:

Throughout my term on Council, I hope to accomplish:



TITLE: Council – Chief Administrative Officer Agreement
POLICY NO.: I-015
APPROVAL: Town Council
EFFECTIVE DATE: May 28, 2012
AMENDED DATE: May 25, 2020
REVIEW DATE: May 22, 2012
May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To establish good governance in the Council - Chief Administrative Officer relationship.

PURPOSE: To clarify the roles of, and strengthen the relationships between, Town Council and the Chief Administrative Officer.

PRINCIPLES:

1. All members of Council and the Chief Administrative Officer will commit to and sign a Council – Chief Administrative Officer Agreement at the beginning of each term of office.

REFERENCE:

1. Schedule "A" Council Chief Administrative Officer Agreement

End of Policy.



TOWN OF MAYERTHORPE

SCHEDULE "A"

Council - Chief Administrative Officer Agreement

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Policy I-015 Council – Chief Administrative Officer Agreement Schedule “A”

We, as members of Council, will:

1. Carry out responsibilities as set out in the applicable legislation to the best of our abilities.
2. Make decisions that we believe to be in the best interest of the citizens of the Town of Mayerthorpe.
3. Review the background information and advice made available to us by administration prior to rendering a decision.
4. Seek further input when we are unsure of the issues or uncertain as to the preferred course of action.
5. Refer any significant complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Chief Administrative Officer for review, comment and follow up. (as appropriate)
6. Refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with Council or Chief Administrative Officer and to respond appropriately.
7. Seek to participate actively in the decision making process.
8. Refrain from any public or private criticism of our administration wherein individual employees are identified.
9. Act as good stewards of the Town of Mayerthorpe and as public servants of our citizens through ethical conduct.
10. Provide effective leadership through guiding the corporation and the municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interest of the majority of our citizens.

11. Ensure that we formally evaluate the performance of the Chief Administrative Officer at least once annually and involve the Chief Administrative Officer in this process so as to ensure a full understanding of the Council's candid assessment.

Mayor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

I, the Chief Administrative Officer will:

1. Conduct myself as your chief policy advisor in an honest and ethical manner.
2. Ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments.
3. Provide advice (on all issues) which is professionally sound, ethical legal and in accordance to the policies and objectives of Council.
4. Guide the actions of administration so that they are in accordance with the policies and objectives of Council.
5. Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council of the Town of Mayerthorpe.
6. Forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow up is assured.
7. Ensure that Council is made aware of the whole picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendations as your Chief Administrative Officer.
8. Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.

9. Maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Provincial and Federal governments.
10. Admit to any mistakes of substance made by myself or my staff and take corrective action.
11. Listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis.
12. Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Chief Administrative Officer _____

TITLE: Skills Development
POLICY NO.: I - 017
APPROVAL: Town Council
EFFECTIVE DATE: October 22, 2012
AMENDED DATE: October 15, 2013
REVIEW DATE: October 15, 2012
 May 19, 2020
 February 21, 2023
SUPERSEDES POLICY NO.: (None)

POLICY STATEMENT: The Town of Mayerthorpe wishes to promote skills development to assist in development of professional, productive, and competent skills to help in the execution of roles as municipal Councillors.

PURPOSE: The purpose of this policy is to establish a mechanism for education, training, and development of Council.

PRINCIPLES:

1. Professional Development annual operating budget is to be established with an annual amount of \$1,500.00.
2. Courses, seminars, and retreats are to be directly focused on skill development of Council, and/or individual Councillors in the role of municipal Councillors.
3. Approval must be obtained from Council prior to registration in courses.
4. The Town shall reimburse the student’s course fees and registration fees upon passing of the course.
5. In the event that the course is offered via on-line, this will take precedence over an in-class venue. If the course is only offered in a classroom setting, any expenses incurred (i.e. mileage and/or meals) will be reimbursed as per Policy III-001 – Expense Reimbursement Policy.

End of Policy.

TITLE: Municipal Flag Protocol Policy
POLICY NO.: I-020
APPROVAL:
EFFECTIVE DATE: March 29, 2016
AMENDED DATE:
REVIEW DATE: March 21, 2016
May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: This policy and procedures provides clear direction with regard to flag etiquette, flags to be flown.

PURPOSE: To clarify and confirm established practices and provide consistent direction to staff with respect to the protocol and management of all flags flown on Municipal property.

PRINCIPLES:

1.0 FLAG ETIQUETTE

1.1 The flag policy reflects our current practices, which are consistent with the Department of Canadian Heritage rules for displaying flags.

1.2 When flags are flown together, the Canadian Flag should be on the left, as seen by spectators. Except when three flags are flown, then the Canadian Flag shall be in the middle.

2.0 FLAGS AT HALF MAST

Flags flown on municipal properties will be flown at half-mast to mark the passing of the following for a period beginning when the Municipality is notified of the individual's death until sunset on the day of funeral or if there is to be a memorial service the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

2.1 RECOGNITION OF CANADIAN MILITARY PERSONNEL

The passing of members of the Canadian Military whose lives are lost while on active duty.

2.2 RECOGNITION OF PROMINENT PUBLIC FIGURES

The passing of any of the prominent public figures listed below:

Across Canada and abroad on the death of:

- The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree. (spouse, child, parent, sibling)
- The Governor-General or a former Governor General of Canada.
- Prime Minister of Canada or former Prime Minister.
- Chief Justice of Canada and Members of the Canadian Ministry.
- Upon the death of a Privy Councillor, who is not a current member of the Canadian Ministry, or a current Senator, the Flag is flown at Half-mast.
- Upon the death of a current member of the House of Commons, the Flag is flown at Half-mast.

Within the Province on the death of:

- Lieutenant Governor or former Lieutenant Governor.
- Premier or former Premier.
- Local MLA or former local MLA.

Within the Town of Mayerthorpe on the death of:

- Mayor or former Mayor of the Town of Mayerthorpe.
- Councillor or former Councillor of the Town of Mayerthorpe.

2.3 RECOGNITION OF PERSONS FROM TOWN OF MAYERTHORPE WHO'S DUTIES CAN BE DESCRIBED AS "PROTECTIVE SERVICES", INCLUDING BUT NOT LIMITED TO RCMP, POLICE AND FIREFIGHTERS.

Flags will be half-masted for the passing of persons in or from Town of Mayerthorpe, whose lives are lost while in the line of duty.

2.4 RECOGNITION OF MUNICIPAL EMPLOYEES

When an employee of the Municipality dies while actively employed, the flag shall be flown at half-mast.

2.5 SPECIAL DAYS

Flags will be half-masted from sunrise to sunset on the following commemorative days:

- March 3, Mayerthorpe Fallen Four;
- April 28th, Day of Mourning for Persons Injured or Killed in the Workplace;
- November 11th, Remembrance Day, 10:59 am to 12:00 noon;
- Second Sunday in September of each year, Canadian Fallen Firefighters Memorial Day;
- Last Sunday in September of each year, Police and Peace Officers National Memorial Day (to honor fallen Canadian Police and Peace Officers);
- December 6, National Day of Remembrance and Action on Violence against Women.

2.6 OTHER CIRCUMSTANCES

- Other individuals and events may be recognized by lowering the flag at the direction of the Chief Administrative Officer.

End Policy.

TITLE: Respectful Conduct
POLICY NO.: I-021
APPROVAL:
EFFECTIVE DATE: June 12, 2017
AMENDED DATE:
REVIEW DATE: May 15, 2017
May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Town of Mayerthorpe supports an environment that provides safe and positive experiences for everyone when conducting municipal business.

PURPOSE: To establish an inclusive environment by providing a venue that supports open citizenship by strengthening the relationships that support friendly, safe and welcoming experience for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

PRINCIPLES:

1) Expected Behavior

- a) Participate in an authentic and active way. In doing so, you contribute to the health and longevity of this community;
- b) Exercise consideration and respect in your speech and actions;
- c) Attempt collaboration before conflict;
- d) Refrain from demeaning, discriminatory, or harassing behavior and speech both verbal and written;
- e) Be mindful of your surroundings and of your fellow participants. Alert municipal officials or facility operators if you notice a dangerous situation, someone in distress, or violation of the Respectful Conduct, even if it seems inconsequential;
- f) Remember that community venues may be shared with member of the public; please be respectful to all patrons in these locations.

2) Unacceptable Behavior

- a) Violence, threats of violence or violent language directed against another person;
- b) Harassment, abuse, threats, and bullying;
- c) Sexist, racist, homophobic, transphobic, ableism or otherwise discriminatory jokes and language;

- d) Posting or displaying sexually explicit or violent material;
- e) Posting or threatening to post other people's personally identifying information ("doxing");
- f) Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability;
- g) Inappropriate photography or recording;
- h) Inappropriate physical contact. You should have someone's consent before touching them;
- i) Unwelcome sexual attention. This includes, sexualized comments or jokes; inappropriate touching, groping, and unwelcomed sexual advances;
- j) Deliberate intimidation, stalking or following (online or in person);
- k) Advocating for, or encouraging, any of the above behavior;
- l) Sustained disruption of community events, including talks, meeting, and presentations;

3) Weapons

- a) No weapons will be allowed during community events, spaces, or facilities. Weapons include but are not limited to:
 - i) Guns;
 - ii) Explosives;
 - iii) Large knives;
 - iv) Any other item intended for the purpose of causing injury or harm to others.

4) Consequences of Unacceptable Behavior

- a) Unacceptable behavior from any member of the public, visitors to the community, including sponsors and those with decision-making authority, will not be tolerated.
- b) Anyone asked to stop unacceptable behavior is expected to comply immediately.
- c) If a person engages in unacceptable behavior, the municipality may take any action they deem appropriate, including but not limited to, ending a conversation, instructing individuals to leave a facility, limiting access to a facility, deleting social media posts, etc.

5) Scope

- a) It is expected that the community abide by this Respectful Conduct in all aspects of municipal business within the corporate limits of the Town of Mayerthorpe.

End Policy.

TITLE: Public Participation
POLICY NO.: I-022
APPROVAL: January 8, 2018
EFFECTIVE DATE:
AMENDED DATE:
REVIEW DATE: December 18, 2017
May 19, 2020
February 21, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Town of Mayerthorpe values and encourages public participation and is committed to open, two-way communication to develop and deliver quality programs and services that meet the needs of the community.

PURPOSE: To promote open and transparent governance of the Town.

DEFINITIONS:

1. Public Participation – represents the various methods by which information is exchanged with the Mayerthorpe community. Types of public participation are defined within this policy.

PRINCIPLES:

1. This policy applies to public participation which may be influenced by legislation, annual operating budget, emergency situations, timeframes, types of notification and degree of potential impact on affected parties.
2. This policy applies except where:
 - a. Participation is otherwise prescribed by statute or regulation;
 - b. Subject matter is deemed minor in nature and Council has authorized that no public engagement is required.
3. Public participation methods are outlined in Schedule "A" attached to and forming part of this policy.

End Policy.



Mayerthorpe

Section II

Administrative

TITLE: Reserves
POLICY NO.: II - 001
APPROVAL: Council
EFFECTIVE DATE: November 26, 2012
AMENDED DATE: February 25, 2013
 August 25, 2014
 January 11, 2016
 June 27, 2016
 June 25, 2018
 April 24, 2023
REVIEW DATE: November 19, 2012
 February 19, 2013
 August 18, 2014
 December 21, 2015
 June 20, 2016
 June 18, 2018
 May 19, 2020
 April 17, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: That Council establishes reserve funds.

PURPOSE: To establish direction of reserves in accordance with Generally Accepted Accounting Principles (GAAP).

PRINCIPLES:

1. Funding to and from a Reserve will be approved through Council via:
 - a. existing municipal policies or Bylaws;
 - b. the annual budget process;
 - c. the year-end Reserve request and approval process;
 - d. Council resolution.

2. All Reserves will be administered in accordance with current municipal policies and the Public Sector Accounting Standards.

3. The general items that cause a fluctuation in a reserve account are:
 - a. large expenditures that only happen periodically (i.e., large capital projects).
 - b. initiatives or projects that were planned and funded for a particular year but delayed until a future year.
 - c. initiatives or projects that are planned in future years that funds are being accumulated for.
 - d. unanticipated emergency, unbudgeted or over-budgeted expenditures.
4. Descriptions of each reserve provide the purpose of the reserve and any related background information:

DEPARTMENT RESERVES:

- a. Administration Reserve – This reserve is to fund any Council and/or administration equipment or computer equipment purchased periodically. This reserve may also be utilized to fund any capital and/or operating project expenditures made to the Town Office building.
- b. Bylaw Enforcement Reserve – This reserve is to fund Bylaw Department vehicle purchase periodically. This reserve may also be utilized to fund any projects or initiatives relating to the Bylaw Department.
- c. Cemetery Reserve – This reserve is to fund any projects or initiatives relating to the cemetery.
- d. Culture Reserve – This reserve is to fund any projects or initiatives relating to the library, arts, or culture.
- e. ~~Disaster Services~~ Emergency Management Reserve – This reserve is to fund any projects or initiative relating to emergency and disaster management.
- f. Economic Development Reserve – This reserve is to fund any

projects or initiatives relating to economic development.

- g. Environmental Reserve – This reserve is to fund any Brownfield projects or initiatives relating to environmental contamination or hazardous waste.
- h. Fire Reserve – This reserve is to fund any capital purchases of various fire equipment or emergency vehicles. This reserve may fund any preventative maintenance required on existing vehicles or equipment (i.e., inspections).
- i. Planning and Development Reserve – This reserve is to fund any projects or initiatives relating to planning, subdivision land use and any other related development.
- j. Public Transit Reserve – This reserve is to fund any projects or initiatives relating to Public Transportation.
- k. Public Works (PW) Reserve – This reserve is to fund the purchase of new or replacement equipment, and major maintenance or capital purchases relating to Town Roads and Alleys, Sidewalks, Equipment or Public Works Shop.
- l. Recreation Reserve – This reserve is to fund any capital expenditures or significant repairs to the Town’s recreational facilities. This fund may fund any project or initiative relating to recreation.
- m. Sewer Reserve – This reserve is to fund budget or major maintenance projects relating to Sewer. This reserve may also fund any large capital projects or purchases relating to the Town’s Sewer infrastructure. This reserve can also fund payments relating to any debentures relating to Sewer infrastructure. Revenue generated from the water infrastructure fees are accumulated and transferred to this reserve.
- n. Solid Waste Reserve – This reserve is to fund any future solid waste

extraordinary or unanticipated expenses. This reserve may also fund any project or initiative relating to solid waste, recycling, or compost. Revenue generated more than expenses is transferred to this reserve annually. Any annual Solid Waste Department operating shortfall is funded by this reserve.

- o. Utility Reserve Fee – This reserve is to fund any future water, sewer, or storm water infrastructure capital projects. This reserve is funded by Town Utility accounts via the current Utility Bylaw.
- p. Water Reserve – This reserve is to fund budgeted capital projects or major maintenance projects related to Water Infrastructure. This reserve can also fund payments relating to any debentures relating to Water infrastructure. Revenue generated from the water infrastructure fees are accumulated and transferred to this reserve.

NON-DEPARTMENT RESERVES

- a. Emergency Response Centre (ERC) Reserve – This reserve is to fund any capital purchases or major maintenance relating to the ERC building. This reserve may also fund the annual ERC budget operating deficit.
- b. Mural Reserve – This reserve is to fund the maintenance and upkeep of the Towns’ murals.
- c. Tax Stabilization Reserve - Funds in this reserve may be used for stabilizing budgetary impacts resulting from abnormal costs or other extraordinary items that would result in an overall surplus or deficit to the municipal operations.

End of Policy.

TITLE:	Expense Reimbursement Policy
POLICY NO.:	II-002
APPROVAL:	October 23, 2006
EFFECTIVE DATE:	October 23, 2006
AMENDED DATE:	July 27, 2009 January 12, 2015 March 29, 2016 March 26, 2018 July 23, 2018 April 25, 2022 April 22, 2024
REVIEW DATE:	December 14, 2014 March 21, 2016 March 19, 2018 July 16, 2018 May 19, 2020 April 19, 2022 April 17, 2023 April 15, 2024
SUPERSEDES POLICY NO.:	II-002A

POLICY STATEMENT: The Town will reimburse employees, elected officials, members-at-large, and volunteers (the "Claimant") for out-of-pocket expenses as a result of attending Town business.

PURPOSE: To clearly identify what expenses are claimable while conducting Town business.

- PRINCIPLES:**
1. Claimants who attend Council approved conventions, seminars or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
 2. When Claimants use their own vehicles for approved Town business, the reimbursement rate shall be the Automobile Allowance Rate as set by

Canada Revenue Agency, Government of Canada.

3. When travel costs are to be paid or reimbursed from Town funds, it is expected that, wherever practical:
 - a) Travel must be undertaken as efficiently as possible, using the shortest practical route, and by the most efficient means of transport.
 - b) Where more than one Claimant attends the same function outside the municipal boundaries, a vehicle should be shared whenever possible.
 - c) Any proportion of the travel costs that relate to activities other than the Claimant's official duties and functions cannot be claimed. Non-municipal travel time and related expenses are at the Claimants own expense.
 - d) When car-pooling is available and a Council member prefers not to car-pool for personal reasons, mileage will be paid for travelling one way only for that member.
 - e) Travel time will be allotted to Council and Employees as per the chart outlined in Policy I-002, #3.
 - f) Milage subsistence will be based on the Mileage Chart outlined in Policy I-002, #6.
4. The rate of reimbursement for food per day shall be up to \$20.00 for breakfast, \$20.00 for lunch and \$40.00 for dinner. If the Claimant is away from home on approved Town business for more than 12 hours in one day, all these meals (total of up to \$80.00) will be paid if receipts are attached.
5. Other incidentals, such as parking fees, National Park registration, etc., that are bona fide expenses, will be paid on receipt.
6. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim. Without receipts employees and elected officials may claim an accommodation allowance of \$50.00 per night.
7. Gratuities (tips) may be reimbursed at a rate of not more than 15% of the meal costs. Gratuities are not included in the limits prescribed by clause #4 of this policy.
8. Alcoholic beverages are not claimable.
9. Spouse's expenses are not claimable.

End of Policy.

TITLE: Logo
POLICY NO.: II-003
APPROVAL:
EFFECTIVE DATE: April 13, 2015
AMENDED DATE: July 22, 2019
REVIEW DATE: July 15, 2019
 May 19, 2020
 April 17, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide guidelines for use and reproduction of the Town’s logo.

PURPOSE: To protect the corporate identity and integrity of the Town’s logo on all internal and external documents to ensure consistent usage is utilized.

PRINCIPLES:

1. The Town’s logo is the proprietary symbol of Town of Mayerthorpe and is to be displayed or used for official Town of Mayerthorpe business where permitted. The logo may not be displayed or used in any manner by any other individual, organization, or other entity without the Town’s permission.
2. The Town’s Logo is representative of the Town and of the area. The Town will benefit from and will use the logo in association with its own identity. The Town’s qualities and characteristics are promoted within the Town.
3. The Chief Administrative Officer will ensure that this Policy is being followed and has authority under this Policy to grant use of the logo to as designated.
4. Use of colors other than those contained in the approved Town logo, are prohibited without express permission. Greyscale or black and white are permitted.
5. The following design shall be used as the Town’s logo:



End of Policy.

TITLE:	Financial Controls		
POLICY NO.:	II - 004		
APPROVAL:	September 1999		
EFFECTIVE DATE:	October 22, 2012		
AMENDED DATE:	October 22, 2012	May 24, 2016	
	October 15, 2013	October 24, 2016	
	December 9, 2013	May 28, 2018	
	March 29, 2016	June 24, 2019	
	March 23, 2020	July 26, 2021	
	March 28, 2022	July 15, 2024	
	REVIEW DATE:	October 15, 2012	October 17, 2016
		November 18, 2013	January 15, 2018
		March 21, 2016	May 22, 2018
		May 16, 2016	June 17, 2019
	March 16, 2020	May 19, 2020	
	July 19, 2021	March 21, 2022	
	April 17, 2023	June 17, 2024	
SUPERSEDES POLICY NO.:	II-006, II-007, II-009, II-011		

POLICY STATEMENT: The Town of Mayerthorpe wishes to ensure that the municipality's cash resources are managed effectively and efficiently by maintaining financial controls.

PURPOSE: To maintain the Town's stable financial position.

PRINCIPLES:

1. Project, reserves, non-operating grants, and donations shall be held in separate general ledger accounts. On a quarterly basis, interest rates for investments will be reviewed and funds will be invested separately if warranted.
2. Financial reporting shall be provided to Council at the last regular Council meeting of each month as information. Financial reports shall include the

following:

- a. Statement of Revenue and Expenses - Operating and Capital in a budget-to-actual comparison and in a department-level format.
 - b. Monthly Bank Reconciliation.
 - c. Month-end Balance Sheet, when available.
3. An annual audit of the Town's financial statements will be performed.
4. The main tools for ensuring that financial controls are in place for funds to be expended appropriately:
- a. the annual budget processes
 - b. review and signing of cheques
 - c. annual external audit
 - d. unbudgeted expenditure process
 - e. inventory maintenance
 - f. collection of revenues
 - g. Overdue Account
 - h. Write-Offs of Uncollectible Amounts
5. Signing authorities shall be reviewed and authorized at every organizational meeting.

PRINCIPLE DETAILS:

Budget

Capital budget (Project Plan Projection) will be prepared annually. Operating Budget will be prepared for a 3-year period and reviewed annually prior to December 31. Council will provide direction and adopt the budget when they are satisfied with the content.

Signing Authority

Signing authority, commencing October 2021, and ending October 2025 shall

be either Mayor or Councillor and either the Chief Administrative Officer, Assistant CAO/Finance Manager, or FCSS Director/Recreation Manager.

Signing of Agreements

1. An expenditure of funds from the approved operating and/or capital budget that is less than \$25,000 and requires the signing of an agreement, the agreement may be signed by the Town's Signing Authority. A separate Council resolution is not required. The same process would apply to approved operating or capital budget revenue agreements of less than \$25,000.
2. An expenditure of funds from the approved operating and/or capital budget that is more than \$25,000 and requires the signing of an agreement, requires a separate Council resolution before the agreement may be signed by the Town's Signing Authority. The same process would apply to approved operating or capital budget revenue agreements greater than \$25,000.
3. Other agreements such as permits, credit applications etc. may be signed by the CAO or their delegate. This type of agreement does not normally require the Town's formal Signing Authority to sign or the affixing of the Town seal to be a legal binding document.

Banking Agreement

1. The current Banking Agreement will be reviewed and renewed every year with ATB Financial, the Town's Financial Institution for banking activities.
2. The Town's Operating Borrowing Bylaw will be renewed once annually for banking credit facility renewal purposes.

Appointment of Auditor

1. Council shall appoint a Town Auditor every three years.
2. An extension or renewal to a contract may be provided at the discretion of Council.
3. In 2021, Council appointed Metrix Group, LLP as Town Auditor commencing

with the yearend December 31, 2024, and concluding with yearend December 31, 2026.

Inventory Maintenance

An updated inventory of capital assets is to be maintained to account for all items belonging to the Town so that they may be adequately insured and recorded in the financial statements.

1. Each applicable Department shall be required to take an annual inventory of vehicles, equipment and goods owned by the Town as of December 31. The inventory listing is to be provided to the Assistant CAO/Finance Manager prior to January 15th for audit verification.
2. The inventory shall list the item, identification (i.e., make, model and serial number) and a replacement cost.
3. A listing of all capital assets identified for disposal (except land) will be accumulated and presented to Council for approval prior to advertising for tender. Offers to purchase capital assets must be made in writing to the Town as per the instructions outlined in the advertisement.
4. Non-Capital Assets identified for disposal may be sold via Online Government Surplus Auctions (GovDeals.com) for a reasonable cost approved by the Chief Administrative Officer.

Disposal of Municipal Land

1. Definitions:
2. "Appraisal" means an official valuation of property by an authorized person.
3. "Direct Sales" means the sale of municipal lands that has been initiated by a potential buyer.
4. "Land" includes all municipal properties whether vacant or land containing buildings.
5. "Public Sales" means the sale of lands that the Town is actively trying to dispose of.
6. The disposal of municipal lands will be considered in the context of the overall policies of the Town including the Land Use Bylaw, Municipal Development Plan, Strategic Plan and Provincial and Federal Brownfield Regulations.

7. The sale of land may be initiated by either the Municipality (Public Sale) or by an individual, company or organization that is interested in acquiring the Town's land (Direct Sale).
8. The Chief Administrative Officer or designate may choose to market Municipal properties as outlined in the Town's Communications and Advertising Policy.
9. All matters related to the disposal of Municipal Property shall meet the requirements of Part 3, S. 70 of the *Municipal Government Act*.
10. All inquiries made with regards to the purchase of municipally owned property shall be directed to the Chief Administrative Officer or designate.
11. All decisions on the disposal of municipally owned lands shall be made by Council. Council will determine how they wish to proceed based on the terms of the offer. If Council elects to sell the lands and/or improvements, the Chief Administrative Officer or designate shall have an appraisal done on the subject property to assist in establishing the fair market value price.
12. A Notice will be placed in the local newspaper for two consecutive weeks advising of the intended sale of the property to allow residents the opportunity to appeal.
13. The Chief Administrative Officer or designate shall complete the sale agreement process upon satisfaction of matters related to conditions.

Collection of Revenues

Revenues may be collected in cash, cheque, money order, debit card or electronic transfer.

1. Payments received in cash, cheque, money order or debit card will be recorded on the date received in the Town Office. Payments received by mail will be recorded on the post-marked date.
2. Payments received via electronic transfer will be recorded on the payment date as reported by the financial institution report.
3. If a banking report has invalid information (i.e., incorrect account number), the payer will be contacted and provided with 48 hours to remediate the payment. If no direction or resolution has been received within the 48 hours, the payment will be returned to the paying Financial Institution.
4. Transfers to/from utility and tax accounts require authorization by the payer and/or resident, via email, in-person, or fax.

5. Payment received via a post-dated cheque is accepted if dated within the 30 days prior to the Utility Bill due date. Any other post-dated cheques will not be accepted.
6. After 2 cheque payments are processed from a payer within a year, and are returned Non-Sufficient Funds (NSF), cheques will no longer be accepted from that said payer for a year from the date of the last NSF cheque received.

Overdue Accounts

Collection Method for Outstanding Accounts Receivable (AR) relating to invoices issued for all departments except for taxes, fire invoices and utility bills.

1. Payment of AR invoices shall be due within one month of the invoice date. On the day after the one month (30/31 days), the invoice is considered overdue.
2. An AR overdue amount reminder (Month end Account Receivable Statement) is sent for the next two-month end periods.
3. Finance charges will apply to AR invoices as outlined in the Miscellaneous Rates and Fees Bylaw.
4. The Chief Administrative Officer or designate has sole authority to initiate the collection of any AR overdue account.
5. The Chief Administrative Officer or designate shall determine which collection method shall be employed for an overdue AR account.
6. The Chief Administrative Officer or designate will have sole authority to reverse any finance charges on an overdue AR account.
7. If a customer has an outstanding AR amount on which payment could not be arranged or made, and the Town has an outstanding payable to the same customer, the customer's accounts payable may be off set (i.e., reduced) against the customer's receivable amount.

Write-Offs of Uncollectible Amounts

8. A receivable is deemed uncollectible if all appropriate efforts to obtain payment have been exhausted.
9. At year-end, Finance Department will determine actual write-offs for



processing with the auditor during year-end procedures.

End of Policy.

TITLE: Purchasing
POLICY NO.: II-005
APPROVAL:
EFFECTIVE DATE: March 9, 2009
AMENDED DATE: February 22, 2010
 March 24, 2014
 October 24, 2016
 May 25, 2020
 March 28, 2022
 April 24, 2023
REVIEW DATE: November 19, 2012
 March 17, 2014
 October 17, 2016
 May 19, 2020
 March 21, 2022
 April 17, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide fair and reasonable guidelines for purchasing goods and services.

PURPOSE: To establish management control of municipal expenditures.

PRINCIPLES:

1. Upon approval of the annual operating and capital budget, the Administration shall have the authority to purchase within each department’s budgeted amount.
2. Purchasing will be conducted in a manner whereas local suppliers as reasonably possible are given an opportunity to participate. Consideration will be given to price, quality, and serviceability prior to purchasing commitments being made.

3. Completed purchase orders must be issued for every purchase of a value exceeding \$1,000.00 before GST.
4. Standing purchase orders may be issued to regular suppliers. No purchase of a value of \$1,000.00 before GST or greater may be made on a standing purchase order.
5. For single purchases in value over \$5,000.00, written quotes may be sought. A record of quotes received should be maintained by the Department Head.
6. For single purchases in value of over \$10,000.00, written quotes shall be sought utilizing a Request for Quotation. A record of quotes received should be maintained by the Department Head.
7. The approval of the Chief Administrative Officer or delegate will be required for any purchases over \$25,000.00 for items included in the annual budget. Department Heads are authorized to approve all single purchases of \$10,000.00 and under.
8. If applicable, Department Heads shall ensure that Request for Quotation/Request for Proposal for purchases are distributed amongst local suppliers (a firm that is based within the municipal boundaries). Quotes may also be obtained from the Rural Municipalities Association list of approved suppliers, if applicable.
9. All purchases made via a written contract or agreement are exempt from Clause 3 to Clause 4 above.
10. Unbudgeted Expenditures - When there is a need for additional or redirected expenditures that are not consistent with the budget, a request will be brought forward to Council for approval.

Definitions:

Emergency Expenditure – an occurrence or situation that could jeopardize the safety, health or welfare of people or the protection of property in the

municipality.

Unbudgeted Expenditure – an expenditure not included in the operating or capital budget for the year.

- a. If the proposed unbudgeted expenditure is not an emergency in nature and does not exceed \$10,000.00, the Chief Administrative Officer or designate may approve the expenditure.
- b. If the proposed unbudgeted expenditure is not an emergency in nature, Council must approve the expenditure.

11. Factors which may be relevant in awarding tenders include the following:

- a) Preference for hiring a local contractor whose bid is within five (5%) percent (or \$1,000.00, whichever is lower) of the lowest bid received except for:
 - I. the procurement of goods, services, and construction that fall under New West Partnership Trade Agreement (NWPTA) as follows:
 - i. Goods of \$75,000 or greater;
 - ii. Services of \$75,000 or greater;
 - iii. Construction projects of \$200,000 or greater.
 - II. the procurement of goods, services, and construction that fall under Canada Free Trade Agreement (CFTA) as follows:
 - i. Goods of \$121,200 or greater;
 - ii. Services of \$121,200 or greater;
 - iii. Construction projects of \$302,900 or greater.
- b) Quality of workmanship;
- c) Condition of equipment;
- d) Capability and experience of the operator;
- e) Starting and completion dates;
- f) Residual/salvage value of the equipment, if purchased;
- g) Amount and quality of work that has been previously conducted by the bidder for the Municipality;
- h) Whether there are any unresolved issues between the bidder and the Municipality;
- i) Warranty.

12. Purchases of the following shall be conducted by way of either Request for Proposal or Request for Tender, upon the recommendation of the Chief

Administrative Officer:

- a) Vehicles and other pieces of municipal equipment (subject to availability);
- b) Construction projects estimated to exceed \$50,000.00; and
- c) Other major projects identified by Council or the Chief Administrative Officer or delegate.

13. All tenders will be open to the public except where circumstances such as time or availability may require invitational tender.

14. An employee who fails to follow the Purchasing policy may have their purchasing privileges revoked.

End of Policy.

TITLE: Service Standards
POLICY NO.: II-006
APPROVAL:
EFFECTIVE DATE: March 29, 2016
AMENDED DATE:
REVIEW DATE: March 21, 2016
 May 19, 2020
 April 17, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To establish policy on handling requests, inquiries, questions, or complaints.

PURPOSE: To guide the municipality in a manner that will ensure a consistent form of service to residents within the Town of Mayerthorpe.

PRINCIPLES:

- 1. CAO**
 The Chief Administrative Officer (CAO) is responsible for the implementation of this policy.
- 2. Application**
 The following Service Standards will apply to any interaction that the Municipality has with residents and business partners:
 - a. All requests, inquiries, questions, and informal and formal complaints are handled by the Town Office.
 - b. All requests, inquiries, questions, and informal complaints will be documented at the Town Office. Public Works, Councillors and all other departments will direct queries to the Town Office for documentation.
 - c. The Town Office will handle all formal complaints, which in the context of this policy, is understood to mean the written expression of some discontent or dissatisfaction with a Municipal Service.

- d. All queries are to be made during normal business hours. Only in an emergency or safety situations are personnel to be phoned or contacted at home. The Town provides an after-hours cell number (780-305-4417) to reach the on-call employee to deal with water and sewer incidents. The Fire Department is contacted through 911.
- e. To ensure action, a complaint should be in writing and signed. Verbal complaints via phone and walk-in are documented.
- f. At the discretion of the CAO, complaints may or may not be acted upon depending on the situation and what Town policy, bylaw and budget restraints dictate.
- g. Then Municipal Staff will follow up with any required action as quickly as possible.

3. Correspondence

- a. Received addressed to “Mayor” or “Mayor and Council” will be opened and forwarded to the CAO for processing through a Request for Decision or correspondence at Council Meetings.
- b. Council will then direct the CAO with their response to the Request for Decision or via correspondence.
- c. Operational and administrative responses to correspondence will not necessarily be copied to Council.
- d. Generally, emails are not an acceptable form of response to written paper correspondence received by the Town. The CAO may use discretion in this, provided that a copy of the email response is kept in the master files.
- e. Any correspondence sent or received by the Town is subject to the regulations and accessibility as outlined in the Freedom of Information and Protection of Privacy (FOIPP) legislation. Council and employees should govern their actions accordingly.

4. This policy does not preclude the Town staff identifying and conducting investigations on their own initiative.

5. Complaints must be in writing. No action will be taken on

- a. verbal complaints; or
- b. anonymous complaints.

6. Investigation

Should an infraction be suspected, the CAO will consider the matter, the scale, number, and duration of the infractions(s); the current short- and long-term impacts caused by the infraction; the potential for precedents; and the resources available to resolve the matter. It will not be the policy of the Town to necessarily seek a legal remedy for all alleged infractions.

7. Confidentiality Issues

- a. The anonymity and confidentiality given to complainants and the alleged violators under this policy cannot be assured if an investigation results in court proceedings.
- b. When a complaint is made, personal information will be collected under the authority of Section 32 and 33(1)(c) of the Freedom of Information and Protection of Privacy Act, section 642 of the Municipal Government Act and/or Section 59 of the Safety Codes Act. If a person requests that the Town disclose personal information about them in complaints and responses to the complaints under the Freedom of Information and Protection of Privacy Act, the Town policy is to refuse disclosure under Section 17 and Section 20(1)(d) of the Act, unless consent is obtained from the person who supplied the information. The Town, however, is subject to orders issued by the Information and Privacy Commissioner under the Act and will not necessarily appeal an order for disclosure.

8. Appeal of the Handling of a Formal Complaint

If a complainant is not satisfied with the results obtained through the Town Office, they may ask for a review in writing by Council at the next regularly scheduled Council Meeting.

End of Policy.



TITLE: Asset Management
POLICY NO.: II-007
APPROVAL:
EFFECTIVE DATE: October 28, 2019
AMENDED DATE:
REVIEW DATE: October 22, 2019
May 19, 2020
April 17, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT:

The Town of Mayerthorpe is committed to fiscal management and strives to provide a high-level of municipal service to the community that takes into consideration the community's service expectations, the ability to pay for these services and the acceptable level of risk.

As the Town's municipal infrastructure ages, funds must be committed for proper management, maintenance, and refurbishment throughout the lifecycle of the municipal infrastructure. The goal of Asset Management is to meet a desired level of service for present and future citizens in an optimized way. This is achieved through the inventorying, assessing, maintaining, renewal and replacement levels of assets when considering financial planning and forecasting capital plans.

Successful implementation and operation of Asset Management requires the continual improvement of an Asset Management system, including a multi-faceted approach across the discipline of finance, economics, engineering, and business management which includes any future asset.

PURPOSE:

The purpose of this policy is to govern the practice of Asset Management within the Town of Mayerthorpe that is consistent and aligns with the approved principles and values of the municipality.

Asset Management is an integrated process for managing municipal infrastructure to ensure it supports the delivery of quality and fiscally responsible services. Focusing on each asset's life cycle, asset management considers the maintenance, rehabilitation, and replacement of all municipal infrastructure to provide sustainable service delivery while managing risks and minimizing costs. A robust asset management plan helps municipalities make informed, proactive infrastructure and budget decisions according to priorities and needs.

The Town of Mayerthorpe operates and maintains a wide array of physical assets. These assets include, but are not limited to: transportation networks, water distribution networks, sewage collection systems, storm water management systems, vehicle and equipment fleets, parks, and civic facilities. These assets have a defined service life.

As these assets age and deteriorate, the Town will manage its assets in such a way to ensure that full-service life is reached and to have in place a mechanism to enable their replacement or removal.

