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# **1.1 Use of Policy and Procedure Manual**

Policy is a settled course adopted and followed by a government institution, body or individual.

Procedure is the customary method of conducting business in a deliberate body, parliamentary order: as rules of procedure.

Policy is set by Council and the administration properly administers the same. Procedure is the method by which the administration administers the policy.

This policy and procedure manual is designated to consolidate all the policies established by Council regarding the operation of the Town of Sexsmith.

This manual should be beneficial to all users and especially useful to new members of Council and Town staff.

This manual should be amended, extended and brought to date regularly so it is a ready reference for the Council and staff of the Town. The policy and procedure manual can only be amended or added to by Motion of Bylaw of council.

Notwithstanding the requirements for amendment of these policies, the CHIEF ADMINISTRATIVE OFFICER, acting reasonably, shall have the discretion to reasonably modify any of the Personnel Policies in specific circumstances for individual employees where the CHIEF ADMINISTRATIVE OFFICER, after careful review, considers such modification necessary and in the best interests of the Town.

Councillors and staff should bring their manuals to each meeting for reference material and to update manuals with new or amended policies.

## 1.2 History of Sexsmith

By D. Jean Rycroft

The name 'Sexsmith' has intrigued everyone since Sexsmith came into being in 1916. Sexsmith was the second name chosen for our Town site. Originally named 'Bennville' after early 1911 settler, J. B. (Benny) Foster, upon whose homestead the Town site was established, the name changed when it was discovered that there was already a Town bearing that name. Our Town became Sexsmith in honor of David Sexsmith, a trapper and trader who first came into the area, in 1898, and set up a stopping place just north of the present Town, in 1912. Sexsmith re-established his store and post office at the present Town site in 1916, the same year the railroad reached the Town site.

During the next ten years, Sexsmith grew by leaps and bounds as businesses of all kinds flourished and the population grew accordingly. In 1929, Sexsmith, with a population of 250, was incorporated as a village. Assisting the new babies into the world, at that time, was the Nightingale of the North, Johanna Haackstad, who ran the local maternity home.

The Sexsmith area, having fertile black soil and easily cleared, prairie-like land, was among the first districts in the Peace River country to be completely settled. Consequently, the grain companies quickly built elevators in Sexsmith, beginning in 1917 and peaking when Sexsmith became the Grain Capital of the British Empire, in 1949, shipping more grain than any other port in the Empire.

In 1976, the Northern Alberta Canola Plant went into production, employing 80 people and drawing farmers from all over northern Alberta.

Sexsmith achieved Town status, in 1979. At that time, the population was 1,064. The population, as of 1986, grew to 1,345. The population of April 1, 1997 has grown to 1,578 and the future looks promising for continued growth.

In the last twenty years, oil gas and lumber industries have grown tremendously and many of the townspeople are employed in these fields. This area is one of the largest grain producing areas in the world and the combination of fertile soil and hardworking community-minded people, who have managed to provide excellent educational, religious, recreational and cultural facilities and programs, continue to make Sexsmith a great place to live and raise our families.

Sexsmith – where Town and country meet. It is the natural choice!!

## 1.3 Legislative

A Town is an incorporated municipality containing a population of over 2600 inhabitants. The operation of a Town is guided by the statutes of Alberta, 2000 Chapter M-26 as rewritten in the MUNICIPAL GOVERNMENT ACT and various provincial legislative acts, such as:

1. Local Authorities Election Act
2. Expropriation Act
3. Administrative Procedures Act

The governing body of a Town is the Town Council, which consists of six Councillors and the Mayor. At an annual organizational meeting, Town Council appoints members to various agencies, such as the Emergency Services Board, Library Board, Agricultural Society, Chamber of Commerce, SMEDA, historical Society and any others that may come into being from time to time.

Elections of the six Councillors and Mayor are held every four years, in accordance with the Local Authorities Election Act.

Decisions of Council are conveyed through Council Motions, made at meetings of Council, and through Town Bylaws, which are passed by Council Motion.

## **2.1 Town of Sexsmith**

### **Town Council 2021-2025**

Mayor Kate Potter	Box 114, Sexsmith, AB T0H 3C0 Cell: 780-978-1820
Councillor Jonathan Siggelkow	Box 3041, Sexsmith, AB T0H 3C0 Home: 780-568-2998 Cell: 780-830-6708
Councillor Daycie Bohning	Box 9, Sexsmith, AB 0H 3C0 Cell: 780-933-1951
Councillor Bruce Black	Box 479, Sexsmith, AB T0H 3C0 Home: 780-568-9712 Cell: 780-832-6975
Councillor Clinton Froehlick	Box 646, Sexsmith, AB T0H 3C0 Cell: 780-814-3034
Councillor Dennis Stredulinsky	Box 784, Sexsmith, AB T0H 3C0 Cell: 780-933-0149
Councillor Ken Hildebrand	Box 731 Sexsmith, AB T0H 3C0 Cell: 780-228-1339



## 2.2 Directory of Municipal Officials

**MUNICIPALITY** Town of Sexsmith

### *Names of Elected Officials*

<b>Mayor</b>
Kate Potter
<b>Councillors</b>
Jonathan Siggelkow
Daycie Bohning
Bruce Black
Clinton Froehlick
Dennis Stredulinsky
Ken Hildebrand

### *Names of Appointed Officers*

<b>Official Title</b>	<b>Name</b>	<b>Title</b>
Chief Administrative Officer	Rachel Wueschner	Chief Administrative Officer

### *Municipal Information*

<b>Mailing Address:</b> Box 420, Sexsmith, Alberta T0H 3C0
<b>Location Address:</b> 9921 – 100 Street
<b>Telephone Number:</b> (780) 568-3681
<b>Fax Number:</b> (780) 568-2200
<b>Office Hours/Days Open:</b> Monday – Friday, 8:30 A.M. to 12:00 p.m. and 1:00 P.M. to 4:30 P.M.
<b>Council Meeting Days:</b> 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month @ 6:30 p.m. or Tuesday following a statutory holiday. Sexsmith Council Chambers 9927-100 Street, Sexsmith

### *Auditor Information*

<b>Name/Address:</b> MNP LLP 700, 9909 – 102 Street Grande Prairie, Alberta T8V 2V4
<b>Telephone Number:</b> 780-831-1700 <b>Fax Number:</b> 780-539-9600

# **Town Council**

The Town Council consists of

7 elected officials:

1 Mayor

6 Councillors

Elected every four years.

Lead by Chief Elected Officials

Deputy Mayor July 1, 2024, to February 28, 2025	Councillor Dennis Stredulinsky
Deputy Mayor March 1, 2025, to October 20 <sup>th</sup> , 2025	Councillor Clint Froehlick
Deputy Mayor is the alternate for:	NAEL, Aquatera Utilities
Chairperson for Council Meetings	Mayor Kate Potter

### Committee & Board Appointments from November 1, 2024, to Organizational meeting in October 2025

<b>Monthly Meetings/Longer Meetings</b>	<b>Meetings Quarterly or Less</b>	<b>Alternate Committee Member</b>
<b><i>Bruce Black</i></b>	South Peace Physician Attraction & Retention (3 <sup>rd</sup> Thursday @ 7:00 p.m.)	Sexsmith Agricultural Society (4 <sup>th</sup> Wednesday)
Corporate Services (4 <sup>th</sup> Monday @ 6:30 p.m.) *	Recreational Opportunities Task Force	
Municipal Planning Commission **		
EDAC		
<b><i>Clint Froehlick</i></b>		
	County Recreation Board	Corporate Services (4 <sup>th</sup> Monday @ 6:30 p.m.) *
	Sustainability Committee (3 <sup>rd</sup> Tuesday)	FCSS (3 <sup>rd</sup> Tuesday)
		Peace Library System Board
<b><i>Daycie Bohning</i></b>		
Grande Prairie Sports Connection	Sexsmith Agricultural Society (4 <sup>th</sup> Wednesday)	Sustainability Committee (3 <sup>rd</sup> Tuesday)
Corporate Services (4 <sup>th</sup> Monday @ 6:30 p.m.) *	Recreational Opportunities Task Force	County Recreation Board
	ICC **	
<b><i>Jonathan Siggelkow</i></b>		
Grande Spirit Foundation	West County Regional Landfill	GPREP
Community Futures (2 <sup>nd</sup> Thursday)	ICC**	Grande Prairie Sports Connection
EDAC		
<b><i>Kate Potter</i></b>		
Corporate Services (4 <sup>th</sup> Monday @ 6:30 p.m.) *	Aquatera Utilities*	West County Regional Landfill
Grande Prairie Regional Tourism Association	NAEL	Sexsmith Wellness Coalition
Municipal Planning Commission **	ICC**	South Peace Physician Attraction & Retention (3 <sup>rd</sup> Thursday @ 7:00 p.m.)
EDAC	GPRRC	PRED/NTAB
<b><i>Ken Hildebrand</i></b>		
Sexsmith District Museum Society (3 <sup>rd</sup> Thursday)	Sexsmith Wellness Coalition	ICC**
PRED/NTAB	GPREP	Recreational Opportunities Task Force
Municipal Planning Commission **		GPRRC
<b><i>Dennis Stredulinsky</i></b>		
FCSS (3 <sup>rd</sup> Tuesday)	Peace Library System Board	Municipal Planning Commission **
Town of Sexsmith Library Board	Recreational Opportunities Task Force	Sexsmith District Museum Society (3 <sup>rd</sup> Thursday)
Corporate Services **		

\* Denotes committees in which the CAO attends

\*\* Denotes boards/committees in which the CAO acts as a secretary only

#### Membership

Municipal Planning Commission – Bylaw No. 980, (3) members of Town Council

Corporate Services – Bylaw No. 949, Minimum of (2) maximum of (3) members of Town Council with the Mayor as ex-officio whenever possible

Sexsmith Curling Club – Representative to be selected as meeting arise.

Sexsmith Community Centre Board – Representative to be selected as meeting arise.

(Administration as contact)

**BYLAW NO. 1040-2021, “CODE OF CONDUCT FOR COUNCILLORS”  
TOWN OF SEXSMITH**

***Municipal Government Act, RSA 2000 Chapter M-26***

**Part 1, Section 3; Part 2; Part 5, Section 146.1 and Section 153**

Being a Bylaw in the Town of Sexsmith in the Province of Alberta for the purpose of establishing a Code of Conduct for Councillors.