DEFINITIONS:

Asset — A physical component of a facility, which has value, enables services to be provided and has an economic life of greater than 12 months. Dynamic assets have some moving parts, while passive assets have none.

Asset management — The combination of management, financial, economic, engineering, operational and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

Asset management plan — A plan developed for the management of one or more infrastructure assets that combines multidisciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost-effective manner to provide a specified level of service. A significant component of the plan is a long-term cash flow projection for the activities.

Asset management strategy — A strategy for asset management covering the

development and implementation of plans and programs for asset creation, operation, maintenance, rehabilitation/replacement, disposal, and performance monitoring to ensure that the desired levels of service and other operational objectives are achieved at optimum cost.

Level of service — Defined service quality for an activity or service area against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability, and cost.

Life cycle costing — A method of expressing cost, in which both capital costs and operations and maintenance costs are considered, to compare alternatives. "Present worth" is one way to express life cycle costs. The present worth represents the current investment that would have to be made at a specific discount (or interest) rate to pay for the initial and future cost of the works.

Rehabilitation — Works to rebuild or replace parts or components of an asset, to restore it to a required functional condition and extend its life, which may incorporate some modification. Generally, involves repairing the asset to deliver its original level of service without resorting to significant upgrading or renewal, using available techniques and standards.

Replacement — Complete replacement of an asset that has reached the end of its service life, to provide an alternative that satisfies a targeted level of service.

Reinvestment — Funds allocated to capital projects that are rebuilding the existing municipal infrastructure asset base. New capacities and operations are excluded from infrastructure reinvestment decisions.

Risk Assessment - Risk should be managed in any decision-making process. The owner of the assets should analyze and document acceptable risk tolerance. Risk can be quantified by multiplying the probability of failure by the consequences of failure. Traditionally, decision making focused on cost-benefit analyses. Risk management can be used to quantify the cost of risk reduction and the resulting benefits and can be included as a component in the overall cost-benefit analysis. Risk factors in the analysis include parameters, such as financial, environmental, health and safety factors. Negative externalities, such as the cost of disruption and delay, social and environmental degradation also warrant consideration.

Service life — Period that an asset provides an acceptable level of service. The economic service life is defined as the period when the present worth of the future maintenance costs are equal to the present worth of its replacement.

Tangible Capital Assets - Non-financial assets having physical substance that are acquired, constructed or developed and are held for use in the production or supply of goods and services to others; for administrative purposes or for the development, construction, maintenance or repair of other tangible assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for resale in the ordinary course of operations. Beneficial ownership and control clearly rest with the Town.

PRINCIPLES:

Administration shall ensure the following principles are applied within any implemented Asset Management system:

1. Holistic: Asset Management must be cross-disciplinary.
2. Systematic: the approach must be applied in a structured management system.
3. Risk Management: Understanding, assessing, and managing the risk appropriately regarding all decisions made.
4. Service Level: Assessing desired levels of services delivered by the infrastructure systems.
5. Optimal: Seeking the best compromise between conflicting objectives: such as, costs versus performance versus risks.
6. Sustainable: Plans must deliver optimal asset life cycles, ongoing systems performance, environmental and other long-term consequences.
7. Integrated: Coordinate the above principles to ensure the delivery of justified services and well-defined outcomes.

RESPONSIBILITIES:

- a) Maintain and manage infrastructure assets at defined levels to support

- organizational goals, public safety, and community well-being;
- b) Monitor standards and service levels to ensure that they meet/support Council goals and objectives.
 - c) Develop and maintain asset inventories of all its infrastructure complete with condition assessments.
 - d) Establish infrastructure replacement strategies using full life cycle costing principles.
 - e) Plan financially for appropriate levels of maintenance of assets to deliver service levels and extend the useful life of assets.
 - f) Plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.
 - g) Where appropriate, incorporate asset management in its corporate plans.
 - h) Regularly monitor, review, and revise their asset management plan to ensure it remains current and continues to support effective and accurate decision making.

End of policy.

TITLE: Local Improvement Levy
POLICY NO.: II-008
APPROVAL:
EFFECTIVE DATE: May 24, 2011
AMENDED DATE: May 25, 2020
REVIEW DATE: May 19, 2020
 April 17, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish guidelines that govern Local Improvement Levies in the Town of Mayerthorpe.

PURPOSE: To provide consistent practice when completing a Local Improvement Project.

DEFINITIONS:

1. "Local Improvement" means a project, purchase, structure, work, or other undertaking by the Town which, in the opinion of the Council, is of greater benefit to the area in which it is undertaken than it is to the whole municipality and is to be paid for in whole or in part by a local improvement tax.
2. The construction, reconstruction, or replacement of the following municipal improvements are to be considered as local improvements and funded in whole or in part by a Local Improvement Levy assessed to all benefitting or abutting properties under a Local Improvement By-Law for maximum terms as noted below:

LOCAL IMPROVEMENT	APPROXIMATE OWNER'S SHARE	MAXIMUM TERM
(a) street paving or overlay	25%	10, 15 or 25 years
(b) other municipal improvements requested by a specific area and deemed by Council to be of greater benefit to that area	up to 100%	varies

PRINCIPLES:

1. The administration of this Policy shall be in accordance with the provisions of the Municipal Government Act, Division 7.
2. Local Improvements may be initiated on Council's initiative or upon the request or petition by the affected property owners in a specific area. Council reserves the right to defer or refuse to initiate a Local Improvement.
3. Petitions requesting a Local Improvement shall be in a form specified in the Municipal Government Act, signed by a minimum of 2/3 of the property owners who would be liable to pay the Local Improvement Levy, and representing at least 1/2 of the value of assessments prepared under Division 7 of the Municipal Government Act for the parcels of land in respect of which the Local Improvement Levy will be imposed.
4. All Local Improvement By-laws shall be prepared in accordance with the Municipal Government Act, Section 7, as amended.
5. When a Local Improvement is approved, Council may implement the Local Improvement and impose a Local Improvement Levy at any time within the following three (3) calendar years after the Local Improvement By-Law is approved.



TITLE: *Freedom of Information and Protection of Privacy Act (FOIP) - Personal Information Bank*

POLICY NO.: II-009

APPROVAL:

EFFECTIVE DATE: June 23, 2014

AMENDED DATE: May 25, 2020
April 24, 2023

REVIEW DATE: June 16, 2014
May 19, 2020
April 17, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish a Personal Information Bank as per legislative requirements.

PURPOSE: To ensure the Town of Mayerthorpe is accountable for its records and information management practices concerning access to information and privacy protection.

Impact of the *Freedom of Information and Protection of Privacy Act (FOIP):*

- applies to all records in the custody or under the control of the Town of Mayerthorpe, regardless of media or location with limited and specific exceptions such as quasi-judicial decisions, questions used in an interview, archival material, a personal or constituency record of an elected official etc.;
- governs the way the Town of Mayerthorpe collects, uses, discloses, and disposes of its records; and
- requires the Town of Mayerthorpe to make available to the public the manuals used in operation and decision making.

The *FOIP Act* is based on the assumption that the records of the Town of Mayerthorpe are public and, with some exceptions, are to be as open and accessible as possible. The *FOIP Act* also views the Town of Mayerthorpe's records

as being in the Town's control and custody during their existence.

This Policy will make the Town of Mayerthorpe accountable for its records and information management practices concerning access to information and privacy protection to an external authority and the Information and Privacy Commissioner.

The Directory of Personal Information Banks (Schedule "A") is intended for use by the FOIP Head, FOIP Coordinator, Town of Mayerthorpe staff within all departments and members of the public as a method of determining the location of Town of Mayerthorpe records within various departments. The Town of Mayerthorpe recommends that any inquiries about a record be directed to the department that has custody or control of the records.

Formal written requests for information under *FOIP Act* are to be directed to the FOIP Coordinator, Town of Mayerthorpe at 4911-52 St., Mayerthorpe, AB, T0E 1N0 or by telephone at 780-786-2416.

Note: Personal information collected by the Town of Mayerthorpe may be disclosed in accordance with this Act.

Definitions:

Exception to Disclosure is a provision of the *FOIP Act*, which either require or permit refusal of the right of access to records or personal information in the custody or under the control of the Town of Mayerthorpe. The *FOIP Act* specifies limited and specific exceptions where disclosure would result in harm to the government or a third party. These exceptions are set out in Section 16 to 29 in the *FOIP Act*.

FOIP Head/Coordinator is an employee of the Town of Mayerthorpe delegated the responsibility of processing FOIP requests.

Personal Information Bank is a collection of personal information that is organized or retrievable by the name of the individual or by an identifying number, symbol or other assigned to an individual.

Personal Information means recorded information about an identifiable individual, including:

- the individual's name, home or business address or home or business telephone,
- the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
- the individual's age, sex, marital status, or family status,
- an identifying number, symbol, or other assigned to the individual,
- the individual's fingerprints, other biometric information, blood type, genetic information about a physical or mental disability,
- information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
- anyone else's opinions about the individual, and
- individual's personal views or opinions, except if they are about someone else.

Record is information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records.

End of Policy.

Schedule "A"
Directory of Personal Information Banks

Assessment Roll

Location: Various offices of the Town

Information

Maintained: Legal Address, civic address, assessment amount.

Individuals: N/A

Use: To provide assessment values for properties within corporate boundaries and municipal authority.

Legal

Authority: Municipal Government Act, Section 303.

Bulk Water (Flowpoint Environmental Systems)

Location: Town Office

Information

Maintained: Name, address, and contact information.

Individuals: Residents, contractors, businesses, non-residents.

Use: To provide billing information for bulk water usage.

Legal

Authority: Town of Mayerthorpe Bylaw; *Freedom of Information and Protection of Privacy Act*, Section 33(c).

Business License Directory

Location: Town Office

Information

Maintained: Business owners and applicant's names, addresses, and contact information.

Individuals: Businesses and individuals operating within Town limits.

Use: To produce a business license. To provide business information on the Town's website (with applicable consent).

Legal

Authority: *Freedom of Information of Protection of Privacy Act, Section 33(c) and 37(a).*

Bylaw Enforcement

Location: Town Office

Information

Maintained: Name, address, and contact information of violator, complainant and/or resident.

Individuals: Resident, non-resident, violators, complainants.

Use: To provide law and bylaw enforcement.

Legal

Authority: *Municipal Government Act; Town of Mayerthorpe Bylaws, Freedom of Information and Protection of Privacy Act, Section 33(c).*

Cemetery

Location: Town Office

Information

Maintained: Name, address, age, birthdate, date deceased, family contact's name, address, and contact information. Plot information and location and billing information. Contractor/Agent name and contact information.

Individuals: Cemetery clientele; contractors; families of the deceased.

Use: To provide space reservations, purchase interment services and plot identification. To provide contractors and families to make renovation or alteration to grave sites.

Legal

Authority: *Cemeteries Act; Town of Mayerthorpe Bylaw; Freedom of Information and Protection of Privacy Act, Section 33(c).*

Committees, Boards, Commissions and Authorities

Location: Various offices of the Town

Information

Maintained: Name, appointments, authority, and members.

Individuals: Council, employees and/or residents of the Town; non-residents.

Use: Recruitment, selection, training, and operation of committees, boards, commissions, and authorities.

Legal

Authority: *Town of Mayerthorpe Bylaws; Freedom of Information and Protection of Privacy Act, Section 33(c).*

Complaint Tracking

Location: Various offices of the Town

Information

Maintained: Name, address, contact information and other personal information included by the originator within the content of the correspondence.

Individuals: Residents and non-residents.

Use: To manage receipt of and responses to complaints and concerns.

Legal

Authority: *Freedom of Information and Protection of Privacy Act, Section 33(c).*

Contact Lists (Personal and Corporate)

Location: Various offices of the Town

Information

Maintained: Name, address, and contact information.

Individuals: Individuals/corporations receiving or generating correspondence, information or publications relating to programs or services delivered by the Town.

Use: Disseminate information or publications to interested individuals or to individuals participating in municipal programs. May also be used for reference information in the course of program and delivery of services.

Legal

Authority: *Freedom of Information and Protection of Privacy Act, Section 33(c).*

Contractor Information (Contractor Equipment Register)

Location: Various offices of the Town

Information

Maintained: Contractor's or business's name, address, and contact information. Worker's compensation, insurance, and equipment/vehicle information.

Individuals: Contractors, businesses, or individuals.

Use: To provide contractor services relating to Town business.

Legal

Authority: Town of Mayerthorpe Policies; *Freedom of Information and Protection of Privacy Act*, Section 33(c).

Council and Employee Directory

Location: Various offices of the Town

Information

Maintained: Name, address, position titles and contact information.

Individuals: Council and Employees of the Town.

Use: Directing calls, visitors, and mail to appropriate staff. To provide accessibility of elected officials to the public.

Legal

Authority: Town of Mayerthorpe Bylaws; Town of Mayerthorpe's Organizational Chart; *Freedom of Information and Protection of Privacy Act*, Section 33(c).

Development Permits, Demolition Permits, Land Use and Area Structure Plan Amendments

Location: Town Office; Development Contractor; Planning Contractor

Information

Maintained: Name, address, contact information, and property information.

Individuals: Property owners and applicants.

Use: To provide development opportunities.

Legal

Authority: *Municipal Government Act; Freedom of Information and Privacy Act 16(2) (g), 33(c), and exceptions 15-28; Town of Mayerthorpe Land Use Bylaw.*

Emergency Management Contact List

Location: Various offices of the Town

Information

Maintained: Name and contact information.

Individuals:

Use: To enable emergency and disaster responses and administration.

Legal

Authority: *Alberta Emergency Management Act*

Animal License Register(s)

Location: Town Office

Information

Maintained: Animal owner's name, address, contact information and animal description.

Individuals: Animal owner(s).

Use: To provide services to residents and bylaw enforcement.

Legal

Authority: Town of Mayerthorpe Bylaws; *Freedom of Information and Protection of Privacy Act*, Section 33(c).

Fire Department Calls

Location: Town Office; Emergency Response Centre

Information

Maintained: Name, address, contact information, land description and/or vehicle information.

Individuals: Residents, non-residents.

Use: To provide fire and safety services, within Town corporate limits, Lac Ste. Anne County, and surrounding highways.

Legal

Authority: *Municipal Government Act*; Town of Mayerthorpe Bylaws, *Freedom of Information and Protection of Privacy Act*, Section 33(c); Alberta Transportation Fire Department Emergency Response Guidelines.

Freedom of Information and Protection of Privacy Act Requests

Location: Town Office

Information

Maintained: Name (including former names of the person making the request), address, contact information, description of information requested and/or reasons and evidence to correct information, fee paid, banking information, correspondence, and copies of requested records.

Individuals: Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).

Use: Respond and process requests, compile statistics.

Legal

Authority: *Freedom of Information and Privacy Act, Section 33(c).*

Geographical Information System (Munisight Ltd.)

Location: Various Offices of the Town

Information

Maintained: Name, address, contact information, and Tax Roll information.

Individuals: Residents.

Use: To conduct a geographical review of properties within corporate boundaries of the Town.

Legal

Authority: *Municipal Government Act; Freedom of Information and Protection of Privacy Act, Section 33(c).*

Land and Subdivision Files

Location: Town Office

Information

Maintained: Property owner name, address, and contact information. Applicant name and contact information. Contractor name and contact information. Property information and details.

Individuals: Property owners, applicants.

Use: To provide development opportunities.

Legal

Authority: *Municipal Government Act; Freedom of Information and Privacy Act 16(2) (g), 33(c), and exceptions 15-28; Town of Mayerthorpe Land Use Bylaw.*

Personnel Files

Location: Town Office

Information

Maintained: Employee information: Name, date of birth, gender, social insurance number, home address, contact information, banking information, job classification and history; pay and benefits information, and history. May also contain telephone numbers, Worker's Compensation claim information, training history, certification and membership information, driver's abstract, criminal record check, health information and history.

Individuals: Employees of the Town of Mayerthorpe.

Use: To employ and remunerate personnel and provide benefits to same. To conduct annual performance reviews. Social Insurance numbers are collected for Canada Revenue Agency. Other personal information is collected to determine eligibility for benefits programs. Information is filed within individual personnel files.

Legal Authority: Canada Revenue Agency; Alberta Employment Standards, *Freedom of Information and Privacy Act*, Section 33(c).

Program and Rental Registers (Family & Community Services, Mayerthorpe Aquatic Centre, Mayerthorpe Exhibition Centre, Economic Development, West End Bus)

Location: Town Office; Community Services Building; Mayerthorpe Aquatic Centre, Mayerthorpe Exhibition Centre

Information Maintained: Participant’s name and/or legal guardian’s name, address, and contact information. Type of program with applicable details; any special needs and program level.

Individuals: Program participants.

Use: To operate community and recreational programs, including grant programs and special events; financial collection for such programs, if applicable; to notify contest winners.

Legal Authority: Town of Mayerthorpe Bylaws; *Freedom of Information and Protection of Privacy Act*, Section 33(c).

Risk Management and Insurance

Location: Various offices of the Town

Information

Maintained: Name of individual, address, contact information, gender; name of parent or guardian, if applicable; property damages, if applicable, description of bodily injury, if applicable, weather conditions; witness to accident's name and contact information.

Individuals: Accident claimants.

Use: To determine liability.

Legal

Authority: Town of Mayerthorpe Policies; *Freedom of Information and Protection of Privacy Act*, Section 33(c).

VADIM (iCity) Software Accounting Program

Location: Town Office

Information

Maintained: Name, address, contact information, and financial information.

Individuals: Residents, non-residents, occupants/renters, private customers, and business customers.

Use: To conduct financial transactions for all public utilities, taxes, accounts payable and accounts receivable, financial collection for such services and enable tax collection on properties within corporate boundaries of the Town.

Legal

Authority: *Municipal Government Act*; *Freedom of Information and Protection of Privacy Act*, Section 33(c); Town of Mayerthorpe Bylaw(s).

TITLE: Communications and Advertising
POLICY NO.: II-021
APPROVAL:
EFFECTIVE DATE: February 25, 2008
AMENDED DATE: March 17, 2015
September 25, 2023
REVIEW DATE: February 17, 2015
May 19, 2020
April 17, 2023
September 18, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To ensure there are effective means of communication to reach a wide range of people.

PURPOSE: The Town of Mayerthorpe is committed to developing information channels to enhance communication within the organization and with the community, media, and other municipalities; and to ensuring that information is provided effectively, efficiently, accurately, consistently, and professionally.

PRINCIPLES:

External Communications:

General Communication

All written correspondence from the Town will be sent on identifiable Town of Mayerthorpe stationery.

Requests for information from citizens will be managed in a timely manner. If requests for information have been forwarded to any other public body, Mayerthorpe Town Council will be forwarded the citizen’s request letter. Other requests may be forwarded to Town Council at the discretion of the Chief Administrative Officer.

Comments and complaints received regarding services provided by the Town

of Mayerthorpe will be recorded and communicated to the Chief Administrative Officer or Designated Officer. Complaints will be dealt with in a timely manner.

When using photographs in advertisements, in promotional items or on the Town's website, consent and authorization to use the photograph must be granted from the person in the picture, as well as the photographer. Staff will ensure that the Photography Release Forms and Model Release Forms are completed.

Media Relations

Media calls will be given high priority and will be dealt with efficiently at all levels of the organization.

Staff receiving requests from the media for interviews must receive authorization from the Chief Administrative Officer or Designated Officer prior to providing information.

The Public Incident Reporting Template is to be used in situations that require public notification, media contact or media interviews.

Press Releases

Press releases are encouraged to promote municipal activities, decisions, projects, and services.

The Town of Mayerthorpe will use a standard format for press releases for distribution to the media and community.

The Chief Administrative Officer will approve all press releases prior to publication.

Advertising

The Town of Mayerthorpe will use the Lac Ste. Anne Bulletin as the primary advertising medium. Other advertising and/or communication mediums, such as social media, the radio or other print media, will be used when appropriate.

The Chief Administrative Officer or Designated Officer will approve all advertisements prior to the advertisements being submitted. All

advertisements, with the appropriate coding and size specifications, will be ready for submission by 12:00 noon on the Wednesday of each week, except for advertisements resulting from Municipal Planning Commission decisions.

All advertisements and publications created by the Town of Mayerthorpe will include the Town logo.

Non-routine advertisements (i.e., special features, promotions) will be published as deemed necessary, upon the approval of the Chief Administrative Officer.

Website

The Town of Mayerthorpe will maintain an up-to-date, user-friendly website to inform residents, the media, and others, about Town business, programs, procedures, activities, policies, and vision to increase knowledge and understanding.

Requests for posting information to the website will be coordinated through the Chief Administrative Officer.

Social Media

The Town of Mayerthorpe Administrators may maintain an up-to-date social media presence on platforms such as Facebook & Twitter. Town news, events, Public Notices, ~~via the Mayerthorpe Freelancer E-Edition, Town Newsletter,~~ job postings, etc. shall all be posted and monitored in accordance with Schedule "G" during business hours.

Information Brochures

The Town of Mayerthorpe will use a standard format for information brochures for distribution to the community to develop consistency in design, content, and tone to enable branding and corporate identity development.

Internal Communications:

Individual requests from members of Town Council will be directed to the Chief Administrative Officer.

Committee Members with individual requests will communicate directly with the responsible support staff member.

Staff members are encouraged to promote communication within the organization. Meetings, from informal to large groups, will be the primary basis of communication.

REFERENCE:

- Schedule "A" Communication Tools and Strategies
- Schedule "B" Photography Release Form
- Schedule "C" Image Permission Release Form
- Schedule "D" Incident Report Template
- Schedule "E" Press Release Standard Format
- Schedule "F" Brochure Standard Format
- Schedule "G" Facebook Page Participation Guidelines
- Schedule "H" Twitter Page Participation Guidelines
- Schedule "I" Municipal Emergency Plan Information Data Form

End of Policy.

TITLE:	Capitalization Policy – Tangible Capital Assets	
POLICY NO.:	II-023	
APPROVAL:		
EFFECTIVE DATE:	October 27, 2008	
AMENDED DATE:	November 28, 2011	
	July 22, 2013	
	December 8, 2014	
	February 27, 2017	May 25, 2020
	April 24, 2023	
REVIEW DATE:	November 21, 2011	May 19, 2020
	November 19, 2012	April 17, 2023
	July 15, 2013	
	February 21, 2017	
	November 17, 2014	
SUPERSEDES POLICY NO.:		

POLICY STATEMENT:
 The Town of Mayerthorpe follows Generally Accepted Accounting Principles for recording, tracking, and accounting for its Tangible Capital Assets (TCA). The purpose of this policy is to provide directions for recognizing, recording, and reporting TCAs on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) 3150.

PURPOSE:
 The objective of this policy is to prescribe the accounting treatment for Tangible Capital Assets so that users of the financial report can discern information about the investment in property, plant, and equipment and the changes in such investment. The principal issues in accounting for TCA are the recognition of the Assets, the determination of their carrying amounts and Amortization charges and the recognition of any related impairment losses.

1. This policy applies to all organizations falling within the reporting entity of the Town.

2. Definitions:

Accumulated Amortization is the cumulative use of a recorded TCA.

Amortization is a non-cash charge to operations representing a portion of the Useful Life of a recorded TCA.

Betterments are subsequent expenditures on Tangible Capital Assets that:

- Increase previously assessed physical output or service capacity;
- Lower associated operating costs;
- Extend the Useful Life of the asset; or
- Improve the quality of output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Capitalization is recording a TCA on the Town's balance sheet as a long-term asset.

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

Group/Pooled Assets are Assets that have a unit Value below the Capitalization threshold but have a material Value as a Group would normally be recorded as a single asset with one combined Value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture, fixtures, etc.

Net Book Value (NBV) is the original cost of a TCA less Accumulated Amortization and asset write downs.

Residual Value is the estimated net realizable Value of a TCA at the end of

its Useful Life to a government.

Tangible Capital Assets are non-financial Assets having physical substance that:

- a) Are used on a continuous basis in the Town’s operations.
- b) Have Useful economic lives extending beyond one year.
- c) Are not held for re-sale in the ordinary course of operations.
- d) Are held for use in the production or supply of goods and services, for rentals to others, for administrative purposes or for the development, construction, maintenance, or repair of other TCAs.

Useful Life is the asset’s expected physical, technological, municipal, or legal Life.

POLICY DETAILS:

Capitalization

Tangible Capital Assets should be Capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds. Capitalization of Betterments to existing Assets are added as a TCA when unit cost exceeds the threshold. Capitalization thresholds are established to determine whether expenditures are to be Capitalized as Assets and amortized or treated as current year expenditures.

Major Capital Asset	Minor Asset Class	Capitalization Threshold	Amortization Method
Construction in Progress			Capitalize Only
Land	Raw Land Land with Improvements	All land will be recorded	Capitalize Only
Land Improvements		\$ 5,000.00	Straight Line
Buildings		\$25,000.00	Straight Line
Engineered	Roadway System		

Structure	- Roads	\$25,000.00	Straight Line
	- Sidewalks	\$10,000.00	Straight Line
	- Curb and Gutter	\$ 5,000.00	Straight Line
	Water System	\$25,000.00	Straight Line
	Wastewater System	\$25,000.00	Straight Line
	Storm System		
	- Gravity Mains	\$25,000.00	Straight Line
	- Catch Basins	\$10,000.00	Straight Line
	Other	\$ 5,000.00	Straight Line
Machinery and Equipment	Fire Equipment		
	Machinery and Equipment Technology Assets	\$ 5,000.00	Straight Line
Vehicles		\$ 5,000.00	Straight Line

Categories

A category of Assets is a Grouping of Assets of a similar nature or function in the Town’s operations. The following list of categories shall be used:

- Land;
- Land Improvements;
- Building;
- Machinery and Equipment (including computer systems);
- Roadways System;
- Water System;
- ~~Sewer~~ Wastewater System;
- Stormwater System;
- Engineered Structures
- ~~Motor~~ Vehicles;
- ~~Furniture and fixtures;~~
- ~~Computer systems (hardware and software).~~

Valuation

TCA should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

1.1 Purchased Assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation, and site preparation costs, etc. It is net of any trade discounts or rebates. The cost of land includes purchase price plus legal fees, land registration fees, transfer taxes etc. Also, it would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land. When two or more Assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various Assets acquired. Allocation should be based on the Fair Value of each asset at the time of acquisition or some other reasonable basis if Fair Value is not readily determined.

1.2 Acquired, Constructed or Developed Assets

Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition or the development of the asset. Carrying costs such as internal design, inspection, administration, and other similar costs may be Capitalized. Capitalization of general administration overheads is not allowed. Capitalization of carrying costs ceases, when no construction or development is taking place or when the TCA is ready for use.

1.3 Donated or Contributed Assets

The cost of donated or contributed Assets that meet the criteria for recognition is equal to the Fair Value at the date of construction or contribution. Fair Value may be determined using Market or appraisal Values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be Capitalized.

1.4 Tangible Capital Asset Review

The existence of recorded Assets in the TCA register will be verified

annually on a test basis by the Town's audit firm.

Amortization

The cost, less any Residual Value, of a TCA with a limited Life should be amortized over its Useful Life in a rational and systematic manner appropriate to its nature and use. The Amortization method and estimate of Useful Life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can clearly be demonstrated.

Useful Life is normally the shortest of the asset's physical, technological, commercial, or legal Life.

Generally, the Town uses a straight-line method for calculating the annual Amortization. A comprehensive list of estimated Useful lives of Assets is attached (Appendix 1.5). All departments and organizations of the Town are responsible for establishing and utilizing an appropriate estimated Useful Life for Assets acquired.

Amortization commences in the year of acquisition and ceases in the year that the asset is disposed of.

Disposal

When Tangible Capital Assets are taken out of service, destroyed, or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify the Finance Department of the asset description and effective date. The Finance Department is then responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal, if applicable.

Appendix

1.5 Recommended Maximum Useful Life of Assets.



End of Policy.

APPENDIX 1.5: Recommended Maximum Useful Life of Assets

ASSET TYPE	ESTIMATED USEFUL LIFE
Land	Capitalize Only
Construction in Progress	Capitalize Only
Land Improvements	
Parking Lots (Gravel), Bike/Jogging Paths/Trails	15 years
Parking Lots (Asphalt), Bike/Jogging Paths/Trails	20 years
Fences, Outdoor Lighting, Landscaping, Fountains	20 years
Playground Structures	15 years
Buildings (excluding Water and Wastewater Operating Facilities)	50 years
Infrastructure*	
Water System	
Water Mains	75 years
PVC Pipe	75 years
Non-PVC Pipe	45 years
Water Facilities/Reservoirs	45 years
Water Hydrants	75 years
Water Network excluding Water Mains or Facilities	75 years
Wastewater System	
Wastewater Mains	75 years
PVC Pipe	75 years
Non-PVC Pipe	45 years
Wastewater Facilities (including Lagoons)	45 years
Wastewater Network excluding Wastewater Mains or Facilities	75 years
Stormwater System	75 years
Roadway System	
Paved Road System (Hot Mix)	20 years
Paved Road System (Cold Mix)	5 years
Unpaved Road System	25 years
Road System Subsurface (Paved and Unpaved)	40 years



Streetlights, Sidewalks, Curbs, Gutter Network	30 years
Traffic Signs and Controls	30 years
Machinery & Equipment	
General Equipment, Furniture & Fixtures	10 years
Heavy Construction Equipment	20 years
Computer Technology Systems (Hardware)	5 years
Hardware	5 years
Computer Technology (Software)	10 years
Vehicles	
Trucks (Light, Medium and Heavy Duty)	10 years
Fire Trucks	20 years

*Useful Life may vary. In these cases, Engineers, Department Head and/or CAO suggested Useful Life will be utilized.



Mayerthorpe

Policy Manual
Section: Administrative
Policy: II-024

TITLE:	Recognition	
POLICY NO.:	II-024	
APPROVAL:		
EFFECTIVE DATE:	October 27, 2008	
AMENDED DATE:	May 25, 2010	
	November 26, 2012	
	November 28, 2016	
	January 23, 2017	
	September 25, 2017	
	November 27, 2017	
	June 24, 2019	
	April 24, 2023	May 25, 2020
REVIEW DATE:	November 19, 2012	May 19, 2020
	November 21, 2016	April 17, 2023
	January 23, 2017	
	September 18, 2017	
	November 20, 2017	
	June 17, 2019	
SUPERSEDES POLICY NO.:	II-001, II-002, II-003, II-012, II-015	

POLICY STATEMENT: Recognition is essential to demonstrating respect and value.

PURPOSE: To establish guidelines for recognition of individuals, groups, and organizations.

PRINCIPLES:

1.0 BIRTHDAY RECOGNITION

On request to Administration an individual residing in the Town of Mayerthorpe may be presented with an appropriately worded certificate signed by the Mayor and Chief Administrative Officer. Presentation may be made by the Mayor or designate on or as close to the celebrated event as possible.

A. Celebration of 80th birthday

- B. Celebration of 85th birthday
- C. Celebration of 90th birthday
- D. Celebration of 95th birthday
- E. Celebration of 100th birthday
- F. Celebration of every birthday after the 100th (101, 102, 103 etc.)

2.0 ANNIVERSARY RECOGNITION

At the request of Administration couples residing in the Town of Mayerthorpe may be presented with an appropriately worded certificate signed by the Mayor and Chief Administrative Officer. Presentation may be made by the Mayor or designate on or as close to the celebrated event as possible.

- A. Celebration of 50th anniversary
- B. Celebration of 60th anniversary
- C. Celebration of 70th anniversary

3.0 HOSPITALIZATION OR DEATH

Upon notification to Administration, floral tributes or food basket will be purchased, maximum amount per purchase shall be \$100.00, for current employees or Councillors who have experienced hospitalization or who have suffered a death in the immediate family as defined as follows: Current spouse (married or common law); child or ward, sister, brother, brother-in-law, sister-in-law, father-in-law or mother-in-law, fiancé, parent, or related dependent of the employee.

4.0 VOLUNTEER GROUP RECOGNITION

Upon notification to Administration, the Town shall recognize and support volunteer groups by advertising events on the Community Events signs, and advertising of special events in the local paper.

5.0 FALLEN FOUR MARATHON TAXPAYER/RESIDENT RECOGNITION

Upon successful completion of the Fallen Four Marathon, the Town shall recognize the first taxpayer/resident to complete the Marathon by presenting that individual with a keepsake trophy, as well as, their name will be permanently displayed on a Town trophy, in recognition of their accomplishment.

6.0 LEGION POPPY FUND RECOGNITION

Annually in November, the Town shall recognize the Poppy Fund Campaign and will provide a donation of \$100.00 to the local Royal Canadian Legion Branch No. 126.

7.0 OTHER RECOGNITION

On occasion, Council may deem it appropriate to recognize organizations for reasons not identified elsewhere in this policy. Council may by resolution authorize the purchase of an item with an appropriately worded engraving; maximum amount per purchase shall be \$100.00.

8.0 RECOGNITION FUND

A recognition fund will be designated annually in the amount of \$3,000.00.

9.0 EMPLOYEE RECOGNITION

A. Full-time salaried and permanent part-time employees will be recognized for retirement and for total years of service with the Town. An employee's immediate supervisor will arrange for the purchase of appropriate gifts from local businesses or artisans (if possible).

1. For Long Service Awards:

a. Five-year award (after 5 years of service)	\$ 50.00
b. Ten-year award (after 10 years of service)	100.00
c. Fifteen-year award (after 15 years of service)	200.00
d. Twenty-year award (after 20 years of service)	300.00
e. Twenty-five year award (after 25 years of service)	400.00
f. Thirty-year award (after 30 years of service)	500.00

2. For Retirement Awards:

- a. After more than 5 years of service but not more than 15 years – an appropriate gift with a value of no more than \$250.00
- b. After more than 15 years of service but not more than 30 years – an appropriate gift with a value of no more than \$400.00
- c. After more than 30 years – an appropriate gift with a value of no more than of \$500.00

B. Years of Service will be presented at the annual Employee Appreciation



Mayerthorpe

Policy Manual
Section: Administrative
Policy: II-024

BBQ hosted by Council in appreciation for the work staff do on behalf of the Town and its ratepayers; date decided by Council.

End of Policy.



Mayerthorpe

Section III

Personnel

TITLE:	Personnel Policy General Guidelines
POLICY NO.:	III-001
APPROVAL:	1999 Business Plan
EFFECTIVE DATE:	January 12, 2015
AMENDED DATE:	October 28, 2019 May 31, 2023
REVIEW DATE:	June 15, 2020 May 15, 2023
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To create, provide and maintain an equitable, positive, safe and rewarding work environment for all Employees.

- PURPOSE:**
- 1) To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
 - 2) To document personnel practices and policies of the Town of Mayerthorpe.
 - 3) To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Town of Mayerthorpe.
 - 4) To provide for the safety and welfare of the Employees, the economy of operation, protection of the property and welfare of the public and the Employer.
 - 5) To provide a fair and effective system of personnel administration.
 - 6) To assist the Town of Mayerthorpe in providing quality service to the ratepayers and residents of the Town.

- PRINCIPLES:**
- 1.1 Duty to Accommodate**
- 1) The Town will work collaboratively with its Employees to identify, assess, evaluate and implement solutions that:
 - Respect the Employee’s dignity, worth and right to privacy within the

workplace.

- Reasonably accommodate the needs of the Employee.
 - Are possible to implement without resulting in undue hardship for the Town.
 -
- 2) The Town will ensure that as the Employer, it will fulfill its legal obligations regarding the duty to accommodate as required by the *Alberta Human Rights Act*.

1.2 Management Rights

- 1) The Employees recognize the right of the Employer to hire, discharge, promote, demote, transfer, suspend or otherwise discipline any Employee.
- 2) The Employees further recognize the undisputed right of the Employer to operate and manage its business in all respects in accordance with its obligations, and to make and alter, from time to time, rules and regulations.
- 3) Promotions and lay-offs shall be made on the basis of ability and merit of the Employee.
- 4) In the event there is a conflict between the contents of this policy manual and any Federal, Provincial, or Municipal Act, regulation or by-law, that Act, regulation or by-law will supersede the terms of these policies.
- 5) Requirements in these policies are intended to complement, supplement, and not replace the requirements of applicable government legislation.

1.3 Employee Privacy

- 1) Personal Employee information is required by the Town for the purpose of establishing, managing, or terminating an employment relationship.
- 2) The Town is not required to obtain the consent of an employee to collect, use or disclose personal information where the information is for recruitment purposes or where it relates to a work-related investigation. Investigations will not be undertaken without first having reasonable

grounds to believe that the suspected breach is likely to occur or has already occurred.

1.4 Organization Chart – Schedule A

The Organization Chart illustrates the current operating structure for the Town. Established positions and job descriptions are subject to change. The duties and responsibilities of the CAO are set out in the CAO Bylaw.

End of Policy.