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**WHEREAS**, pursuant to Part 2 of the *Municipal Government Act* (MGA), S.A. 2000, M-26, a council may pass a bylaw for municipal purposes;

**WHEREAS**, pursuant to Part 5, Section 146.1 and 153 of the MGA a council must by bylaw establish a code of conduct governing the conduct of councillors and councillors have a duty to adhere to the code of conduct established by the council; and

**WHEREAS**, the citizens and the taxpayers of the Town have the right to be served by a Council committed to conducting its service in an ethical, impartial, businesslike, and professional manner;

**WHEREAS**, Sexsmith Town Council deems it necessary to establish a Council Code of Conduct to guide members of Council, reflecting the values of the Town of Sexsmith, its commitment to professional, accountable and lawful conduct, and its desire to provide strong local governance and leadership;

**WHEREAS**, the Council Code of Conduct is a supplement to the existing federal and provincial statutes, laws, and policies governing the conduct of municipal elected officials, and;

**WHEREAS**, Sexsmith Town Council has considered Sections 3 and 153 of the MGA in establishing this Council Code of Conduct;

**NOW THEREFORE**, the Council for the Town of Sexsmith, duly assembled, enact as follows:

**1. TITLE**

- a. This Bylaw will be cited as the “Council Code of Conduct”.

**2. DEFINITIONS**

- a. “CAO” means the Chief Administrative Officer for the Town;
- b. “Town” means the Town of Sexsmith;
- c. “Council” means all members of Council duly elected and holding office;
- d. “Councillor” means any member of Council including the Mayor and Deputy Mayor;
- e. “Town Property” means the Town’s financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
- f. “Confidential” or “Confidential Information” includes:
  - i. information or records that are that are within one of the prohibitions against disclosure in Division 1 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. M-26, as amended, and;
  - ii. information or matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- g. “Director” mean an employee of the Town that reports directly to the CAO and may carry some delegated or designated duties of the CAO.

### **3. CODE OF CONDUCT**

#### **a. Representing the Town**

- i. All councillors shall:
  1. work for the common good of the Town citizens and taxpayers while promoting the public interest and advancing the mandate and long-term interests of the Town;
  2. conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual councillor cannot exercise individual authority over the Town;
  3. exercise their duties with care, diligence and skills that a reasonably prudent person would exercise in comparable circumstances;
  4. exercise their duties by placing the interests of the Town ahead of their personal interests; and
  5. exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice.

#### **b. Communicating on behalf of the Town**

- i. The Mayor, or in his/her absence the Deputy Mayor, is the official spokesperson for the Town;
- ii. All councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media by the Mayor, or in his/her absence the Deputy Mayor, on behalf of the Council as a whole.
- iii. When using social media platforms in their official capacity as elected officials of the Town of Sexsmith, councillors shall:
  - a. Take reasonable measures to use social media for the greater good of their constituency and the Town.
  - b. Use social media as a platform to support the work of Council, administration, policies, programs, and decisions of the Town and not criticize the Council, town, municipal partners, other levels of government, or administration.
  - c. Maintain confidentiality by not posting any information discussed in closed sessions or private meetings. Information that would not normally be presented in a public forum shall not be shared.
  - d. Not post private or confidential information about fellow councillors, Town employees, or constituents. Councillors shall not discuss situations involving named, pictured, or otherwise identifiable individuals without their expressed permission.
  - e. Not act in place of Town administration by answering questions from constituents. Councillors shall refer questions on matters of operations to administration when unable to respond with accurate or timely information.
  - f. Endeavor to provide accurate and timely information to constituents in an accessible and professional manner.
  - g. Endeavour to maintain separate social media accounts for their personal and professional activities.
  - h. Ensure decisions and initiatives of Council have been made public by administration before being shared through social media.

#### **c. Respecting the decision-making process**

- i. All councillors shall:
  1. foster respect for the democratic decision-making process; and
  2. work towards effective and consistent implementation of the policies and/or decisions of Council.

#### **d. Adherence to policies, procedures and bylaws**

- i. As the Town's stewards and decision makers, all councillors shall respect and adhere to the established policies, procedures and bylaws of the Town, showing commitment to performing their duties and functions with care and diligence.

#### **e. Respectful interaction with councillors, staff, the public and other members of society**

- i. All councillors shall:
  - 1. treat fellow councillors, administration/staff and the public with respect, concern and courtesy;
  - 2. demonstrate the highest standards of personal integrity and honesty; and
  - 3. communicate and work with fellow councillors in an open and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ from their own.

**f. Confidential information**

- i. All councillors shall hold and maintain in strict confidence all confidential information and shall not, either directly or indirectly, release, make public or in any way divulge or disclose any confidential information unless expressly authorized by Council and permitted by law to do so, or required by law to do so.

**g. Conflict of interest**

- i. No councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. Prohibited activities include but are not limited to:
  - 1. use of any influence of the office for any purpose other than official duties;
  - 2. use of any information gained in the execution of the office that is not available to the general public (including but not limited to confidential information) for any purpose other than for official duties;
  - 3. place themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment; and
  - 4. influence any Council decision or decision-making process involving or affecting any person or organization in which a councillor or councillors have a financial interest.

**h. Improper use of influence**

- i. All councillors shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration, and shall:
  - 1. refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
  - 2. convey all concerns or requests for action or information directly to the CAO, or Mayor or, where appropriate and as agreed by the CAO, may communicate with a Director;
  - 3. not in any circumstances commit the Town to any specific course of action, expenditure, or use of municipal resources outside of the Town's established budget, policies, procedures, or as otherwise authorized by Council;
  - 4. not solicit, demand or accept the services of any municipal employee or contracted resource;
  - 5. avoid any situation in which a friendship, social relationship or social interaction with a member of staff may be seen to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO; and
  - 6. not express any opinion on the performance of any municipal employee with exception of the formal CAO performance evaluation as specifically required by MGA;
  - 7. not advocate for the promotion, sanction, or termination of any municipal employee.

**i. Use of municipal assets and services**

- i. No councillor shall use or attempt to use Town property, funds, services, or information for personal benefit or the benefit of any other individual.
- ii. No councillor shall use the Town logo, email account, services or facilities for election or campaign-related activities.
- iii. Councillors may only use the Town's website, social media or electronic mail account for official duties. Councillors will maintain separate websites, social media, and electronic mail accounts for all campaign activities and communications.
- iv. Councillors must not their office to gain an unfair advantage over other candidates, or to provide an unfair advantage for a candidate.

**Orientation and other training attendance**

- v. All councillors:

1. must attend the orientation training offered to councillors in accordance with Section 201.1 of the MGA, and;
2. shall make their best efforts to attend all other applicable training offered to councillors.

#### **4. COMPLAINTS**

- a. Any person, in good faith, may report perceived wrongdoing by a councillor or make a complaint alleging a breach of the Council Code of Conduct by a councillor. All reasonable attempts shall be made to keep these reports and complaints confidential until a full investigation is completed in order to protect the complainant and the councillor.
- b. The report or complaint shall be:
  - i. in writing and shall outline the nature and specifics of the perceived wrongdoing or alleged breach;
  - ii. include the name of the complainant;
  - iii. signed and dated by the complainant;
  - iv. addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor);
  - v. marked “confidential”, and;
  - vi. mailed, emailed, or hand-delivered to the Town’s office.
- c. An anonymous report or complaint shall not be considered valid.
- d. All received reports and complaints shall be included in the in-camera session of a regular council meeting for Council’s consideration.
- e. Depending on the nature of the report or complaint, Council may do any one or more of the following:
  - i. dismiss the report or complaint as invalid;
  - ii. authorize the Mayor and Deputy Mayor (or in the case of perceived wrongdoing or an alleged breach by the Mayor, the Deputy Mayor and one councillor; or in the case of perceived wrongdoing or alleged breach by the Deputy Mayor, the Mayor and one councillor), to investigate the report or complaint and report to Council;
  - iii. request a legal opinion regarding the report or complaint, or;
  - iv. request the Town’s legal counsel to investigate the report or complaint and report to Council through the Mayor (or in the case of perceived wrongdoing or an alleged breach by the Mayor, through the Deputy Mayor),
- f. The results of any investigation arising from a report or a complaint, and Council’s decision regarding the report or complaint, shall be communicated to the public and may be subject to the exceptions to disclosure in Division 1 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. M-26, as amended
- g. If a report or complaint is determined to be valid by the majority of Council, Council may in its discretion impose sanctions, defining the specific action to be taken by Council resolution.

#### **5. SANCTIONS**

- a. Council may impose sanctions on a councillor who contravenes the Council Code of Conduct in the following forms:
  - i. a letter of reprimand;
  - ii. requesting a letter of apology;
  - iii. requesting to attend training;
  - iv. suspension or removal from the Deputy Mayor position;
  - v. suspension or removal from some or all council committees and bodies to which council has the right to appoint members;
  - vi. restricting the privileges of attending conferences and workshops at the Town’s expense;
  - vii. reduction or suspension of remuneration as council may deem appropriate and in accordance with MGA.

#### **6. REVIEW**

- a. The Council Code of Conduct Bylaw must at a minimum be reviewed at least once every four (4) years starting from the date this Bylaw comes into effect.

7. This Bylaw shall come into effect upon the date of the final passage thereof.

Read a first time this 20<sup>th</sup> day of September, 2021.

Read a second time this 20<sup>th</sup> day of September, 2021

Read a third time and finally passed this 20<sup>th</sup> day of September, 2021.

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Kate Potter  
Mayor

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Rachel Wueschner  
Chief Administrative Officer



**BYLAW NO. 1092-2025, “PROCEDURAL BYLAW FOR COUNCIL MEETINGS”**  
**TOWN OF SEXSMITH**  
***Municipal Government Act, RSA 2000 Chapter M-26***  
**Part 1, Section 3; Part 2; Part 5, Section 180, 181, 192, 193, 194, 197 and 198**

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Being a Bylaw in the Town of Sexsmith in the Province of Alberta to Regulate the Proceedings of Council Meetings.

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Pursuant to the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, the Council of the Town of Sexsmith in Council duly assembled enacts as follows:

This Bylaw may be cited as the “Procedural Bylaw for Council Meetings”.

Council hereby establishes the following rules and regulations to provide for the order and efficient conduct of council meetings.

**1. Organizational Meeting**

- (a) The Council will hold an Organizational Meeting annually not later than two weeks after the third Monday in October in accordance with Section 192 of the MGA.
- (b) Council, at the Organizational Meeting:
  - (i) Shall elect one member to serve as the Deputy Chief Elected Official.
  - (ii) May elect a person to preside at council meetings as Chairperson
  - (iii) May elect another person as Deputy Chairperson to preside at Council meetings in the absence of the Chairperson.
  - (iv) Shall determine the terms of the above, or Council may appoint as six-month rotating positions.
  - (v) Council shall elect members for a one-year period for all committees of Council.
  - (vi) Chief Elected Official or Chairperson shall correspond with Councillors with an invitation to declare which committees of Council they wish to sit on, along with a request to submit their hours of availability and rationale for their desire to be on the committees.
  - (vii) Chief Elected Official or Chairperson will use the criteria described in part 1. (b) (vi) when making the final committee member recommendations to Council.
  - (viii) Shall set the times, dates and places for regular meetings of Council.
  - (ix) Shall review and sign a copy of the code of conduct for elected officials.
  - (x) Shall review Council remuneration, travel and subsistence policies.
  - (xi) Shall appoint signing authorities and make any other necessary appointments.
  - (xii) Section 203 of the MGA allows council to by bylaw delegate any of its powers, duties or functions (subject to certain exceptions) to a council committee. The committee has only those powers, duties and functions that are assigned to it by Council in the bylaw in question. Unless specified by bylaw Council Committees shall

advise CAO of any request to send out correspondence. The request will be examined by the CAO to determine if Council approval is required for such correspondence.

- (xiii) Council committee expenditures may be made without a special resolution of Council from the approved budget for that committee up to \$250.00 for an individual transaction. Expenditures exceeding this amount must first be approved by resolution of Council.

## 2. Ex-Officio

The Chief Elected Official shall be recognized as an ex-officio Member of every Standing Committee and, as such, has the same rights as other Committee Members but is not obligated to attend meetings and is not counted in determining if a quorum is present. The Chief Elected Official may participate in the business of the Committee without restrictions and is not entitled to a vote.

## 3. Agendas for Council Meetings

- (a) The agenda for each regular and special meeting shall be prepared by the Chief Administrative Officer or designate and submitted together with copies of all pertinent correspondence, enactments and reports to each member of Council at least two (2) days prior to each regular meeting.
- (b) No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council by a majority vote agree to the item being placed on the Agenda. The Chief Elected Official, any Councillor or the Chief Administrative Officer shall be given an opportunity to state why an item should receive consideration on the Agenda because of its emergent nature before the motion is put to a vote. Addition of an item of business will require this item to be added by a separate resolution of Council after the agenda has been adopted. Emergent item is defined as ***“a time sensitive matter that requires Council’s or a Standing Committee’s immediate and urgent consideration and where previous notice is not practical”***
- (c) Committee of the Whole Council meetings will be held once monthly if needed as set at the annual organizational meeting. These meetings will consist of delegations and upcoming regular council meeting business agenda items requiring in depth discussions. Potential Items for Future Agenda will also be discussed at Committee of the Whole Meetings. A maximum of three delegations may be considered at a Committee of the Whole meeting. These meetings will be held solely to hear delegations and to allow for discussion on upcoming Council business agenda items with recommendations being brought back to Council. Delegations may be heard at regular council meetings if the matter is of an emergent nature requiring immediate attention.
  - i) Any Councillor wishing to have an item of business placed on the agenda as a potential future agenda item, shall make the submissions to the Chief Administrative Officer or designate not later than 4:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Chief Administrative Officer or designate to enable Council to deal with the matter.

During the “Potential Items For Future Agenda” portion of the Committee of the Whole meeting any Councillor or the Chief Elected Official, may present to Council a future agenda item. The Council member would have 4 minutes to present the item to the rest of Council and 4 minutes to clarify the potential

agenda item. Council would determine by resolution whether the item will be added to a future agenda. If the item needs to be dealt with by a specific date this will included in the resolution. Otherwise, future agenda items will be added as time allows. It is encouraged that only one item be presented in a meeting by an each elected official in respect of other members of Council.

- (d) Full Council agenda will be posted on the Town website the morning of the date of the council meeting.

Any issue deemed by Council to require research and answers from the Chief Administrative Officer and staff must be so requested by resolution.

#### **4. General Rules of Council**

- (a) The Council shall hold as many meetings in each year as they consider necessary to adequately deal with the business of the municipality. Regular meetings shall commence at a time previously approved by Council and shall endure for a maximum 3 hour period. If a session is to endure longer than the 3 hour period, a majority vote of Council must pass to extend the time of adjournment.
- (b) If Council changes the date or place of their regularly scheduled meeting, a minimum of 24 hours' notice of the change shall be given to any Councillor that was not present at the meeting at which the change was made and to the public. Public notice shall be posted in the Town Office in accordance with Section 193 of the MGA.
- (c) The Chief Elected Official may call a special council meeting whenever the official considers it appropriate to do so. The Chief Elected Official must also call a special council meeting if the official receives a written request for the meeting, stating its purpose, from the majority of the Councillors. The Chief Elected Official calls a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held
- (d) Notwithstanding subsection (c) a special council meeting may be held with less than 24 hours' notice to the Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting. Also, no matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question in accordance with Section 194 of the MGA.
- (e) A regularly scheduled meeting of Council may only be cancelled by a resolution of Council at a regular council meeting or special council meeting where there is quorum in accordance with Section 180 and 181 of the MGA.
- (f) The Council shall hold their meetings openly and no person shall be excluded except for improper conduct in accordance with 198 of the Municipal Government Act, Chapter M-26.
- (g) Notwithstanding subsection (e), Council may by resolution: exclude any person or persons from the meeting if matters under discussion are as outlined in Section 197 of the Municipal Government Act, Chapter M-26. Council shall consider this meeting or portion thereof "closed to the public". During this time, Council will have no power to pass a Bylaw or resolution, apart from the resolution necessary to revert back to a meeting "open to the public". In accordance with Section 197 (4), 197(5) and 197(6) of the Municipal Government Act, Chapter M-26 the names of those present during a portion of the meeting "closed to the public" whom are not Councillors shall be recorded in

the minutes and members of the public will be notified when the meeting reverts back to a meeting “open to the public” and reasonable time will be provided for them to join the meeting before re-starting the meeting. Council will by resolution approve and identify the basis for entering the portion of the meeting “closed to the public” and identify the related FOIP section that applies.

- (h) As soon after the hour of the meeting as there shall be a quorum present, the Chairperson shall take the chair and call the meeting to order.
- (i) In case the Chairperson or Deputy Chairperson is not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order, and a chairperson shall be chosen by the Councillors present. The Chairperson shall preside during the meeting or until the arrival of the Chairperson or the Deputy Chairperson.
- (j) If there is no quorum present within half an hour after the time appointed for a regular meeting of Council the Chief Administrative Officer shall record the names of the members of Council who are present, and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime. Notice of adjournment shall be posted on the outside door of access to the council chambers
- (k) The Chairperson or presiding official shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution, and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of member present.
- (l) When the Chairperson or presiding, official is called upon to decide a point of order or practice he shall do so without argument or comment and shall state the rule of authority applicable to the case.
- (m) Every member wishing to speak to a question or motion shall address himself/herself to the Chairperson or presiding official.
- (n) Each speaker who is a Council member shall be limited to 3 minutes per agenda item to speak and given a 2<sup>nd</sup> opportunity to speak for 2 minutes on the agenda item, in exception to the Council member that made the motion to whom the final word will be given and by whom any amendments to the original motion can be made. If the intent of the motion has changed, Council members will each be given the opportunity to speak one more time.
- (o) Each speaker who is a member of the public shall be limited in the Public Session portion of the meeting to 5 minutes per issue to present and fifteen (15) minutes for questions, with one question per Councillor. If time prevails after all Councillors have asked their questions, then they may ask more questions. Presentations can be extended by majority of Council. If Public Session is a part of the regular council meeting. Public Hearings will be treated in a similar fashion.
- (p) Council shall hear delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda at Committee of the Whole Council meetings held once monthly. The order may be changed by a majority vote of the member present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation. With prior approval from the CAO they may extend their presentation time. Administration is to request all information ahead of time from the presenter. Presentations need to be sent to Administration by Wednesday prior to the meeting. Each Councillor may ask (1) question and a clarifying follow up question as needed. After the first round of questions, each Councillor may ask another question if time permits. After initial (2) rounds of questions, additional questions may

be asked at the discretion of the majority of Council. Questions must relate to something that has not already been discussed.

- (q) A motion submitted to Council does not require a seconder.
- (r) When a motion has been made and is being considered by Council, no other motion may be made and accepted except:
  - (i) A motion to refer the main question to some other person or group for consideration;
  - (ii) A motion to amend the main question;
  - (iii) A motion to table the main question; provided that a motion to table shall not be debated except as to the time when the matter will be considered again when the meeting reconvenes.
  - (iv) A motion to postpone the main question to some future time;
  - (v) A motion to adjourn the meeting.
- (s) Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Chairperson or presiding official so directs.
- (t) After any question is finally put by the Chairperson or other presiding official, no member shall speak to the question, nor shall any other motion be made until after the result of vote has been declared. The decision of the Chairperson or the presiding official as to whether the question has been finally put shall be conclusive.
- (u) If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes. No one shall enter a session "closed to the public" after it has begun.
- (v) The Chief Administrative Officer shall record in the minutes each time a member of Council excuses themselves by reason of a pecuniary interest or conflict of interest.
- (w) Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding official.
- (x) Council may adjourn from time to time to a fixed future date any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.
- (y) Council shall not reconsider the same motion or reading of a bylaw that has been defeated for a period of one year from the date of such motion or defeat of the bylaw, except in accordance with subsection (y) below. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order."

- (z) When Council wishes to reconsider a motion or reading of a Bylaw that has been defeated, then a Councillor shall bring the matter before Council by Notice of Motion which shall:
- (i) Be given at a regular meeting preceding the meeting at which Council wishes to reconsider the matter; and
  - (ii) Such Notice of Motion shall be provided to Council in writing, via the agenda, stating the information or conditions pertinent to reconsidering the motion or reading; and
  - (iii) Be brought back only by a member who voted with the prevailing side—that is, voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated; and
  - (iv) Be supported by a resolution of Council by a two thirds majority vote.
  - (v) If the Notice of Motion is passed by a two-thirds majority vote, the motion or reading may then be passed by a simple majority.
- (aa) The Chief Elected Official and or any Councillor will not use the title of Chief Elected Official or Councillor on any official correspondence that is not initiated in conjunction with the Chief Administrative Officer or by resolution of Council.

## **5. Meeting Through Electronic Communications**

- (a) Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties, through the use of a personal computer ensuring that all Council members participating in the meeting are able to communicate effectively;
- (b) A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, Council may also approve more time if required.
- (c) Notice must be given to administration by noon the day of the meeting in order to attend electronically.
- (d) with the exception of how you access the meeting, there shall be limited use of other electronic devices during the meeting if that device is assisting with the meeting as per the Cell Phone and Electronic Device policy.
- (e) A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- (f) The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- (g) When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes.
- (h) All Council members are required to attend Closed Sessions from time to time and will be required to complete an Undertaking regarding Closed Sessions stating that they will be alone and no one else will be present with them during the Closed Session in keeping with Section 153(e) of the Municipal Government Act, RSA 2000, Chapter M-26 which states “Councillors will keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public”.
- (i) If only the public will be present at the Council Chambers in the Town’s Administration Office

and all Council members are participating by way of electronic communication, notice shall be posted in the Town's Administration Office, 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.