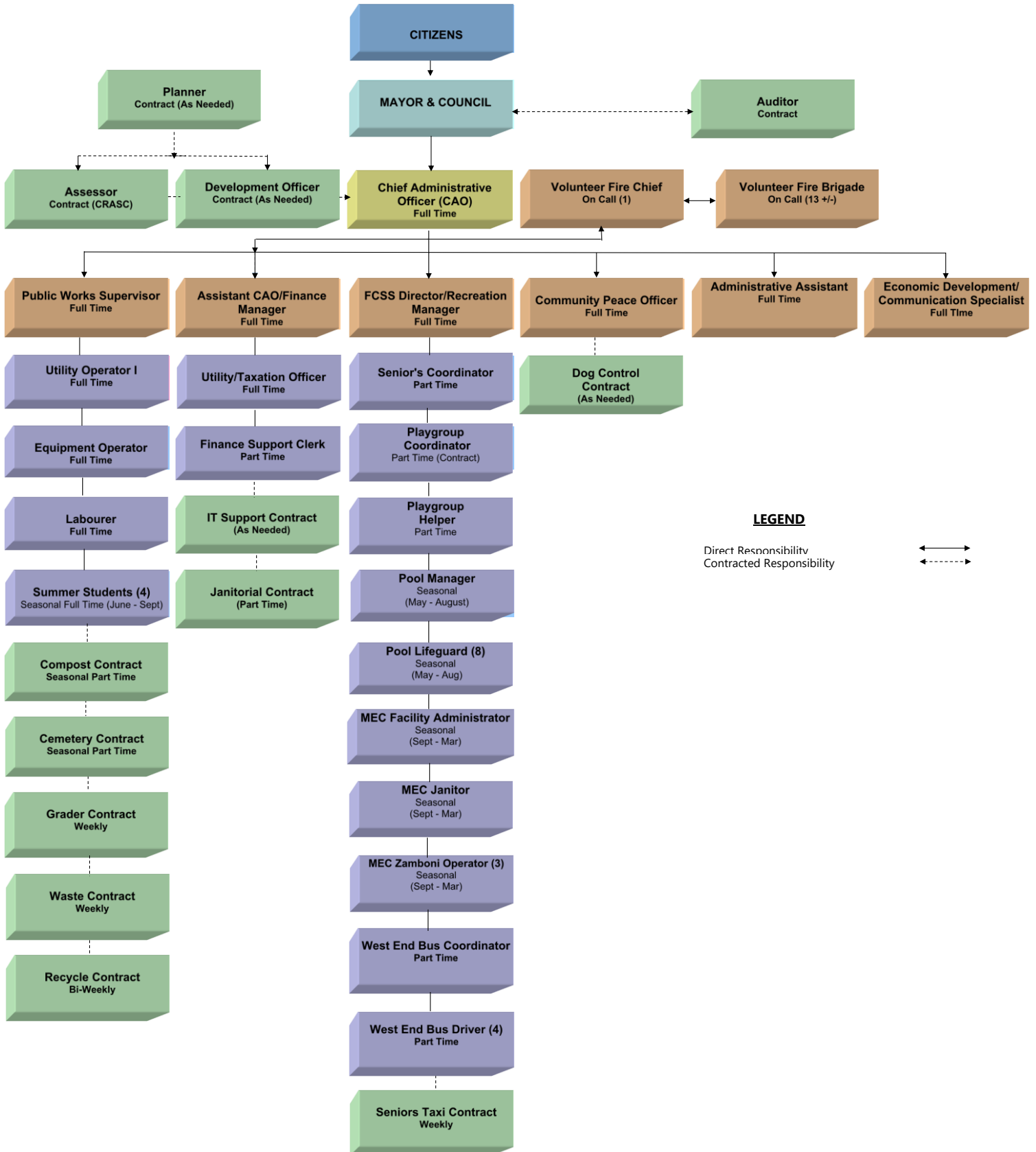


Mayerthorpe

Organizational Chart

May 2023

Policy III-001 - SCHEDULE A



TITLE:	Personnel Policy Definitions
POLICY NO.:	III-002
APPROVAL:	1999 Business Plan
EFFECTIVE DATE:	January 12, 2015
AMENDED DATE:	October 28, 2019 May 31, 2023
REVIEW DATE:	June 15, 2020 May 15, 2023
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To provide clear and understandable definitions for all personnel policies (III-002 to III-010).

- PURPOSE:**
- 1) To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
 - 2) To document personnel practices and policies of the Town of Mayerthorpe.
 - 3) To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Town of Mayerthorpe
 - 4) To provide a fair and effective system of personnel administration.

DEFINITIONS

“Abuse of Authority”: Occurs when a person uses authority unreasonably to interfere with an employee or the Employee's job. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities such as counseling, performance appraisals and discipline, as long as these are not done in a discriminatory manner.

“Business Associate”: any person legally linked with the Employee, including but not limited to, in business contracts, partnerships, firms, enterprises, franchises, trust, joint ventures, finances, real estate, or in other for-profit legal entities or agreements.

“CAO”: The Chief Administrative Officer or delegate of the Town.

“Cessation”: A temporary or complete stopping or discontinuance of work.

“Common-Law (Domestic) Partner”: Person who has been cohabiting with an individual in a conjugal relationship for twelve (12) consecutive months and has been publicly represented as the Employee’s partner.

“Complaint”: Formal allegation submitted, in writing, of treatment in contravention to these policies or unfair treatment by another Employee, a Department Manager and/or CAO, or management Employee, or a Councillor and includes a complaint based on workplace harassment or violence prevention.

“Complainant”: a person, including an Employee or member of the public, who makes a report of wrongdoing.

“Conflict of Interest”: Occurs when an Employee has a private or personal interest sufficient to influence or to appear the influence the objective exercise of their own duties.

“Department Manager”: Person designated to operate a specific Town department.

“Discrimination”: the unequal treatment, exclusion or preference based on the protected grounds in the Alberta Human Rights Act, which reduced the equality of opportunity or causes a disadvantage in the terms or conditions of employment.

The protected grounds of discrimination are:

- Race, colour, ancestry, citizenship, ethnic origin, or place of origin;
- Creed, religion;
- Age;
- Sex (including pregnancy and gender identity/expression);
- Sexual orientation;
- Family, marital (including same-sex partnership) status;
- Disability or perceived disability;
- A record of offences for which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked, or an offence in respect of any provincial enactment.

“Discriminatory Harassment”: a pattern of inappropriate actions or ongoing behaviour that a reasonable person would consider to be humiliating, demeaning, or intimidating. It includes comments or conduct based on the prohibited grounds in the Alberta Human Rights Act, which the recipient does not welcome or that offends them. A single incident may constitute harassment, depending on the severity of the behaviour.

“Disrespectful Behaviour”: Involves unwelcome behavior that demeans or embarrasses an Employee.

“Domestic Violence”: Any incident of threatening behaviour, violence, or abuse (psychological, physical, sexual, financial, or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.

“Emergency Vehicles”: as defined in the *Traffic Safety Act* (i.e., Fire and Bylaw Enforcement vehicles).

“Employee”: Any person employed with the Town as one of the following:

- a) Salaried Employee (Full time or Part time): a person employed to work on a continuous full-time basis (as listed in the Salary Grid).
- b) Permanent Part Time Employee: a person employed for work which involves less than normal work hours or less than normal workdays.
- c) Seasonal Employee: a person employed to conduct a special project or work which is not continuous (i.e., summer students).
- d) Casual Employee: a person employed to cover an Employee on vacation, sick leave, leave of absence, or other leave.
- e) Contract Employee: an Employee working either full-time or part-time under an individual Contract Agreement.
- f) Volunteer Firefighter: an employee that is available or on-call to perform fire services, emergency services and non-emergency duties for the Town as needed, nominally receive remuneration for their time and generally have other occupations.

“Employer”: Town of Mayerthorpe (the “Town”).

“Fit for Work”: Being able to perform assigned duties safely and without any

limitations due to the use or after effect of alcohol, cannabis, illicit drugs, medications, or other substances.

“Gifts, Favours and Services”: This includes, but is not limited to, such items as meals, beverages, invitations to social or recreational outings, accommodation, and travel.

“Grievance”: A dispute between the Employer and Employee(s) about the interpretation or application of a policy or policies in the Town Policy Manual.

“Hands Free Mode”: Defined in the *Distracted Driving Regulation* 113/2011.

“Harassment”: Any improper conduct by an individual that is directed at and offensive to another person in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm; it includes an objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, any act of intimidation or threat, bullying, physical threats or assaults and intimidation as well as harassment within the meaning of the *Alberta Human Rights Act*.

“Immediate Family”: Employee’s spouse or common-law (domestic) partner, children, parents, brothers, sisters, (including foster or step), grandparent, grandchild, parents-in-law, brother-in-laws, sister-in-laws, son-in-law, daughter-in-law, and any other relative permanently residing in the Employee’s household or with whom the Employee permanently resides.

“Investigator”: A person designated by the CAO, designate or Department Manager to conduct investigations under this policy if it is determined that a formal investigation will be required. Allegations against Management Employees, or Council members may request the investigation be completed by an external third party, selected at the Town’s discretion.

“Management”: CAO, Department Manager, and all Employees with Department Manager and/or CAO responsibilities.

“One Touch”: as defined in the *Distracted Driving Regulation* 113/2011.

“Overtime”: Work performed by an Employee in excess of the Employee’s regular scheduled hours of work with prior approval of their supervisor and for which an Employee is entitled to compensation in the form of pay or Time Off in Lieu.

“Performance Improvement Plan”: A plan that facilitates constructive discussion between Employee and Department Manager and/or CAO. It specifies work duties to improve performance.

“Political Activity”: This includes, but is not limited to, being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, promoting a political party or cause.

“Poisoned Work Environment”: Workplace harassment that may include behaviour, conduct, comments, or activities which are not directed specifically at an individual, but which nonetheless create a degrading or offensive “poisoned” work environment. Some examples of actions that can create a poisoned work environment include:

- Displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers;
- Distributing offensive e-mail messages or attachments such as pictures or video files;
- Practical jokes that embarrass or insult someone;
- Jokes or insults that are offensive, racist, or discriminatory in nature.

“Probation”: A trial period for the Employee to learn the job and for the Department Manager and/or CAO to observe and evaluate the Employee's performance. An Employee may typically be terminated from a position at any time and for any reason prior to the completion of the probationary period, as long as it does not constitute illegal discrimination.

“Reasonable Accommodation”: The modification or relaxation of an employment rule, practice, condition, or requirement in order to meet the specific needs of an individual or group based on one of the prohibited grounds of the *Alberta Human Rights Act*; can take many forms including modifying job duties, altering a building or job site to make it accessible, providing technical aids, finding an alternate placement, or varying job requirements or schedule.

“Respondent”: An Employee who is the subject of a report of wrongdoing; a person alleged to have engaged in behavior of harassment or discrimination.

“Retaliation”: Being penalized or treated in a hostile manner for filing a complaint and/or participating as a witness in an investigation in relation to a complaint. Some examples include shunning or contacting participants to discuss their involvement in a case.

“Safety Sensitive Position”: A position where impaired performance could result in a significant incident affecting the health and safety of employees, the public, property and/or environment.

“Service Date”: An Employee’s service date is the last date the Employee was hired for the present period of employment. This date shall be used to determine eligibility for all benefit programs and vacation allotment.

“Standby”: the period of time when an Employee is off duty and has been notified to be available for duty for weekends and/or statutory holidays. Coverage includes from the end of the last regular workday prior to the weekend to the morning before regular hours begin.

“Systemic (Indirect) Discrimination”: occurs when policies or practices exclude, limit, or restrict members of designated groups from employment or opportunities within employment even if it is unintentional.

“Technology Resources”: Includes, but is not limited to:

- Desktop, portable and wireless computing devices (i.e., printers, scanners, remote storage devices, etc.);
- Mobile computing devices (i.e., notebook computers, laptops, tablets, cell phones, smart phones, air cards, etc.);
- Internet and electronic communication services (i.e., e-mail, voice mail, voice/text/data transmission, etc.);
- Network infrastructures (i.e., switches, cables, wireless networks, Wi-Fi access points, etc.);
- Business systems, office productivity systems, utility and all other Town administered systems and related serve and storage infrastructure;
- Consumable good used in the operation of these resources (i.e., DVD’s,

CD's, tape media, paper, USB memory sticks, etc.);

- Data, information, and other work products (i.e., computer programs, databases, spreadsheets, etc.) created and/or maintained in using these resources.

“Substance”: Any chemical or biological matter with a particular set of characteristics (including but not limited to alcohol, cannabis, legal/illegal drugs, and medication) that have known mind/mood altering and/or motor function altering effects on the human body.

“Substance Dependence”: The Canadian and the American Societies for Addiction Medicine define dependence as a chronic disease, characterized by impaired control over the use of psychoactive substance and/or behavior. It is characterized by:

- the inability to consistently abstain;
- impairment in behavioral control;
- craving;
- diminished recognition of significant problems with one’s behaviors and interpersonal relationships, and;
- a dysfunctional emotional response.

“Substance Use”: Any use of substances (as defined above) regardless of whether it relates to recreational use, medical use, misuse, abuse, or dependency.

“Substance Use Professional”: An external (non-Town) expert on substance use, who evaluates employee substance use and makes recommendations regarding education, treatment, follow-up testing, and aftercare. Such experts typically have the following backgrounds (see list) in addition to specific training related to substance use issues:

- A licensed physician (Doctor of Medicine);
- A licensed or certified social works;
- A licensed or certified psychologist;
- A licensed or certified employee assistance professional;
- An alcohol and drug abuse counselor.

“Time Off in Lieu” (also known as “Banked Time”): An agreement between the Town and individual Employees that allow hours worked over regular hours be

banked in exchange for time off at regular pay during regular working hours at some later date.

“Violence” shall mean the threatened, attempted, or actual conduct of a person that causes, or is likely to cause, physical injury whether at the work site or work-related.

“Workplace Harassment and Bullying (as defined by the *Occupational Health and Safety Act* and the *Sexual Violence and Harassment Action Plan Act*)”: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may have some, or all, of the following components:

- It is generally an ongoing behaviour, although a single incident may constitute harassment, depending on the severity of the behavior;
- It is hostile, abusive or inappropriate;
- It affects the person’s dignity;
- It results in a poisoned work environment;
- It intimidates, isolates, or discriminates against the recipient.

“Workplace Sexual Harassment (as defined by the *Occupational Health and Safety Act* and the *Sexual Violence and Harassment Action Plan Act*)”: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome *or*

Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Both men and women can be victims of harassment and someone of the same or opposite sex can harass someone else.

“Workplace Violence”: Can be defined as:

- a) the exercise of physical force by a person against a worker, in a workplace, which causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in the workplace, which could cause physical injury to the worker;

- c) a statement or behaviour 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 the worker.

It is defined broadly enough to include acts that may be considered criminal.

Workplace Violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects;
- verbal or written threats to physically attack a worker;
- leaving threatening notes or sending threatening emails;
- wielding a weapon at work;
- stalking someone;
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace, but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

“Wrongdoing”: In accordance with Section 3 of the *Public Interest Disclosure Act (Whistleblowers Protection)* of Alberta, the following are considered wrongdoings:

- Any contraventions of the Act;
- Any act or omission that can result in:
 - Danger to life, health, or safety individuals (other than known dangers related to the duties of the Employee);
 - Danger to the environment.
- Mismanagement of public funds or public assets; and
- Knowingly directing or counselling an individual to commit a wrongdoing.

End of Policy.

TITLE:	Employee Hiring, Terms and Conditions
POLICY NO.:	III-003
APPROVAL:	January 9, 2017
EFFECTIVE DATE:	January 9, 2017
AMENDED DATE:	November 26, 2018 May 31, 2023 June 17, 2024
REVIEW DATE:	June 15, 2020 May 15, 2023 May 21, 2024 June 17, 2024
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To establish policy on hiring of municipal Employees.

PURPOSE:

- 1) To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Town of Mayerthorpe.
- 2) To provide a policy which ensures that the municipality is able to recruit the most capable individuals for municipal staff positions.
- 3) To establish and maintain orderly, consistent administration of personnel policies.

PRINCIPLES:

3.1 Hiring

- 1) Equal opportunity for employment will be provided to all qualified candidates.
- 2) Job offers shall be contingent on the applicant’s agreement to the offer, acknowledgement of company policies, successful reference and background checks, and any other condition applicable to the position that are required of the Employee. (e.g. criminal record check, driver’s

abstract). A pre-employment medical exam may be required to ensure that the applicant is medically suitable for the work which they are being considered.

- 3) Relatives of Employees may be considered for employment with the Town provided they:
 - have made application for employment through the regular process;
 - have been considered in accordance with established employment policies and procedures;
 - possess the necessary qualifications;
 - are considered to be the most suitable candidate.
- 4) All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.
 - A satisfactory medical exam may be made a condition of employment;
 - A satisfactory criminal records check will be made a condition of employment;
 - A satisfactory Vulnerable Sector Screening if the position is in contact with children or seniors (unless candidate is under 18);
 - A satisfactory Driver's Abstract may be made a condition of employment;
- 5) Offer letters will include any terms and conditions of employment that are different from those referenced.

3.2 Chief Administrative Officer Position

- 1) Council shall manage and conduct the hiring process for the position of the Chief Administrative Officer (the CAO).
- 2) Council must review and ensure that the following are developed and approved:
 - CAO Bylaw;
 - CAO Position Description;

- CAO Salary Grid.
- 3) Core CAO competencies for the position shall include:
- Senior managerial experience in local government together with post-secondary education in a related discipline and/or certification in local government management. An equivalent combination of relevant management experience and education from other sectors will be considered.
 - Minimum of five (5) years of experience in a senior managerial position.
 - The ability to work with, lead, support, and manage the performance of a highly participative and cohesive team of Department Managers who are responsible to meet the needs of the community in a unified manner with excellent customer service and a high degree of personal initiative.
 - The ability to work collaboratively with Council in building the community and effectively representing the interests of the Town.
 - The ability and proven experience in effectively sharing services with other municipalities and other partners on a regional basis.
 - Proven strong collaborative and interpersonal skills and the ability to communicate effectively with a wide range of individuals and groups including government officials at all levels, businesses, community and regional groups, Council, staff, and individual citizens.
- 4) In the event that Council engages a recruitment consultant (the consultant), the consultant must ensure the following is prepared for Council review:
- Develop a Client Organization Structure Profile – Financial Status/Local Amenities;
 - Profile the Best Candidates – position requirements: academic, experience;
 - Conducting Advertising Campaign – prepare the advertising, determine which media to use and when to advertise;
 - Review Previous Files/Research Files – selecting resumes which meeting requirements, and determining the degree of interest;
 - Direct Contact – telephoning potential candidates and exploring degree of interest;

- Advertisement – combining the results; resume files; other referrals;
 - Initial Screening Process – preparing a semi-short list based on required specifications;
 - Preparing Short List – interviews, reference checks;
 - Council Meets Candidates/Briefing on Background;
 - Conducting Interviews – additional reference checks;
 - Letter of Offer to Top Candidate – employment condition outline (based on legal advice);
 - Telephone call to unsuccessful shortlisted Candidates;
 - Closing out other unsuccessful Applicants.
- 5) The consultant and Council shall ensure that the Town’s legal counsel is used at all times to prepare the employment contract of the CAO. The Town’s legal counsel may also prepare the press release for the successful candidate. The employment contract and the press release shall be approved by Council.
- 6) In the termination of the CAO, Council shall ensure the involvement of the Town’s legal counsel in the entire process, as well as, referring to Section 206 of the *Municipal Government Act*.

3.3 Department Managers

The CAO shall be responsible for the recruitment and hiring, in accordance with the Town’s Personnel Policies, of the following Department Managers:

- Assistant CAO/Finance Manager
- Public Works Supervisor
- FCSS Director/Recreation Manager
- Community Peace Officer
- Fire Chief
- Economic Development/Communications Specialist

3.4 Positions other than Management and Department Managers

- 1) The Department Manager of each department shall be responsible for the recruitment, dismissal, or lay-off of the staff within their department.

- 2) The dismissal or lay-off of any continuous employee requires the approval of the Chief Administrative Officer.

3.5 Posting Employment Opportunity

Any recruitment postings shall be posted both internally and externally.

3.6 Orientation

- 1) Employee orientation will be provided, and will include review of Town policies, rules and regulations, and other job-specific information designed to assist the Employee in their duties.
- 2) Adolescent and young workers (18 and under) will be provided with further orientation, if required as per Alberta *Employment Standards Act*.

3.7 Probation

- 1) A new Employee will be on Probation for a specified period as determined by the Department Manager and/or CAO to a maximum of six (6) months to determine the mutual compatibility of the employee and the Town.
- 2) After three months of employment, a Salaried employee will have access to health, dental or pension benefits.
- 3) Salaried Employees' sick days and vacation will accrue upon commencement of employment.
- 4) An Employee who is promoted or is selected for employment via an internal transfer shall complete a probation as determined by the Department Manager and/or CAO before appointment is made permanent. In the event the Employee is not successful in the new position after Probationary Period, and their previous position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.

3.8 Direct Deposit

- 1) Direct deposit is a condition of employment for all Town Employees.
- 2) The Employee's net pay may be deposited to an account at any financial institution (chartered bank, trust company, credit union) of the Employee's choice.

3.9 Performance Management

- 1) The Town is committed to continuous Employee performance management and development.
- 2) All Management, Salaried and Permanent Part Time Employees will be subject to annual performance reviews.
- 3) A performance review shall be conducted by the Department Manager and/or CAO prior to the completion of a new Employee's probation.
- 4) Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31 and shall be completed by the end of February annually and will be a factor in determining salary or wage adjustments.
- 5) Performance review will be prepared to evaluate actual performance against the performance of duties as state on the Employee's job description.
- 6) All performance appraisals shall include a verbal and written review with the employee; the appraisal shall be endorsed by the employee, the Department Head and/or CAO conducting the appraisal.
- 7) Council will conduct the performance review of the CAO.

3.10 Duration of Employment

Each employee will have the duration of employment stated in their employment letter. Unless otherwise stated the duration of employment shall be considered

indeterminate.

3.11 Ending Employment

- 1) Termination of employment may take place upon the initiation of either the Town or the Employee.
- 2) Termination by the Employer or Employee will be consistent with the Alberta Employment Standards Code.
- 3) Compensation or Notice Required - The employer shall not terminate an employee without giving the employee compensation pay or written notice of termination as follows:
 - After 3 months of employment, but less than 2 years, 1 week of written notice or 1 week of pay;
 - After 2 years of employment, but less than 4 years, 2 weeks written notice or 2 weeks' pay;
 - After 4 years of employment, but less than 6 years, 4 weeks of written notice or 4 weeks' pay;
 - After 6 years of employment, but less than 8 years, 5 weeks of written notice or 5 weeks' pay;
 - After 8 years of employment, but less than 10 years, 6 weeks of written notice or 6 weeks' pay;
 - After 10 or more years of employment, 8 weeks written notice or 8 weeks' pay.

**An employee must give the same amount of notice as above if the employee intends to quit.
- 4) Compensation or Notice Not Required - Employers are not required to give termination notice (or pay in lieu) to employees who are:
 - dismissed for just cause;
 - employed on a seasonal basis and their employment ends on completion of the season;
 - employed for 90 days or less;
 - employed for a definite term or task for a period of 12 months or less.

- 5) Department Managers should provide the Town with at least one month's notice prior to retirement or resignation.

3.12 Personnel Record Documentation

- 1) Individual personnel files shall be established on all Employees and kept up to date and maintained as part of the payroll records.
- 2) Core Documents to establish a personnel file include:
 - Resume and/or Application
 - Interview Questions and Answers
 - Reference Questions and Answers
 - Offer Letter
 - Employee Information Form with applicable documents listed within applicable to the position
- 3) Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).
- 4) An Employee's file shall be established at the date of employment and permanently retained by the Town for seven (7) years after termination.
- 5) Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.
- 6) Employees have access to their own personnel files, with the exception of confidential reference letters. It is the responsibility of the Employer to ensure that personnel records contain all current Employee development information.
- 7) No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.
- 8) Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the *Alberta Freedom of Information and Protection of Privacy Act*.

3.13 Personnel Record Information Changes

Each employee is required to promptly inform the Town of any changes to the following information on file in their personnel records:

- Address and telephone number;
- Emergency contact information;
- Number of dependents to be used for group benefits;
- Designated beneficiary for survivor's benefits;
- Staff development/training certificates

End of policy.

TITLE:	Employee Code of Ethics and Conduct
POLICY NO.:	III-004
APPROVAL:	1999 Business Plan
EFFECTIVE DATE:	January 12, 2015
AMENDED DATE:	June 22, 2020 May 31, 2023
REVIEW DATE:	June 15, 2020 May 15, 2023
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all Employees.

PURPOSE:

- 1) To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
- 2) To assure each employee fair and equal treatment and consideration.

PRINCIPLES:

4.1 Duty to Report/Attendance

- 1) Each Employee is required to work all scheduled hours as deemed necessary by their position.
- 2) Each Employee is responsible to notify their Department Manager and/or CAO of absence for each day that the absence occurs.
- 3) Each Employee is responsible for reporting when they are likely to return to work.
- 4) Absences without excuse will not be tolerated and are subject to progressive corrective action.

- 5) Unacceptable attendance includes, but is not limited to:
 - a. Early departures during scheduled working hours without approval;
 - b. Late arrival more than 15 minutes past the scheduled start time.
- 6) Any Employee who remains absent for more than three (3) consecutive business days, without excuse or authorization, shall be considered as having abandoned and resigned their position.
- 7) Disciplinary action will be followed as outline in 4.4 of this Policy.

4.2 Respectful Workplace

- 1) The Town is committed to working in collaboration with its Employees to create a respectful workplace by:
 - a. Promoting and maintaining a common understanding of the expectations and behaviours considered appropriate and inappropriate in Town workplaces and in the delivery of or access to Town services;
 - b. Taking action to prevent and/or deal with inappropriate behaviour wherever Town business is being conducted.
- 2) All people are to be treated with respect, honesty, and dignity. Behaviour and/or situations that run contrary to such treatment will not be tolerated.
- 3) The Town recognizes that conflicts, disagreements, or inappropriate behaviours will occur. These issues are expected to be resolved in a manner that contributes to a healthy and productive workplace.
- 4) The Town will respond quickly to complaints about inappropriate behaviour in the workplace, and to resolve issues speedily, openly, honestly and with appropriate consideration for privacy and confidentiality.
- 5) Employees must maintain professional boundaries and always consider the impacts of the relationships with each other. The responsibility falls to all

employees to recognize situations and issues in which power, control and imbalance can affect the workplace relationship. Therefore, all employees are expected to respect physical and emotional boundaries in a way that facilitates trust and respect.

4.3 Proper Channels to Express Grievances

- 1) The employee shall discuss the matter with their Department Manager or CAO within seven (7) working days from the day the grievance occurred.
- 2) If the grievance remains unresolved after discussion with the Department Manager, the employee will then take the grievance to the CAO within three (3) working days. The CAO will then conduct a personal interview involving the employee and any other involved person(s) and endeavor to resolve the grievance.
- 3) If the grievance involves the CAO then it will be brought to the attention of Council within three (3) working days. Council will then conduct a personal interview involving the employee and any other involved person(s) and endeavor to resolve the grievance.
- 4) The CAO or Council may forward a grievance or complaint to an independent mediator for resolution.

4.4 Discipline

- 1) The Town will take corrective action in response to any infraction or transgression of any part of the Personnel Policies. Misconduct will be reviewed and may result in disciplinary action being taken against the Employee, up to and including dismissal from employment, seeking restitution, commencement of civil action, criminal prosecution, instructing the Employee to divest themselves of the outside interest, transferring the Employee to another position or any combination thereof.
- 2) The Town utilizes a corrective progressive discipline approach, which permits the Employee an opportunity to respond to correction. The Town in all efforts will focus on improving performance by utilizing Performance

Improvement Plans, Plans of Action and/or Implementation Plans.

- 3) The following steps in discipline are recognized in order of seriousness:
 - Verbal Warning;
 - Written Warning;
 - Written Warning with Suspension;
 - Final Written Warning;
 - Termination.

- 4) Before using any of the above disciplinary measures, the disciplinary measure appropriate to the case will depend on many factors, including the following:
 - Nature and degree of the offence;
 - Whether the offence was deliberate or a result of carelessness;
 - Employee's previous record of conduct;
 - Interval since last violation;
 - Aggravating circumstances;
 - Employee's years of service.

4.5 Conflict of Interest

- 1) Employees will avoid involvement in outside interests that conflict with their Town duties.

- 2) Employees will not use their position with the Town to further their private interests, or those of their relatives, business associates or friends.

- 3) The Town encourages Employees to undertake responsibilities of service and citizenship, but not to make use of Town time or resources for such activities without the prior agreement of their Department Manager and/or the CAO.

- 4) Employees are to put aside personal, political, and private interest when performing duties.

- 5) If a situation arises where an Employee is required to conduct business or provide services to a family member, or associate, while on duty for the

Town, this may create a real or perceived conflict of interest, therefore the Employee must promptly disclose this fact to their Department Manager and/or CAO.

4.6 Nepotism

- 1) The Town does not condone nepotism in any form at any level of the system.
- 2) In no case shall there exist an immediate family relationship between two employees, with one employee responsible for the other. Other arrangements shall be made for daily supervision of employees where an immediate family member assumes supervision in an acting capacity.

4.7 Public Interest Disclosure (Whistle Blower Protection)

- 1) Every Employee has a responsibility to report any wrongdoing of which he or she may have knowledge. Every Employee has a responsibility to treat any such report of wrongdoing in a confidential manner in accordance with the procedures set out in this Policy.
- 2) While Employees and members of the public are encouraged to identify themselves in making a report of wrongdoing, they may do so on an anonymous basis. The Town will ensure, to the extent permitted by law and in accordance with this policy, that all reports of wrongdoing are treated in a confidential manner. However, anonymity cannot be guaranteed in all cases.
- 3) The intention is to ensure that Employees and members of the public can raise legitimate concerns about wrongdoing in a safe and secure manner. If an Employee or member of the public files a report of wrongdoing in good faith, he or she shall not be subject to any form of penalty, retaliation, or reprisal. All Employees are prohibited from penalizing or retaliating against such an Employee or member of the public.
- 4) However, if an Employee files a report of wrongdoing maliciously, in bad

faith, or with an ulterior motive (including with the intention to harm any individual or the Town), they may be subject to disciplinary action up to and including termination.

4.8 Confidentiality (FOIP)

- 1) All Employees are to be aware of the confidentiality requirements set out in the *Freedom of Information and Protection of Privacy (FOIP) Act*.
- 2) Each Town ratepayer, client, Employee, applicant for employment, or any other such person has the right to have all information about that person kept strictly confidential.
- 3) Unauthorized disclosure of confidential information by an Employee may subject them to disciplinary action, dismissal, and/or legal action.
- 4) Ratepayer records shall not be made available, and no reports shall be made on any person unless:
 - a. that person has given permission to the Town, in writing, for such information to be disclosed, or
 - b. it is information requested by a funding body and the CAO finds it necessary to release the information or otherwise legally required.
- 5) All Employees must always be aware of the importance of “keeping in confidence”, all Town matters, specifically complaints, information acquired in approved and uncirculated minutes, through correspondence or general conversation.
- 6) Employees must not seek to achieve personal or private gains by using confidential information.

4.9 Dress Code

- 1) Employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- 2) Town Office Employees will be required to wear appropriate business attire.
 - For women: dress tops, dress pants, dresses, skirts, sweaters, pantsuits, dress shoes or dress sandals.
 - For men: dress shoes, jackets, shirts, ties, slacks, sweaters, unless a formal uniform is required for their position.
- 3) Casual Friday – Employees are welcome to wear workplace appropriate jeans (no rips, tears, or stains) and running shoes (no rips, tears, or stains). Employees are to still consider the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by customers, internal or external.
- 4) Inappropriate Attire (also applicable to Casual Fridays) includes:
 - sweatpants, jogging pants, gym shorts, bicycle shorts, or pants/shorts that expose the midriff;
 - low-cut, halter or spaghetti-strap tops, sweatshirts, hoodies, t-shirts, tops that expose the midriff or underwear;
 - any form of clothing that is mesh, sheer, see-through, or otherwise revealing;
 - any form of clothing that is generally offensive, controversial, disruptive, or otherwise distracting;
 - any form of clothing that is overtly commercial, contains, political, personal, or offensive messages;
 - plastic flip flops, beach footwear or slippers.
- 5) Departure from appropriate grooming, hygiene and dress attire standards will result in Employee counselling and/or disciplinary action by Department Manager and/or CAO.

4.10 Public Statements

- 1) Public statements shall be made only by authorized agents of the municipality. This shall include the Mayor or the CAO or designate.

- 2) Under no circumstances, shall any other Employee make formal statements on behalf of the Town, unless authorized by the CAO.

4.11 Acceptance of Gifts

Employees are prohibited from accepting gifts, favors, or services that are connected directly or indirectly with the performance of the civic duties other than:

- Normal exchange of hospitality among Employees doing business;
- Tokens exchanged as part of protocol or festivities;
- Normal presentations made to Employees participating in public functions.

4.12 Workplace Smoking (Tobacco Reduction Act)

Employees will abide by the rules and regulations outlined in the *Tobacco Reduction Act* and any subsequent Amendments.

4.13 Substance Abuse

- 1) The Town is committed to providing a safe, drug and alcohol-free workplace and ensuring that hazards associated with drug and alcohol use are removed from the workplace.
- 2) Employees are required to report fit for work - meaning being able to perform assigned duties safely and acceptably without any limitations due to the use or after effect of alcohol, cannabis, illicit drugs, medications, or other substances, and in appropriate mental and physical condition to perform their work safely and to standard; employees must remain fit for duty for the duration of their shift.
- 3) While on company premises and while conducting business-related activities off company premises, no Employee may use, possess, distribute, sell, or be under the influence of alcohol, non-prescribed cannabis, or illicit drugs.
- 4) The legal use of prescribed drugs is permitted at work only if it does not

impair the Employee's ability to perform their work effectively and in a safe manner.

- 5) Employees on prescription medication(s) must communicate to Department Managers and/or CAO any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment. To medical cannabis, the Employee shall communicate to the Department Managers and/or CAO of the use of medical cannabis and provide a copy of the medical certificate to the employee's Department Manager and/or CAO.
- 6) The Employee must report to their Department Manager and/or CAO the use of any prescribed drug which may alter the Employee's ability to safely perform their duties. Proper use of such medication is not grounds for disciplinary action but may require modified duties or reassignment during treatment, or alteration of the prescribed amount, modification of consumption instructions, etc.
- 7) The Town benefits plan shall apply where applicable.
- 8) Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences. If there are damages resulting from operation of Town equipment/vehicles while under alcohol or drug influence(s), shall be the Employee's personal responsibility and the Employee will be required to pay for such damage personally.

4.14 Political Affiliation or Involvement or Activity

- 1) Employment with the Town shall not be offered as a consideration or reward for the political support of any political party or candidate for public office. No Employee shall, during working hours, or as a representative of the Town, engage in partisan political activity.
- 2) Employees may seek election to Municipal and/or School Board office provided that the duties of the Municipal and/or School Board office,

other than regular Council meetings, do not impinge on normal working hours as an Employee of the Town.

- 3) There are no restrictions on an Employee engaging in political activities on their own time as a campaign worker. If an Employee is nominated as a candidate for election, the Employee shall upon request, be granted leave without pay, to engage in the election campaign. If elected to Provincial or Federal office, the Employee can request, and may receive, an appropriate unpaid leave of absence.

4.15 Municipal Vehicle Use

- 1) The vehicle is for municipal work purposes only.
- 2) The vehicle will be always kept clean inside and out.
- 3) The assignment of vehicles for 24-hour use will be made in writing by the CAO and will only be considered for Employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include:
 - Official designated on-call status;
 - Requirement for frequent emergency availability;
 - Emergency or other equipment contained in the vehicle; and/or
 - No Town facility is available for garaging in a safe and convenient location.
- 4) Such assignment may be rescinded in writing at any time by the CAO. Vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route considering road and traffic conditions.
- 5) The vehicle should not be utilized for travel outside a direct commuting route. Whenever a position becomes vacant, the authorization for 24-hour use shall be re-evaluated.
- 6) Employees' assigned vehicles for 24-hour use involving a commute of

more than 40 km one way shall reimburse the Town for the additional fuel cost as determined by the Town. Employees' assigned municipal vehicles on a 24-hour basis will be required to sign a confirmation of receipt.

- 7) The CAO may authorize Employees to use a municipally owned vehicle for travel from their residences to their place of work when there is a financial advantage and increased efficiency to the Town and its operations. The CAO may also allow the use of a Town vehicle when it is in the Town's interest to allow an Employee to secure parking and care for the vehicle over a short duration. If there is a personal use component and a taxable benefit is determined, the Employee shall be required to cover the full cost of the taxes payable on the taxable benefit.
- 8) Employees granted use of a municipal-owned vehicle will need to keep accurate records (date & reason) when taking vehicles home and shall submit to the Assistant CAO/Finance Officer by January 5 of each calendar year.
- 9) The vehicle will be driven in a safe and considerate manner, obeying all traffic signs.
- 10) Daily inspections will be completed on the vehicle in accordance with the Pre-Trip Inspection Report.
- 11) All shop repairs and third-party repairs must be completed when scheduled and documented.
- 12) All shop repairs must be approved by a Department Manager and/or CAO; if the Department Manager and/or CAO is not available, the vehicle will be sent out for repair.
- 13) Any mechanical problems or physical damage will be reported immediately to a Department Manager and/or CAO and followed up with a written report.
- 14) Only co-workers and other authorized personnel are permitted in company vehicles.