The requirements of this bylaw cannot supersede the requirement of the Municipal Government Act. Bylaws that require a public hearing cannot be reconsidered for second or third reading.

This Bylaw shall repeal Bylaw No. 1082-2024

Read a first time this 18<sup>th</sup> day of February, 2025.

Read a second time this 18th day of February, 2025.

Read a third time and finally passed this 3<sup>rd</sup> day of March, 2025.



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Kate Potter, Mayor



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Rachel Wueschner  
Chief Administrative Officer

# **Town Of Sexsmith Bylaw No. 949**

## **Town Of Sexsmith Bylaw No. 949**

### **A Bylaw to Establish The Corporate And Community Services Committee Of Council.**

**Under Authority Of And Pursuant To The Provisions Of The Municipal Government Act, Statutes Of Alberta, 2000, Chapter M-26 With Amendments In Force As Of July 1, 2016, The Council Of The Town Of Sexsmith In The Province Of Alberta And**

**WHEREAS** Section 145 of the Municipal Government Act empowers a Council to establish Council committees

**NOW THEREFORE**, the Municipal Council of the Town of Sexsmith duly assembled enacts as follows:

That the Council Committee known as Corporate and Community Services be incorporated according to the following:

#### **SECTION I - TERMS OF REFERENCE**

I.1 This committee will be responsible for advising Council on the following matters:

- Legislative services
- Council secretariat
- General administrative matters
- Operating and capital budget preparation
- Financial management
- Audit services
- Management information services
- Communication services
- Business licenses and Bylaw enforcement
- Delivery of protective services
- External relations, e.g. Associations, neighboring municipalities
- Recreational and cultural programs and facilities
- Special community events
- Other related matters referred by Council
- (The present Administrative Committee and Protective/Fire/Disaster Services\_Committee will be included in this newly formed committee)

1.1 The Board shall consist of a minimum of two and a maximum of three Council members with the Mayor present whenever possible as ex-officio. As ex-officio on the committee, the Mayor must vote on issues considered. Mayor may represent an absent member.

1.2 The Board shall elect a Chairman from its members for a term of not less than one year.



- 1.3 The term of office of the members of the Board shall be not less than one year and is to be rotated on an annual basis but with one person remaining for continuity.
- 1.4 Any vacancy caused by death, retirement, or resignation of a member may be filled by resolution of council.
- 1.5 Membership on the Board will be determined at the annual Organizational Meeting beginning with the Organizational Meeting of the year 2000.

### **SECTION III – OPERATION AND CONDUCT OF BUSINESS**

- III.1 The Board shall meet on a regular basis, monthly, unless an item of importance deems a Special meeting.
- III.2 The Board may request a person or persons to attend its meeting in an advisory capacity. The CHIEF ADMINISTRATIVE OFFICER is to appoint staff to be in attendance at the meetings.
- III.3 The Committee should take issues forward simply by consensus wherever possible.

### **IV – FUNCTIONS AND DUTIES OF THE BOARD**

- IV.1 Recommendations of this Board will be reported to Council for final decision.
- IV.2 CHIEF ADMINISTRATIVE OFFICER or designate shall attend the Committee meetings and minutes shall be kept and copies added to the agenda packages for Council direction for final decisions.

This Bylaw shall repeal Bylaw No. 779.

Read a first time this 21st day of August, 2017

Read a second time this 21<sup>st</sup> day of August, 2017

Read a third time and finally passed this 5<sup>th</sup> day of September, 2017

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Claude Lagace, Mayor

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Rachel Wueschner  
Chief Administrative Officer

## **2.7 Procedures of Council in Accordance with the Municipal Government Act**

### **Definitions & Interpretations**

1. *Agenda* the agenda for a regular or special meeting of Council prepared by the Chief Administrative Officer
2. *Bylaw* means a Bylaw of the Town of Sexsmith
3. *Business Arising* business which has been raised a previous meeting and has not been completed
4. *Chairman* the person presiding at the meeting of Council
5. *Committee* a committee of Council
6. *Committee of the Whole* a “closed session” meeting of Council in which all members present sit as a committee and any discussions during this time are not recorded in the minutes
7. *Council* means the Mayor and Councillors of the Town of Sexsmith, presently and duly elected
8. *Delegation* a person or persons who have made an appointment to be included on the agenda of a meeting and address the Council at the respective meeting
9. *Meeting* means a meeting of Council
10. *Member* means a member of Council duly elected and continuing to hold office
11. *Motion* a decision of Council which is moved and voted on
12. *Motion to Postpone* a motion of the Council which postpones unfinished business to a future meeting
13. *New Business* business dealing with a matter which has not been previously introduced to a previous Council meeting
14. *Quorum* the majority of the valid and existing elected members of Council, which is required in order to hold a regular or special meeting of Council

# **Procedures of Council in Accordance with the Municipal Government Act (continued)**

## **Organizational Meeting of Council**

1. The Municipal Secretary shall fix the time and place for the organizational meeting of Town Council.
2. The organizational meeting of the Council shall be held annually, but not later than (2) weeks after the third (3<sup>rd</sup>) Monday of October.  
*Amended August 18, 1997*
3. Every member of Council shall make and subscribe to the official oath prescribed by the Oaths of Office Act before entering on the duties and shall deposit the oath with the Municipal Secretary. A Councillor who has been elected for a four-year term is required to take the oath of office prior to the commencement of that term and does not have to subscribe annually.  
*Section 156, MGA Chapter M-26*
4. Council, at the organizational meeting, shall elect one of its members for a term set out by Council, as Deputy Mayor, who in the absence of the Mayor, has all the powers of Mayor and shall perform all the duties of the Mayor. When both the Mayor and the Deputy Mayor, through illness, absence or other cause, are unable or unwilling to perform the duties of the office, the Council may appoint an Acting Mayor, who shall hold office for such time as the Council may fix and has all the powers and shall perform all the duties of the Mayor during that time.
5. Other usual business conducted at the organizational meeting may include the establishment or confirming of date, time and place of regular meetings.
6. Council, at the organizational meeting, shall appoint members to act on committees, commissions, boards and other bodies on which Council is entitled to representation and appoint signing authorities.

# **Procedures of Council in Accordance with the Municipal Government Act (continued)**

## **Committee Appointments**

All appointments of Council members to act on committees, commissions, boards and other bodies on which Council is entitled to representation, shall be made yearly at the organizational meeting, excepting that Council retains the right to make such appointments at any time during the year, whenever the need so requires in the opinion of council.

## **Regular Meetings**

The Council shall hold as many meetings as are considered necessary to adequately deal with the business of the municipality.

Council shall hold it's meeting openly and no person shall be excluded there from except for improper conduct.

Council, by resolution, may exclude any person when they adjourn into committee meeting of the whole, but Council have no authority to pass a Resolution or Bylaw when in a committee meeting of the whole, other than the Resolution to revert back to an open meeting.

*Section 197, MGA Chapter M-26*

## **Special Meetings**

Written notice of a special meeting stating the time and place at which it is to be held and stating in general terms the nature of the business to be transacted thereat shall be given to each Councillor at his residence or place of business, not less than 24 hours prior to the meeting.

The Mayor may call a special meeting of the Council on any shorter notice, either oral or written, that he considers sufficient; however, no such special meeting may be held until at least 2/3 of the members of the Council give their consent in writing, by signing a waiver of notice of a special meeting of council, prior to the commencement of the meeting.

No business other than that stated in the notice shall be transacted at any special meeting of council, unless all the members of the Council are present, in which case, by unanimous consent, any other business may be transacted.

*Section 194, MGA Chapter M-26*

# **Procedures of Council in Accordance with the Municipal Government Act (continued)**

## **Standing or special committees**

The Council may appoint standing or special committee consisting of one or more of its members and may delegate to any such committee:

1. Any matter for consideration or inquiry, and
2. Any of the duties and powers imposed and conferred on the Council by the Municipal Government Act, except the power to borrow money, pass a Bylaw, or enter into a contract.

All committees shall be appointed on motion of a member, by consent of a majority of the Council, and any member of the Council may be placed on a committee notwithstanding the absence of such member at the time of his being named upon such committee.

## **Public Meeting**

The electors may petition the Mayor for the calling of a public meeting of the electors of the municipality.

When the Mayor receives such valid petition in accordance with Section 222-226 of the Municipal Government Act, he shall within thirty days of receipt of the petition call a public meeting of the electors for the discussion of the municipal affairs or any other matter relating thereto.

The notice of public meeting is to be advertised at least once per week for two consecutive weeks in at least one newspaper or mailed or delivered to every residence in the area

*Section 606, MGA, Chapter M-26.*

## **Jurisdiction of Council**

The jurisdiction of Council is confined to the corporate limits of their municipality and to any property owned, controlled or managed by them but which lies outside of their municipality provided, however, that such land which lie outside of their municipality shall be subject to the limitations placed on that property by the municipality in which it is located. Various statutes may allow an extension of this rule in specific cases.

*Section 12, MGA, Chapter M-26.*

# **Procedures of Council in Accordance with the Municipal Government Act (continued)**

## **Action by Bylaw or by Resolution**

Council may exercise and perform its duties and make binding decisions by resolution or by Bylaw.

In every instance, the enabling legislation for the action should be checked to see whether a Bylaw is required and:

- Whether any special notices or advertising must be carried out,
- Whether it requires approval by any other authority.

The terms “resolution” and “motion” are synonymous. A Resolution is an expression of the decision of Council or a directive of council, whereas a Bylaw is a legislative action.

*Act by Bylaw when:*

- Provincial statute specifically requires the action to be approved by Bylaw;
- The action or decision by Council may have to be enforced or defended by a court of law;
- The action to be taken affects the general public or a section of it;
- The action or rules are intended to be of a lasting nature.

## **Voting**

Unless it is otherwise determined by Council in its rules of conduct, a motion submitted to Council does not require a seconder and shall be passed by a majority vote of members present, except for certain matters, which are specified by legislation to require a two-thirds majority or a unanimous vote.

The Mayor, when present, and every Councillor present shall vote on every matter, unless, in specific cases where the Mayor or Councillor is excused by Resolution of Council from voting or unless disqualified from voting by reason of pecuniary interest in the matter in which case he shall not participate in any discussion on the matter.

Whenever any member of Council is excused from voting, the municipal secretary shall record the names of the persons excused and the reason therefore.

## **Procedures of Council in Accordance with the Municipal Government Act (continued)**

The secretary shall, whenever a recorded vote is demanded by a member of Council, record in the minutes the name of each member of Council present and whether the member voted for or against the matter. A recorded vote must be requested after motion and prior to voting. A tie vote shall be deemed to be decided in the negative.

*Sections 185 & 186, MGA, Chapter M-26*

### **Bylaw – Passing of**

A Bylaw requires three separate and distinct readings but not more than two readings may be given at one meeting, unless all members present unanimously agree by Resolution to present it for third reading at the same meeting. Therefore, four separate Resolutions are required, if a Bylaw is to receive three readings at one meeting.

Certain Bylaws, such as ones pertaining to: zoning, long-term money borrowing, road closures, etc., may require advertising and/or approval by other approving authority before Council can finally pass them, as specified by the enabling legislation. Failure to carefully follow set conditions will render the Bylaw invalid.

*Section 606(1), M-26 of MGA*

Every Bylaw, after receiving third reading, shall be signed by the Mayor, or person presiding at the meeting at which the Bylaw was finally passed, and by the municipal secretary, or the person acting as secretary at the time of the meeting, sealed with the seal of the municipality.

*Section 213 (3), M-26. of MGA*

A Bylaw which has received three readings and finally passed can only be amended or repealed by passing another Bylaw with three complete readings. If the Bylaw on original passing required the assent of the electors, then it can only be amended or repealed by again receiving assent of the electors.

*Section 191 (2), M-26, MGA*

All Bylaws shall be filed in a register and indexed so as they can easily be referred to and shall be maintained as a permanent record.

### **Minutes**

It is the duty and responsibility of the municipal secretary to record, without note or comment, all resolutions, decisions and other proceedings of all duly constituted Council meetings.

*Section 208, M-26 of MGA*

## **Procedures of Council in Accordance with the Municipal Government Act (continued)**

The minutes of all Council meetings shall contain:

1. The name of municipality, type of meeting and date, hour and place of meeting
2. Names of every member of Council present at the meeting.
3. Name of presiding officer.
4. Name of the municipal secretary or person acting as secretary.
5. If it is a special meeting, method of giving notice shall be recorded.
6. If a waiver of notice is signed by not less than two-thirds of the total members of Council, the copy of the waiver should be attached to the minutes.

### **Confirmation of Minutes**

Before the confirmation of minutes of any meeting, members of Council should carefully peruse them to ensure that they are correctly recorded.

The minutes of each meeting shall be confirmed or adopted at the next regular meeting of Council. The last page of the minutes of each meeting shall be signed by the Chief Elected Officer or presiding officer and a designated officer (Chief Administrative Officer). It is good practice to have every page initialed by the CEO or presiding officer and CHIEF ADMINISTRATIVE OFFICER. Copies of all Council meetings shall be kept as permanent record of the municipality.

*Section 208 (1), M-26, MGA*

### **Copies of Minutes**

The minutes of all Council meetings, after they have been adopted by the Council, shall, at all reasonable times, be available for inspection by an elector. The municipal secretary shall, within a reasonable time after receiving a request in writing from an elector, furnish him or her with copies of any such minutes at a rate established by Bylaw.

### **Council Pecuniary Interest**

A Councillor, who may have a pecuniary interest, shall so declare his interest before discussion on the question and shall not participate in the debate and voting. In some instances, the Councillor may wish to leave the room. The abstention from voting shall be recorded in the minutes.

*Section 172, M-26, MGA*



## **Town of Sexsmith Bylaw No. 1096**

Please note that Bylaw No. 1096 of the Town of Sexsmith regulates the procedures of the Council in accordance with the preceding sections of the Municipal Government Act.

## **2.8 Public Access to Council Meetings**

### **Policy Statement**

Town Council meetings are open to the public, except for when the meeting is being convened “in camera”. Meeting will go “in camera” by Resolution. When reconvening the regular meeting, another Resolution is required. When a meeting is closed to the public, no Resolution or Bylaw may be passed at the meeting, except a Resolution to revert to a meeting held in public.

*Section 197 (3) Chapter M-26 MGA*

Everyone has a right to be present at Council meetings and Council committee meetings conducted in public, unless the person chairing the meeting expels a person for improper conduct.

*Section 198 Chapter M-26, MGA*

Council, in an effort to give the general public a chance to express their concerns, will allow a 15 minute “Public Session” at Council meetings, prior to any business being discussed. The items brought forward will be for information only and any further follow-up will be brought to the next regular Council meeting.

Delegations wishing to address a specific topic at a meeting must obtain an appointment through the Chief Administrative Officer or office staff by the Thursday morning prior to the next Council meeting. Delegations are limited to 15-30 minutes.

## 2.9 Town Councillor Absenteeism

### Policy Statement

A Councillor is disqualified from Council if he or she is absent from all regular Council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed.

*Section 174 (1) (D), Chapter 26 MGA*

A Councillor is not disqualified by being absent from regular Council meetings if the absence is authorized by a Resolution of Council passed:

1. At any time before the end of the last regular meeting of the Council in one 8-week period, or
2. If there is no other regular meeting of the Council during the 8-week period, at any time before the end of the next regular meeting of the Council.

A Councillor is not considered to be absent from a Council meeting if the Councillor is absent on Council business at the direction of Council.

## **2.10 Sale or Leasing of Land by a Town Councillor to the Town**

### **Policy Statement**

The Town of Sexsmith may lease or purchase land, or an interest therein, from a Town Councillor, providing compliance with the Municipal Government Act, Chapter M-26, Section 170, regarding pecuniary interests of Councillors.

## 2.11 Town Councillor Service Awards

**Date Amended:** April 29, 2009

**Reference:** Resolution 373-11-97, Resolution 152-04-09

### Policy Statement

Town Councillors will receive a suitable gift as a service award, upon leaving Council, upon completion of the following years of service:

4 years	\$150
8 years	\$300
12 years	\$450
16 years	\$600
20 years	\$750

(amounts to be \$150 per term)

## **2.12 Council Service**

### **Town of Sexsmith Past Councils**

**-May 8, 1929-**

Mayor J.N. Olson  
Councillor J.D. McNaughton  
Councillor W.H. MacEwen

**-1930-**

Mayor J.N. Olson  
Councillor J.D. McNaughton  
Councillor W.H. MacEwen

**-1931-**

Mayor J.N. Olson  
Councillor J.D. McNaughton (Elected July 2, 1931)  
Councillor W.H. MacEwen

**-1932-**

Mayor J.N. Olson  
Councillor W.H. MacEwen  
Councillor G.R. Sharpe (Elected February 8, 1932)

**-1933- (Election February 13, 1933)**

Mayor G.R. Sharpe  
Councillor W.H. MacEwen  
Councillor J.A. Weicker  
Councillor J.N. Olson - only listed on March 1, 1933 minutes & not again

**-1934-**

Mayor J.A. Weicker  
Councillor W. Shannon (Elected February 12, 1934)  
Councillor G.R. Sharpe

**-1935-**

Mayor W. Shannon (Elected February 18, 1935)  
Councillor G.R. Sharpe (Elected February 18, 1935)  
Councillor J.A. Weicker

**-1936-**

Mayor G.R. Sharpe  
Councillor W. Shannon  
Councillor J.A. Weicker (Refused from attending Council from March 2-June 1, 1936)

**-1937-**

Mayor J.A. Weicker  
Councillor G.R. Sharpe  
Councillor W. Shannon (Elected February 13, 1937)

**-1938-**

Mayor J.A. Weicker  
Councillor W. Shannon  
Councillor G.R. Sharpe (Elected March 14, 1938)

**-1939-**

Mayor G.R. Sharpe  
Councillor J.A. Weicker (Elected January 27, 1939)  
Councillor W. Shannon

**-1940-**

Mayor G.R. Sharpe  
Councillor W. Shannon (Elected February 1940)  
Councillor J.A. Weicker

**-1941-**

Mayor J.A. Weicker  
Councillor W. Shannon  
Councillor H.M. McMillan (Elected March 3, 1941)

**-1942-**

Mayor McMillan (J.A. Weicker until March 16, 1942, then H.M. McMillan)  
Councillor William Shannon  
Councillor J.A. Weicker

**-1943-**

Mayor H.M. McMillan  
Councillor W. Shannon (Elected February 2, 1943)  
Councillor J.A. Weicker

**-1944-**

Mayor H.M. McMillan (Elected February 7, 1944)  
Councillor J.A. Weicker  
Councillor W. Shannon

**-1945-**

Mayor H.M. McMillan  
Councillor D. Innes (No election mentioned; just shows up in minutes)  
Councillor W. Shannon

**-1946-**

Mayor W.E. McNaughton (Elected February 27, 1946)  
Councillor C. Anderson (No election mentioned; just shows up in minutes)  
Councillor D. Innes

**-1947-**

Mayor W.E. McNaughton  
Councillor C. Anderson (Elected February 1947)

Councillor E. Umbach (Elected September 1947; Innes resigned August 14, 1947)

**-1948-**

Mayor W.E. McNaughton  
Councillor C. Anderson  
Councillor E. Umbach (Elected February 1948)

**-1949-**

Mayor W.E. McNaughton  
Councillor A. Menzies (elected February 1949)  
Councillor C.J. Stojan (Elected February 1949)

**-1950-**

Mayor E. Umbach  
Councillor A. Menzies  
Councillor C.J. Stojan (Elected February 20, 1950)

**-1951-**

Mayor A. Menzies (Elected March 5, 1951)  
Councillor C.J. Leonard (Elected March 5, 1951)  
Councillor C.J. Stojan

**-1952-**

Mayor A. Menzies (Elected March 3, 1952)  
Councillor C.J. Leonard  
Councillor C.J. Stojan

**-1953-**

Mayor A. Menzies  
Councillor C.J. Leonard  
Councillor C.L. Larson (Elected March 9, 1953)

**-1954-**

Mayor J.M. Campbell (Menzies March 28, 1954 but resigned November 4, 1954)  
Councillor A. Menzies  
Councillor N. Demytruk (Elected March 5, 1954)



**-1955-**

Mayor J.M. Campbell  
Councillor Dr. McCrum (Elected March 10, 1954 & resigned March 5, 1956)  
Councillor N. Demytruk

**-1956-**

Mayor J. Stojan (Demytruk elected March 12, 1956; resigned May 3, 1956; then Stojan, then Olson in November 1956)  
Councillor H.M. Olson (Oath of office April 5, 1956)  
Councillor A.E. Hubler