15) Employees may be asked to return the vehicle while on vacation.

4.16 Removal of Tools and Equipment

- 1) Municipally owned tools or equipment shall only be utilized for Town purposes.
- 2) Municipally owned tools or equipment shall not be removed from their respective storage areas without permission from the Department Manager.

4.17 Supplementary Employment

- 1) No Employee shall engage in outside employment or activities, which interferes with the efficient performance of the Employee's duties and/or responsibilities.
- 2) No Employee shall engage in outside employment and/or activities which will occupy time during the Employee's working hours; neither shall outside employment and/or activities involve the performance of duties which the Employee is required to perform as part of the Employee's employment, without the express written consent of the CAO.
- 3) Any such outside employment and/or activities shall not involve a conflict of interest or conflict with the Employee's duties.

4.18 Client Visitor and Employee Privacy

- 1) Employees are strictly prohibited from posting sensitive, libelous, incendiary, or personal information regards our clients, visitors and Employees on the company intranet, social networking sites and/or the internet in general.
- 2) Employees are strictly prohibited from taking photographs of clients, visitors, or Employees on Town premises for either personal or professional reasons, unless they have received prior authorization to do



so. This authorization must be in writing.

- 3) Employees are strictly prohibited from posting photographs of other Employees, clients, or visitors on the internet, unless authorized to do so. This authorization must be in writing.

End of Policy.

TITLE:	Employee Compensation, Benefits and Allowances
POLICY NO.:	III-005
APPROVAL:	1999 Business Plan
EFFECTIVE DATE:	January 12, 2015
AMENDED DATE:	April 4, 2022 May 31, 2023 September 25, 2023
REVIEW DATE:	June 15, 2020 May 15, 2023 September 18, 2023
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all Employees.

PURPOSE:

- 1) To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
- 2) To document personnel practices and policies of the Town of Mayerthorpe.
- 3) To provide a fair and effective system of personnel administration.

PRINCIPLES:

5.1 Salaries and Wages

A. Salary Grid

- 1) The Salary Grid (Schedule A) outlines wages for Salaried Employees.
- 2) The CAO is charged with providing Council with Salary Range reviews, including minimum and maximum salaries for each position, every year to ensure the Town is competitive. Comparisons shall be completed

utilizing the customized AB Municipalities Wage & Compensation Survey for Towns.

- Salary positions names will be compared by job description;
 - Any salary position name that does not match within the Town comparison, the Wage & Compensation survey for all municipalities will be utilized.
- 3) The CAO shall ensure that Employees are aware that the salary grid as presented is a management tool, and as such does not imply nor otherwise assure future increases in salaries.
- 4) The CAO shall provide for Council's consideration, recommendations on departmental salaries on an annual basis through approval of the annual operating budget. Cost of living adjustments, based on the Alberta December-to-December Consumer Price Index Cost of Living as of December of the prior year, shall be calculated by adjusting every number on the Salary Grid Schedule A.
- 5) Salary reviews except for reclassification will only occur once annually and be effective January 1st through December 31st.

B. Non-Salary Wage Grid

- 1) The Non-Salary Wage Grid (Schedule B) outlines wages for Permanent Parttime, Casual and Seasonal Employees.
- 2) The CAO is charged with providing Council with Non-Salary reviews, which may include minimum and maximum wages for specific positions from time to time or requested by Council to ensure the Town is competitive.
- Permanent Part-time, Seasonal and Casual wages may be subject to Cost-of-Living Adjustment as outlined in 3.1, 5).
 - Seasonal wages are subject to comparisons of surrounding municipalities from time to time as requested by the CAO.
 - Non-Salary Wage Grid position comparisons may be completed utilizing the customized AB Municipalities Wage & Compensation Survey for Towns.

5.2 Pay Periods and Rate of Pay

- 1) Salaried Employees shall be paid bi-monthly on the 15th and on the last operational day of each calendar month.
- 2) Permanent Part time, Casual, and Seasonal Employees shall be paid monthly by the 5th business day following the end of a calendar month.
- 3) Volunteer firefighters' honorarium shall be paid quarterly.
- 4) A pay statement shall accompany the pay cheque confirming the wages earned and paid, including any deductions taken.

5.3 Hours of Work

A. Normal Hours of Work

- 1) The regular workday for a full time Employee in the Town Office shall be seven (7) hours per day, exclusive of the meal period. The regular workday shall normally be scheduled between the hours of 8:30 a.m. and 4:30 p.m.
- 2) The normal hours of work for the Public Works Employees shall be eight (8) hours per day, Monday through Friday, or forty (40) hours per week, exclusive of the meal period.
- 3) Starting and quitting time for any Employee will be set by mutual agreement between Employer and Employee. If agreement cannot be reached, the Town will set the hours based on operational requirements.

B. Meal Periods

- 1) A meal period shall be scheduled as close as possible to the middle of the workday. The length of the rest period will depend on the Employee's occupation, it will vary from thirty (30) minutes to sixty (60) minutes.

- 2) Meal periods will be granted according to the ESC, which provides for a minimum of 30 minutes every 5 consecutive hours.
- 3) An Employee shall be entitled to take their unpaid meal period away from the workstation.
- 4) If the employer or delegate, requests that an Employee work during the meal period, the meal period shall be considered time worked.

C. Weekend Standby and Callouts (Public Works)

- 1) When an Employee is required and/or requested to be on Standby, the Employee shall be paid a minimum of 3 hours regular time for each standby day.
- 2) When an Employee is called out to work at a time not regularly scheduled to work, the Employee shall be paid a minimum of 3 hours Overtime.

5.4 Incumbency Pay

- 1) To receive acting incumbency pay an Employee shall be designated by their department head or CAO to perform the principal duties of the higher-level position for a minimum period of five (5) consecutive workdays, during which time the Employee may also be required to perform some of the duties of their regular position. On completion of the minimum five (5) day qualifying period in an acting incumbency position, an Employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the five (5) day qualifying period. Acting provisions shall not apply where an Employee is designated only limited additional duties.
- 2) Where an Employee is designated to be an acting incumbent in a position, their salary shall be the lowest level in the designated position's Salary Grid that exceeds their current salary, except if the increase is less than one (1) level, in which case their salary shall be adjusted to the level next higher than the lowest level that exceeds their current salary.

- 3) It is understood that normally only one acting incumbent may be designated because of any one Employee's absence.
- 4) When an Employee who has been the acting incumbent of another position returns to their regular position, their salary shall be readjusted to that which would be in effect if he had continuously occupied that position.
- 5) The designation of acting incumbency shall normally not exceed a period of one (1) year.

5.5 Youth Employment

- 1) Apart from artistic endeavours, youth aged 12 and under will not be hired to work as an Employee. (Youth aged 12 and under will be allowed to be employed in artistic endeavours such as a theatre production with a permit.)
- 2) Youth aged 13-14 will only be allowed to work in specific jobs with written consent from parent or guardian as outlined in Alberta Employment Standards Code.
- 3) Youth aged 13-14 years will not be allowed to work from 12:01 am to 6 am.
- 4) Youth aged 15-17 will be allowed to do hazardous work only with proper training and supervision.
- 5) Hours of works specific to each age group are outlined in Alberta Employment Standards Code.

5.6 Benefits

A. Group Benefit Plan

- 1) A Group Benefit Plan is provided for all Salaried and Part-Time Employees and their dependents, through Alberta Municipal Services

Corporation Insurance Services Ltd., Plan #71180.

- 2) Salaried Employees are required to participate in the Town's Group Benefit Plan, after successfully completing three months of employment.
- 3) Part-Time Employees, who work a minimum of 15 hours per week on a continuous basis, can voluntarily participate in the Town's Group Benefit Plan except for Long-Term Disability. A minimum of 20 hours per week on a continuous basis must be worked to participate in the Long-Term Disability Plan.
- 4) The following Employee benefit premiums are paid 20% by Employee and 80% by the Town:
 - Group Life Insurance – three (3) times annual earnings rounded up to the next highest even thousand dollars.
 - Accidental Death & Dismemberment – three (3) times annual earnings rounded up to the next highest even thousand dollars.
 - Long Term Disability – 66 2/3% of gross wages.
 - Dependent Life Insurance – Spouse - \$10,000.00; Child (to age 21) - \$5,000.00.
 - Extended Health Coverage – 100% reimbursement on qualifying expenses.
 - Vision coverage is up to \$500.00 every 24 months (every 12 months for children).
 - Dental Health Coverage – Up to 100% of basic service; 80% of major restorative/orthodontic services; 50% Dentures. Yearly maximum benefit coverage of \$1,500.00 per insured person for all dental services (excluding orthodontics). Lifetime maximum of \$1,500.00 for orthodontics services. No survivor benefits.
- 5) Employee Assistance Program premiums are paid 100% by the Town. This program provides Employees effectively manage work and life issues with resources to resolve problems, feel better and prevent future problems. It provides a wide variety of confidential counseling as well as other resources.

6) Benefit Continuation on an Approved Leave

- a. In order to continue participation in the Town's Benefit program, employees on an approved leave must make appropriate arrangements to ensure payment of their portion of the benefits premiums for the duration of the leave, where applicable. Employees are required, within the first four (4) weeks of their leave, to complete the appropriate form to cover the duration (or expected duration) of their leave. Employees should contact HR Department to make the necessary arrangements.
- b. In the event that the employee does not intend to pay their portion of the premium cost (or fails to provide their premium payments in a timely manner), benefits will be administratively suspended and the insurance carrier may require further evidence of insurability in order to reinstate the employee's benefits coverage upon expiry of the leave. If an employee does not intend to pay their premiums, they must notify the Town in writing.
- c. Employees absent from work for a period of more than twelve (12) consecutive months will no longer be eligible for benefits.
- d. Please note that the Town does reserve the right to cancel, revise or amend any of the above noted plans without notice, subject to any requirements under the applicable employment standards legislation.

B. Local Authorities Pension Plan (LAPP)

- 1) The Town of Mayerthorpe is a participating LAPP Employer.
- 2) Participation in the plan is mandatory for all Employees who work an average of 30 hours or more per week on a continuous basis.
- 3) The eligible Employees and the Town will contribute as per the contribution rates established annually by LAPP.
- 4) An Employee becomes eligible to contribute to LAPP after their probationary period is completed.
- 5) Once an Employee has completed the probationary period, they have a one-time option to purchase the probationary period as pensionable

service.

- 6) Employees in the following employment categories are not eligible to participate in the LAPP:
 - Temporary Employees;
 - Seasonal Employees;
 - Employees whose employment contract have an end date;
 - Employees who work fewer than an annual average of less than 30 hours per week;
 - Employees who would begin participation in the Plan prior to 15 years of age or after the end of the year in which they reach age 71;
 - Employees who receive a monthly pension from LAPP based on their previous participation in the Plan.
- 7) Employees on paid leave of absence will continue contributions to the pension plan. Employees on unpaid leave of absence such as personal unpaid leave of absence, maternity/paternity leave of absence, long-term disability have the option of contributing. Employees may contribute during the leave or buy back the service upon return to work or once the year end costing has been generated.
- 8) Pension contributions are non-taxable deductions.
- 9) Contribution rates for Employees and employers are determined by the LAPP Board of Trustees.

C. APEX Supplementary Pension Plan

- 1) APEX is targeted to management and professional Employees participating in the LAPP.
- 2) Employee participation is voluntary.
- 3) The eligible Employees are the Employees who are participating in the Local Authorities Pension Plan, specifically to those earning a salary over \$100,000.00.
- 4) The eligible Employees and the Town will contribute as per the contribution rates established annually by APEX Supplementary

Pension Plan.

5.7 Overtime and Time in Lieu

- 1) An Employee may be required to work hours beyond regularly scheduled hours to overcome unexpected workloads and to meet extraordinary situations or seasonal requirements. To receive compensation for any Overtime, such Overtime must be authorized by the Department Manager and/or the CAO in advance. Employees are not authorized to approve their own overtime.
- 2) Management positions (as noted in the Salary Grid, being the Chief Administrative Officer and the Assistant CAO/Finance Manager) are not eligible for Overtime or Time in Lieu.
- 3) The Public Work Department Manager and/or CAO shall attempt to distribute Overtime equally amongst Employees, having regard to special skills required.
- 4) When a Public Works Employee is required to work more than their regular hours of work, all such hours shall be considered Overtime and they shall be paid or banked at one and one half (1½) times their regular hourly rate of pay for each Overtime hour worked.
- 3) An Employee who has been authorized to work Overtime may be allowed compensatory time off in lieu of payment referred to in Clause 4). Time off accumulated because of Overtime worked can be taken at a mutually agreeable time, and should be taken as Time Off in Lieu within the next three (3) months, when an Individual Overtime Agreement is signed by both parties.
- 4) Time Off in Lieu may be requested by the Employee and scheduled at the discretion of the Department Manager and/or the CAO to ensure there is a minimum of service disruption.
- 5) Extra time worked at the Employee's discretion, or without Department Manager and/or CAO approval may not be used towards Overtime or Banked time.

5.8 Public Works Clothing Policy

- 1) Coveralls are required to have florescent safety stripes, the Public Works Department denoted on the back, and the Employees name on the front.

- 2) As a condition of employment Public Works Employees are responsible for wearing the following safety clothing and shall be reimbursed for or provided with:
 - one pair of steel-toed CSA approved boots, re-imburement to a maximum \$300.00/annum (Salaried);
 - one pair of steel-toed CSA approved boots, re-imburement to a maximum of \$100.00/annum (Parttime, Seasonal, and Casual employed after 3 months of employment);
 - appropriate gloves;
 - hard hats;
 - eye-protective glasses;
 - two pair of Department coveralls, one each for summer and winter – supplied annually (full-time salaried);
 - one pair of Department coveralls may not necessarily be new (part-time/seasonal).

End of Policy.



TOWN OF MAYERTHORPE
SALARY GRID
January 1, 2023
POLICY III-005 - SCHEDULE A

Full-Time Position	Level One	Level Two	Level Three	Level Four	Level Five	Level Six	Level Seven	Level Eight	Level Nine	Min Hourly	Max Hourly
Chief Administrative Officer*	150,469.58	154,983.67	159,633.18	164,422.18	169,354.84	174,435.49	179,668.55	185,058.61	190,610.37	82.68	104.73
Assistant CAO/Finance-Manager*	97,787.55	100,721.18	103,742.82	106,855.10	110,060.75	113,362.58	116,763.45	120,266.36	123,874.35	53.73	68.06
Utility/Tax Officer	58,313.20	60,062.60	61,864.47	63,720.41	65,632.02	67,600.98	69,629.01	71,717.88	73,869.42	32.04	40.59
Administrative Assistant	52,089.70	53,652.39	55,261.96	56,919.82	58,627.41	60,386.24	62,197.82	64,063.76	65,985.67	28.62	36.26
Public Works Supervisor	88,761.47	91,424.32	94,167.05	96,992.06	99,901.82	102,898.87	105,985.84	109,165.42	112,440.38	42.67	54.06
Public Works Lead Hand	71,879.35	74,035.73	76,256.80	78,544.51	80,900.84	83,327.87	85,827.70	88,402.54	91,054.61	34.56	43.78
Utility Operator II	65,732.39	67,704.36	69,735.49	71,827.56	73,982.38	76,201.85	78,487.91	80,842.55	83,267.82	31.60	40.03
Utility Operator I	56,612.49	58,310.86	60,060.19	61,861.99	63,717.85	65,629.39	67,598.27	69,626.22	71,715.00	27.22	34.48
Equipment Operator	62,740.00	64,622.20	66,560.87	68,557.69	70,614.42	72,732.86	74,914.84	77,162.29	79,477.15	30.16	38.21
Public Works Labourer	50,917.95	52,445.49	54,018.85	55,639.42	57,308.60	59,027.86	60,798.70	62,622.66	64,501.34	24.48	31.01
Economic Development/Communications Specialist	82,765.06	85,248.01	87,805.45	90,439.61	93,152.80	95,947.38	98,825.81	101,790.58	104,844.30	45.48	57.61
Family & Community Social Services (FCSS) Director/Recreation Manager	72,300.22	74,469.23	76,703.30	79,004.40	81,374.54	83,815.77	86,330.25	88,920.15	91,587.76	39.73	50.32
Community Peace Officer I	69,349.07	71,429.55	73,572.43	75,779.61	78,052.99	80,394.58	82,806.42	85,290.61	87,849.33	38.10	48.27
Part-Time Position	Level One	Level Two	Level Three	Level Four	Level Five	Level Six	Level Seven	Level Eight	Level Nine	Min Hourly	Max Hourly
Finance Support Clerk (21 Hours per Week)	23,643.87	24,353.19	25,083.78	25,836.30	26,611.38	27,409.73	28,232.02	29,078.98	29,951.35	21.65	27.43

*Management Position

3 per cent increments

2023 Cost of Living Increase 6%



**TOWN OF MAYERTHORPE
NON-SALARY WAGE GRID**

May 1, 2023

POLICY III-005 - SCHEDULE B

Position Title	Minimum Hourly	Maximum Hourly
AQUATIC CENTRE		
Pool Manager	\$ 27.00	\$ 30.00
Assistant Pool Manager/Lifeguard 3	26.00	
Lifeguard 3	24.00	
Lifeguard 2	22.00	
Lifeguard 1	20.00	
Pool Cashier	18.00	
PUBLIC WORKS		
Public Works Summer Students	\$ 18.00	\$ 20.00
Public Works Casual Labourer	20.00	25.00
Public Works Casual Equipment Operator	20.00	25.00
EXHIBITION CENTRE		
MEC Facility Administrator	22.00	\$ 30.00
MEC Zamboni Driver	17.00	20.00
MEC Zamboni Driver/Janitor	17.00	20.00
VOLUNTEER FIREFIGHTERS		
Fire Chief	\$ 32.75	
Captain	30.13	
Lieutenant	28.62	
Senior Firefighter	27.51	
Firefighter	26.20	
New Recruit Firefighter	21.00	
Cadet	15.90	

TITLE: Employee Annual Vacation and Other Leaves
POLICY NO.: III-006
APPROVAL: 1999 Business Plan
EFFECTIVE DATE: January 12, 2015
AMENDED DATE: April 4, 2022
 May 31, 2023
REVIEW DATE: June 15, 2020
 May 15, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all Employees.

- PURPOSE:**
- 1) To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
 - 2) To document personnel practices and policies of the Town of Mayerthorpe.
 - 3) To establish and maintain orderly, consistent administration of personnel policies.

- PRINCIPLES:**
- 6.1 Vacation Entitlement**
- 1) Every Salaried Employee shall be entitled to an annual vacation with pay.
 - 2) Full-time Salaried Employee will have annual vacation entitlement as follows, unless conditions of employment state otherwise:
 - a. After one (1) full year of continuous service with the Town, the Employee shall be granted ten (10) working days of vacation.
 - b. After three (3) full years of continuous service with the Town, the Employee shall be granted fifteen (15) working days of vacation.
 - c. After seven (7) full years of continuous service with the Town, the Employee shall be granted twenty (20) working days of vacation.

- 3) Annual vacations more than ten (10) continuous working days must be approved by Department Manager and the CAO.
- 4) Allotted vacation days should be taken in the year allotted. Vacation carry-over requires approval by the Department Manager and/or CAO. If vacation of one week or more is accumulated further than in allotted year (as per anniversary of service date), then the vacation will be paid out with approval from Department Manager and/or CAO approval.
- 5) Employees are to provide vacation requests to their Department Manager and/or CAO for the year by April 30th.
- 6) Vacation will be scheduled to ensure operational requirements are not disrupted and undue hardship is not placed on fellow Employees. Reasonable effort will be made to ensure Employees will be able to take their requested annual vacation.
- 7) Part time, casual and seasonal Employees will have vacation pay added to their earnings monthly at the applicable rates established by Alberta *Employment Standards Code*.

6.2 General Holidays

- 1) The following general/statutory holidays are recognized by the Town as paid holidays:
 - a. January 1st;
 - b. Alberta Family Day;
 - c. Good Friday;
 - d. Easter Monday;
 - e. Victoria Day;
 - f. Labour Day;
 - g. July 1st;
 - h. Civic Holiday;
 - i. Thanksgiving Day;
 - j. November 11th;
 - k. December 24th;
 - l. December 25th;

- m. December 26th;
- n. December 31st *

*Afternoon only; unless it falls on a Monday, then the full day is considered a general holiday.

- 2) Christmas Floater – 1.5 days - Employees need to plan to use vacation, overtime, time in lieu, banked time for the days office is closed between Christmas and New Year, otherwise leave without pay would be available. If an employee is required to work, the standard rates apply. Public Works Standby pay would apply to those employees not required to work.
- 3) When a general holiday falls on a non-working day, that holiday will be observed on the next working day immediately following the general holiday or may be redirected to the previous working day of the general holiday as per the CAO's discretion.

6.3 Sick Leave (with pay)

- 1) Salaried Employees shall be entitled to one day of paid sick leave for each month of service.
- 2) Part-time Employees shall be allotted partial day paid sick leave based on base salary/rate per month.
- 3) Unused sick days can be accumulated. Employees on long-term disability, maternity, or parental leave, leave of absence or suspension without pay will not accrue sick days.
- 4) Along with coverage for short-term disability to work due to illness, sick-day accumulation also provides some protection against loss of pay in case of long-term incapacity, during the period between cessation of work and commencement of long-term benefits.
- 5) Sick days will not be paid out at termination of employment.
- 6) In case of sickness, a report must be filed with the employee's Department Manager and/or CAO no later than the Employee's regular start time, and/or as early as possible.

- 7) Employees can utilize accrued sick days for personal sickness and up to a maximum of ½ a day for specialist appointments unless supervisor's approval is provided.
- 8) A medical certificate shall be required for any sickness extending beyond five (5) days.
- 9) The Town may determine that a medical certificate is deficient, incomplete, contains errors, and contradicts other evidence which may lead to a decision to withhold an entitlement to sick leave.
- 10) Illness extending beyond the accumulated sick days, to a maximum of one hundred and twenty (120) days will require a medical certificate every thirty (30) days thereafter.
- 11) If a person is absent for more than three (3) days and does not report to their Department Manager and/or CAO, it may lead to grounds for dismissal.
- 12) Upon an Employee's retirement, sick days shall be paid out to that Employee as the lesser of the banked number of sick days to a maximum of 10 business days.

6.4 Recognized Leaves

A. Bereavement Leave (Short Term)

- 1) An Employee shall be granted a maximum of three (3) regularly scheduled consecutive workdays leave without loss of pay at their regular rate of pay for the purpose of making arrangements for, or attending a funeral when death occurs in an Employee's immediate family.
- 2) In the case of a funeral being held at a considerable distance, a maximum of two (2) additional days may be granted for travel by Department Manager and/or CAO.

- 3) On the death of any other relative, fellow Employee, former Employee, or close friend, Employees may be granted sufficient time, to a maximum of one-half (½) day to attend the funeral, as approved by their Department Manager and/or CAO.
- 4) Bereavement Leave does not apply to Employees in their probationary period, unless approved by the Department Manager and/or CAO.

B. Maternity/Parental Leave

- 1) An Employee who has at least 12 months of continuous service, shall be entitled to maternity leave without pay for a period of up to 16 weeks. Birth mothers must take at least 6 weeks of maternity leave after the birth of her child unless:
 - the employer agrees to an early return to duties, and
 - the employee provides a medical certificate stating the return will not endanger her health.
- 2) Maternity leave shall start at a time designated by the Employee that is within 13 weeks of the estimated delivery date. Written notice must be provided at least six weeks prior to date of when the Employee will start maternity leave, or within two weeks after ceasing to work.
- 3) If the pregnancy interferes with an Employee's job performance during the 12 weeks before the estimated due date, the Employer can require the Employee to start maternity leave by notifying the Employee in writing.
- 4) A full time (salaried) or part time Employee (mother, father and/or adoptive parents) who has at least 12 consecutive months of continuous service, shall be entitled up to 37 weeks of parental leave. Written notice must be provided at least six weeks prior to the date when he/she will start parental leave.
- 5) Parental leave must be completed within 52 weeks of the date the baby was born or an adopted child was placed with the parent.

C. Leave of Absence

- 1) All leaves of absence, with or without pay, must be approved by the Employee's Department Manager and/or CAO prior to the leave being taken.
- 2) Each request will be considered on a case-by-case basis by the Department Manager and/or CAO and may be granted or refused.

D. Other General Information about Leaves

- 1) Other leaves such as Jury Selection/Duty, Witness Duty, Compassionate Care, Reservist or Religious Observance will be dealt with on a case-by case basis and in accordance with any of the applicable legislation(s).
- 2) No Employee shall use any leave, or any benefit provided by the Employer for any purpose other than that specified. No Employee shall make a false claim for any leave or benefit or submit falsified information in support thereof. Any Employee who contravenes their section is subject to disciplinary action.
- 3) Further recognized job-protected leaves that are unpaid are outlined in the *Employment Standards Code*.

6.5 Return from Leave

- 1) Should an Employee desire to return from a leave of absence without pay earlier than had been approved, the Employee must submit a written request to their Department Manager. The employee should provide their written request at least four weeks' notice prior to their anticipated return.
- 2) An Employee will be required to meet all applicable terms and conditions of employment (i.e., driver's abstract) prior to returning to the Town's employ.
- 3) An Employee returning to the Town's employ from a leave of absence may be returned to their position if the position continues to be required. Otherwise, the Employee may be redeployed or laid off. The Department Manager is responsible for communicating any changes that may affect



their return to work after a leave of absence without pay.

- 4) A change of compensation that is implemented during the period of a leave of absence without pay and affects the Employee, will be applied upon return to work.

End of Policy.

TITLE:	Workplace Anti-Harassment Policy
POLICY NO.:	III-007
APPROVAL:	1999 Business Plan
EFFECTIVE DATE:	January 12, 2015
AMENDED DATE:	June 22, 2020
	May 31, 2023
REVIEW DATE:	June 15, 2020
	May 15, 2023
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all Employees.

PURPOSE:

- 1) To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
- 2) To dedicate and promote a workplace in which all people are respected, respect one another and work together to achieve common goals.

PRINCIPLES:

7.1 Discrimination

- 1) The Town believes that all individuals it employs have the right to work in an environment free from discrimination and this policy is in keeping with the Town’s dedication to providing and maintaining an environment that fosters fair, respectful, and responsible behaviors by management and between Employees.
- 2) The Town’s position against discrimination does not apply with respect to a refusal, limitation, specification, or preference relative to an individual’s employment, or potential employment, based on a bona fide occupational requirement.

- Nature and degree of the offence;
 - Whether the offence was deliberate or a result of carelessness;
 - Employee's previous record of conduct;
 - Interval since last violation;
 - Aggravating circumstances;
 - Employee's years of service.
- 3) The Town is committed to building and preserving a safe, productive, and healthy environment and will not tolerate any acts of harassment or violence against or by its Employees in accordance with the workplace rights set out by the Alberta Human Rights Commission under the Alberta Human Rights Act.
- 4) This policy is not intended to restrict normal and accepted forms of socializing between co-workers. Managing and/or coaching that includes performance appraisals, work assignment, and the implementation of disciplinary actions, is not a form of harassment and this policy restricts management's responsibilities in these areas.
- 5) This policy applies to all members of Council, staff and volunteers including Boards of the Town. The policy also applies to those people who conduct business with our organization, including service people, suppliers, delivery personnel, consultants, and clients.
- 6) Every person has the right to file a complaint under the Alberta Human Rights Act or other venues such as the civil courts.
- 7) Should an Employee have a legal court order (e.g., restraining order, or "no contact" order) against another individual, the Employee may be required to notify the CAO and to supply a copy of that order. This will likely be required in instances where the Employee strongly feels that the aggressor may attempt to contact that Employee in the workplace. Such information shall be kept confidential to the extent possible.
- 8) This policy is not intended to discourage Employees from exercising worker's rights pursuant to any other law.

9) Employees:

- are personally responsible and accountable for enforcing this policy and must make every effort to prevent discrimination or harassing behavior within the workplace.
- required to be familiar with the following procedures that are in place to protect them from workplace violence.

Managers/Supervisors:

- Be sensitive to the climate and take immediate action that involves any situation that involves harassment;
- Support the Employee without prejudging the situation;
- Protect the privacy of the individuals involved and ensure complainants and respondents are treated fairly and respectfully;
- Inform Employees if they are working in an area where there is a potential for workplace violence and identify any risks that are specific to that area;
- Ensure that appropriate procedures are in place to minimize the risk to Employees from workplace violence and that Employees are trained in recognizing and responding to situations involving workplace violence;
- Conduct periodic work site inspections which take into consideration lay-out, work procedures and identifiable factors which may be of concern related to potential workplace violence;
- Investigate any incidents of violence reported to them and communicate the corrective action to address the incidents;
- Will ensure that their Employees are trained appropriately in the following areas:
 - The recognition of violence and harassment;
 - The policies, procedures, and workplace arrangements the Town has implemented to control the hazards of violence and harassment;
 - The appropriate response to violence and harassment, including procedures for obtaining assistance; and
 - The procedures for reporting, investigating, and documenting incidents of violence and harassment.

CAO or Designate must:

- Assist Employees and supervisors in investigating and preparing documentation for incidents of harassment;
- Protect the privacy of the individuals involved and ensure complainants and respondents are treated fairly and respectfully;
- Ensure disciplinary or corrective actions have been taken for any violation of this policy;
- Keep on file all formal complaints, accompanying documentation and findings of any investigation.

7.2 Confidentiality

- 1) The Town appreciates the difficulties in filing a complaint of harassment or violence and recognizes the complainant's concern regarding confidentiality.
- 2) To protect the interests of the complainant, the person named in a complaint and any witnesses involved during the investigation of a complaint, confidentiality will be maintained to the extent possible under such circumstances.
- 3) If the complainant's information needs to be released because of the necessary requirements to investigate the incident or inform workers of specific or general threat of violence or potential violence, or required by law, the Town will only disclose a minimum amount of personal information to still protect the complainant.
- 4) All records concerning complaints and information gathered as the result of any investigation will be kept confidential, except where disclosure is required due to the investigation, the imposition of discipline or other remedial action.
- 5) *Conclusion:* All formal written complaints will be investigated thoroughly. Anyone found to be in violation of this Policy may be subject to discipline, up to, and including, termination of employment.
- 6) The remedy or discipline imposed under this Policy is final and binding.

7.3 Domestic Violence

- 1) Domestic Violence does not stay at home when victims go to work. Although men and women can both suffer from domestic violence, females are at a higher risk of domestic violence. Domestic violence may cause productivity and performance problems at work.
- 2) If the perpetrator of domestic violence is an Employee of the Town and such an incident occurs on property for which the Town has responsibility or during the Town's hours of operation, after investigating, the perpetrator Employee of such incident may be subject to dismissal for just cause.

End of Policy.

TITLE:	Employee Education and Professional Development
POLICY NO.:	III-009
APPROVAL:	1999 Business Plan
EFFECTIVE DATE:	January 12, 2015
AMENDED DATE:	April 4, 2022 May 31, 2023
REVIEW DATE:	June 15, 2020 May 15, 2023
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all Employees.

PURPOSE:
 To recognize that professional development is in the mutual best interest of the organization and its Employees.

9.1 Staff Training and Development

- 1) The Town believes in the value of ongoing education, skill development and qualification enhancement and is dedicated to maintaining a workforce which is appropriately trained.

- 2) Upon commencement with the Town, the Employee shall complete the following courses:
 - Introduction to Freedom of Information and Protection of Privacy on-line course;
 - Basic Emergency Management on-line course;
 - Basic First Aid;
 - Fire Extinguisher Course.

- 3) As a condition of employment, some Employees may be required to take additional training to meet minimum standards for the position, in which case the employer will bear the costs of such training. Such conditions of

employment will be specified in the employment agreement; failure to meet said training requirements could result in Employee termination.

- 4) Courses must be approved by the Department Manager and/or CAO prior to commencement.
- 5) Reimbursement of course fees, registration fees, student registration fees is contingent on the Employee passing the course.
- 6) If a course is offered via on-line, it will take precedence over an in-class venue. If the course is only offered in a classroom setting, any expenses incurred (i.e., mileage and/or meals) will be reimbursed as per Policy II-002 Expense Reimbursement Policy.
- 7) Where an Employee is required by the Town to attend a course, the course fee, registration fees, and student registration fees plus any expenses eligible under the Policy II-002 Expense Reimbursement Policy will be paid for by the Town.

9.2 Employee Commitment:

- 1) Salaried and Permanent Parttime Employees may be required to participate in various forms of ongoing professional development, such as reading of books, training manuals or other resources; watching videos; and listening to cassettes; or attendance at courses, seminars, workshops and conferences, etc., that will be of mutual benefit to both the Employee and/or employer.
- 2) Each Employee is expected to be:
 - self-motivated in seeking opportunities for professional development;
 - willing to invest their own time in professional development;
 - willing to invest in their own career with the organization;
 - willing to share the information/knowledge gained as a result of research, professional development and/or training with co-workers and the organization in general.

9.3 Town Commitment:

- 1) The Town will ensure that professional development is an ongoing component of the Employee performance review process;
- 2) In making the final decision upon training for individual Employees, the Town will take into consideration the following:
 - Employee's ability to work hard and be productive;
 - Training will enhance present and future career development within the organization;
 - Relationship between costs and benefits to be achieved;
 - Training will be utilized to benefit other Employees and the organization as a whole;
 - The organization maintains a relative fairness between Employees based on training needs of all Employees and organizational goals;
 - Budget constraints.
- 3) The Town of shall ensure that professional development and training is an ongoing process, not just a one-time event for each Employee.

End of Policy.

TITLE:	Employee Miscellaneous Policy
POLICY NO.:	III-010
APPROVAL:	1999 Business Plan
EFFECTIVE DATE:	January 12, 2015
AMENDED DATE:	April 4, 2022 May 31, 2023
REVIEW DATE:	June 15, 2020 May 15, 2023
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all Employees.

PURPOSE:
 To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.

- 10.1 Town Credit Card Use**
- 1) The Town will make available the use of a credit card (hereinafter referred to as "Town Credit Card") to each of the CAO, Assistant CAO/Finance Manager, Public Works Supervisor, FCSS Director/Recreation Manager, West End Bus Coordinator, and Community Peace Officer.
 - 2) Each of these staff members must sign a Cardholder Acknowledgement and Responsibilities Agreement. The agreement is attached as Schedule "A" and shall form part of the policy.
 - 3) The Town Credit Card shall only be used for Town-related expenses. There will be absolutely no exceptions.
 - 4) Any staff using the Town Credit Card must provide receipts for all purchases to the Finance Department within 10 days of the purchase or transaction date. If an expense slip is missing, the Employee who

misplaced the slip shall be held personally responsible and shall reimburse the Town for the expense. If the Employee does not abide by the submission deadlines over 3 times in a calendar year may lead to card suspension.

- 5) If the Town Credit Card is used to cover costs associated with attending job related activities, there will be no subsistence paid as outlined in Policy II-002.
- 6) The Town Credit Card shall not be used to cover costs associated with fueling a personal vehicle while attending job related activities. The Employee will be reimbursed for mileage as outlined in Policy II-002.

10.2 Fuel Card Use

- 1) Each Employee (and West End Bus Coordinator for West End buses) must sign a Fuel Cardholder Acknowledgement and Responsibilities Agreement. The agreement is attached as Schedule "B" and shall form part of the policy.
- 2) The Town Fuel Card shall only be used for Town vehicles or equipment. There will be absolutely no exceptions.
- 3) Any staff using a Town Fuel Card must provide receipts for every transaction completed to either the Department Head or Finance Department. If an expense slip is missing, the Employee who misplaced the slip shall be held personally responsible and shall reimburse the Town for the expense.
- 4) The Town Fuel Card shall not be used to cover costs associated with fueling a personal vehicle while attending job related activities.

End of Policy.



Mayerthorpe

Section IV

Protection &
Enforcement

TITLE: Fire Department Standard of Service
POLICY NO.: IV - 002
APPROVAL: Council
EFFECTIVE DATE: February 11, 2013
AMENDED DATE: February 11, 2013
REVIEW DATE: January 21, 2013
February 11, 2013
June 15, 2020
June 19, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To establish Fire Department Standard of Service to provide consistency in service and improve communication.

PURPOSE: To ensure that a high professional standard of service is offered to the residents of Mayerthorpe.

PRINCIPLES:

1. That standard operating guidelines be established regarding the roles and responsibilities of Fire Fighters of the Town of Mayerthorpe in accordance with the Bylaw No. 954 and any amendments thereto.

End of Policy.