**-1957-**

Mayor H.M. Olson  
Councillor L. Larsen (Oath of Office March 11, 1957)  
Councillor A.F. Hubler (Oath of Office March 11, 1957)

**-1958-**

**(Election on Bylaw # 122 but no results given; following appear)**

Mayor H.M. Olson  
Councillor L. Larsen  
Councillor A.F. Hubler

**-1959- (No Election)**

Mayor H.M. Olson  
Councillor L. Larsen  
Councillor A.F. Hubler

**-1960- (No Election)**

Mayor H.M. Olson (Appointed Mayor November 1, 1960)  
Councillor L. Larsen  
Councillor A.F. Hubler

**-1961- (No Election)**

Mayor H.M. Olson (Re-appointed Mayor October 30, 1961)  
Councillor L. Larsen  
Councillor A.F. Hubler

**-1962-**

Mayor H.M. Olson  
Councillor C.R. Brown (Elected October 29, 1962)(Larsen resigned September , 1962)  
Councillor T.J. Lock

**-1963-**

Mayor C.R. Brown  
Councillor H.L. Gathercole (Official Oath November 14, 1963)  
Councillor Mrs. E. McCrum (Official Oath November 14, 1963)

**-1964-**

Mayor C.R. Brown  
Councillor H.L. Gathercole  
Councillor R.S. Rycroft (Official Oath December 8, 1964)

**-1965-**

Mayor C.R. Brown (Official Oath October 26, 1965)  
Councillor H.L. Gathercole  
Councillor R.S. Rycroft

**-1966-**

Mayor C.R. Brown  
Councillor H.L. Gathercole  
Councillor R.S. Rycroft (Official Oath October 18, 1966)

**-1967-**

Mayor C.R. Brown  
Councillor H.L. Gathercole (Official Oath October 23, 1963)  
Councillor R.S. Rycroft

**-1968-**

Mayor C.R. Brown (Official Oath October 21, 1968)  
Councillor H.L. Gathercole  
Councillor R.S. Rycroft

**-1969-**

Mayor C.R. Brown  
Councillor H.L. Gathercole  
Councillor R.S. Rycroft (Official Oath October 8, 1969)

**-1970-**

Mayor C.R. Brown  
Councillor L. Rode (Official Oath October 22, 1970)  
Councillor R.S. Rycroft

**-1971- (Election for 3-year term)**

Mayor L. Rode (Official Oath October 19, 1971)  
Councillor C. Stojan (Official Oath October 19, 1971)  
Councillor H. Schudlo (Official Oath October 19, 1971)

**-1972-**

Mayor L. Rode  
Councillor C. Stojan  
Councillor H. Schudlo

**-1973-**

Mayor L. Rode  
Councillor C. Stojan  
Councillor H. Schudlo

**-1974- (Election Year)**

Mayor L. Rode (Official Oath October 21, 1974)  
Councillor C. Stojan (Official Oath October 21, 1974)  
Councillor B. Palser (Official Oath October 21, 1974)

**-1975-**

Mayor L. Rode  
Councillor C. Stojan  
Councillor I. Badger (Official Oath April 10, 1975)  
Councillor J. Lanigan (Official Oath April 10, 1975)  
Councillor H. Nordmark (Official Oath April 10, 1975)

**-1976-**

Mayor L. Rode  
Councillor C. Stojan  
Councillor I. Badger  
Councillor J. Lanigan  
Councillor H. Nordmark

**-1977- (Election Year)**

Mayor C. Stojan (Official Oath November 1, 1977)  
Councillor N. Holscher (Official Oath November 1, 1977)  
Councillor H. Nordmark (Official Oath November 1, 1977)  
Councillor W. Pratt (Official Oath November 1, 1977)  
Councillor J. Shannon (Official Oath November 1, 1977)

**-1978-**

Mayor C. Stojan  
Councillor N. Holscher  
Councillor H. Nordmark (Retired September 12, 1978)  
Councillor J. Lock (Official Oath November 14, 1978)  
Councillor W. Pratt  
Councillor J. Shannon

**-1979- Town Status, October 15, 1979**

Mayor J. Lock  
Councillor N. Holscher  
Councillor C. Stojan  
Councillor W. Paszkowski (Official Oath March 26, 1979, Pratt returned February 14, 1979)  
Councillor J. Shannon

**-1980-**

**Village Council Jan, 1980**

Mayor C. Stojan  
Councillor N. Holscher  
Councillor J. Lock  
Councillor W. Paszkowski  
Councillor J. Shannon

**Town Election Feb. 1980**

Mayor J. Lock  
Councillor J. Feeney  
Councillor H.J. Shields  
Councillor L.W. Wold  
Councillor W. Paszkowski

**Town Election Oct. 1980**

Mayor R.S. Rycroft  
Councillor J. Feeney  
Councillor B. Beck  
Councillor J. Braseth  
Councillor B. Gaunt  
Councillor W. Paszkowski  
Councillor J. Shannon

**-1981-**

Mayor R.S. Rycroft  
Councillor J. Feeney  
Councillor B. Beck  
Councillor J. Braseth  
Councillor B. Gaunt  
Councillor W. Klimp  
Councillor W. Paszkowski

**-1982-**

Mayor R.S. Rycroft  
Councillor J. Feeney  
Councillor B. Beck  
Councillor J. Braseth  
Councillor B. Gaunt  
Councillor W. Klimp  
Councillor W. Paszkowski

**-1983- (Election Year)**

Mayor W. Paszkowski  
Councillor B. Beck  
Councillor J. Braseth  
Councillor R. Balisky  
Councillor T. Doris  
Councillor T. Wessels  
Councillor R. Zahara

**-1984-**

Mayor W. Paszkowski  
Councillor B. Beck  
Councillor J. Braseth  
Councillor R. Balisky  
Councillor T. Doris  
Councillor T. Wessels  
Councillor R. Zahara

**-1985-**

Mayor W. Paszkowski  
Councillor B. Beck  
Councillor J. Braseth  
Councillor R. Balisky  
Councillor T. Doris  
Councillor T. Wessels  
Councillor R. Zahara

**-1986- (Election Year)**

Mayor W. Paszkowski  
Councillor J. Braseth  
Councillor R. Balisky  
Councillor T. Wessels  
Councillor R. Zahara  
Councillor J. Gorman  
Councillor H. McPherson

**-1987-**

Mayor W. Paszkowski  
Councillor J. Braseth  
Councillor R. Balisky  
Councillor T. Wessels  
Councillor R. Zahara  
Councillor J. Gorman  
Councillor H. McPherson

**-1988-**

Mayor W. Paszkowski  
Councillor J. Braseth  
Councillor R. Balisky  
Councillor T. Wessels  
Councillor R. Zahara  
Councillor J. Gorman  
Councillor H. McPherson

**-1989- (Election Year)**

Mayor R. Balisky  
Councillor B. Beck  
Councillor D. Jickling  
Councillor C. Lang  
Councillor K. Langstaff  
Councillor N. LeClerc  
Councillor M. Mielke

**-1990-**

Mayor R. Balisky  
Councillor Partington  
Councillor D. Jickling  
Councillor C. Lang  
Councillor K. Langstaff  
Councillor B. Zahara  
Councillor M. Mielke

**-1991-**

Mayor R. Balisky  
Councillor Partington  
Councillor D. Jickling  
Councillor C. Lang  
Councillor L. Partington  
Councillor B. Zahara  
Councillor M. Mielke

**-1992- (Election Year)**

Mayor R. Zahara  
Councillor R. McDonald  
Councillor D. Jickling  
Councillor M. Foat  
Councillor L. Partington  
Councillor C. Lang  
Councillor M. Mielke

**-1993-**

Mayor R. Zahara  
Councillor R. McDonald  
Councillor D. Jickling  
Councillor M. Foat  
Councillor L. Partington  
Councillor C. Lang  
Councillor M. Mielke

**-1994-**

Mayor R. Zahara  
Councillor R. McDonald  
Councillor D. Jickling  
Councillor M. Foat  
Councillor L. Partington  
Councillor C. Lang  
Councillor M. Mielke

**-1995- (Election Year)**

Mayor R. Zahara  
Councillor E. Botheras  
Councillor D. Jickling  
Councillor C. Lagace  
Councillor R. MacDonald  
Councillor T. Lappenbush  
Councillor R. Sakundiak

**-1996-**

Mayor R. Zahara  
Councillor E. Botheras  
Councillor D. Jickling  
Councillor C. Lagace  
Councillor R. MacDonald  
Councillor T. Lappenbush  
Councillor R. Sakundiak

**-1997-**

Mayor R. Zahara  
Councillor E. Botheras  
Councillor D. Jickling  
Councillor C. Lagace  
Councillor R. MacDonald  
Councillor T. Lappenbush  
Councillor R. Sakundiak

**-1998- (Election Year)**

Mayor B. Thoreson  
Councillor N. Parchewsky  
Councillor M. Barnfield  
Councillor J. Lupo  
Councillor C. Sheehan  
Councillor T. Lappenbush  
Councillor H. Jantz

**-1999-**

Mayor B. Thoreson  
Councillor N. Parchewsky  
Councillor M. Barnfield  
Councillor J. Lupo  
Councillor C. Sheehan  
Councillor T. Lappenbush  
Councillor H. Jantz

**-2000-**

Mayor B. Thoreson  
Councillor M. Barnfield  
Councillor J. Lupo  
Councillor C. Sheehan  
Councillor T. Lappenbush  
Councillor H. Jantz  
Councillor N. Parchewsky resigned May 1, 2000

**-2001- (Election Year)**

Mayor R. Rycroft  
Councillor D. Jickling  
Councillor T. Lappenbush  
Councillor C. Lagace  
Councillor L. Rorem  
Councillor R. Hall  
Councillor M. Barnfield

**-2002-**

Mayor R. Rycroft  
Councillor D. Jickling  
Councillor T. Lappenbush  
Councillor C. Lagace  
Councillor L. Rorem  
Councillor R. Hall  
Councillor M. Barnfield

**-2003-**

Mayor R. Rycroft  
Councillor D. Jickling  
Councillor T. Lappenbush  
Councillor C. Lagace  
Councillor L. Rorem  
Councillor R. Hall  
Councillor M. Barnfield

**-2004- (Election Year)**

Mayor R. Rycroft  
Councillor D. Jickling  
Councillor T. Lappenbush  
Councillor C. Lagace  
Councillor L. Rorem  
Councillor R. Hall  
Councillor M. Barnfield



**-2005-**

Mayor R. Rycroft  
Councillor D. Jickling  
Councillor T. Lappenbush  
Councillor C. Lagace  
Councillor L. Rorem  
Councillor R. Hall  
Councillor M. Barnfield

**-2006-**

Mayor R. Rycroft  
Councillor D. Jickling  
Councillor T. Lappenbush  
Councillor C. Lagace  
Councillor L. Rorem  
Councillor R. Hall  
Councillor M. Barnfield

**-2007- (Election Year)**

Mayor C. Lagace  
Councillor D. Jickling  
Councillor B. Sparks  
Councillor J. Siggelkow  
Councillor I. Skjaveland  
Councillor R. Sakundiak  
Councillor M. Barnfield

**-2008-**

Mayor C. Lagace  
Councillor D. Jickling  
Councillor B. Sparks  
Councillor J. Siggelkow  
Councillor I. Skjaveland  
Councillor R. Sakundiak  
Councillor M. Barnfield

**-2009-**

Mayor C. Lagace  
Councillor D. Jickling  
Councillor B. Sparks  
Councillor J. Siggelkow  
Councillor I. Skjaveland  
Councillor R. Sakundiak  
Councillor M. Barnfield

**-2010-**

**(Election Year)**

Mayor C. Lagace  
Councillor D. Jickling  
Councillor N. Cooke  
Councillor J. Siggelkow  
Councillor I. Skjaveland  
Councillor R. Sakundiak  
Councillor M. Barnfield

**-2011-**

Mayor C. Lagace  
Councillor D. Jickling  
Councillor N. Cooke  
Councillor J. Siggelkow  
Councillor I. Skjaveland  
Councillor R. Sakundiak  
Councillor M. Barnfield

**-2012-**

Mayor C. Lagace  
Councillor D. Jickling  
Councillor N. Cooke  
Councillor J. Siggelkow  
Councillor I. Skjaveland  
Councillor R. Sakundiak  
Councillor M. Barnfield

**-2013-**

**(Election Year – 4 Year term)**

Mayor C. Lagace  
Councillor B. Black  
Councillor R. Sakundiak  
Councillor J. Siggelkow  
Councillor J. Hack  
Councillor N. Cooke  
Councillor I. Skjaveland

**-2014-**

Mayor C. Lagace  
Councillor B. Black  
Councillor R. Sakundiak  
Councillor J. Siggelkow  
Councillor J. Hack  
Councillor N. Cooke  
Councillor I. Skjaveland

**-2015-**

Mayor C. Lagace  
Councillor B. Black  
Councillor R. Sakundiak  
Councillor J. Siggelkow  
Councillor J. Hack  
Councillor N. Cooke  
Councillor I. Skjaveland  
(Councillor J. Hack Resigned April 13, 2015)  
Councillor C. Froehlick sworn in June 12, 2015

**-2016-**

Mayor C. Lagace  
Councillor B. Black  
Councillor R. Sakundiak  
Councillor J. Siggelkow  
Councillor C. Froehlick  
Councillor N. Cooke  
Councillor I. Skjaveland

**-2017-**

**(Election Year - 4 Year term)**

Mayor C. Lagace  
Councillor B. Black  
Councillor I. Penner  
Councillor J. Siggelkow  
Councillor C. Froehlick  
Councillor K. Potter  
Councillor I. Skjaveland

**-2018- (By-Election)**

Mayor K. Potter  
Councillor B. Black  
Councillor K. Hildebrand  
Councillor J. Siggelkow  
Councillor C. Froehlick  
Councillor D. Stredulinsky  
Councillor I. Skjaveland

**- 2021 -**

Mayor K. Potter  
Councillor B. Black  
Councillor J. Siggelkow  
Councillor D. Bohning  
Councillor C. Froehlick  
Councillor D. Stredulinsky

## **2.13 Annual Council & Staff Christmas Party**

### **Policy Statement**

During the latter part of November or in December of each year a Council and staff Christmas party shall be held.

The date and place of the function shall be determined by administration and approved by Council and the Town shall bear the cost of relevant expenses.

## **2.14 Policy Title**

# **Council Remuneration**

### **Policy Statement**

The Town of Sexsmith uses the payroll program called HRISMyWay which is completed electronically. Council payroll will run from the 25<sup>th</sup> of the month to the 24<sup>th</sup> of the following month with pay being distributed on the 1<sup>st</sup> of every month. Timecards are due by noon on the 25<sup>th</sup> of each month.

### **Timecard Sign Off**

Council timecards will be signed off by the Mayor each month. The Mayor's timecard will be signed off by the CAO of the Town of Sexsmith. In the event the Mayor is unable to sign off on council timecards, the CAO will sign off on all timecards. In the event the CAO is unable to sign off on the Mayor's timecard, the Administrative Supervisor will sign off on the timecard.

## **Meeting Honorarium**

Regular & Special Council Meeting	\$175.00
Mayor or Deputy acting as Chair	\$150.00
Councillor	
(Public Hearing prior to a Council Meeting is considered included in the Council meeting remuneration)	

If meeting extends for more than 3 hours by unanimous resolution an additional fee will be paid for each Councillor/Mayor	\$50.00
---	---------

All Day Meeting (Does not include evening meetings) (Meetings 4 hours or more) (Travel time is not included in the length of meeting)	\$250.00
---	----------

Meetings for 0-2 hours (Includes Evening Meetings)	\$75.00 (\$100.00 after October 20, 2025)
---	---

Meetings for 2-4 hours (Includes evening meetings; Travel time is not included in the length of meeting)	\$125.00 (\$150.00 after October 20, 2025)
---	--

Other Out of Town Meetings (Including conferences, training, conventions, educational seminars, or if representing the Town of Sexsmith at a function – per day – plus travel and expenses as per current policy)	\$250.00
--	----------

Travel starting before noon on a normal work day will constitute a full day rate for “Other Out of Town Meetings” including return travel from meetings.  
Travel starting after noon on a regular work day will constitute half the full day rate for “Other Out of Town Meetings including return travel from meetings.

For meetings outside of the City of Grande Prairie or County of Grande Prairie, travel time can be added to meeting time

### **Monthly Supervision**

Monthly supervision shall include the following:

- Conversations and meetings with residents
- Preparation for meetings (reading agendas & packages)
- Research

Mayor or Deputy acting as Mayor for a month (2 weeks or more will be prorated)	\$750.00 (\$800.00 after October 20, 2025)
---	--

Councillor	\$450.00 (\$500.00 after October 20, 2025)
------------	--

\*Maximum total for meetings for entire day: \$325.00  
(\$350.00 after October 20, 2025)

## Policy Title:

### Council Remuneration (continued)

No remuneration will be paid for:

- Attendance at a social function organized and put on by the Town Council for Town residents.
- Attendance at meetings where Councillors are invited but not expected to attend, unless discretionary assigned annual budget funds are being used.

Discretionary	Mandatory	Recommended
Banquets, awards or Ceremonies Sexsmith	Regular Council Meeting	Municipal Corporate Planning & Finance
Banquets, awards or Ceremonies other regions	Budget Meeting	
Municipal Region Tours	Special Council Called Meeting	
Town Bid Opening	Extended Council meeting (over 4hr)	
Law Seminar	ICF / Regional Meetings	
Webinar	Strategic Planning Meeting	
	Aquatera Shareholder Meeting	
Leaders Caucus	Economic Development meeting of council	
Social / Networking events	In-house Training (council request)	
Leaders of Tomorrow	Events as approved by council	
Conferences (in addition to the two allotted)	Committee Meeting you are assigned to	
	Municipal Elected Officials Course (within 90 days of election or re-election)	
	Orientation Training, Section 201.1 of the MGA (within 90 days of election or re-election)	
	Elected Official Emergency Management Training (within 90 days of election or re-election)	

### Conference – May attend 1 in addition to ABMUNIS Within the Province

Growing the North
Global Leadership Summit
Other applicable conference

**\*\*NOTE: Mandatory & Recommended courses may be subjected to cost restrictions if they are being offered more than 250 kms from Sexsmith one way or 500 kms round trip\*\***

For further information please refer to policy 4.2 Travel and Subsistence and policy 2.15 Meeting Attendance

## 2.15 Meeting Attendance

### *Purpose:*

To establish guidelines for the Elected Officials attending meetings, conferences and workshops.

### *Policy Statement:*

The Town of Sexsmith recognizes that attendance to meetings and conferences are a form of education for Elected Officials. The Town of Sexsmith's current policy on Council attendance at conferences states the following:

As Alberta Municipalities Association is the provincial association for all municipalities and is our body to lobby the government, all members of Council shall attend all Alberta Municipalities conferences. Councillors may attend one conference annually in addition to Alberta Municipalities. Other conferences brought forth by Council for a member to attend, in addition to the two mentioned above, may be attended by Council recommendation only.

### *Guidelines and Procedures:*

1. Elected Officials may attend two conferences annually (must be in Alberta) with Alberta Municipalities being one that is attended.
2. Each councillor will have a budget assigned of \$1500.00 annually. The Mayor will have a budget assigned of \$17,000.00 annually. These funds will be used towards any meeting, conference or workshop that is outside of the regularly scheduled committee meetings and two exempt conferences.
3. This budget would include airfare, mileage, food and lodging associated with the attendance to these meetings, conferences or workshops.
4. All expenses and honorariums will be published quarterly for the councillors and the Mayor. Scheduled meetings of council and committee meetings will be shown separately from the meetings described in # 2.
5. The Mayor will be assigned the arbitrator should any questions arise about the classification of a meeting.
6. Council members will provide an informational report to CAO by email regarding attendance to conferences and discretionary meetings to which the majority of Council did not attend. The CAO will include reports in the agenda package under "Information Items".

For further information please refer to policy 2.14 Council Remuneration and policy 4.2 Payment of Travel & Subsistence.



## **2.16 Round Table Discussion**

Participants are limited to speaking regarding two items with a total time limit of two minutes.

Items of discussion must be of interest to all of Council or the Community as a whole.

Items are to reflect positive feedback.

Items may consist of reports from committee meetings attended.

Items will not consist of operational items.

## **2.17 Cell Phones and Electronic Devices**

### **Purpose:**

To establish guidelines for the use of cell phones & electronic devices during meetings of Council and Committee meetings.

### **Policy Statement:**

The Town of Sexsmith recognizes that cell phones and electronic devices are modern day tools for communication and emergency purposes. The Town of Sexsmith also recognizes that Council meetings should have a focus on conducting the affairs of the Town with minimal disruptions.

### **Guidelines and Procedures:**

1. During Council and Committee meetings, to minimize disruptions from cell phones and electronic devices, all cell phones and electronic devices shall be put in silent mode.
2. Before entering Council chambers, presenters, citizens or delegation appearing before Council will be requested to put cell phones and electronic devices in silent mode.
3. To ensure that the business affairs of the Town are conducted with the utmost focus and protocol Council and Administration must request to leave the meeting if they must take a call in the event of an emergency. If at all possible Councillors and Administration should avoid leaving the meeting to respond to a call.
4. All cell phones and electronic devices brought into the meeting are to be used only for Town business and according to the policy detailed above.