TITLE: Peace Officer Standard of Service
POLICY NO.: IV - 003
APPROVAL: Council
EFFECTIVE DATE: November 26, 2012
AMENDED DATE:
REVIEW DATE: November 19, 2012
June 15, 2020
June 19, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To establish Peace Officer Standard of Service to provide consistency and improve communication.

PURPOSE: To ensure that a high professional standard of service is offered to the residents of Mayerthorpe.

PRINCIPLES:

1. That operational procedures and guidelines be established regarding the roles and responsibilities of Peace Officers employed by the Town of Mayerthorpe in accordance with the Peace Officer Act, Chapter P-3.5, R.S.A. 2006, and all associated Regulations.

End of Policy.



Mayerthorpe

Section V

Public Works

TITLE:	Snow Removal
POLICY NO.:	V-001
APPROVAL:	December 14, 2005
EFFECTIVE DATE:	December 14, 2005
AMENDED DATE:	September 27, 2010 September 28, 2015 February 26, 2024
REVIEW DATE:	September 20, 2010 September 21, 2015 June 15, 2020 September 18, 2023 February 20, 2024
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To Provide for snow removal of roads under the direction and control of the Municipality.

PURPOSE: To establish levels of service delivery for the efficient removal of snow from Town roads.

DEFINITIONS:

1. "Sweep through" is defined as snow removal utilizing a loader to clear one center lane within the roadway to provide access by first responder vehicles (Fire, Police, and Ambulance). Sweep through occurs when there is an extraordinary snowfall event that produces a large volume of snow where normal grading operations cannot open roadways in a timely manner.

PRINCIPLES:

1. When the streets require cleaning, one or more of the Public Works staff is to start his or her 8 hour shift the next day at 10:00 p.m. as needed to ensure that the downtown streets and main arteries are clear before morning traffic impedes street cleaning equipment.
2. The Town will provide snow removal as follows:

- Town “owned” roadways and buildings.
- For a fee, hospitals, and Pleasant View Lodge.

3. Priority will be given as follows:

- “Sweep through” for emergency access to:
 - Emergency Response Center
 - Hospital
 - Pleasant View Lodge
 - Extendicare
 - RCMP
 - School Bus routes
- “Actual Snow Removal”:
 - Downtown commercial routes
 - School routes
 - Emergency routes
 - Major arteries
 - Residential (with alternate priorities being that the same area is not always the last area plowed)
 - Lane behind Mini Mart and lane known as 48 A Street
 - Lanes
 - Cleaning of charged lots

4. The decision for commencing snow removal will be determined at the discretion of the Chief Administrative Officer and Public Works Supervisor.

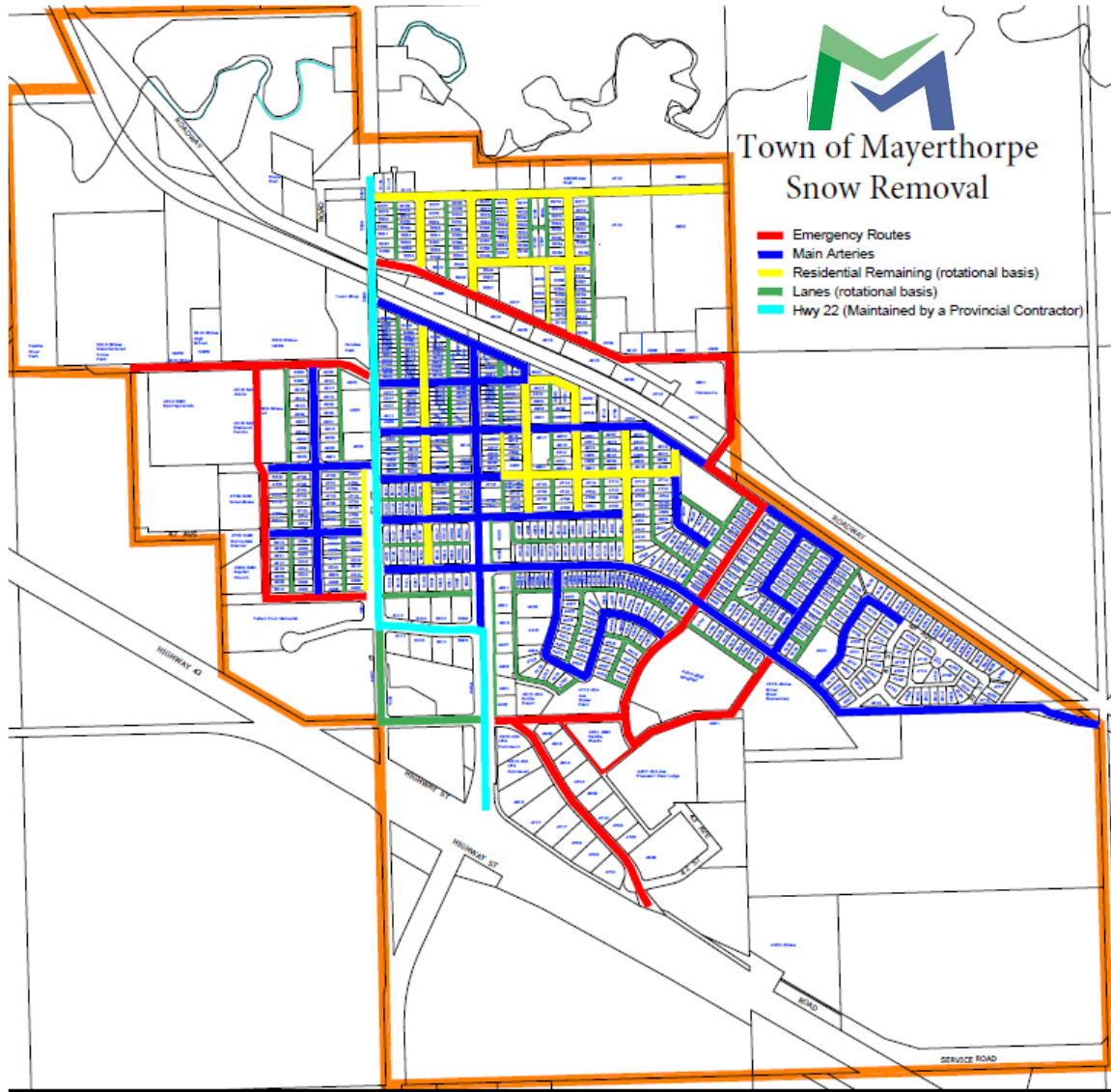
5. The Town will provide removal of snow for Mayerthorpe Jr/Sr. High School and/or Elmer Elson Elementary School upon request of Northern Gateway Public Schools and upon availability of manpower and equipment.

6. The Town will not provide snow removal for private businesses or non-profit groups unless an agreement has been entered into.

7. Residents wishing to obtain a copy of the map showing prioritized snow routes may do so at the Town Office.

End of Policy.

SNOW REMOVAL MAP



TITLE: Snow Windrow Removal Program
POLICY NO.: V-003
APPROVAL:
EFFECTIVE DATE: October 27, 2014
AMENDED DATE:
REVIEW DATE: October 20, 2014
 September 21, 2015
 June 15, 2020

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide a program for seniors and those physically challenged in removal of snow windrows.

PURPOSE: To establish guidelines for the removal of a snow windrow.

DEFINITIONS:

1. Snow Windrow: Is the pile of snow that is left at the bottom of a driveway after the grader has cleared the municipal road.
2. Senior: Individuals of the residence 65 years of age or older; proof of age and residency is required.
3. Physically Challenged: Individuals with restricted mobility or medical conditions; doctors note is required. Registrants in this category will also need to sign a declaration stating that no able-bodied person under the age of 65 is living at the residence.

PRINCIPLES:

1. Program is offered from November 1 to March 31 of a calendar year.
2. Town reserves the right to decide when services will commence; usually upon a snowfall that exceeds 6 inches or 75 mm and only after completion of plowing of all municipal roads.
3. Program will be suspended whereby staff cannot provide the service due to responding to emergencies or overarching priorities.
4. Program does not include other parts of the driveway or sidewalk (one car width only).



5. Program may take up to 12 hours after the completion of plowing of all municipal roads. If a faster level of service is required or if the entire driveway requires clearing, citizens may prefer to hire a private snow removal contractor.
6. Program fee is established in the Town's Miscellaneous Rates and Fees Bylaw. This Fee is a non-refundable user-fee per winter season; no proration will apply.
7. Failure to comply with the conditions to qualify for this service and/or misrepresentation of any information may result in termination of the service.
8. Program yearly registration deadline is the third Friday in November for 2014 and the third Friday in October of each calendar year thereafter. Registrations will be accepted after the stipulated deadline, only under the following extenuating circumstances: 1) new Qualifying registrant(s) moving into Town, and/or; 2) Non-qualifying registrant(s) status change.

End of Policy.

TITLE: Sidewalk Snow Removal
POLICY NO.: V-004
APPROVAL:
EFFECTIVE DATE: October 27, 2014
AMENDED DATE: November 28, 2022
REVIEW DATE: October 20, 2014
June 15, 2020
November 21, 2022
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to develop criteria for efficient removal of snow from sidewalks by Town forces.

PURPOSE: To establish guidelines for the removal of snow from sidewalks abutting public facilities and public land.

DEFINITIONS:

1. Sidewalk: Public sidewalk abutting municipally owned buildings or land where snow is cleared by Public Works.
2. Winter Season: First snowfall in the fall and last snowfall in the spring.

PRINCIPLES:

1. Snow removal from sidewalks shall be cleared within 24 hours except where within residential districts these sidewalks shall be cleared within 48 hours, exceptions to these times include Public Works responds to Town emergencies or overarching snow removal priorities.

2. Priority shall be given to sidewalks abutting:
 - a. Municipal Buildings:
 - i. Curling Rink;
 - ii. Town Office/Library;
 - iii. Water Treatment Plant.
 - b. Municipal Land:
 - i. Public Parking Lot(Plan 373CL, B3, Lot 26 to 28);
 - ii. Well No. 5 (Plan 2301ET, Block 2, Lot 16);
 - iii. 50th Street between 51st and 52nd Avenue (CN Crossing);
 - iv. 52nd Street between 51st and 52nd Ave (West CN Crossing);
 - v. Walking Path Easement (Plan 772 1504, Block 2, Lot 26).
 - vi. 49th Avenue between 43rd Street and 45th Street (373CL, Lot B)
3. The following sidewalks shall not receive snow removal service due to non-use during the winter season:
 - a. Municipal Land:
 - i. 42nd Avenue and 42nd Street (Across from UFA Farm Store);
 - ii. Plan 1655MC, Block 6, Lot B (south of Public Works Shop/Yard).

End of Policy.

TITLE: Access Expansion/New Access Construction
POLICY NO.: V-005
APPROVAL:
EFFECTIVE DATE: February 24, 2020
AMENDED DATE:
REVIEW DATE: September 16, 2019
 February 18, 2020
 June 15, 2020

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide clear direction on expansion of accesses or new accesses from public lands to private lands.

PURPOSE: To establish a consistent standard for applications to expand an access or to construct a new access from public lands to private lands.

PRINCIPLES:

1. Property owners constructing a new access, extended access, or relocating an access from public lands to their property, shall obtain an Access Expansion/New Access Construction Application.
2. Culvert installation, driveway construction, access construction, removal of curbs, construction of concrete aprons, or any other construction within public lands shall be at the property owner’s expense.
3. Applications for accesses across public lands must be obtained from the Town Office and an approval issued by the Public Works Department before any work commences.
4. Application fees shall be established in the Town’s Fee Bylaw.
5. A Development Permit shall be required for onsite construction (within private lands) of driveways and/or parking pads, to ensure compliance with the Town’s Land Use Bylaw 1066.
6. Culverts shall be made of corrugated steel, shall be set at proper grade, and shall only be placed where the access is located.

7. Concrete aprons shall include rebar in the construction.
8. Public Works must be contacted one week in advance of construction to schedule an inspection to be conducted during installation to ensure construction is to the Public Works Department standard.
9. Access Expansion/New Access Applications shall not be approved where:
 - a. Accesses are being proposed over utility infrastructure (eg. waterlines, cc valves, sewer lines, gas lines, etc.);
 - b. Accesses are being proposed parallel to an alley or road where parking of vehicles, RV's, etc. would obstruct sight lines and visibility splay for vehicles travelling public roadways.
10. Non-compliance with this policy shall result in the property owner incurring all costs to bring the access into compliance. Where there is an illegally constructed access and the access would not be approved in accordance with this policy, the Town will advise the property owner in writing of the illegal access with instructions to remove the illegal access within a prescribed time limit. Should the property owner fail to comply with the prescribed time limit, the access within public lands will be removed and/or barriers put in place to prohibit access.

End of Policy.

TITLE: Intersection, Crosswalk and Road Inspection and Maintenance
POLICY NO.: V-007
APPROVAL: September 1999, Council Motion
EFFECTIVE DATE: September 1999, Council Motion
AMENDED DATE: September 27, 2010
REVIEW DATE: September 20, 2010
September 21, 2015
June 15, 2020
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council wishes to establish a formal inspection and maintenance policy to enhance safety of municipal roads.

PURPOSE: To ensure that the streets, roads and intersections under the direction, management and control of the Municipality are kept in a reasonable state of repair insofar as the Municipality's financial resources will allow.

PRINCIPLES:

1. Streets will be inspected on a regular basis. Items to be considered in these inspections are:
 - Potholes
 - Washboarding
 - Protruding manholes
 - Frost boils
 - Obscured intersections
 - Condition of traffic control signs
 - Visibility of traffic control signs

Main routes, which have high traffic volume, will be inspected on a weekly basis. Residential streets will be inspected on a bi-monthly basis. Alleys and lanes will be inspected on a monthly basis.
2. Street inspection reports shall be recorded and maintained – Schedule "A".

- The reports shall record all potential areas of concern and remedial action required. A notation shall be made on the report when the appropriate action is taken.
3. Street repairs shall be prioritized based on potential for accidents and frequency of use, with higher traffic areas receiving higher priority.
 4. Crosswalks and centerlines on Main Street and on the paved portions of 52nd Avenue will be painted twice per year – once in the spring and once in August in preparation for the school year. Permanent thermo plastic lines are exempt.
 5. All complaints received regarding condition of streets, intersections or crosswalks will be recorded on a Municipal Incident Report Form – Schedule “B”. A copy of the form shall be provided to the Public Works Department for review of the situation and remedial work required, or to provide recommendations to the Chief Administrative Officer and Council.

End of Policy.

SCHEDULE "A"

STREET/INTERSECTION/CROSSWALK INSPECTION REPORT

DATE OF INSPECTION: _____

INSPECTED BY: _____

STREET (FROM – TO)	CONDITION	SIGNS	INTERSECTIONS & CROSSWALKS

Comments/Observations: (Areas of concern that require immediate attention – action plan for addressing concerns)

Schedule "B"

Town of
Mayerthorpe
Risk Control
Program

Incident Report

Date of Incident: _____	Date Reported: _____
Time of Incident: _____	Time Reported: _____
Specific Location: _____	
Reporter: Name: _____	
Position: _____	
Department: _____	
Phone Number: _____	

Incident Description: _____

Property Damage (including name and contact information of owner, description and amount):

Bodily Injury (including name of person, contact information, description and amount):

Schedule "B"
Cont...

Preventable: Yes No

Suggested Corrective Action:

Signature of Reporter: _____

Signature of Witness: _____

Name of Witness: _____

TITLE:	Public Trees
POLICY NO.:	V-008
APPROVAL:	September 1999, Council Motion No. 403/99
EFFECTIVE DATE:	September 27, 1999
AMENDED DATE:	September 27, 2010 September 28, 2015 February 26, 2018
REVIEW DATE:	September 27, 2010 September 21, 2015 February 20, 2018 June 15, 2020
SUPERSEDES POLICY NO.:	December 14, 2005

POLICY STATEMENT: To establish service standards for the management of trees on public lands.

PURPOSE: To provide direction on removal and trimming of black poplar and planting of trees on public lands.

PRINCIPLES:

1. Tree removal requests are to be facilitated through an application process.
2. Trees approved for removal to utilize "girdle" method. (This is a process that involves removal of the bark of the tree in an 18" wide strip around the total trunk, 2-3' above the ground. This process weakens the root structure of the tree and allows for easier removal and lessens the likelihood of shoots being sent out from the root system. The tree is left for two years and then removed).
3. After the two-year period, a new replacement tree shall be planted.
4. Trees may not be planted on public land, except for under the following circumstances:

- a. Trees being planted by the Town, or on behalf of the Town with the written authorization of the Public Works Supervisor, are subject to the following requirements:
 - i. Minimum 1.0 metre setback from the nearest pavement, curb, or sidewalk;
 - ii. Minimum 3.0 metre setback from the centerline of any underground utility;
 - iii. Minimum 3 metre setback from overhead utilities for hedge trees that will grow to 5.0 metres in height when mature;
 - iii. Minimum 6.0 metre setback from overhead utilities for trees that will grow to 5.0 metres or more in height when mature;
 - iv. No restrictions on trees when planted on public lands where there are no roads, sidewalks, underground utilities, and overhead utilities.
5. Landowners requesting tree(s) to be removed, not earmarked for removal by the Town, will be required to pay for the new replacement tree as a condition of approval.

End of Policy.

TITLE:	Street Sweeping
POLICY NO.:	V-009
APPROVAL:	December 14, 2005
EFFECTIVE DATE:	December 14, 2005
AMENDED DATE:	September 27, 2010 June 22, 2020
REVIEW DATE:	September 20, 2010 September 21, 2015 June 15, 2020
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To establish a standardize service level for street sweeping.

PURPOSE: To ensure that paved streets are kept free of dust, mud and debris that accumulates over time.

- PRINCIPLES:**
1. Main Street and the side streets that branch off will be swept bi-weekly as weather permits.
 2. All other paved streets will be swept as needed.
- End of Policy.

TITLE:	Grass Maintenance
POLICY NO.:	V-011
APPROVAL:	December 14, 2005
EFFECTIVE DATE:	Risk Management Committee Dec 14, 2005
AMENDED DATE:	September 27, 2010 September 28, 2015 June 22, 2020
REVIEW DATE:	September 20, 2010 September 21, 2015 June 15, 2020
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To Provide for a level of service for grass maintenance of properties under the direction and control of the Municipality.

PURPOSE: To establish for maintenance of grass for the Sports Grounds, parks, Town entrances, recreation areas, and boulevards abutting municipal property.

- PRINCIPLES:**
1. The Sports Grounds Ball Diamonds to be cut weekly if weather permits, and the remainder of the sports grounds as needed.
 2. Boulevards abutting municipal lands, parks, entrances into Town and recreational areas will be cut and whipper snipped at least every two weeks in the summer months.
 3. All visible debris will be picked up prior to mowing.
 4. Pesticide and Herbicide spraying will be done by a qualified applicator. Advance notice of 24 hours will be given to the general public where spraying will be done. Signage will be set out to inform the public where spraying has been done and the type of chemical used. Documentation will be kept noting when we sprayed, and what chemicals were used.



Mayerthorpe

Policy Manual

Section: Public Works

Policy: V-011

5. Once a year the deep ditches and rocky areas around Town will be cut.
6. Contract grass cutting may be an option.

End of Policy.



TITLE: Sidewalk Inspection and Maintenance
POLICY NO.: V-012
APPROVAL: November 30, 2005
EFFECTIVE DATE: November 30, 2005
AMENDED DATE: September 27, 2010
June 22, 2020
REVIEW DATE: September 20, 2010
September 21, 2015
June 15, 2020
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To establish a formal inspection and maintenance policy to enhance the safety of municipal sidewalks.

PURPOSE: To ensure that all sidewalks under the direction and control of the Town are maintained in an adequate state of repair in so far as the Municipality's financial resources will allow.

PRINCIPLES:

1. Sidewalk inspections shall be done as part of Public Work's regular inspections of the Town.
2. Public reports of sidewalk(s) requiring maintenance shall be documented as part of the Town's complaint process and followed up accordingly.
3. A thorough inspection shall be done by the Town's civil engineer and documented accordingly as part of the Town of Mayerthorpe Infrastructure Assessment.

End of Policy.

TITLE:	Hiring Equipment Contractors
POLICY NO.:	V- 013
APPROVAL:	April 28, 2008
EFFECTIVE DATE:	April 28, 2008
AMENDED DATE:	September 27, 2010 September 26, 2016 February 25, 2019
REVIEW DATE:	September 20, 2010 September 21, 2015 September 19, 2016 January 21, 2019 June 15, 2020
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To establish a process when hiring of contractors' equipment.

PURPOSE: To provide clear direction for hiring all contracted equipment.

- PRINCIPLES:**
- Registered Equipment List
1. The Town will maintain and annually update the Registered Equipment Contractor List.
 2. The Town will allow registration of equipment at any time during the year if a contractor wishes to register his/her equipment.
 3. The Public Works Department will usually hire equipment based upon the lowest competitive quotation for a given piece of equipment. Other considerations include scheduling of public works personnel, competency of the operator, condition and year of the equipment and the proximity of the equipment to the worksite.
 4. Contractors on the Registered Equipment Contractor List are required to provide equipment in good working condition, as well as skilled, competent operators.

5. Contractors may be dismissed due to poor performance at the discretion of the Public Works Department.
6. Terms of hire are as outlined on the attached Schedule "A".

Registration Procedure

1. Annually, the Town will request contractors register their equipment.
2. Public Works will not hire any contractor unless all required documentation is in place.

Insurance

1. All equipment will be operated in a safe and professional manner. The *Occupational Health and Safety Act (2018)*, *Workers' Compensation Act Revised Statutes of Alberta 2018 (2000)*, and the *Safety Codes Act Revised Statutes of Alberta 2017* will be used as legislative requirements.
2. Contractors shall provide acknowledgement that they have read and are aware of the *Occupational Health and Safety Act (2018)* Program Manual legislative requirements.
3. Adequate liability insurance (\$2.0 million) and Workers' Compensation Board Coverage must be provided prior to the commencement of work.

Implementation

1. All costs related to the transportation of contractor employees and maintenance of the equipment is the sole responsibility of the contractor alone. The contractor shall not receive, nor be eligible for, any additional compensation related to travel to and from the jobsite.
2. Mobilization/demobilization of equipment is eligible for reimbursement, for equipment hired on an hourly basis. Equipment hired on a unit rate or lump sum amounts shall include all costs related to the mobilization/demobilization in the quoted prices and shall not be eligible for any additional compensation.

End of Policy.

Schedule "A"

Equipment Registration - Information Sheet

- Prior being contracted, the Town will require a clearance letter from Workers' Compensation Board (WCB). Receipt of such letter is necessary before payment can be made.
- Prior to being contracted, the Town will require a copy of a current Business License, from the Town of Mayerthorpe.
- The Town will be responsible for assignment of work to the contractors.
- It is the responsibility of the contractor to provide any information that is required for the equipment registration.
- All equipment must comply with all speed limit restrictions posted on the local roadway, as well as, those posted within construction zones. Any violation may result in termination of work with the Town.
- All contractors shall follow the designated haul routes as laid out by the Town, if applicable.
- Town of Mayerthorpe, in the absence of its negligence, is not responsible for any loss or damage to the contractor's equipment.
- Equipment shall meet all safety regulations as stipulated under the *Occupational Health and Safety Act (2017)*.
- The contractor must carry comprehensive general liability insurance against bodily injury and property damage claims (2.0 million). Coverage must include liabilities assumed under written contract.
- The Contractor agrees to indemnify and hold harmless Town of Mayerthorpe, its employees and agents from any and all claims and demands arising out of Contractor's performance.
- Town of Mayerthorpe shall have the right to terminate any contractor at any time, without penalty, if any of the above conditions are not adhered to.
- Contractors must hold the appropriate trade and operating licenses for the work being done, where applicable.
- Contractors are responsible for providing qualified employees to operate the equipment requested. Qualification records are to be available upon request.

TITLE: Compost
POLICY NO.: V-014
APPROVAL: October 27, 2008
EFFECTIVE DATE: October 27, 2008
AMENDED DATE: September 27, 2010
 July 10, 2017
 May 28, 2018
REVIEW DATE: September 20, 2010
 June 19, 2017
 May 22, 2018
 June 15, 2020
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To establish a level of service for residential compost services within the Town.

PURPOSE: To establish guidelines for operation of the Compost facility at the Sewer Lift Station.

PRINCIPLES:

COMPOST:

1. The Compost Facility shall be open commencing May 1 and ending October 31, Tuesday and Thursday 12:00 noon to 8:00 p.m. and Saturday 10:00 a.m. to 4:00 p.m., subject to adverse weather conditions. In the event the opening or closing dates change, the change will be advertised in the local paper.
2. The Compost Facility shall be open one day in early November to accommodate Halloween pumpkins, etc. This date shall be advertised two consecutive weeks prior to the date.
3. The Compost Facility shall be open one day in the second week of January accommodate the disposal of Christmas trees. This date shall be advertised two consecutive weeks prior to the date.

4. The Compost Facility and the bins within the facility shall be restricted to use by Town residents only, business use shall not be permitted. Businesses located in the corporate limits of the Town providing compost service to residents shall provide the Compost Operator with a listing outlining: 1) Business License Number; 2) Landowner's Name; 3) Civic Address; 4) Amount/Volume 5) Signature of Landowner.

5. The following items will not be accepted as compost:

- Pet Wastes
- Human Wastes
- Meat Products, Bones, Fatty Wastes
- Treated and Painted Lumber
- Pine or Spruce Branches
- Renovation Material

Pernicious Weeds:

Morning Glory, Bindwee, ivy, Crab Grass (These may be accepted if left to dry for two weeks to make sure they are dead (completely brown), as they sprout from the roots.

6. The following items will be accepted as compost:

- Grass/Lawn Clippings
- Hay
- Leaves
- Straw
- Weeds and Garden Waste if dead (completely brown)
- Wood Chips and Saw Dust
- Rhubarb
- Kitchen Waste: Fruit, vegetables, peels, tea bags, coffee grounds, egg shells and similar material as mentioned.

7. Trees, shrubs, are limited to tree trunks no larger than 4". These items shall be chipped and not burnt.

ROLL OFF BINS:

8. A roll off bin is available for white metals and will be accepted at the Compost facility, the name and address of the individual must be taken, information provided to the Town office, and an invoice will be issued based on rates established by Bylaw.
9. A roll off bin is available for wood and the following will be accepted: Pine trees, spruce trees, scrap wood, painted and treated wood, and plywood; the wood must be cut into manageable lengths so as to fit within the bin.
10. A roll off bin is available for scrap metal; the metal must be cut into manageable lengths so as to fit within the bin.

ACCESS:

11. Individuals specifically authorized by the Town, may acquire a key to the compost for the purpose of disposing of compost material. The Town reserves the right to revoke this privilege upon evidence of abuse.
12. Non-compliance with this policy shall result in an invoice being sent to the resident for cost(s) associated with removal of the item(s).

End of Policy.

TITLE:	Approach Installations
POLICY NO.:	V-015
APPROVAL:	January 25, 2010
EFFECTIVE DATE:	
AMENDED DATE:	September 27, 2010
REVIEW DATE:	September 20, 2010 September 21, 2015 June 15, 2020
SUPERSEDES POLICY NO.:	None

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish guidelines for the installation of approaches.

PURPOSE: To establish a consistent policy for all approach installations in The Town of Mayerthorpe.

PRINCIPLES:

1. Guidelines: Culvert under approach to be no less than six meters in length and 400 mm (16") in diameter and constructed of galvanized material.
2. Culvert is to be covered with clay and compacted prior to gravelling.
3. Road top to be five meters in width and flared to Town roadway.
4. Culvert to be installed in the deepest part of the ditch.
5. Approach must have a reasonable slope not exceeding 5% for the distance away from the Town road into the parcel.
6. Side slopes of approach are to be 3:1.
7. Approach must be graveled with a minimum of ten cubic yards of 20mm (3/4") crushed gravel.

8. Any ground disturbance will be repaired and seeded.
9. All culverts to have sloped ends and riprap on the ends.
10. Any spurs coming off of the original approach is prohibited.
11. Before any work is to commence the Public Works Supervisor or his delegate must be contacted to perform a pre-construction assessment. When the construction is complete there will be a final inspection. The pre-construction assessment and final inspection shall be recorded on the following form:

**Town of Mayerthorpe
 Approach Installation
 Inspection Report**

Pre-Construction Assessment Date:	
Pre-Construction Comments:	
Public Works Supervisor/Designate Signature:	
Pre-Inspection Date:	
Deficiencies Noted:	
Public Works Supervisor/Designate Signature:	
Final Inspection Date:	
Comments:	
Public Works Supervisor/Designate Signature:	

TITLE:	Boulevard Redevelopment Standards
POLICY NO.:	V-016
APPROVAL:	May 25, 2010
EFFECTIVE DATE:	May 25, 2010
AMENDED DATE:	September 27, 2010
REVIEW DATE:	September 20, 2010
	June 15, 2020
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: The Town of Mayerthorpe wishes to improve the overall aesthetics of the Town by implement standards for landscaping boulevards.

PURPOSE: To provide for clear direction to staff in maintenance and development of boulevards.

- PRINCIPLES:**
1. Definition: *Boulevard:* Strip of land starting at the front or side yard property line extending to the sidewalk and from the sidewalk to the edge of the road.
 2. Funding shall be included annually in the Public Works Operating Budget for redevelopment of boulevards, project plan to be provided.
 3. Boulevards that require redevelopment shall be redefined by measuring from the centre of the roadway to the standard road width for an arterial road, collector road, or local road as defined in the Town’s Municipal Development Plan.
 4. Boulevards that are redeveloped shall have gravel removed if required, be delineated with temporary concrete parking chocks/wheel stops, be landscaped with black dirt, be planted with grass seed, and then smoothed out with a land roller.
 5. Boulevards that are redeveloped may have trees planted where required to



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Policy: V-016

ensure that the boulevard is not parked on.

End of Policy.

TITLE:	Spring/Fall Clean-Up
POLICY NO.:	V-017
APPROVAL:	
EFFECTIVE DATE:	September 24, 2018
AMENDED DATE:	
REVIEW DATE:	September 17, 2018 June 15, 2020
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To establish a level of service for residential spring and fall clean-ups.

PURPOSE: To establish guidelines for semi-annual residential clean-up service.

- PRINCIPLES:**
1. The Spring Clean Up is set up annually being the Tuesday after the Victoria Day holiday.
 2. The Fall Clean Up is set up annually being the last Tuesday of September.
 3. The following items shall not be accepted for pick up:
 - Renovation Material (of any kind)
 - Electronics
 - Hazardous Wastes (Paint, aerosol cans, etc.)
 - Tires
 - Household Garbage
 - Compost Material
 - Batteries
 - Propane Tanks
 4. The following items shall be accepted for pick up:
 - General Metal (wire, etc)
 - Wood

Water Cooler, Fridge, Stove, Dishwasher
Washer, Dryer
Hotwater Tank, Pressure Tank, etc.
Furniture with springs (couches, mattresses, etc.)

5. Non-bulky items cannot weigh more than 18 Kilograms (approximately 40 pounds).
6. Items are to be placed by landowner's residential garbage bin the night prior to the clean-up and marked with surveyor's tape.
7. Public Works shall complete an inspection the morning of the clean-up and record all chargeable items that are to be picked up.
8. Fees for the pickup of White Metal and Furniture with springs listed in #4 are outlined in the Miscellaneous Rates and Fees Bylaw. Invoices for these chargeable items will be mailed to landowners within 5 business days.
9. Items for clean-up will be cleared within 2 to 3 business days.

End of Policy.



Mayerthorpe

Section VI

Water, Sewer
& Garbage

TITLE: Fire Hydrant Inspection and Maintenance
POLICY NO.: VI-001
APPROVAL: July 22, 2019
EFFECTIVE DATE: July 22, 2019
AMENDED DATE: August 24, 2020
REVIEW DATE: July 15, 2019
August 17, 2020
October 16, 2023

SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council in consideration of all circumstances including budgetary limitations, available personnel, and equipment and the criteria of wanting to meet the standard duty of care.

PURPOSE: To aid in the proper maintenance of municipally controlled fire hydrants.

PRINCIPLES:

1. Hydrant fire flow color code shall be as follow:
 - a. Barrel: Yellow
 - b. Bonnet: GPM at 20psig
 - i. Red Less than 500
 - ii. Orange 500 to 999
 - iii. Green 1,000 to 1,499
 - iv. Light Blue Greater than 1,500
2. Inspections are to be completed in the spring, in the fall, and after each use.
3. Fire flow testing are to be conducted to determine pressure and flow-producing capabilities are to be conducted once every ten (10) years.

End of Policy.

TITLE: Sewage Lagoon Use
POLICY NO.: VI-003
APPROVAL: September 1999, Council Motion
EFFECTIVE DATE: September 1999, Council Motion
AMENDED DATE: September 27, 2010
REVIEW DATE: September 20, 2010
March 20, 2017
August 17, 2020
October 16, 2023
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council establishes level of service for sanitary sewage for the municipality.

PURPOSE: To define what substances are permitted to be placed in the municipal sewage lagoon.

PRINCIPLES:

1. Sewage originating from the municipal public utility is the only substance permitted to be discharged into the municipal sewage lagoon.

End of Policy.



Mayerthorpe

Section VII

Recreation



TITLE: Mayerthorpe Aquatic Centre Standard of Service
POLICY NO.: VII-001
APPROVAL:
EFFECTIVE DATE: January 12, 2015
AMENDED DATE: March 25, 2019
REVIEW DATE: October 20, 2014
March 20, 2017
March 18, 2019
February 16, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To establish a standard of service for the Mayerthorpe Aquatic Centre providing for consistency and safety of its users.

PURPOSE: To support a safe and enjoyable facility for the benefit of the community.

PRINCIPLES:

1. The Mayerthorpe Aquatic Centre shall open on June 1 and close on August 31.
2. Mayerthorpe Aquatic Centre User Fees shall be established by the Miscellaneous Rates and Fees Bylaw.
3. Mayerthorpe Aquatic Centre shall be a member of the Lifesaving Society.
4. That Alberta Health, Pool Standards, July 2014 (amended 2017) be established as minimum standards.
5. That operational procedures and guidelines shall be established adhering to the minimum Lifesaving Society safety standards.

End of Policy.



TITLE: Recreation Grants
POLICY NO.: VII - 002
APPROVAL: Motion C0158/2010
EFFECTIVE DATE: April 12, 2010
AMENDED DATE: January 11, 2016
REVIEW DATE: February 16, 2010
December 21, 2015
January 11, 2016
March 20, 2017
February 16, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT:

Town of Mayerthorpe may have funding available for Societies within the Town corporate limits that are developing and maintaining the business aspect of recreation, recreation facilities, parks, and programs for the benefit of residents of Mayerthorpe and area, and registered under the Societies Act of Alberta.

PURPOSE:

The Recreation Grants Policy clarifies the level of authority provided by Council to the Mayerthorpe & Area Community Services Committee and to administration in the review and decision making regarding grant funding.

PRINCIPLES:

1. The process for providing grant funding will be transparent and open.
2. Funding will be provided only within the limits of the budgeted amounts approved by Council.
3. The guidelines for grant funding will be clarified to provide funding for the following sections:
 - Upgrading of existing recreation facilities, playgrounds or parks;
 - Provision of new facilities;
 - Support for the operational cost of facilities where there is a demonstrated need for emergency assistance; intended to subsidize



utilities of facilities, maintenance costs or any other operational cost;

- Services designed to promote, encourage and support recreation programs within the community;
 - Other recreation services.
4. Applicants can receive only one grant from this reserve per calendar year. Refused grant applications are eligible for re-submission in the next calendar year.
 5. Amounts over \$2,500 will be considered only if there is a demonstrated special need.
 6. Unused grant funding at the end of each year will be added to a Recreation Reserve Fund.

GRANT GUIDELINES:

1. Grant applications will be relevant to the sections specified above.
2. Grant applications will not duplicate existing services.
3. Grant applicants will be encouraged to use funds for matching Provincial grants where applicable.
4. Grant applicants will be encouraged to seek private-sector subsidy for projects.
5. Grant funding will be processed only if all required financial accounting is complete.
6. Community groups will be provided advisory assistance in completing the applications for recreation funding and in accessing other funding sources.
7. Grant applicants shall provide a complete application, including financial statement.
8. Grants will be prioritized on benefits for Mayerthorpe & Area residents.
9. Grant applications over \$2,500 will show a clearly defined financial need for financial help.
10. Grant applicants will show a demonstration of self-help.
11. Organizations that receive funding through the Recreation grant agree to submit a wrap up report and a final financial report to the Committee within two months after project is completed.



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12. All unused grant funds awarded to a society must be returned to the Town of Mayerthorpe on or before the final financial report is submitted.
13. All advertising must include the wording "Sponsored in part by the Town of Mayerthorpe Recreation Grant". Town of Mayerthorpe logo is optional.
14. As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Town of Mayerthorpe.

End of Policy



TITLE:	Block Party Incentive
POLICY NO.:	VII - 003
APPROVAL:	Town Council
EFFECTIVE DATE:	July 26, 2010
AMENDED DATE:	March 27, 2017 February 22, 2021
REVIEW DATE:	July 19, 2010 March 20, 2017 February 16, 2021
SUPERSEDES POLICY NO.:	

POLICY STATEMENT:

The Town of Mayerthorpe supports block parties for neighbourhood gathering of residents to socialize and communicate.

PURPOSE:

The Town of Mayerthorpe encourages residents to help build strong and vibrant neighborhoods with the purpose of increasing community pride and ownership and creating neighbourhoods that are safe and caring. The block party incentive program supports these goals by providing up to \$200 for Mayerthorpe residents to collaboratively create and implement block parties that will positively impact the quality of life in Mayerthorpe.

PRINCIPLES:

1. The process for providing block party funding will be transparent and open.
2. Funding will be provided only within the limits of the budgeted amounts approved by Council.
3. The guidelines for grant funding will be clarified to provide funding for the following
 - To have fun – no excuses or reasons needed to celebrate!
 - To meet your neighbours. When you know who lives in your neighbourhood, the more likely you are to identify strangers or



suspicious people.

- To increase that sense of belonging to a community.
- To strengthen neighbourhood spirit and encourage residents to look after the neighbourhood.
- To make additional connections within the community. When you know people, you can exchange skills or resources and perhaps organize a neighbourhood club, baby-sitting co-op, share walking to school duties, or find new friends for your children.
- To meet some old time residents in the neighbourhood.
- To establish new friendships.
- To learn a little about each other and who might need a little extra help from time to time.
- To have a neighbourhood clean-up day, play some good music and barbeque once all the work is done.
- To start a neighbourhood tradition of getting together at least once a year!
- To get to know the children and youth in the neighbourhood to promote the 40 Developmental Asset philosophy.

4. Applicants can apply to be reimbursed to a maximum of \$200 for food, and non-alcoholic drinks.

GRANT GUIDELINES:

1. Applicants will contact the Family & Community Support Services (FCSS) Director to complete application form with details of the planned block party.
2. Applicants will submit to the Family & Community Support Services (FCSS) Director a funding report within one month after the block party is completed with original receipts for reimbursement for food, and non-alcoholic beverages. Funds will not be provided for any item that is readily available or that can be found for free, such as barbeques, tents, tables and chairs.



TITLE:	Parks Inspection and Maintenance
POLICY NO.:	VII-004
APPROVAL:	December 14, 2005 Risk Management
Committee	
EFFECTIVE DATE:	December 14, 2005
AMENDED DATE:	September 27, 2010 March 27, 2017 February 22, 2021
REVIEW DATE:	September 20, 2010 March 20, 2017 February 16, 2021
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: To establish a formal inspection and maintenance policy to enhance safety of municipal parks.

PURPOSE: To ensure that parks under the direction and control of the municipality are in a reasonable state of repair in so far as the Municipalities financial resources will allow.

PRINCIPLES:

1. All Town owned parks will be inspected weekly.
2. Any repairs or cleanup will be documented in a Work Order and followed up on as soon as possible.
3. Grass cutting and weed eating will be done weekly or as weather dictates.
4. Playground equipment shall be inspected at the same time.



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Policy VII-004

5. Once yearly a thorough inspection shall be done with Public Works and FCSS/Recreation Coordinator in accordance with the Parks and Natural Areas Inspection Report – Schedule “A”.

End of Policy.



Parks and Natural Areas Inspection Report

Name of Park/Area: _____ Date of Last Inspection: _____
 Address: _____ Surveyed by: _____
 Date of Inspection: _____ Recommendations sent _____
 to: _____
 Response required by: _____

	OK	Recommendations	Corrective Actions Taken
Signage is in good condition and is present			
All volunteers utilized are adequately trained			
Adequate number of garbage receptacles			
Garbage is picked up on a regular basis			
Open area is free of hazards			
Sidewalks and parking lots are in good repair and free of hazards (i.e. ice)			



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All outdoor stairs are in good structural repair with solid handrails			
Incident report system is in place			



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Picnic Sites			
Tables are in good repair and free of hazards (i.e. no broken benches/protruding bolts)			
Fire pits are used appropriately			
Sportsgrounds			
Washrooms are cleaned regularly and not subject to water accumulation			
All facilities are working satisfactorily			
	N/A	N/A	N/A
	N/A	N/A	N/A
	N/A	N/A	N/A
Bleacher	N/A	N/A	N/A



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Seating area is clean, free of hazards			
	N/A	N/A	N/A

Adequate garbage containers are present and garbage is regularly removed	N/A	N/A	N/A
Fences and Gates Fencing is in good shape (i.e. sturdy)			
All gates across openings are visible during day and night			
No chains are used on gates			
Foot Bridges Bridges are in sound repair with no slipping/tripping hazards			
Ponds/Water Reservoirs Signs are posted advising permitted/excluded	N/A	N/A	N/A



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use			
Banks are sloped to permit exit if someone fall in	N/A	N/A	N/A
Natural Trails			
Signs are present to indicate uses			
If trail system is complex, adequate signage is in place to indicate present location and the way back			
Regular- inspections are made to check for missing signs and natural hazards			

Map dispensers are regularly filled			
Bike Paths			



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Obstacles at start of trail to prevent vehicular traffic are visible at all times of the day (including sunset)	N/A	N/A	N/A
Warning signs are present for steep sections and intersections	N/A	N/A	N/A
Trail condition is good (free of potholes, exposed tree roots, fallen trees, other hazards)	N/A	N/A	N/A

General
Observations:

Recommendations:

Reviewed by:

Manager



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Employees _____

Date _____



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Section: **Recreation**
Policy **VII-005**

TITLE: Special Events Policy
POLICY NO.: VII-005
APPROVAL: Town Council
EFFECTIVE DATE: August 16, 2011
AMENDED DATE:
REVIEW DATE: August 15, 2011
March 20, 2017
February 16, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe recognizes the benefits of special events in enhancing our community and in providing economic benefits to our business community and also the need to provide some guidelines for the overall health, safety and protection of our citizens.

PURPOSE: The purpose of this document is to provide a comprehensive guideline that outlines the policies, procedures and by-laws, which an event organizer must abide by in order to receive approval to operate a special event.

DEFINITIONS:

Special Event

Any annual or infrequently occurring activities that take place in a Town-owned facility or on any Town-owned property within the Town of Mayerthorpe and shall be categorized as either a community event or a non-community event. The main characteristics of Special Events are that they are open to the general public and held for the purpose of a celebration or have a specific theme and have a predetermined opening and closing time.

A special event may be, but not limited to ethnic, commemorative, artistic, festival, street dance, theatrical, sporting, filming, picnics, sidewalk sale, parade,



race etc.

Community Event

A special event that is operated for the benefit of a registered “not for profit” or “charitable” group that does not benefit an individual, a group of individuals or a for- profit company.

Non-Community Event

An event that is held for the purpose of business, profit making or promotion of an individual, group, organization or Corporation.

The Town Shall mean the Corporation of the Town of Mayerthorpe.

The County Shall mean the Lac Ste. Anne County

The Police Shall mean either the R.C.M.P and / or Peace Officer for the Town of Mayerthorpe.

The Fire Department Shall mean the Mayerthorpe Fire Department.

Peace Officer Shall mean any person employed by the Town of Mayerthorpe for the purpose of enforcing municipal by-laws, whether that person is employed on a full or part time basis.

Health & Safety Authority Shall mean Alberta Health.

Traffic Department Shall mean the Town Public Works Department.

PRINCIPLES:

1. The organizer shall adhere to all policies, legislation, by-laws and regulations.
2. Costs, including but not limited to rental costs, administrative services, law enforcement and security, site amenities, road barricading, required signs,



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garbage receptacles etc. incurred by the adherence to these guidelines shall be the responsibility of the lessee/ organizer or organizing group.

3. Permits for events will be issued by the Chief Administrative Officer, or his / her designate, as directed by Council.
4. The event organizer shall be required to provide proof of licenses to operate the event and any further information requested by the Town.
5. The event organizer must maintain public liability insurance of no less than \$5,000,000 for the duration of the event naming the Town as an additional insured. For an event that involves the selling or serving of alcohol the insurance must include liquor liability coverage for the duration of the event.
6. The organizer agrees to indemnify and hold the Corporation of the Town harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any negligence or acts or omissions during the use of the town-owned facility/property.
7. The events organizer must submit a detailed plan indicating parking facilities, planned road closures with times of closure and alternate routes.
8. The facility must be restored to its pre-event conditions within 48 hours after completion of the event. The organizer is responsible for clean up during the event as well as clean up, removal of equipment and garbage after the event. Compensation for damages that result from an event for the repair, restoration or replacement of private or public property will be the responsibility of the organizer.
9. All refreshments must be provided to the public in plastic containers or original aluminum cans and the organizer agrees to recycle any applicable materials.



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10. The organizer of a "Non-Community" event shall be required to post security in the form of an irrevocable Letter of Credit or cash.
11. Special Event Organizers in good standing shall be given first right of refusal for a period of 90 days only following the event for booking the same municipal property for the same date the next year.
12. The application, accompanied by a complete detailed description of the event, expected attendance, and any applicable fees shall be submitted 90 days in advance of the event and will be reviewed by the Town to determine specific requirements. A copy of the application should also be submitted to the local health authority, the local R.C.M.P. detachment, the Mayerthorpe Fire Department and Ambulance for their determination of any requirements they may deem necessary.

End of Policy.



Town of Mayerthorpe

Policy Manual
Section: Recreation
Policy: VII-006

TITLE:	Mayerthorpe Exhibition Centre Standard of Service
POLICY NO.:	VII-006
APPROVAL:	
EFFECTIVE DATE:	March 25, 2019
AMENDED DATE:	
REVIEW DATE:	March 18, 2019 February 16, 2021
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: Mayerthorpe Exhibition Centre is a multipurpose recreational Facility serving the Town and the surrounding region. The aim of the Town is to provide a safe, inviting and protective environment that promotes recreation and culture in support of a healthy, viable and vibrant community.

PURPOSE: To provide for a safe and enjoyable facility for the benefit of the community.

PRINCIPLES:

1. The Mayerthorpe Exhibition Centre shall be open year round supporting rink (winter) and area (summer) activities.
2. Mayerthorpe Exhibition Centre User Fees shall be established by the Miscellaneous Rates and Fees Bylaw.
3. Operational procedures and guidelines shall be established for the orderly and consistent operation of the Mayerthorpe Exhibition Centre.

End of policy.

**Town of Mayerthorpe
STANDARD RENTAL AGREEMENT
Schedule A**

Between

Town of Mayerthorpe
4911- 52 Street, Box 420
Mayerthorpe , Alberta
TOE 1N0, (780) 786-2416

Facility Tenant/Facility User

and

(Include: name, address, phone number)

GENERAL PROVISIONS:

1. The rental period shall be from _____ on _____ through to _____ on _____, inclusive.

**** Weekend Rentals: Occupancy during this time period shall be restricted to 5:00 pm to 10:30 pm on Friday, 8:00 am on Saturday, to 2:00 am on Sunday, and from 8:00 am to 5:00 pm on Sunday.**

2. The Rental Area in the Facility shall be;
- i. ___Exhibition Centre (includes washrooms, , tables, chairs).
 - ii. ___Mezzanine Room, 2nd floor (includes access corridors, washrooms, tables & chairs, bar).
 - iii. ___Arena Dry Floor (includes main foyer access, main floor washrooms, sound system, tables & chairs.
 - iv. ___Dressing Room (includes 2 tables, 6 chairs, lights)
 - v. ___Foyer (includes main floor washroom, tables & chairs)
3. The Rental Fee for the noted *Rental Area(s)* is \$ _____ plus GST, _____ for a **total of \$** _____.
4. The Facility Tenant/Facility User agrees to pay a non-refundable Booking Fee for the *Rental Area* at fifty (50%) percent of the total rental cost plus GST. The Booking Fee is payable at time of execution of this rental agreement. Payment can be made at the Town of Mayerthorpe Administration Office located at 4911 – 52nd Street, Mayerthorpe, Alberta.
5. The Facility Tenant/Facility User agrees to pay the balance of the total **Rental Fee** no later than fourteen (14) days prior to the scheduled event. The due date for this payment is no later than **3:00 p.m.** on _____, **20**_____.
6. The Facility Tenant/Facility User agrees to pay a **Damage Deposit** equal to fifty (50%) percent of the Rental Fee no later than fourteen (14) days prior to the scheduled event. The due date for the \$_____ Damage Deposit is no later than **3:00 pm** on _____, **20**_____.
7. The rental of this Rental Area is not confirmed until this rental contract is signed and returned with the Booking Fee.

SPECIFIC REQUIREMENTS:

8. Facility Tenant/Facility User agrees to:
- set up and take down all decorations and all tables & chairs.

Town of Mayerthorpe
Policy VII-006
Schedule "A"

- sweep all floors, wet mop all spills or dirty floors, empty all trash cans, sweep up any smoking litter and remove garbage from the Facility to the provided dumpsters.
- report any damages to the Facility Monitor.

Failure to complete these requirements to an “as received level” will result in costs being retained by the Town from the Damage Deposit.

9. Damage Deposit refunds will be issued to the Facility Tenant/Facility User twenty one (21) business days after the event.
10. Rental of any part of the Facility does not include the issuance of keys for independent access by Facility Tenants/Facility Users. However in special circumstances, at the discretion of the Facility Administrator, keys may be issued. The Facility Tenants/Facility Users will be charged the replacement cost plus a twenty five (25%) percent administration fee for any key that is lost or not returned.
11. A Facility Monitor shall be on site at all times during rental periods. Any requests made by the Facility Monitor will be complied with at all times. Failure to comply with requests of the Facility Monitor will result in a forfeiture of the Damage Deposit and an immediate closing of the Facility.
12. The Facility Tenant/Facility User agrees that only fun tack and painter’s masking tape will be used to secure decorations to walls, doors, ceilings or windows within the *Rental Area*. T-Bar track hooks may be utilized in areas where a suspended ceiling is incorporated. Under no circumstances will nails, screws, holes or thumb tacks be used to hang decorations.
13. The Facility Tenant/Facility User shall not engage in or allow any advertising, promotional marketing or any other commercial activity within the Facility without prior approval of the Facility Administrator.
14. The Facility Tenant/Facility User agrees that all events involving liquor must be supported by a valid liquor permit in accordance with the Province of Alberta Gaming and Liquor Act.
15. The Facility Tenant/Facility User agrees that all events involving liquor must be supported by a valid liability insurance policy in the amount of \$2,000,000.00 (two Million dollars) naming the Town of Mayerthorpe as an additional insured.
16. The Facility Tenant/Facility User agrees to provide a copy of the insurance certificate to the Facility Administrator no later than **3:00 pm on _____, 20_____.**
17. The Facility Tenant/Facility User agrees to provide a copy of the liquor permit to the Facility Administrator immediately after obtaining it.
18. The Facility Tenant/Facility User agrees that all events involving liquor must be supervised by appropriate personnel as provided for by the Province of Alberta Gaming and Liquor Act and in all cases at a ratio of no less than one (1) supervisor for every fifty (50) guests.
19. The Facility Tenant/Facility User agrees that any incident of violence or injury to any person must be reported to the R.C.M.P. immediately.
20. The Town will not accept responsibility for any theft or loss to contents and equipment incurred by the Facility Tenant/Facility User.
21. The Facility Tenant/Facility User agrees that the Consumption or possession of alcohol outside of a licensed area will not be tolerated. Offenders will be asked to leave and local police may be notified.
22. The Facility Tenant/Facility User agrees that all rules and regulations as outlined in the Town of Mayerthorpe Exhibition Centre Operations Policy, as attached, shall govern this rental agreement.
23. The Facility Tenant/Facility User cannot assign this Agreement without prior written consent from the Town.

24. This event will be advertised on the Town of Mayerthorpe Calendar as: Private Event or _____ pursuant to FOIP guidelines.

HOLD HARMLESS AGREEMENT:

The Facility Tenant//Facility User agrees to indemnify and save harmless the Town from and against all liabilities, damages, costs, claims, suits, actions, or causes of action by any person arising from the acts or omissions of the Facility Tenant/Facility User employees, servants, agents, contractors, invitees, directors or any person for whom Facility Tenant/Facility User is responsible for by law. The Town shall not be held responsible for any loss or damage to property belonging to the Town, except as arises due to the fault or negligence of the Town.

The parties accept the terms and conditions of this Rental Agreement this ___ day of _____, 20__.

Town of Mayerthorpe:

Facility Tenant/Facility User:

Signature: _____

Signature: _____

Print: _____

Print: _____

Position: _____

FOR OFFICE USE ONLY

DATE	AMOUNT	GST	Total Due	Invoice Number	GLCODE	DESCRIPTION
	\$	\$	\$			Rental Date & Non-Refundable Booking Fee Paid
	\$	\$	\$			Balance of Rental Fee Paid and Insurance Documents Provided.
	\$	\$0.00	\$			Damage Deposit Paid
	N/A	N/A	N/A	N/A	N/A	Event Date
	\$	\$	\$			Refund Date for Damage Deposit minus any claims

Town of Mayerthorpe Exhibition Centre Operating Policy VII-006 is attached for reference.

**Mayerthorpe Exhibition Centre
EQUIPMENT & SUPPLIES RENTAL AGREEMENT
"Schedule B"
Between**

**Town of Mayerthorpe
4911 – 52nd St. Box 420
Mayerthorpe, Alberta
T0E 1N0, (780) 786-2416**

and

(Name, Address, and Phone Number of Renter)

GENERAL PROVISIONS:

1. The rental period shall be from **(date)** through to **(date)**, inclusive.
2. The rented Equipment or Supplies shall be: *(delete unused items)*
 - i) Folding Chairs **(enter # taken)**
 - ii) 8' Folding Tables **(enter # taken)**
 - iii) Other Items: (describe) _____

3. The rental cost shall be (enter value) plus G.S.T. and the cash damage deposit shall be fifty (50%) percent of the rental cost. Total cost:

RENTAL RATES:

4. Rental costs for the various items are contained in Miscellaneous Rates & Fees Bylaw .

SPECIFIC REQUIREMENTS:

5. All supplies and equipment will be returned in an as rented condition.
6. All supplies and equipment will be transported in a safe manner.
7. All supplies and equipment will be utilized in a safe and appropriate manner.
8. The Town of Mayerthorpe assumes no liability for use of rented supplies and equipment.
9. Mayerthorpe Exhibition Centre, 4918 -54th St., Mayerthorpe, Alberta is the pickup and drop off site for any rented supplies or equipment.
10. The Town of Mayerthorpe will not transport, deliver, pick up, set up or take down rented Supplies or equipment.
11. Rental cost and damage deposits shall be paid prior to removal of the rented equipment or supplies from Mayerthorpe Exhibition Centre.
12. Cash Damage Deposits will be refunded upon return of the rented equipment or supplies.
13. Cleaning and repairs of rented items will be charged at a rate of Twenty Five Dollars (\$25.00) per hour.
14. Rental of items not specified in the table of rental rates shall only be approved by the Facility Administrator or designate.

15. The rental rate for non-specified items shall be based on the replacement cost of the item being rented.

The parties accept the terms and conditions of this Rental Agreement this ___ day of _____, 20___.

Town of Mayerthorpe:

Renter:

Signature: _____

Signature: _____

Print: _____

Print: _____

Position: _____

FOR OFFICE USE ONLY

DATE	Amount	GST	Total	Invoice Number	GL CODE	Descriptions
						Cost of Rental
		N/A		N/A	N/A	Cash Damage Deposit
		N/A				Refunded Damage Deposit
	N/A	N/A	N/A	N/A	N/A	Rcvd: _____

Mayerthorpe Exhibition Centre Operations Policy VII-006 is attached for reference.



**MAYERTHORPE EXHIBITION CENTRE
ICE RENTAL AGREEMENT
“SCHEDULE C”**

This agreement made this ____ day of _____, 20__ (herein after referred to as the “**Agreement**”).

BETWEEN:

THE TOWN OF MAYERTHORPE, a municipal corporation, incorporated under the laws of the Province of Alberta (Hereinafter referred to as the “**Town**”).

OF THE FIRST PART

-AND-

_____ (Hereinafter referred to as the “**Facility Tenant**” or “**Facility User**”)

OF THE SECOND PART

WHEREAS the Town wishes to optimize the use and efficiency of the Mayerthorpe Exhibition Centre (hereinafter referred to as the “**Facility**”).

AND WHEREAS the **Facility Tenant/Facility User** wishes to provide quality ice hockey opportunities for its members.

NOW THEREFORE THIS Agreement WITNESS WHEREOF, in consideration of the terms, covenants and conditions outlined herein, the Town and the **Facility Tenant/Facility User** agrees as follows.

GENERAL PROVISIONS

1. By entering into this Agreement, the Facility Tenant/Facility User agrees to be bound by all the terms and conditions as specified in the Mayerthorpe Exhibition Centre Operations Policy.
2. The term of this Agreement shall be from _____ (hereinafter referred to as the “**Term**”).
3. The rented Facility shall include the ice arena and use of two dressing rooms available 45 minutes before and after each booking. Requests for additional dressing rooms may be directed to the Facility Administrator or on-duty attendant.
4. The rental cost for the Facility shall be in accordance with the Town of Mayerthorpe Miscellaneous Rates & Fees Bylaw.
5. The *ice allocation* is not confirmed until this rental contract is signed and returned. In accordance with the Mayerthorpe Exhibition Centre Operations Policy, all booking requests for the upcoming season should be

received in writing no later than July 15th of the current year. Requests for bookings after this date will be allocated on an “as available basis”.

6. *Ice allocations* will be made in accordance with the Mayerthorpe Exhibition Centre Operations Policy.

SPECIFIC REQUIREMENTS

7. The Facility Tenant/Facility User agrees to leave the Facility and dressing rooms in a clean and tidy condition.
8. Dressing Rooms are provided for Facility Tenants/Facility Users and are accessible as assigned. Keys can be obtained from Facility staff and must be signed out and in. Facility Tenants/Facility Users will be charged the actual replacement cost plus a twenty-five (25%) percent administration cost for keys not returned or lost.
9. The Facility Tenant/Facility User is responsible for ensuring that participants and spectators are aware of all rules and regulations as outlined in the Mayerthorpe Exhibition Centre Operational Policy. The Facility Tenant/Facility User will be held responsible for any costs associated with rule violations, damages or cleaning, at the discretion of the Town.
10. The Facility Tenant/Facility User shall not be entitled to operate food or beverage concessions within the Facility. The Town reserves the right to operate, or to allow the operation of such concessions.
11. The Facility Tenant/Facility User shall not engage in or allow any advertising, promotional, marketing or any other commercial activity within the Facility without prior approval of the Facility Administrator.
12. The Facility Tenant/Facility User shall not allow the sale, distribution or consumption of alcohol without the proper license required by law, as well as written consent from the Town.
13. All Facility Tenants/Facility Users require proof of Liability insurance in the amount of two million (\$2,000,000.00) dollars with the Town identified as an additional insured.

PAYMENT TO THE Town

14. The Facility Tenant/Facility User shall pay for their *ice allocation* to the Town, the amount specified in the rental agreements, minus any time the Town agrees is required for ice floods between bookings. Flood times within a booking will be included in the billing at the applicable rates. Changes to the Master Schedule must be made in accordance with the Mayerthorpe Exhibition Centre Operations Policy.
15. The Facility Tenant/Facility User's *ice allocation form* is attached and forms part of this Ice Rental Agreement.
16. Facility rentals shall be invoiced to the Facility Tenant/Facility User and payable to the Town on a _____ basis in accordance with the terms and conditions provided for in the Mayerthorpe Exhibition Centre Operations Policy. Invoices must be paid within 30 days of receipt. Overdue accounts may be denied future access to the Facility at the discretion of the Town.

TERMS AND CONDITIONS

17. The Facility Tenant/Facility User agrees to adhere to the cancellation of ice rentals and bookings provided in the Mayerthorpe Exhibition Centre Operations Policy, except for cancellations due to extenuating

circumstances that may be granted by the Town on a case-by-case basis. Any such exceptions are subject to the approval of the Community Services Manager.

- 18. The Facility Tenant/Facility User shall immediately inform the Town of any damage, loss, or malfunction of Town equipment and facilities.
- 19. The Facility Tenant/Facility User shall provide to the Town, as is available to the Facility Tenant/Facility User, a current schedule of Bookings in the Facility not less than seven (7) days prior to the booking date. This will allow the Town to provide and prepare for maintenance needs and staff scheduling.
- 20. The Town will not accept responsibility for any theft or loss to contents and equipment incurred by the Facility Tenant/Facility User.
- 21. The Facility Tenant/Facility User cannot assign this Agreement without prior written consent from the Town.
- 22. The terms and conditions of this Agreement supersedes those terms and conditions provided for in any other rental agreements entered into between the parties during the TERM of this Agreement. Where there is a conflict between provisions of this Agreement and another Town policy or bylaw, this Agreement shall govern.

HOLD HARMLESS AGREEMENT:

- 23. The Facility Tenant/Facility User agrees to indemnify and save harmless the Town from and against all liabilities, damages, costs, claims, suits, actions, or causes of action by any person arising from the acts or omissions of the Facility Tenant/Facility User employees, servants, agents, contractors, invitees, directors or any person for whom the Facility Tenant/Facility User is responsible for by law. The Town shall not be held responsible for any loss or damage to property belonging to the Town, except as arises due to the fault or negligence of the Town.

NOTICES

- 24. Any notice to be given by one party to this Agreement to the other shall be in writing and either be delivered personally or mailed by pre-paid registered mail to the other party at the address shown below. Notice given in any such manner shall be deemed to have been received by the party on the day of delivery or upon the seventh (7th) day after the date of mailing provided that normal postal service is in existence at the time of mailing and for seven (7) days thereafter.

Notice shall be given to the Town at:

Town of Mayerthorpe
4911 - 52 Street
PO Box 420
Mayerthorpe, AB, T0E 1N0

Notice shall be given to the Facility Tenant/Facility User at:

Name: _____
Address: _____

The parties accept this Rental Agreement this _____ day of _____, 20_____.

Town of Mayerthorpe _____

Facility Tenant: _____

Name of Organization

Signature: _____

Signature: _____

Print: _____

Print: _____

Position: _____

Position: _____

Mayerthorpe Exhibition Centre Operations Policy VII-006 is attached for reference.



**Mayerthorpe Exhibition Centre
ICE BOOKING FORM
"Schedule C2"**

Mayerthorpe Community Services would like to ensure the arena schedule meets the needs of all user groups. In order for us to allocate ice as equitably as possible, please complete this form and return it to our office no later than **September 15, 20__**.

This information will be used to develop the Master Ice Schedule for the entire season. Once established, user groups schedule their own games, events and practices within their allotted ice time. Tournament dates and times should be reserved in advance and also form part of the Master Schedule.

Facility users not able to use an ice Booking from the Master Schedule, may cancel/release their allotted ice with written notification provided a minimum seven (7) days in advance of the booking date. User groups will be required to pay the associated rate for any regular or tournament bookings where seven (7) days notice is **not** provided and the Town is not able to re-sell the ice.

Please note: The arena will be operational from **September 11, 20__** to **March 31, 20__** inclusive. Ice Arena Booking Requests will not be accepted on the following dates and/or times.

- Christmas Day, Boxing Day, Good Friday and/ or Easter Sunday
- _____

1. Group Information (you may attach an additional sheet if necessary)

Group/Team/Organization Name: _____

Ice Scheduler: _____ Email: _____

Mailing Address: _____ Billing Address: _____

Daytime Phone: _____

Cell Phone: _____

Alternate Contact: _____ Email: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____



Mayerthorpe Exhibition Centre
ICE BOOKING FORM
“Schedule C2”

2. Preferred bookings for the regular season:

Start Date	End Date	Day	Start Time	End Time

2. Tournament bookings for the regular season:

Tournament	Start Date	End Date	Start Time	End Time

Please list any dates falling within your regular schedule that you will not require:

Authorized Ice Scheduler: _____

Received by: _____

Ice Scheduler Signature: _____

Date Received: _____

**Mayerthorpe Exhibition Centre
CONDENSED RENTAL AGREEMENT
Schedule D**

Between
Town of Mayerthorpe
4911 – 52nd Street, Box 420
Mayerthorpe, Alberta
TOE 1N0, (780) 786-2416

Facility Tenant/Facility User

and

(Name, address, phone number)

GENERAL PROVISIONS:

1. The rental period shall be from _____ on _____ through to _____ on _____, inclusive.
2. The rented area in the Facility shall be: _____.(Describe)
3. The rental cost shall be _____ plus GST of _____ for a **total of \$**_____.
4. The Booking of the rental area is not confirmed until this rental contract is signed and returned with the rental fee or _____.

SPECIFIC REQUIREMENTS:

5. The Facility User agrees to:
 - a. Set up and take down all decorations and all tables & chairs
 - b. Sweep all floors, wet mop all spills or dirty floors, empty all trash cans, sweep up any smoking litter, remove all garbage to the provided dumpsters
 - c. Report any damages to the Facility Monitor
 - d. Use only fun tack, painter’s masking tape, magnets or T bar track hooks to secure decorations or signs
 - e. Have no alcohol at the event
 - f. Leave the premises in an “as received” condition
 - g. Follow direction of the Facility Monitor
 - h. Report any acts of violence or personal injury to the R.C.M.P. immediately
 - i. Abide by all requirements outlined in the Mayerthorpe Exhibition Centre Operations Policy VII-006 and Procedure VII-006.01 attached.
 - j. Not assign this agreement without prior written consent from the Town.
 - k. The Facility User is responsible for all costs related to any and all damages (including repair and/or or cleaning costs) occurring during their event.

ADDITIONAL INFORMATION:

6. The Town of Mayerthorpe will not accept responsibility for any theft or loss to contents and equipment incurred by the Facility Tenant or Facility User under any circumstance.
7. This event will be described on the Town of Mayerthorpe calendar as “**Private Booking**” or _____ pursuant to FOIP legislation.
8. _____

HOLD HARMLESS AGREEMENT:

The Facility Tenant/Facility User agrees to indemnify and save harmless the Town from and against all liabilities, damages, costs, claims, suits, actions, or causes of action by any person arising from the acts or omissions of the Facility Tenant/Facility User employees, servants, agents, contractors, invitees, directors or any person for whom the Facility Tenant/Facility User is responsible for by law. The Town shall not be held responsible for any loss or damage to property belonging to the Town, except as arises due to the fault or negligence of the Town.

The parties accept the terms and conditions of this Rental Agreement this _____. (enter date)

Town of Mayerthorpe:

Facility Tennant /Facility User:

Signature: _____

Signature: _____

Print: _____

Print: _____

Position: _____

Date: _____

OFFICE USE ONLY:

DATE	AMOUNT	GST	Total	INVOICE NUMBER	GL CODE	DESCRIPTION
	\$	\$	\$			Date Rental Fee Paid
	\$	\$	\$			Late Vacate Fee

Note: This form is used for facility rentals including those ice usages which do not require the Facility User to provide insurance or a Damage Deposit, or for those events not involving alcohol and food preparation (ie: birthday parties, meetings).

MEMORANDUM OF SIGN ADVERTISING AGREEMENT

BETWEEN:

TOWN OF MAYERTHORPE

OF THE FIRST PART

- and -

(Lessee)

OF THE SECOND PART

RE:

**SPONSOR SIGN LEASE AGREEMENT
FOR THE MAYERTHORPE EXHIBITION CENTRE**

Town of Mayerthorpe
Box 420
Mayerthorpe, Alberta
T0E 1N0

NOW THEREFORE THIS AGREEMENT WITNESSETH that the Parties hereto in consideration of the mutual covenants and agreements hereinafter set forth, covenant and agree with each other as follows:

Definitions

- 1) **Facility** shall mean the Mayerthorpe Exhibition Centre, together with the Lands and all equipment, furnishing, installations and appurtenances to the facility and improvements to the Lands.
- 2) **Lands** shall mean those lands upon which the Facility is to be developed and which are legally described as follows:

Plan 4695NY
Parcel A
Excepting thereout all mines and minerals.
- 3) **Signs** shall mean the sign or signs installed, repaired, maintained and used by the Town on, in or around the Facility pursuant to the terms and conditions of this Agreement.

Consideration

- 4) The Lessee agrees to pay the annual lease rate of _____ (\$) per year before GST, for a sign _____ in size, as outlined in the Town's Miscellaneous Rates and Fees Bylaw for the period January 1 to December 31.
- 5) The Lessee agrees to prepare, at its own expense, an advertising sign, to be installed by the Town and agrees to pay the installation fee of Fifty Dollars (\$50.00).

Terms and Conditions

- 6) The Lessee agrees that the sign will be prepared in accordance to the standards of the signage system located in the Facility and will be of good quality.
- 7) The Town, at its sole discretion, may refuse to install any sign which is found to be defamatory, obscene, unpleasant, or of poor quality.
- 8) The Town agrees that in the installation, repair, maintenance and use of the Signs, the Town shall:
 - a) Comply with all laws, ordinances and regulations made respecting the Signs;
 - b) Indemnify the Sponsor against all claims for damage to persons or property which may result from the installation, repair, maintenance or use of the Signs; and
 - c) Make all repairs to the Facility and the Lands which may be necessary by reason of the installation, repair, maintenance and use of the Signs.

- 9) The Signs shall remain the property of the Town and may be removed by the Town or the Sponsor at any time upon 30 days written notice to the Sponsor.

General Provisions

- 10) Lighted signs are not permitted.
- 11) The allocation of installation space will take place on a “first come – first served” basis.
- 12) This Agreement shall be governed by and subject to the laws of the Province of Alberta.
- 13) This Agreement embodies the entire Agreement between the parties regardless of any oral agreements or understanding which may presently or hereafter exist between them. Any modifications to this Agreement must in writing and signed by the parties hereto or shall have no effect and shall be void.
- 14) This Agreement shall ensure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the parties to it.

IN WITNESS WHEREOF the parties have executed this Agreement on the ____ day of _____, 20__.

TOWN OF MAYERTHORPE

Company Name

Signature

Signature

Signature

Signature

WITNESS:

WITNESS:

Signature

Signature



Town of Mayerthorpe

Policy Manual

Section: Recreation

Policy No.: VII-007

TITLE: John Blasko Legacy Grants

POLICY NO.: VII-007

APPROVAL:

EFFECTIVE DATE: July 22, 2019

AMENDED DATE:

REVIEW DATE: July 15, 2019

February 16, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council wishes to establish grants to honor Mr. Blasko's wishes by providing ongoing financial support of Town of Mayerthorpe charitable activities that enhance the quality of life for people living and/or working in the Mayerthorpe area

PURPOSE: To establish the framework for the distribution of the John Blasko Legacy Grants from the net income received from the Edmonton Community Foundation.

PRINCIPLES:

1. Town charitable activities identified for distribution of the John Blasko Legacy Grants include the Mayerthorpe Exhibition Centre, Mayerthorpe Aquatic Centre, and other similar facilities.
2. The Town shall not apply the net income received from the Edmonton Community Foundation to general administration or operational costs, except to such an extent that those costs are specifically for and applied to the charitable activities in Clause 1.
3. The Town shall maintain clear records and information to provide to its citizens and to the Edmonton Community Foundation on charitable activities supported each year.
4. The Town shall publicly identify at least once annually and in all correspondence to recipients of amounts from the net income from the Edmonton Community Foundation as "John Blasko Legacy Grants".
5. The Town shall endeavor to use the net income from the Edmonton Community Foundation it deems worthy and for which other support is not readily available.
6. The Town shall endeavor to seek matching grants where possible and practicable to increase the impact of the net income from the Edmonton Community Foundation.

End of Policy.



Mayerthorpe

Section VIII

Economic

Development



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy VIII-001

TITLE:	Tourism Enhancement Grant Program
POLICY NO.:	VIII-001
APPROVAL:	January 9, 2012
EFFECTIVE DATE:	January 9, 2012
AMENDED DATE:	July 13, 2015 March 27, 2017 February 22, 2021
REVIEW DATE:	June 20, 2015 March 20, 2017 February 16, 2021
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: The Town of Mayerthorpe may have funding available for societies who are developing a tourism-related project that would benefit Mayerthorpe and area, and are registered under the Societies Act of Alberta.

PURPOSE: To establish guidelines for

- applications to access funding for tourism-related projects and;
- the review and decision-making regarding grant funding.

PRINCIPLES: GENERAL PROVISIONS

1. The process for providing grant funding will be transparent and open.
2. Funding will be provided only within the limits of the budgeted amounts approved by Council.
3. Applications to the Tourism Enhancement Grant Program will be considered on a case-by-case basis.
4. Council reserves the right to: refuse any application, impose conditions of whatever nature or kind that they deem appropriate, assess the



- reasonableness of costs and which costs are eligible under the terms of the program and limit financial support based on project benefits and funds available.
5. Upon the receipt of an application for grant funding, Council will consider the following guidelines:
 - a. .the benefit to the community;
 - b. .the ability to draw visitors to the community;
 - c. .the feasibility of the project; and
 - d. .the existing budget.
 6. All submissions must be completed in writing and include all required supplementary documentation, including budget. Council may request additional information in support of the project.
 7. Organizations that receive funding through the Tourism Grant Enhancement Program agree to submit a wrap-up report and a final financial report to Council within 2 months after the event or project is completed.
 8. Applicants can receive only one grant from this reserve per calendar year.
 9. Refused grant applications are eligible for resubmission in the next calendar year.
 10. Requests for over \$2,500.00 will be considered only if there is a demonstrated special need.
 11. All unused grant funds awarded to a society must be returned to the Town on or before the final financial report is submitted.
 12. Unused grant funds at the end of each year will be added to an Economic Development Reserve Fund.

MARKETING AND ADVERTISING FUNDS



13. Council will consider all advertising proposals which will promote Mayerthorpe and area.
14. All advertising must include the wording "Sponsored in part by the Town of Mayerthorpe Tourism Grant". Town of Mayerthorpe logo is optional.
15. Council will make every attempt to market the event through any free avenues available.
16. The request for funds must be accompanied by a description or marketing plan, event budget, and the expected impact or increase in visitors to the event.

CAPITAL IMPROVEMENTS

17. Council will consider any applications by community organizations that will enhance existing grounds or locations. The written request must include a total estimate of costs, an outline of the project, and details of the organization's commitment to the project. The organization may be asked for a business and/or marketing plan and/or an annual financial report.
18. These enhancements must be of the type that will be able to be used for the benefit of the community or other events. This could include bleachers, fencing, etc.
19. Applications must be submitted prior to the event starting.

End of Policy



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy VIII-002

TITLE:	Vitalization Grant Program
POLICY NO.:	VIII-002
APPROVAL	July 14, 2014
EFFECTIVE DATE:	July 14, 2014
AMENDED DATE:	March 25, 2019 February 22, 2021 February 28, 2022
REVIEW DATE:	November 17, 2014 March 19, 2019 February 16, 2021 February 22, 2022
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: The Town of Mayerthorpe may have funding available for local businesses located in the Town's commercial districts who wish to vitalize the exterior appearance of their building.

PURPOSE: To establish guidelines for applications to access funding for improvements to the exteriors of commercial businesses and the review and decision-making regarding grant funding.

GENERAL PROVISIONS

The process for providing grant funding will be transparent and open.

Funding will be provided only within the limits of budgeted amounts approved by Council.

Applications to the Vitalization Grant Program will be considered on a case-by-case basis.

Council will review all applications to the Vitalization Grant Program and recommend allocations to Council for approval.



Council reserves the right to recommend to:

- refuse any application;
- impose conditions of whatever nature or kind that they deem appropriate;
- assess the reasonableness of costs and which costs are eligible under the terms of the program;
- limit financial support based on project benefits and funds available.

DEFINITIONS:

1. Vitalization: To modernize, update, and enhance storefront façades. Repainting in a new modern tone. Enhance store's main entrance accessibility. Replace storefront broken window(s).
2. Maintenance: The act of maintaining existing storefront(s) ie. repairing of existing: doors, signs, soffit, fascia, eavestrough, decks, walkways, etc.
3. Storefront: Shall mean front side of a store where the main entrance to the store exists.

PRINCIPLES:

1. All submissions must be completed in writing and include all required supplementary documentation, including budget. Council may request additional information in support of the project.
2. Applicants can receive only one grant from this reserve per calendar year.
3. Refused grant applications are eligible for resubmission in the next calendar year.
4. Funds must be used for enhancement of existing store fronts and cannot be used to fund new projects, with the exception of new signage, or projects that a business would normally be expected to provide (e.g. Maintenance, requirements of a development permit, etc.)
5. A maximum of 25% of the total project cost up to a maximum of \$2,500.00



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy VIII-002

will be granted.

6. Requests for over \$2,500.00 will be considered only if there is a demonstrated special need.
7. Unused grant funds at the end of each year will be added to an Economic Development Reserve Fund.

End of Policy.



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy: VIII-003

TITLE: Billboard Signage
POLICY NO.: VIII - 003
APPROVAL: 2007, Council Motion No. 1089/2007
EFFECTIVE DATE: July, 2007
AMENDED DATE: March 25, 2013
September 27, 2010
September 28, 2015
February 22, 2021
REVIEW DATE: September 20, 2010
March 25, 2013
September 21, 2015
March 20, 2017
February 16, 2021
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide for advertising opportunities for businesses along Highway 43 within the Town's corporate limits.

PURPOSE: To establish standards and guidelines for placement of billboards on Plan 802 2846, Block 6, Lot 9MR.

PRINCIPLES:

1. Billboards shall be uniform and 200 sq. ft. in size.
2. Minimum distance between signs: 100 (one hundred) meters.
3. Billboard owned by Town:
 - a. The fee for a local tourist attraction wishing to lease billboard space for placement of sign is equivalent to the annual land lease fee as outlined in the "Fees Bylaw".



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy: VIII-003

- b. The fee for a local business wishing to lease billboard space for placement of sign will be in accordance with the "Fees By-Law".
4. Businesses wishing to place billboards on Town property shall enter into a land lease agreement. Agreement attached as Schedule "A".

End of Policy.

Schedule "A"

MEMORANDUM OF AGREEMENT

BETWEEN:

TOWN OF MAYERTHORPE

OF THE FIRST PART

- and -

OF THE SECOND PART

RE:



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy: VIII-003

LEASE OF LAND
ON LAND ADJACENT TO HIGHWAY 43

Town of Mayerthorpe
Box 420
Mayerthorpe, Alberta
T0E 1N0



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy: VIII-003

Schedule "A" Cont...

THIS AGREEMENT made this _____ day of _____, A.D. 20.

BETWEEN:

TOWN OF MAYERTHORPE

P.O. Box 420
Mayerthorpe, Alberta
T0E 1N0

(hereinafter referred to as "the Lessor")

OF THE FIRST PART

- and -

Box
Mayerthorpe, Alberta
T0E 1N0

(hereinafter referred to as "the Lessee")

OF THE SECOND PART

WHEREAS the Lessor is the owner/operator of Plan 802 2846, Block 6, Lot 9MR and the land adjacent to Highway 43;



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy: VIII-003

AND WHEREAS the Lessor wishes to lease 5 sq meters of land for the purpose of placing a billboard sign, more specifically identified on Schedule "A", hereinafter referred to as "the Property".

AND WHEREAS the purpose of the above described lease is for placement of a billboard sign at the property, (hereinafter referred to as "the Project");

AND WHEREAS the Lessee has submitted a request pertaining to the Project and has the necessary resources or shall obtain the necessary resources and expertise to complete the Project;

NOW THEREFORE the parties to this Agreement, inconsideration of the mutual terms, covenants and conditions hereinafter contained, agree as follows:

SERVICES TO BE PROVIDED

1. That the Lessee shall arrange for and supply necessary materials, labour, equipment, expertise, supervision, and any incidentals required to complete the Project according to the terms and conditions outlined in this Agreement.
2. That the Lessee must provide a full two (2) business days' notice to the Public Works Supervisor or his representative prior to entering onto the property.
3. That the Lessee must ensure that the Project remains in good repair and condition.
4. That the Lessee must leave the Property in acceptable condition at the expiry of the Agreement, subject to a satisfactory inspection by the Public Works Supervisor or his representative.
5. That the Lessor shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever may that be suffered or sustained by the Lessee, his employees or agents in the completion of the Project.
6. That the Lessee hereby indemnifies and saves harmless the Lessor, it's employees, officers and agents against any and all claims, liabilities, suites, judgments, expenditures or demands of any type whatsoever arising in



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy: VIII-003

connection with the Project and work done by the Lessee pertaining to the Project.

7. That the Lessor shall ensure that all work shall be done in a proper and workmanlike manner as specified by the Lessor.
8. That the Lessor shall obtain a Development Permit from the Town for the Project.
9. That the Lessor shall provide the Town with a copy of current Business License.

TERM OF AGREEMENT:

10. That the term of this agreement shall continue until terminated. Either party to the agreement may terminate it by giving the other party 90 (ninety) days written notice.

PAYMENT:

11. That the Lessee shall pay to the Lessor on or before December 15 in each preceding year of the Agreement, an amount equal to \$_____, GST excluded.

TERMINATION:

12. That the Lessor may terminate this Agreement at any time upon (7) days written notice, if the Lessee fails to fulfill the terms of this Agreement.
13. That the Lessor may, if the land is required for any purpose, terminate the agreement upon six (6) months written notice.

GENERAL:

14. That the parties hereto may, by mutual agreement, amend this Agreement at any time.
15. That this Agreement shall not be assigned without the express written consent of the Lessor.



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy: VIII-003

16. That this Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective successors and assigns.
17. This Agreement and schedules attached hereto shall constitute the entire agreement between the parties hereto and may be amended only by mutual consent of the parties. Any such amendment shall be reduced to writing and signed by the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this document on the dates written below:

TOWN OF MAYERTHORPE

Date: _____

Per: _____
Mayor

Date: _____

Per: _____
Chief Administrative Officer
(Seal)

Date: _____

Per: _____
Lessee

Date: _____

Per: _____
Witness



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy VIII-004

TITLE:	Highway Signage Grant Program
POLICY NO.:	VIII-004
APPROVAL	
EFFECTIVE DATE:	February 26, 2018
AMENDED DATE:	February 22, 2021
REVIEW DATE:	February 20, 2018 February 16, 2021
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: The Town of Mayerthorpe may have funding available for local businesses who wish to enhance their presence on provincial highways.

PURPOSE: To establish guidelines for applications to access funding for Alberta Tourism Highway Signage and the review and decision-making regarding grant funding.

GENERAL PROVISIONS

The process for providing grant funding will be transparent and open.

Funding will be provided only within the limits of budgeted amounts approved by Council.

Applications to the Highway Signage Grant Program will be considered on a case-by-case basis.

All applications to the Highway Signage Grant Program will be presented to Council for decision.

The Economic Development Officer reserves the right to:

- refuse any application;
- impose conditions of whatever nature or kind that they deem



appropriate;

- assess the reasonableness of costs and which costs are eligible under the terms of the program;
- limit financial support based on project benefits and funds available.

DEFINITIONS:

1. Alberta Tourism Signage Program: Alberta's Tourism Highway Signage Program ensures a high-quality, consistent provincial highway signage system throughout the province. The program includes two broad signage categories:
 - Essential services signs for service businesses such as food, gas and lodging (6 logos per sign)
 - Tourist Oriented directional signs:
 - Community attraction & facility sign (4 attractions, 6 symbols)
 - Major TODS
 - Regular TODS (maximum 3 panels)
2. Maintenance: The act of maintaining existing signage.
3. Highway: Shall mean Highway 43, Highway 22 and Highway 18.

PRINCIPLES:

1. All submissions must be completed in writing and include all required supplementary documentation, including budget. The Economic Development Officer may request additional information in support of the project.
2. All grants are at the discretion of Town Council and may be refused for any reason. Council may also impose conditions it thinks appropriate with the granting of the funds.
3. Applicants can receive only one grant from this reserve per calendar year.



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Policy VIII-004

4. Refused grant applications are eligible for resubmission in the next calendar year.
5. Funds must be used for new signage only under the Alberta Tourism Signage Program on the identified Highways.
6. Maintenance of signage and ongoing permit fees do not qualify under this policy.
7. A maximum of \$500.00 per sign will be granted.

End of Policy.



Town of Mayerthorpe

Policy Manual
Section: Economic Development
Policy VIII-005

TITLE: Business Tradeshow Initiative Program
POLICY NO.: VIII-005
APPROVAL: April 8, 2019
EFFECTIVE DATE: April 8, 2019
AMENDED DATE: February 22, 2021

REVIEW DATE: March 18, 2019
February 16, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe may have funding available for registered Businesses operating within Town limits that would like to attend an out-of-town Tradeshow/Business Symposium/Market/etc. that they feel would attract long-term out-of-town clients.

PURPOSE: To establish guidelines for
a) applications to access funding for business tradeshow initiatives.
b) the review and decision-making regarding funding.

PRINCIPLES: GENERAL PROVISIONS

1. The process for providing funding will be transparent and open.
2. Funding will be provided only within the limits of the budgeted amounts approved by Council.
3. Applications to the Business Tradeshow Initiative will be considered on a case-by-case basis.
4. Council reserves the right to:
 - a. refuse any application;
 - b. impose conditions of whatever nature or kind that they deem appropriate;
 - c. assess the reasonableness of costs and which costs are eligible



- under the terms of the program;
- d. limit financial support based on project benefits and funds available.
5. Upon the receipt of an application for funding, Council will consider the following guidelines:
 - a. .the benefit to the community;
 - b. .the ability to draw visitors to the community;
 - c. .the feasibility of the project; and
 - d. .the existing budget.
 6. All submissions must be completed in writing and include all required supplementary documentation. Council may request additional information in support of the project.
 7. Businesses that receive funding through the Business Tradeshow Initiative agree to submit a wrap-up report 2 months after the event is completed.
 8. All approvals at the discretion of Town Council and may be refused for any reason. Council may also impose conditions it thinks appropriate with the granting of the funds.
 9. Applicants can receive only one approval per calendar year.
 10. Refused applications are eligible for resubmission in the next calendar year.
 11. All unused funds awarded to a Business must be returned to the Town.
 12. Unused funds at the end of each year will be added to an Economic Development Reserve Fund.
 13. All advertising must include the wording "Sponsored in part by the Town of Mayerthorpe Business Tradeshow Initiative". Town of Mayerthorpe logo is optional.



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14. All successful applicants are required to attend three (3) Business Support initiatives within the calendar year of receiving the funds. Prior attendance to BSN initiatives may be considered.
15. The request for funds must be accompanied by a description or marketing plan, event budget, and the expected impact or increase in visitors to your business.
16. Applications must be submitted prior to the event starting.
17. In the case of funds being provided to the Business for the purpose of attending an out-of-town tradeshow, funds will be held until the above Provisions are met.
18. Failure to comply to the above Provisions may result in not being considered for future funding.

End of Policy.



TITLE: COVID-19 Pandemic Business Support Grant
POLICY NO.: VIII-006
APPROVAL
EFFECTIVE DATE: June 22, 2020
AMENDED DATE: January 25, 2021
REVIEW DATE: May 19, 2020
June 15, 2020
January 18, 2021
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council recognizes that some businesses may have been financially impacted as a direct result of the COVID-19 Pandemic where assistance may be required to support those businesses who qualify with business recovery.

PURPOSE: To establish decision-making principles for distribution of grants to qualifying businesses negatively impacted by COVID-19 Pandemic.

PRINCIPLES:

GENERAL PROVISIONS

1. The process for providing grant funding will be transparent and open.
2. Funding will be provided only within the limits of amounts approved by Council.
3. Applications to the COVID-19 Pandemic Business Support Grant will be considered on a case-by-case basis.
4. Council reserves the right to:
 - a. refuse any application;
 - b. impose conditions of whatever nature or kind that they deem appropriate;
 - c. assess the reasonableness of costs and which costs are eligible under the terms of the grant;
 - d. determine amount of financial support based on a case by case basis.
5. Upon the receipt of an application for funding, Council will consider the



- following guidelines:
- a. the negative financial impact to the business as a direct result of COVID-19 Pandemic;
 - b. the demonstrated ability of the business to continue to operate after COVID-19 Pandemic business relaunch;
 - c. previous year's property taxes shall be paid in full.
6. All submissions must be completed in writing and include all required supplementary documentation. Council may request additional information in support of an application. Council will prioritize those businesses demonstrating the most significant impact for disbursement of funds.
7. Eligible businesses shall meet all of the following requirements:
- a. Be located within the corporate limits of the Town of Mayerthorpe;
 - b. Have a 2021 Business License;
 - c. Be a registered business (sole proprietorship, partnership, or corporation where the applicant is a major shareholder);
 - d. Completed a 2019 or 2020 tax return;
 - e. Provide most current financial statement;
 - f. Provide interim trial balance to date;
 - g. Demonstrate a minimum 30% loss of revenue.
8. Non-Eligible Businesses include:
- a. Businesses conducted online;
 - b. Franchises or cooperatives;
 - c. Not for profit or charitable organizations;
 - d. Businesses in operation for less than three months;
9. All approvals at the discretion of Town Council and may be refused for any reason. Council may also impose conditions it thinks appropriate with the granting of the funds.
10. Applicants can receive only one approval in the 2021 calendar year.

End of Policy.



Mayerthorpe

Section IX

Risk

Management



TITLE: Risk Management Program
POLICY NO.: IX-002
APPROVAL: 397/2005 November 14, 2005
EFFECTIVE DATE: April 25, 2016
AMENDED DATE: November 26, 2012
REVIEW DATE: April 20, 2009
November 19, 2012
April 18, 2016
March 20, 2017
March 15, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: Town of Mayerthorpe is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors.

PURPOSE: To effectively develop, implement and enforce policies and procedures that promote and provide a healthier, safer work environment.

PRINCIPLES:

- 1) 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 is vital to the personal health and safety of each employee and the safety of the public. In financial terms, it is vital to our ability to pursue our goals, commence and operate programs, and to perform duties in an efficient and professional manner.
- 2) Goals and objectives include:
 - a) To avoid exposure to accidental loss by not undertaking functions, contracts, programs or activities where the potential loss is greater than the potential benefit to be derived from these undertakings.
 - b) To prevent loss by identifying loss exposures and implementing policies and procedures to reduce the risk of these losses occurring



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- c) To control losses that do occur by:
 - a. Assisting and supporting injured parties where feasible;
 - b. Developing contingency plans for loss scenarios; and
 - c. Proper documentation and investigation of losses.
- d) To determine the most cost-effective balance of different risk financing tools.
- e) To raise the awareness of all Council members, employees, volunteers and residents concerning risk management within our municipality.
- f) To act in Compliance with all Local, Federal, and Provincial workplace legislation.

End of Policy.



Town of Mayerthorpe

Policy Manual
Section: Administrative
Policy: IX-003

TITLE: Building Inspection
POLICY NO.: IX - 003
APPROVAL:
EFFECTIVE DATE: November 30, 2005, Risk Mgmt Committee
AMENDED DATE: November 26, 2012
March 27, 2017
March 22, 2021
REVIEW DATE: April 20, 2009
November 19, 2012
March 27, 2017
March 15, 2021
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to ensure that its public facility are safe, maintained, and inspections performed in a timely manner

PURPOSE: To establish minimum standards for employee inspection of town-owned or town-operated buildings.

PRINCIPLES:

Town staff shall carry out Building Risk Management Audit inspections at least twice every calendar year. One inspection shall be held in the first six months of the year, and one inspection in the last six months of the year. Buildings to be inspected include:

- The Town Office
- Mayerthorpe Public Library (Mayerthorpe Fallen Four Building)
- The Community Services Building
- The Public Works Shop
- The Mayerthorpe & District Diamond Community Centre
- The Mayerthorpe Exhibition Centre
- The Mayerthorpe Curling Rink



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- The Treatment Plant/Reservoir
 - The Mayerthorpe Aquatic Centre
 - The Sewer Lift Station
2. The swimming pool shall be inspected once during the winter months, and the arena once during the summer months.
 3. This policy shall not apply to facilities operated by the Mayerthorpe Agricultural Society, including outdoor areas such as the gymkhana grounds.
 4. Inspections shall be in the prescribed form,
 5. In addition to that, staff (or volunteers) that work at these buildings shall complete the 24-hour checklist at least once a month on the prescribed form.
 6. Written inspection reports shall be filed with the designated staff member at the Town Office no later than one week after the inspection has been done.

End of Policy.



Town of Mayerthorpe

Policy Manual
Section: Risk Management
Policy: IX-006

TITLE: Health and Safety
POLICY NO.: IX-006
APPROVAL:
EFFECTIVE DATE: April 22, 2013
AMENDED DATE: March 22, 2021
REVIEW DATE: March 20, 2017
March 15, 2021
SUPERSEDES POLICY NO.:

POLICY STATEMENT: Council for the Town of Mayerthorpe wishes to establish a Health and Safety Program.

PURPOSE: The purpose of this policy is to establish a health and safety program that protects our employees, our facilities, contractors and the general public

PRINCIPLES:

1. The Town of Mayerthorpe believes that safety, accident prevention and the preservation of health are of primary importance in all of our operations.
2. Council and Administration will set an example and provide leadership in the Health and Safety Program.
3. Employees and contractors at every level are accountable and responsible for the Town of Mayerthorpe's safety performance. In order to achieve this, active participation in working towards improved safety conditions at work by everyone, everyday, in every job is necessary.
4. The Town shall ensure that the people being supervised are made aware of their responsibilities and duties under the Alberta Occupational Health and Safety Act, Regulation and Code, any other applicable Provincial or Federal legislation, as well as the Town of Mayerthorpe's Health and Safety Program Manual.

5. The Town will provide the resources required for orientation of new employees, job training, safe work procedures and personal protective equipment.
6. Employees and contractors at every level must be familiar with the Alberta Occupational Health and Safety Act, Regulations and Code as it pertains to their work.
7. The Town will maintain a Worksite Health and Safety Committee. This joint committee made of management and employees will assist in the identification and resolution of health and safety issues in support of a planned occupational health and safety program.
8. The Town will make reasonable effort to provide meaningful employment to any employee who is unable to perform their normal job function as a consequence of injury or illness.
9. For the protection of our employees, the public and for the maintenance of our health and safety program, this policy will be reviewed and signed by the Mayor and CAO.

Janet Jabush, *Mayor*
Date: March 22, 2021

Karen St. Martin, *Chief Administrative Officer*
Date: March 22, 2021

End of Policy.



Mayerthorpe

Section X

Planning &

Development



Town of Mayerthorpe

Policy Manual
Section: Planning & Development
Policy: X-001

TITLE: Infrastructure Payment & Security Program
POLICY NO.: X-001
APPROVAL: Council
EFFECTIVE DATE: May 27, 2013
AMENDED DATE: January 25, 2016

REVIEW DATE: May 21, 2013
January 18, 2016
March 20, 2017
March 15, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: Town of Mayerthorpe desires to facilitate development within the Town in a manner that reduces costs to the developer while maintaining the "Developer Pays" principle.

PURPOSE: To provide a framework for the deferral of costs related to the provision of municipal infrastructure as part of the subdivision and development process.

This policy is based upon the following principles:

- 1) Ratepayers within the Town of Mayerthorpe will not bear direct costs associated with the extension of infrastructure (roads, water, sewer, and storm water works) as part of the subdivision and development process,
- 2) The Town may defer certain costs to be paid by the Developer in accordance with an agreement entered into between the Developer and the Town through the use of certain legislative tools such as local improvement taxes, and
- 3) The Town may reduce costs associated with the subdivision and development process where the reduction will not adversely impact existing infrastructure, residents, and ratepayers.



Policy Details: Local Improvement

- 1) The appropriate type of infrastructure (i.e., road construction and road surfacing, water, wastewater and storm sewer) required to service a development shall be determined by the Town of Mayerthorpe.
- 2) The amount of funds allocated towards an infrastructure project shall be determined on a percentage basis between the developer and future landowners.
- 3) The Town of Mayerthorpe shall classify costs in the following categories:
 - a) amount owed by the Developer at the commencement of the development with the funds to be described through a development agreement pursuant to Section 650 or Section 655 of the Municipal Government Act, R.S.A., 2000, as amended, and
 - b) amount to be assumed by future landowners and collected pursuant to an improvement tax in accordance with Section 391 of the Municipal Government Act, R.S.A., 2000 and an agreement pursuant to this policy.
- 4) The cost of servicing of all infrastructure described in (1) above and as applicable in (2) shall be determined by the Town of Mayerthorpe, then adjusted through predicted inflation throughout the term of an agreement pursuant to this policy.
- 5) The Term of the agreement may be no more than twenty (20) years.
- 6) Where infrastructure funding is to be acquired by the Municipality from the Developer and/or future landowners, the funding shall only be used in accordance with the agreement.
- 7) Infrastructure construction should take place when one or more of the following conditions exist:



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- a) The levy for all applicable properties has been paid in full, or
 - b) 75% of all privately owned properties subject to the agreement have been developed.
- 8) Requests related to infrastructure improvements outside of what is described in (7) shall be determined by Council on their merits.
 - 9) Where the amount of funds collected through an agreement pursuant to this policy is less than the cost of the required work, Council may consider a further special local improvement tax against the lands in order to pay for the additional amount. Said tax would be subject to the normal legislative process and would be outside of this agreement.
 - 10) Within the first five years of an agreement pursuant to this policy the developer may apply to Council for a deferral of special local improvement taxes owed on one or more undeveloped properties owned by the developer, provided the developer enters into an agreement to have 100% of the outstanding taxes paid as part of the sale from the developer to a third party, when that sale occurs.
 - 11) An extension to the time limit stated in condition (10) above may be considered upon written request for lands which are solely owned by the Developer and where less than 50% of the residential properties within the subdivision have an approved and occupied dwelling. Lands which are under a rent-to-own agreement from the developer are not applicable for this provision.
 - 12) Land owned by the Town of Mayerthorpe are exempt from payments under this policy. Where the Town of Mayerthorpe has assumed ownership of a property through a tax recovery process the remaining amount of the levy shall be paid in full as part of the future sale of the property.
 - 13) Where land is to be sold to a public organization or other level of government, the outstanding amount of a levy pursuant to this agreement must be paid in full to the Town as a condition of the sale from the



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Developer to the third party.

- 14) Funds paid to the Town of Mayerthorpe pursuant to an agreement under this policy are non-refundable.
- 15) Where an agreement pursuant to this policy is entered into by the Developer and the Town of Mayerthorpe, the Town shall attach the agreement to each applicable certificate of title and may also register a caveat describing the amounts to be paid to the Town as a condition of any sale or transfer of title.
- 16) When an improvement levy becomes part of the agreement between the Town of Mayerthorpe and the Developer, the Developer shall not sell any property until the local improvement levy has been signed into bylaw and registered against all applicable certificates of title.

End Policy.



Town of Mayerthorpe

Policy Manual
Section: Planning & Development
Policy: X-002

TITLE: Street Addressing
POLICY NO.: X-002
APPROVAL: Council
EFFECTIVE DATE: June 23, 2014
July 24, 2017
AMENDED DATE: March 27, 2017
REVIEW DATE: June 16, 2014
March 20, 2017
July 17, 2017
March 15, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe desires to develop a street address numbering system that will serve the existing community and future growth in a seamless and orderly manner.

PURPOSE: To establish a guideline for the naming of streets, avenues, lanes; the numbering of a civic address on parcels of land, condominium units, multi-addressed buildings; an amendment process and an integration into the subdivision and development process for the creation of new addresses.

This policy is based upon the following principles:

- 1) To minimize civic address changes to existing properties,
- 2) To allow for the addition of historical themes to existing and future street names, and
- 3) To provide a civic address system that will facilitate ease of use for tourists, visitors and emergency services within the Town of Mayerthorpe.

Legal Authority:

- 1) Legal authority for the naming of streets and addressing of buildings is granted through the Municipal Government Act, R.S.A., 2000, as amended. Based upon this authority, the Town of Mayerthorpe has the responsibility and right to assign names to all roadways and addresses to all addressable buildings within the municipality.



Street Naming Policy:

- 1) A roadway shall be named if it conforms to one of the following conditions:
 - a) if two or more dwelling units, institutional or business related buildings exist, or are proposed to be constructed along the said roadway, or
 - b) if the roadway is maintained or provides access to land or parcels within the Town of Mayerthorpe.

- 2) The following general standards apply to the selection of names for streets within the Town of Mayerthorpe:
 - a) A street name should be easy to read and appropriate to the neighborhood. Where a name is used in addition to a street number, the name should add to community pride, promote local history and heritage (original business/family at time of incorporation), traditions and reflect local geography and character.
 - b) Names with the same theme are suggested for naming streets within a subdivision or neighborhood.
 - c) Names which may contribute to confusion as homonyms or with same or similar pronunciation, but different spellings, are not acceptable. (i.e., Allen or Alan, Christal or Chrystal).
 - d) Names which may, in the opinion of the Town of Mayerthorpe, be offensive shall be prohibited.
 - e) The use of complicated words, frivolous words or unconventional spellings in road names is not encouraged.
 - f) Actual cost of installation and purchase of signage shall be borne by the person(s) requesting the naming.

- 3) When naming new streets, duplication of names shall be avoided.

- 4) Suffixes shall be the predominant method to denote names with directional intent (i.e., Paddle Street West will be used rather than West Paddle Street),



5) New roadways shall be named as part of the subdivision process. Street names shall be determined prior to subdivision endorsement by the Town of Mayerthorpe.

6) Streets which extend beyond a subdivision or connect one subdivision to another shall be named with an approved street number. An additional street name may be included provided the name is added preceding the street number which is enclosed in "()".

Example: GEINGER AVENUE (46th Avenue)

7) To maintain a reasonable sign length, street names shall be limited to 15 letters. An additional letter may be used where the street name includes an "i". All letters must be upper case.

8) Lanes shall be named when there is one or more addressable building located on the lane.

9) Street signs, where needed for the extension of streets or the creation of new streets, shall be provided by the Developer and conform to the provincial standard.

10) Streets names shall be guided by the following:

- a) "streets" run in a north/south direction,
- b) "avenues" run in a east/west direction.
- c) "crescents" are "U" shaped and have two exits onto one road,
- d) "drive" are streets that do not follow the boundary of a natural or man-made feature, or point of-interest.
- e) "place or close" are cul-de-sacs on one end.

11) Streets shall decrease in number from 50th Street in an eastward direction and increase in a westward direction.

12) Avenues shall increase northwards from 50th Avenue and decrease southwards.



Civic Addressing Policy

- 1) Civic addresses shall be determined in accordance with the following:
 - a) condominium developments shall comply with municipal policy for civic addressing.
 - b) a building with a single or primary access shall be assigned a single street address for the development.
 - c) within buildings, the civic address for the first number shall represent the floor of the building. For example:
 - Basement - 1,2,3...
 - 1st Floor- 10,11,12...
 - 2nd Floor- 20,21,22...
 - d) Civic addresses with a secondary suite shall provide the letter "A" as a designation for the secondary suite address.
 - e) Civic addresses which have a primary access onto an alley or lane shall provide the letter "B" as a designation.
 - f) Civic addresses shall be assigned with even numbers appearing on the right side of the road (generally east and north side of street) and odd numbers appearing on the left side (generally west and south) of the road, as the numbers ascend.
 - g) The assigned civic address shall be assigned to each residential structure in accordance with the location of the front door to the facing street in the case of residential buildings, or the main entrance in the case of commercial buildings.
 - h) When establishing a street address, the number for the corner lot shall end in "00" and "01", then advance by "04" on each side of the street per 15 meters of frontage until the block is fully numbered.
 - i) Town or row housing shall be named as in (h) above, with the number increasing each 6.0 meters of frontage.
 - j) Shopping centers shall be numbered based upon 6.0 meter intervals.



Civic Addressing – Implementation

- 1) Civic Address numbers shall be determined as part of the subdivision or development process, whichever comes first.
- 2) The Town of Mayerthorpe may require that civic address signs be installed on the subject parcel as part of a condition of approval on a subdivision approval or a development permit approval, including an applicable fee payable to the Town of Mayerthorpe where required.
- 3) Buildings subject to a new civic address shall install the proper civic number address to the facing wall of the building within 30 days of occupancy. Civic address numbers shall be in the common alpha-numeric system (0-9, A, B, C, etc.). Civic address numbers shall be prominently featured as viewed from the public roadway and be a minimum of 15cm in height.

Civic Addressing – Amendment

- 1) A landowner may request a site-specific amendment to this Policy through written request to the Chief Administrative Officer of the Town of Mayerthorpe.

End of Policy.



Town of Mayerthorpe

Policy Manual
Section: Planning & Development
Policy: X-003

TITLE: Subdivision Tax Refund Program
POLICY NO.: X-003
APPROVAL:
EFFECTIVE DATE: June 22, 2015
AMENDED DATE: November 27, 2017
March 25, 2024
REVIEW DATE: June 15, 2015
November 20, 2017
March 15, 2021
September 20, 2021
March 18, 2024

SUPERSEDES POLICY NO.: None

POLICY STATEMENT: The Town of Mayerthorpe considers it equitable to establish guidelines that provide for refund of municipal tax on lots created by subdivision.

PURPOSE: To encourage creation of new lots within the corporate limits of the Town of Mayerthorpe.

PRINCIPLES:

- 1) Municipal Government Act RSA 2000, c. M-26, S. 347(1) states: If a Council considers it equitable to do so it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:
 - a) cancel or reduce tax arrears;
 - b) cancel or refund all or part of a tax;
 - c) defer the collection of a tax.
- 2) Program applies to a subdivision where the number of new lots being created are equal to or greater than three (3+).



Town of Mayerthorpe

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Section: Planning & Development
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- 3) Program applies to the municipal tax portion only as defined in the Municipal Government Act, R.S.A. 2000, c. M-26.
- 4) All other taxes as defined in the Municipal Government Act, R.S.A. 2000, c. M-26 do not qualify for this Program.
- 5) Qualifying municipal tax refunds will be calculated and incorporated into the annual operating budget.
- 6) Property taxes on qualifying lots must be paid in full by the due date indicated on the tax notice to qualify for this Program.
- 7) Qualifying municipal tax refund:
 - a) 75% of the first-year municipal tax.
 - b) 60% of the second-year municipal tax.
 - c) 45% of the third-year municipal tax.
- 8) Refund cheque will be issued in August of the qualifying year.

End Policy.

TITLE:	Historical Residential Home Rehabilitation Incentive Program
POLICY NO.:	X-004
APPROVAL:	June 22, 2015
EFFECTIVE DATE:	January 1, 2016
AMENDED DATE:	May 25, 2020
REVIEW DATE:	June 15, 2015 May 19, 2020
SUPERSEDES POLICY NO.:	

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish a mechanism to support the preservation of historical homes.

PURPOSE: To encourage rehabilitation of historical residential home exteriors to preserve the past while enhancing the home for the benefit of present and future generations.

DEFINITIONS:

1. Hard Costs: shall mean those costs directly attributable to the rehabilitation of the home exterior specifically:
 - a. Exterior painting;
 - b. Replacement of broken doors and windows;
 - c. Replacement of shingles;
 - d. Replacement of steps;
 - e. Replacement of eaves trough;
 - f. Replacement of flashing, caulking and weather stripping;
 - g. Exterior cladding.

Does not include costs associated with work not approved as part of the application, administration, permit, legal, consulting, new construction, energy retrofitting, building or utility services, in-house labor, and other similar soft costs.

2. Historical Significance: a residential home that was established 50 years ago, is considered to have character defining features of the past, and direct association with individuals, events, activities, or developments that shaped the Town's history.
3. Maintenance Incentive: a direct grant payable in accordance to the terms and conditions of the Maintenance Agreement.
4. "Owner", "Own" or "Owns" means;
 - a. in the case of land, to be registered under the Land Titles Act as the owner of the fee simple estate in a parcel of land; or
 - b. in the case of personal property, to be in lawful possession or have the right to exercise control over it or to be the registered owner of it.
5. Residential Home: shall mean a Single Detached Dwelling as defined in Land Use Bylaw No. 890 within R1 Residential Single Detached, R2 Residential - Mixed Housing, and RMHS Manufactured Housing Subdivision Land Use Districts.

PRINCIPLES:

1. Only Residential Homes that meet the following criteria shall qualify for this program:
 - a. Residential Home of Historical Significance to Town of Mayerthorpe.
2. Owner must reside in the Residential Home to qualify for this program.
3. Property taxes must be paid in full prior to submission of an application under this program.
4. A building inspection report deeming the Residential Home repairable is required.
5. A Development Permit shall be obtained prior to work commencing, if applicable.
6. Approval under this program is limited one time per Residential Home.
7. A direct payment representing 25% of the hard costs approved up to a

maximum of \$1,000.00 per application will be made to the Owner upon submission of receipts which apply specifically to the approved work only.

8. A plaque commemorating the Residential Home to be supplied by the Town and affixed to the exterior of home fronting the street/avenue.

End of policy.

TITLE: Development Tax Incentive
POLICY NO.: X-005
APPROVAL: March 26, 2018
EFFECTIVE DATE: March 26, 2018
AMENDED DATE: May 25, 2020
 February 26, 2024
REVIEW DATE: February 20, 2018
 March 19, 2018
 May 19, 2020
 September 20, 2021

SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide municipal tax incentives to support Council’s strategic plan by fostering and encouraging new housing, investment, and business start-up in the Town of Mayerthorpe.

PURPOSE: To establish a rebate structure for municipal tax incentives to encourage new housing, commercial and industrial development stimulating the economy in the Town of Mayerthorpe.

DEFINITIONS:

Development	Means newly constructed buildings including stick built, modular, manufactured homes, RTM (Ready to Move), accessory dwelling units (accessory suite or secondary suite), excluding accessory buildings, garages, portable buildings, temporary buildings, and mobile homes.
Registered Owner	Means: a) the purchaser of the fee simple estate in the land under an agreement for sale that is the subject of a caveat registered against the Certificate of Title in the land any assignee of the purchaser’s interest that is the subject of a caveat registered against the Certificate of Title, or b) in the absence of a person described in paragraph (a),

the person registered under the Land Titles Act as the owner of the fee simple estate in the land.

PRINCIPLES:

1. This policy applies to Development of new residential housing, industrial buildings, and commercial buildings authorized by the Town of Mayerthorpe that is subject to municipal tax.
2. Municipal tax rebate for new industrial/commercial Development is as follows:
 - a. Supplemental Municipal Tax – 100%
 - b. 1st Year Municipal Tax – 85%
 - c. 2nd Year Municipal Tax – 70%
 - d. 3rd Year Municipal Tax – 65%
 - e. 4th Year Municipal Tax – 50%
 - f. 5th Year Municipal Tax – 35%

Apartment buildings that include third floor units qualify for an additional 5% Municipal Tax Rebate to the Municipal Tax Rebates provided for in Section 2.b. to 2.f., excluding 2.a Supplemental Municipal Tax.
3. This policy does not apply where Policy I-006 Infill Tax Rebate is applicable.
4. Municipal tax on the value of pre-existing improvement(s) are not eligible for the municipal tax rebate.
5. Municipal tax on the value of land is not eligible for the municipal tax rebate.
6. Other tax levies (i.e. school levy and Lac Ste. Anne Foundation levy) and local improvement levies are still payable by the Register Owner.
7. Municipal tax rebate cheques shall only be issued to the original Payee.
8. Municipal tax rebate cheques shall be prorated when there is a change in Registered Owner within the calendar year for which a rebate is applicable.

9. Applications will not be necessary for municipal tax rebates. They will be refunded automatically in August of the taxation year in which they are applicable.
10. Municipal tax rebate cheques will only be issued when all the taxes levied against the property are paid in full.
11. Municipal tax rebate cheques will only be issued once all of the following compliance Reports for the property are received at the Town Office:
 - a. Building Permit Services Report
 - b. Electrical Permit Services Report
 - c. Gas Permit Services Report
 - d. Plumbing Permit Services Report

End of Policy.

TITLE:	Redevelopment Infill Tax Rebates
POLICY NO.:	X-006
APPROVAL:	Town Council
EFFECTIVE DATE:	December 12, 2005, Motion No. 437/2005
AMENDED DATE:	May 28, 2007 July 27, 2009 March 9, 2009 August 23, 2010 May 28, 2012 October 22, 2012 August 25, 2014 March 29, 2016 May 25, 2020
REVIEW DATE:	March 9, 2009 August 23, 2010 May 22, 2012 October 15, 2012 August 18, 2014 March 21, 2016 May 19, 2020
SUPERSEDES POLICY NO.:	(None)

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish guidelines that provide a municipal tax rebate for specific areas within the Town.

PURPOSE: To encourage redevelopment in areas where the housing stock is older and in need of replacement.

- PRINCIPLES:**
1. This policy shall cover new home construction and moved in housing that has been brought up to current building code standards for residential construction only and new building construction for commercial

construction only. It applies to single-family dwelling, multi-family dwellings, modular homes, manufactured homes and commercial buildings. It does not apply to old manufactured homes, garages, porches, sheds, decks and fences or other moved in buildings. It does not apply to additions to existing buildings. It does not apply to any development where a development permit has not been issued.

2. The difference between the residential/commercial minimum tax and the entire amount of the municipal tax will be rebated for a two-year period after the completion of construction for new home construction and moved in housing that has been brought up to current building code standards. For example, if a house/commercial building is built in 2006 and construction is totally complete in 2019, then the 2020 and 2021 municipal property taxes; are rebated to the property owner. Other property tax levies (i.e. school taxes and Lac Ste. Anne Foundation levy) and Local Improvement Charges must still be paid by the property owner.
3. If the infill property is subdivided within the infill rebate timeframe (i.e. duplex, fourplex, etc.), the infill rebate will apply to all subdivided portions of the whole property and be calculated as per Principle 2.
4. Applications will not be necessary for tax rebates. They will be refunded automatically in August of the taxation year in which they are applicable.
5. Rebate cheques will only be issued when all the taxes against the said property are paid in full by the established deadline.
6. Rebate cheques will only be issued once all the following compliance Reports for said property are received at the Town Office:
 - a. Building Permit Services Report
 - b. Electrical Permit Services Report
 - c. Gas Permit Services Report
 - d. Plumbing Permit Services Report

Examples:

The amounts in these examples do not reflect actuals as the residential municipal tax rate and minimum tax may change each year.

New Property Assessment (House and Land)

a) $\$230,000 \times 10.000329/1,000$ (2019 Residential Municipal Tax Rate)

\$2,300.08

-\$ 858.00 (2019 Residential Minimum Tax)

\$1,442.08 Amount of Rebate

b) $\$280,000 \times 10.000329$ (2019 Residential Municipal Tax Rate)

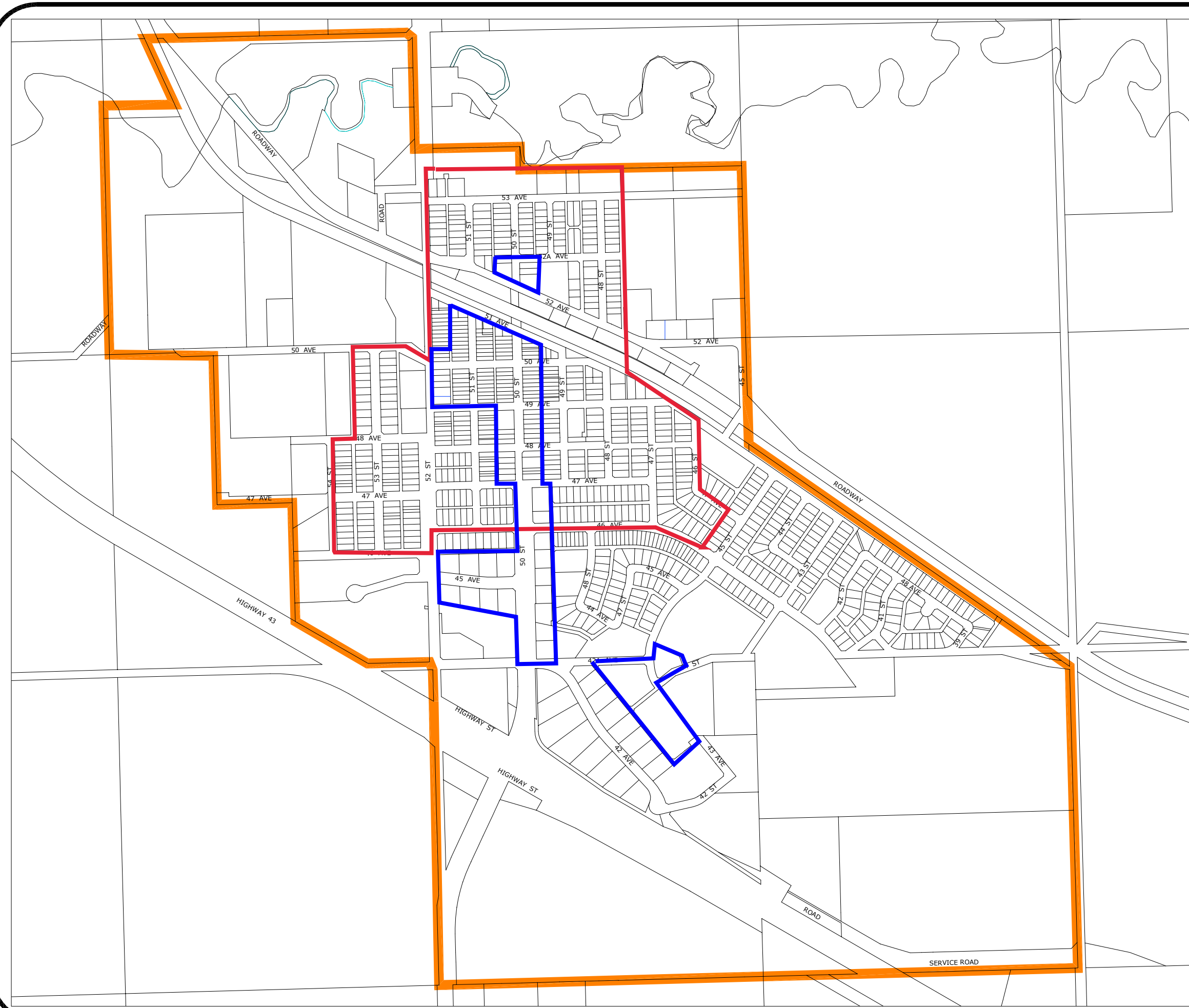
\$2,800.09

-\$ 858.00 (2019 Residential Minimum Tax)

\$1,942.09 Amount of Rebate

7. This policy is only applicable in those areas of Mayerthorpe noted below. It is not intended for areas where new housing is predominant. Any questions regarding the interpretation of this policy shall be decided by Mayerthorpe Town Council, who shall be the final authority on the matter.

End of Policy.

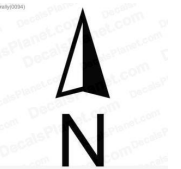


Policy X-006 Redevelopment Infill Tax Rebates
Schedule "A"

- Residential
- Commercial

Revision Date: June 2020

Prepared by:  NORTH STAR PLANNING



TITLE: Encroachment on Public Lands
POLICY NO.: X-007
APPROVAL:
EFFECTIVE DATE: August 13, 2007, Motion No. 1104/2007
AMENDED DATE: May 25, 2020
REVIEW DATE: April 20, 2009
November 19, 2012
May 19, 2020
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to reduce the Town's exposure to potential liability and effectively address encroachments on Town lands.

PURPOSE: To ensure and maintain formalize agreements for those existing structures that are located partially on public land within the Town of Mayerthorpe.

PRINCIPLES:

1. The Town of Mayerthorpe Chief Administrative Officer or his/her designate shall be responsible for the initiation and negotiation of an agreement for those structures encroaching on public lands within the corporate boundaries of the Town of Mayerthorpe.

End of Policy.



Mayerthorpe

Section XI

Culture



TITLE: Culture Grants
POLICY NO.: XI - 001
APPROVAL: 2015 Budget
EFFECTIVE DATE: July 27, 2015
AMENDED DATE: January 9, 2017
February 22, 2021
July 25, 2022
REVIEW DATE: July 20, 2015
December 19, 2016
March 20, 2017
February 15, 2021
July 18, 2022

SUPERSEDES POLICY NO.:

POLICY STATEMENT:

Town of Mayerthorpe may have funding available for cultural societies within the Town corporate limits that are hosting new cultural events for the benefit of residents of Mayerthorpe and area and registered under the Societies Act of Alberta and the Libraries Act of Alberta.

PURPOSE:

The Culture Grants Policy clarifies the level of authority provided by Council to the Community Services Board and to Administration in the review and decision-making regarding culture grant funding.

DEFINITIONS:

1. Culture: Community-based cultural events that express ideas, traditions and values.
2. Public Art: Public art includes artwork and monuments readily accessible for public view. This art may function to beautify, educate, influence or celebrate the Town.
3. Performance Art: Performance art is most often a combination of visual art with dramatic arts, music, or poetry. The performances may occur in public spaces, natural or urban or theatrical settings.



PRINCIPLES:

1. The process for providing grant funding will be transparent and open.
2. Funding will be provided only within the limits of the budgeted amounts approved by Council
3. The guidelines for Culture grant funding will be clarified to provide funding for the following sections:
 - Public Art;
 - Performance Art
 - Community-based cultural events
 - Culturally based facilities
4. Applications to the Culture Grant will be considered on a case-by-case basis.
5. Amounts over \$500 will be considered only if there is a demonstrated special need.
6. Unused grant funding at the end of each year will be added to Culture Reserve Fund.

GUIDELINES:

1. Grant applications will be relevant to the sections specified above.
2. Grant applications will not duplicate existing events.
3. Grant applicants will be encouraged to use funds for matching Provincial grants where applicable.
4. Grant applicants will be encouraged to seek private-sector subsidy for projects.
5. Grant funding will be processed only if all required financial accounting is complete.
6. Cultural societies will be provided advisory assistance in completing the applications for Culture funding and in accessing other funding sources.
7. Grant applicants shall provide a complete application, including financial statement.
8. Grants will be prioritized on benefits for Mayerthorpe residents.
9. Organizations that receive funding through the Cultures Grant agree to submit a wrap-up report and a final financial report to the Committee within 2 months after the event or project is completed.



Town of Mayerthorpe

Policy Manual
Section: Culture
Policy: XI-001

10. Applicants can receive only one approval in the calendar year.
11. All advertising for must include the wording "Sponsored in part by the Town of Mayerthorpe Culture Grant". Town of Mayerthorpe logo is optional.

End of Policy.



TITLE: Public Art
POLICY NO.: XI-002
APPROVAL: Council
EFFECTIVE DATE: April 25, 2016
AMENDED DATE:
REVIEW DATE: April 18, 2016
March 20, 2017
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town is dedicated to enhancing arts and culture to celebrate and appreciate artistic talents in the community by developing opportunities for display of public art.

PURPOSE: To provide for creative, interesting, and compelling public spaces encouraging Public Art in municipal buildings, parks, and other Town-owned land and facilities enhancing opportunities to showcase artists and arts and culture organizations.

DEFINITIONS:

1. Public Art: is original art works of local artists that may include the following:
 - a. Murals;
 - b. Sculptures;
 - c. Fiber works, glass, mosaics;
 - d. Original works of paintings;
2. Local Artist: is an individual located within the Town of Mayerthorpe or Lac Ste. Anne County who has demonstrated skill, training and/or experience in an artistic discipline and demonstrates an ongoing commitment to his or her art practice.
3. Public Space: is defined as areas frequented by the general public that are owned or controlled by the Town of Mayerthorpe. It includes, parks, building exteriors, foyers, and significant interior public areas of municipal buildings.
4. Restricted Art:
 - a. Artifacts;
 - b. Archival collections in museums, libraries or galleries;
 - c. Easily movable art works (models, books, paintings that are not affixed to a surface, etc.);



- d. Art that is offensive in nature and infringes upon Human Rights.
- e. Crafts;
- f. Temporary art that does not leave a lasting record of its creation (i.e. ice sculptures, or impromptu performance);
- g. Plaques and directional elements, unless integral to the overall original work of art;
- h. Engineering and architectural features that are extension of the design of a building landscape, or interior design of a project.
- i. Art objects that are mass produced of a standard design, except where they may be part of a uniquely created art work.

PRINCIPLES:

1. Public Art from Local Artists shall be permitted in Public Spaces at the discretion of the Chief Administrative Officer.
2. Public Art shall be supplied, if required, by the Local Artist in a form that can be affixed to a drywall, concrete, wooden surface if applicable.
3. The Town of Mayerthorpe shall not be liable for damages, fire, or theft of Public Art supplied by Local Artists.
4. Public Art that has been donated to the Town and is in disrepair will be removed at the Town's discretion.

End Policy.

TITLE: Community Group Signage
POLICY NO.: XI -003
APPROVAL:
EFFECTIVE DATE: May 23, 2000, Motion No. 296/00
AMENDED DATE:
REVIEW DATE: April 20, 2009
November 19, 2012
May 19, 2020
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to support community organizations in advertise events within the community.

PURPOSE: To establish guidelines for the placement of community organization signage.

PRINCIPLES:

1. Allow placement of signage by the Kinsmen Club and other non-profit town organizations on the 50th Street (Crockett Street) boulevard between 46th and 47th Avenue and at the north end of Town on 52nd Street between 52A Avenue and 53rd Avenue
2. All signage must be approved by the Chief Administrative Officer, with a view to providing uniformity in signage.

End of Policy.



Mayerthorpe

Section XII

Environmental



Town of Mayerthorpe

Policy Manual
Section: Environmental
Policy: X11-001

TITLE: Brownfield Redevelopment Grant Program
POLICY NO.: X11-001
APPROVAL: November 23, 2015
EFFECTIVE DATE: January 1, 2016
AMENDED DATE:
REVIEW DATE: November 16, 2015
March 20, 2017
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe wishes to establish a program that provides funding tools to assist owners of Brownfield sites within Town.

PURPOSE: To assist in revitalizing under-utilized brownfield sites for other uses such as economically viable business opportunities.

DEFINITIONS:

1. "Brownfield" means a site that is under-utilized and where past activities on the site may have caused environmental soil and/or groundwater contamination."
2. "Qualified Environmental Specialist" means a person who is a member in good standing with one of the seven professional regulatory organizations outlined in the document *Professional Responsibilities in Completion and Assurance of Reclamation and Remediation Work in Alberta – Joint Practice Standard (September 2007)* endorsed by the Province of Alberta.

PRINCIPLES:

All Grant Phases

1. Applications must be for property located within the boundaries of the Town of Mayerthorpe.
2. The property must have been formerly used for the purpose of gasoline and or diesel refueling, and dry cleaning establishment.
3. The current condition of the property must meet the definition of "Brownfield".
4. Property owned by the Town or any other municipality is not eligible for a grant



under this program.

5. Grant payments will not be paid until the Town has reviewed and confirmed that all taxes imposed pursuant to part 10 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, have been paid for any property that is owned by the grant recipient.
6. Applicant will be required to enter into a Grant Funding Agreement with the Town.
7. Any unused funds at end of year to be transferred into an Environmental Reserve.

Phase I: Historical Investigation: ESA Phase I

1. Grant Amount: Maximum of \$1,000.
2. Eligibility Criteria:
 - a. An application for the Phase I Grant must be submitted to the Town prior to the start of any work to which the grant will apply.
 - b. The Phase I Grant is to be used towards completing a Phase IESA.
 - c. The Phase I ESA and the associated report must comply with the CSA Z786-01 (R2006) Phase I ESA standard guidance document. The Phase I ESA report must include but is not limited to:
 - i. Historical review of the subject property and adjacent properties, including a historical summary of lands titles (subject property only); land uses; interviews; review of aerial photographs on at least a 5-7 year interval (where available) dating back as far as possible given adequate scale and quality of the photos; municipal, provincial and federal regulatory agency records checks; review of other environmental reports available for the property.
 - ii. Review of any historical uses of properties in the general area where activities had the potential to cause an adverse environmental impact (not limited to directly adjacent properties).
 - iii. Present-day review of the subject property and adjacent lands, including site visits and interviews with present owners and land users. During a site visit, the owner is responsible for enabling unencumbered inspection of suspected area (e.g. Removal of snow where warranted).
 - iv. Copies of location maps, site diagrams and aerial photographs. Any documentation acquired during the historical or present-day review should also be presented in the report.



- v. The report is to provide and express consent to the Town of Mayerthorpe to utilize the report.
- d. Applications must include:
 - i. Proof of site ownership and consent to allow access to the site.
 - ii. A proposal for the environmental study prepared by a Qualified Environmental Specialist, including a cost estimate to complete the work.
 - iii. A description of the planned redevelopment or interim land use, including timeframes and any planning applications that have been submitted or approved.
- 3. Grant Payment for Phase I Grant:
 - a. To receive grant payment for the Phase I Grant:
 - i. Phase I ESA Must be completed.
 - ii. All environmental studies must be conducted and signed off by a Qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the satisfaction of the Town.
 - iii. All environmental studies must provide for the status of the lands and if required a recommendation.
 - iv. One (1) electronic copy of the draft report will be provided to the Town for review. After the Town review is complete, one (1) electronic copy and one (1) hard copy of the final report must be submitted.
 - v. Grants will be paid to the Qualified Environmental Specialist conducting the work or to the property owner once the report has been fully completed and proof of payment has been received to the satisfaction of the Town.
 - vi. The Town reserves the right to audit the costs of studies prior to making any grant payments. The eligible grant amount will be reduced by any audit costs incurred by the Town.
 - vii. Payment is subject to the Town having sufficient budget funds allocated to the Program for payment.
 - viii. Phase I Grants will not be paid until the Town has reviewed and confirmed that all taxes imposed pursuant to part 10 of the *Municipal Government Act*, RSA 200, c. M-26, have been paid for any property located with the Town of Mayerthorpe that is owned by the grant recipient.

Phase II: Testing, Delineation, remedial/Exposure Control Planning



Phase IIA. "ESA Initial" (Phase II ESA a)

Phase IIB. "ESA Delineation" (Phase II ESA b) and/or

**Phase IIC. "Remedial/Exposure Control Planning" (Phase II ESA c)
(collectively referred to henceforth as Phase II Grant)**

1. Grant Amount: Maximum of \$5,000 of the costs of the environmental study (any combination of Phase II a, b, and c) being proposed, whichever is less, per subject property.
2. Eligibility Criteria:
 - a. A complete application for Phase II Grant must be submitted to the Town prior to the start of any work to which the grant will apply.
 - b. The Phase II Grant can be used for one or all of the following purposes:
 - i. "Phase II ESA a" funds can be used to confirm the presence or absence of contamination at the site with a reasonable level of certainty, as determined by a Qualified Environmental Specialist conducting;
 - ii. "Phase II EAS b: funds can be used to delineate contamination at the site based on previously obtained "Phase II EAS a" information (any existing Phase II ESA data must be updated in a manner such that it can be compared to the most recently published provincial guidelines); and/or
 - iii. "Phase II ESA c" funds can be used to develop a plan to remove, treat, or otherwise manage contamination found on the site (such as a Remediation Plan or Exposure Control Management Plan).
 - c. Applications must include:
 - i. A current (<1 year old) Phase I ESA in accordance with requirements outlined in Phase I. This report must have been prepared on behalf of the applicant.
 - ii. Proof of site ownership and consent to allow access to the site to be submitted in grant application.
 - iii. A proposal for the environmental study prepared by a Qualified Environmental Specialist including a cost estimate to do the work and a site plan identifying borehole locations and identified potential sources of contamination.
 - iv. A detailed work plan with defined end dates and milestones (including site map with proposed boreholes,



- monitoring wells, previous excavation areas, utilities and other relevant site information); and
- v. As description of the planned redevelopment or interim land use, including timeframes and any planning applications that have been submitted or approved.
3. Grant Payment for Phase II Grant:
- a. To receive grant payment for the Phase II Grant:
 - i. All environmental studies must be conducted and signed off by a qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the Town's satisfaction. Copies of all reports must be provided to Alberta Environment and Parks (the regulator) and the Town of Mayerthorpe. All final reports and evidence that the reports have been submitted to the regulator must be provided to the Town in order to receive final grant payment.
 - ii. One (1) electronic copy of all draft reports must be provided to the Town for review. After the Town review is complete, one (1) electronic and one (1) hard copy of the final report must be submitted to the Town.
 - iii. Grant funds will be paid directly to the Qualified Environmental Specialist conducting the work or to the property owner upon proof of payment once the report has been fully completed to the Town's satisfaction. A Phase I ESA is required for review to confirm a "Phase II ESA a" proposal. A Phase I ESA that meets the requirement for a "Phase I EAS a" proposal and a Phase II EAS report are required for review to confirm a "Phase II EAS b" proposal. All previous environmental investigations meeting the requirements of the Phase I EAS and "Phase II EAS a" and "Phase II EAS b" are required for review to confirm a "Phase II EAS b" proposal (the remediation action plan or exposure control plan proposal).
 - iv. For "Phase II EAS b" and "Phase II EAS c" proposals, the applicant must confirm in writing that any affected third parties have been notified and have received copies of all environmental reports. The applicant must also provide confirmation that affected third parties have accepted the remediation and/or management approach recommended



for off-site testing, grant applicant must include evidence that they have notified third party owner(s) in writing of the implications, including but not limited to affects to the third party of all remediation and management plans.

- v. The Town reserves the right to audit the costs of studies prior to advancing any grant payments. The eligible grant amount will be reduced by any audit costs incurred by the Town.
- vi. Payment is subject to the Town having sufficient budget funds allocated to the program for the payment.
- vii. Phase II Grants will not be paid until the Town has reviewed and confirmed that all taxes imposed pursuant to Part 10 of the *Municipal Government Act*, RSA 2000, c. M-26, have been paid for any property located within the Town of Mayerthorpe that is owned by the recipient of the grant.

Phase III: Remediation and Phase IV: Remediation/Exposure Control with Interim Solution

1. There is currently no grant established for Phase III and Phase IV.

End Policy.



Mayerthorpe

Section XIII

Information

Technology

TITLE: General Information Technology
POLICY NO.: XIII-001
APPROVAL:
EFFECTIVE DATE: June 17, 2024
AMENDED DATE:
REVIEW DATE: June 17, 2024
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To ensure that Councillors and employees have the necessary technology to maximize their efficiency.

PURPOSE: To outline and ensure that company technology resources are used appropriately at all times when conducting business.

PRINCIPLES:

1.1 Definitions

“Acceptable Business Use” is defined as activities that directly or indirectly support the Town of Mayerthorpe.

“Computer” is defined as a laptop, desktop, server, or tablet.

1.2 Internet Use

- 1) Personal files or data downloaded from the internet may not be stored on Town of Mayerthorpe’s PC hard drives or network file servers.
- 2) Video and sound files must not be downloaded from the internet unless their use has been authorized for the purposes of conducting Town of Mayerthorpe business.
- 3) Employees must refrain from any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers.

- 4) Employees 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.
- 5) Employees utilizing the internet must conduct themselves in a professional manner at all times, especially while participating in collaborative activities, and must not disclose Town of Mayerthorpe information or intellectual capital to unauthorized third parties.
- 6) Employees are blocked from accessing certain websites during work hours/while connected to any corporate owned network at the discretion of the company.

1.3 Acceptable Internet Use

Employees of Town of Mayerthorpe may use the internet only to complete their job duties, under the purview of Town of Mayerthorpe business objectives. Permissible, acceptable, and appropriate internet-related work activities include, but is not limited to:

- 1) Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
- 2) Collaborating and communicating with other employees, business partners, and customers of Town of Mayerthorpe, according to the individual's assigned job duties and responsibilities.
- 3) Conducting professional development activities (e.g. news groups, chat sessions, discussion groups, posting to bulletin 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 Town of Mayerthorpe.

1.3 Unacceptable Internet Use

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 Mayerthorpe policies (e.g. bandwidth limitations, network storage, etc.) and/or any usage that conflicts with Town of Mayerthorpe mission, goals, and reputation.
- 3) Copying, destroying, altering any data, documentation, or other information that belongs to Town of Mayerthorpe or any other business entity without authorization.
- 4) Downloading unreasonably large files that may hinder network performance. All users shall use the internet in such a way that they do not interfere with others' usage.
- 5) Accessing, downloading, or printing any content that violates any of Town of Mayerthorpe existing policies, e.g. pornography.
- 6) Engaging in any other activity which would in any way bring discredit, disrepute, or litigation upon Town of Mayerthorpe.
- 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 Town of Mayerthorpe host servers or computers. Any and all passwords may 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 Town of Mayerthorpe network and resources.

1.4 Social Networking Sites and Blogs

The use of social networking sites, e.g. Facebook, My Space, etc. and personal Blogs have been deemed an acceptable use of personal internet at Town of Mayerthorpe. The use of these sites during breaks is permitted. The abuse of personal internet use on these sites using either Town of Mayerthorpe-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.

1.5 Email

Town of Mayerthorpe email communications must be performed with respect to the Town of Mayerthorpe standards of conduct and should be created with professionalism and attention to detail. To ensure the consistency of email communications, the following practices shall be followed:

- 1) Emails should be sent only to those that require the information.
- 2) The subject line must be filled in and relevant to the topic, clearly stating the purpose of the email.
- 3) The spell-checking features must be used to ensure that the content is grammatically correct.

- 4) Email messages should be brief and relevant to the topic.
- 5) The message of the email should be clear and lacking ambiguity.
- 6) The use of all CAPITALS is to be avoided.
- 7) A "read receipt" should be requested only where necessary.
- 8) Generally, confidential information should not be sent via email.

1.6 Filtering

Town of Mayerthorpe reserves the right to monitor any internet activity occurring on its hardware, software, devices, equipment, and accounts. Specifically:

- 1) Town of Mayerthorpe utilizes filtering to restrict access to websites deemed unsuitable for business use. Where Town of Mayerthorpe discovers activities that conflict with the law or this policy, internet usage records may be retrieved and used to document any wrongdoing.
- 2) Individuals using Town of Mayerthorpe hardware, software, equipment, devices and/or accounts to access the internet are subject to having online activities reviewed by IT or security personnel.
- 3) Use of Town of Mayerthorpe 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.

1.8 Accessing and Monitoring Usage Records

Town of Mayerthorpe may access and monitor staff use of company email and internet systems in the following ways:

- 1) By monitoring email server performance and retained logs, backups and archives of emails sent and received through the company server.
 - a. Note: even when the user has deleted an email, Town of Mayerthorpe may still retain archived and/or backup copies of the

email.

- 2) By retaining logs, backups and archives of all internet access and network usage. These records may be audited, are subject to provincial, and/or federal laws and may be used as evidence. While individual usage is not routinely monitored, unusual or high-volume activities may warrant more detailed examination.
- 3) By actively monitoring the traffic generated by devices owned by, or operating within networks owned by, Town of Mayerthorpe.
- 4) Instances may include:
 - a. For the purposes of producing the email in response to a legal requirement or other lawful investigation.
 - b. For the purpose of determining, as part of an investigation by Town of Mayerthorpe, whether there has been unacceptable use of email to abuse or harass other persons.
 - c. For the purpose of investigating allegations of misconduct or to provide materials to external investigative authorities lawfully investigating possible criminal conduct.

End of Policy.

TITLE: Mobile Devices
POLICY NO.: XIII-002
APPROVAL:
EFFECTIVE DATE: June 17, 2024
AMENDED DATE:
REVIEW DATE: June 17, 2024
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To ensure that Councillors and employees have the necessary technology to maximize their efficiency.

PURPOSE: To outline and ensure that company technology resources are always used appropriately when conducting business.

PRINCIPLES:

1.1 Scope

All mobile devices, whether owned by Town of Mayerthorpe or owned by employees, inclusive of smartphones and tablet computers, which have access to corporate network(s), data and systems are governed by this mobile device security policy.

1.2 Definitions

"IT" is defined as Information Technology.

"Mobile Device" mainly includes mobile phones, tablets, and occasionally laptops.

"Acceptable Business Use" is defined as activities that directly or indirectly support the Town of Mayerthorpe.

"Computer" is defined as a laptop, desktop, server, or tablet.

"Jailbreak" or "Rooted" is defined as the action of removing mobile device limitations imposed by the manufacturer which gives access to operating system, thereby unlocking all features and enabling installation of unauthorized software.

1.3 Technical Requirements

- 1) Mobile phones should be Android 9.x or later or iOS 9.x or later.
- 2) Computers must use Windows 10 or later.
- 3) The device must be configured to receive and install security updates available from the manufacturer and operating system.
- 4) Devices must store all user-saved passwords in an encrypted password store.
- 5) Devices must be configured with a secure password that complies with Town of Mayerthorpe's password policy. This password must not be the same as any other credentials used within the organization.

1.3 Compliance and Security

- 1) Devices may not be used at any time to:
 - a. Store or transmit illicit materials
 - b. Store or transmit proprietary information belonging to another company
 - c. Harass others
 - d. Engage in outside business activities
 - e. Etc.
- 2) Devices must be configured to automatically lock themselves after no more than 5 minutes of inactivity.
- 3) Town of Mayerthorpe has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.
- 4) Only devices managed by IT will be allowed to connect directly to any internal company network.
- 5) These devices will be subject to the valid compliance rules on security

features such as encryption, password, key lock, etc. These policies will be enforced by the IT department using Mobile Device Management software.

1.4 User Requirements

- 1) Users may only load corporate data that is essential to their role onto their mobile device(s), managed by IT.
- 2) Users must report all lost or stolen devices to IT immediately.
- 3) If a user suspects that unauthorized access to company data has taken place via a mobile device, they must report the incident in alignment with Town of Mayerthorpe's incident handling process.
- 4) Devices must not be "jailbroken" or "rooted" or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user. *
- 5) Users must not load pirated software or illegal content onto their devices.
- 6) Applications must only be installed from official platform-owner approved sources.
- 7) Installation of code from untrusted sources is forbidden. If you are unsure if an application is from an approved source contact IT.
- 8) Devices must be kept up to date with manufacturer or network provided patches. As a minimum, patches should be checked for weekly and applied at least once a month.
- 9) Devices must not be connected to a PC which does not have up to date and enabled anti-malware protection and which does not comply with corporate policy.
- 10) Devices must be encrypted in line with <Company X's> compliance standards.

- 11) Users must be cautious about the merging of personal and work email accounts on their devices. They must take care to ensure that company data is only sent through the corporate email system. If a user suspects that company data has been sent from a personal email account, either in body text or as an attachment, they must notify IT immediately.
- 12) The above requirements will be checked regularly, and should a device be noncompliant that may result in the loss of access to email, a device lock, or in particularly severe cases, a device wipe and possible disciplinary action.
- 13) The user is responsible for the backup of their own personal data and the company will accept no responsibility for the loss of files due to a non-compliant device being wiped for security reasons.
- 14) Users must not use corporate workstations to backup or synchronize device content such as media files unless such content is required for legitimate business purposes.

1.5 Actions which may result in a full or partial wipe of the device, or other interaction by IT

- 1) A device becomes "jailbroken" or "rooted".
- 2) A device contains an application known to contain a security vulnerability (if not removed within a given time limit after informing the user).
- 3) A device is lost or stolen.
- 4) A user has exceeded the maximum number of failed password attempts.
- 5) While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.

1.6 Storage of Personal information on portable devices

- 1) Personal data is never to be stored on a portable device for an extended period.
- 2) If personal information is stored on a portable device for work purposes that work should be prioritized so that information can be transferred off the device for storage.

End of Policy.

TITLE: Passwords
POLICY NO.: XIII-003
APPROVAL:
EFFECTIVE DATE: June 17, 2024
AMENDED DATE:
REVIEW DATE: June 17, 2024
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To ensure that Councillors and employees have the necessary technology to maximize their efficiency.

PURPOSE: To outline and ensure that company technology resources are always used appropriately when conducting business.

PRINCIPLES:

1.1 Scope

Town Employees must access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts. Passwords are a key part of IT’s strategy to make sure only authorized people can access those resources and data.

All employees who have access to any of those resources are responsible for choosing strong passwords and protecting their log-in information from unauthorized people.

The purpose of this policy is to make sure all Town resources and data receive adequate password protection.

1.2 Definitions

“IT” is defined as Information Technology.

“Acceptable Business Use” is defined as activities that directly or indirectly support the Town of Mayerthorpe.

“Computer” is defined as a laptop, desktop, server, or tablet.

1.3 Password Creation

- 1) All passwords should be reasonably complex and difficult for unauthorized people to guess. Employees should choose passwords that are at least ten characters long and contain a combination of upper- and lower-case letters, numbers, and punctuation marks and other special characters. These requirements will be enforced with software when possible.
- 2) In addition to meeting those requirements, employees should also use common sense when choosing passwords. They must avoid basic combinations that are easy to crack. For instance, choices like “password,” “password1” and “Pa\$\$w0rd” are equally bad from a security perspective.
- 3) A password should be unique, with meaning only to the employee who chooses it. That means dictionary words, common phrases and even names should be avoided. One recommended method to choosing a strong password that is still easy to remember: Pick a phrase, take its initials, and replace some of those letters with numbers and other characters and mix up the capitalization. For example, the phrase “This may be one way to remember” can become “TmBOWTr!”.
- 4) Employees must choose unique passwords for all their company accounts and may not use a password that they are already using for a personal account outside of Town.
- 5) Employees may not use the same password for different logins within the organization. Some resources can make use of the same user information (IE: Windows Login & Outlook), but if a new user needs to be created to access a certain resource, then a separate password must also be used.
- 6) Employees may not reuse old passwords. When a password is changed it must be set to something that was not used in the past. This will be enforced with software when possible.
- 7) All passwords must be changed regularly, with the frequency varying

based on the sensitivity of the account in question (at least every three months). This will be enforced using software when possible.

- 8) If the security of a password is in doubt— for example, if it appears that an unauthorized person has logged in to the account — the password must be changed immediately.
- 9) In addition to the above requirement, the employee must also inform the IT department of the incident ASAP.
- 10) Default passwords — such as those created for new employees when they start or those that protect new systems when they are initially set up — must be changed on the first login. This will be enforced using software when possible.

1.4 Protecting Passwords

- 1) Employees may never share their passwords with anyone else in the company, including co-workers, managers, administrative assistants, IT staff members, etc. Everyone who needs access to a system will be given their own unique login credentials.
- 2) Employees may never share their passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system. If they require access to that system as part of their job they will have their own unique access.
- 3) Employees must refrain from writing passwords down and keeping them at their workstations. See above for advice on creating memorable but secure passwords.
- 4) Employees may not use password managers or other tools to help store and remember passwords, without IT's permission.
- 5) Employees should take steps to avoid phishing scams and other attempts by hackers to steal passwords and other sensitive information. All employees will receive training to help them recognize these attacks.



End of Policy.