# 2.18 Mandatory Council Benefit Policy

## Policy Statement

The Town of Sexsmith has an elected Mayor and Council (Elected Officials) who will represent the interest of the Town and govern its operations.

## Purpose

The purpose of this policy is to outline the mandatory benefit package available to the Elected Officials, as well as the manner in which benefits will be cost-shared.

## Benefits

When you become a newly elected official you have 60 days to apply for benefits. Benefits are mandatory. You have the option to refuse Extended Health or Dental benefits providing you have proof of benefits elsewhere. The cost for benefits is a 50/50 split between the Town and the Elected Official.

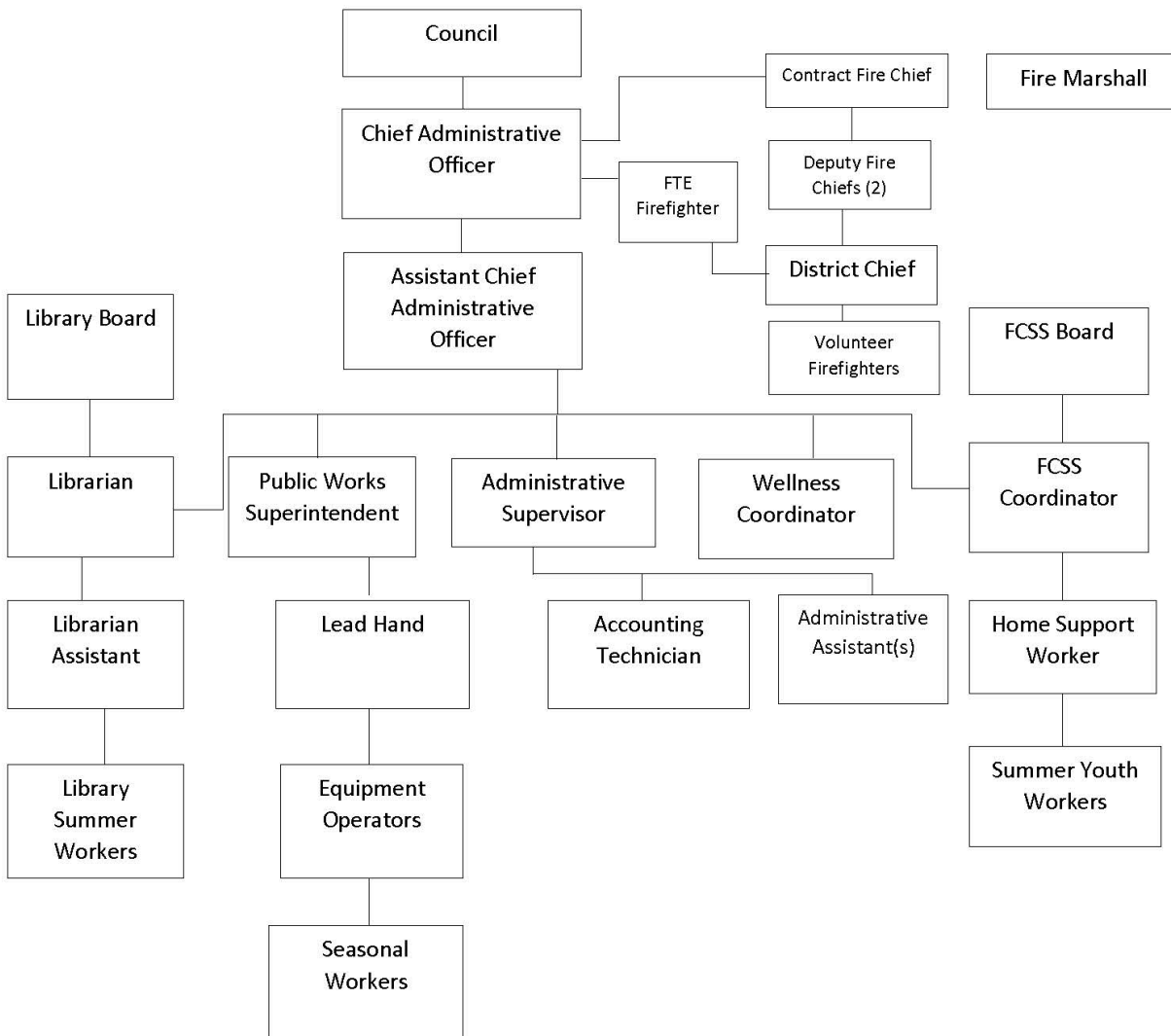
### Town of Sexsmith Benefits

Benefits for Elected Official	Town Portion	Elected Official Portion
Extended Health Care (includes Vision & Travel)	50%	50%
Dental Insurance	50%	50%
Group Life Insurance	50%	50%
Accidental Death	50%	50%
Dependant Life	50%	50%
Employee Assistance Program (EAP)		100%
Optional Benefits (Elected Official Paid)		
Optional Life		100%
Optional Spouse Life		100%
Optional Critical Illness		100%
Guaranteed Critical Illness		100%

## Termination of Benefits

When an election is called any Elected Official, who is not re-elected in the election will have their benefits terminated at midnight on the day the official results are received.

# TOWN OF SEXSMITH ORGANIZATIONAL CHART



# **Town Of Sexsmith**

## **Job Description**

### **3.1 Chief Administrative Officer**

#### **TOWN OF SEXSMITH BYLAW NO. 950**

BEING A BYLAW OF THE TOWN OF SEXSMITH IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF AND TO DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS pursuant to Sexsmith 205, Municipal Government Act, being Chapter M-26, 1, Revised Statutes of Alberta, 2000, every council must establish by bylaw a position of Chief Administrative Officer, and

WHEREAS every Council must appoint one or more persons to carry out the powers duties and functions of the position of Chief Administrative Officer;

NOW THEREFORE the Town Council of the Town of Sexsmith duly assembled hereby enacts as follows:

#### **Definitions**

1. Act shall mean the Municipal Government Act, being chapter M-26. 1, Revised Statutes of Alberta, 2000;
2. "Council" Shall mean the municipal council of the Town of Sexsmith duly assembled and acting as such;
3. "Municipality" shall mean the Town of Sexsmith;
4. "Town" shall mean the Corporation of the Town of Sexsmith and where the context so requires, means the land
5. "CHIEF ADMINISTRATIVE OFFICER" shall mean the person appointed to the position of Chief Administrative Officer for the Municipality of Sexsmith pursuant to the Bylaw
6. "Acting Chief Administrative Officer" shall mean the person appointed to the position of Acting Chief Administrative Officer for the Municipality of Sexsmith pursuant to this Bylaw;

#### **General**

7. This Bylaw may be referred to as the Chief Administrative Officer 's Bylaw"
8. Council hereby establishes the position of Chief Administrative Officer and this position shall be given the title of "Chief Administrative Officer".

## **Town Of Sexsmith**

### **Job Description**

#### **Chief Administrative Officer Con't**

9. Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer and that person shall be called the "Chief Administrative Officer".

#### **Powers, Duties and Functions**

##### **10. The Chief Administrative Officer**

- a. Is the administrative head of the municipality;
- b. Ensures that the policies and programs of the municipality are implemented;
- c. Advises and informs the Council on the operation and affairs of the municipality;
- d. Performs the duties and exercises the powers and functions assigned to the Chief Administrative Officer by this Act and other enactments, or as assigned by Council;
- e. The Council may appoint and Acting Chief Administrative Officer to act during the illness, absence of other incapacity of the Chief Administrative Officer. The Council may be resolution, appoint and acting or interim Chief Administrative Officer who will have all the power, functions and duties of the Chief Administrative Officer while acting in the capacity, unless Council determines otherwise;

##### **11. The Chief Administrative Officer must ensure that:**

- a. All minutes of Council meetings are recorded in English language, without note or comment;
- b. The names of the council members present at the Council meetings are recorded;
- c. The minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
- d. The Bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
- e. The Minister is sent a list of the Council members and any other information the Minister requires within five days after the term of the Council members begin;
- f. The corporate seal, if any, is kept in the custody of the Chief Administrative Officer;

## **Town Of Sexsmith**

### **Job Description**

#### **Chief Administrative Officer Con't**

- g. The revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- h. All money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council.
- i. The accounts of authorized expenditures referred to in section 248 of the Act are paid;
- j. accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for the municipality;
- k. The actual revenues and expenditures of the municipality are compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- l. Money invested by the municipality is invested in accordance with Section 250 of the Act;
- m. Assessments, assessment rolls and tax rolls for the purpose of Parts 9 & 10 of the Act are prepared;
- n. Public auctions held to recover taxes are carried out in accordance with Part 10 of the Act;
- o. Subsection 9(a) to 9(b) apply to the Chief Administrative Officer in respect of Council committees that are carrying out powers, duties or functions delegated to it by Council.

12. A Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this Act or any other enactment or Bylaw to a designated officer or an employee of the municipality.

13. Bylaw No.906 is hereby repealed

**Town Of Sexsmith**  
**Job Description**  
**Chief Administrative Officer Con't**

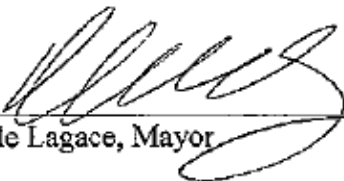
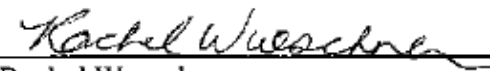
14. The effective date that this Bylaw shall take full force and effect is upon third and final reading.

This Bylaw shall repeal Bylaw No. 906

Read a first time this 21st day of August, 2017.

Read a second time this 21<sup>st</sup> day of August, 2017.

Read a third time and finally passed this 5<sup>th</sup> day of September, 2017.

  
Claude Lagace, Mayor  
Rachel Wueschner  
Chief Administrative Officer



# **Town of Sexsmith**

## **Job Description**

### **Assistant CAO**

#### **Administration**

1. Act in place of CAO when needed.
2. Prepare agenda background and research as assigned by CAO.
3. Bylaw review, recommendation, preparation for council.
4. Share in training opportunities with CAO as needed.
5. Assist Chief Administrative Officer as needed.

#### **Planning and Development**

1. Review applications and issue Development Permits, Subdivision Applications, Land Use Bylaw changes, Compliance Certificates and Rezoning Applications.
2. Process Subdivision, Road Closure, Encroachment, and similar applications.
3. Receive, review, and analyse development related submissions received by the Town and develop recommendations for MPC,
4. Provide for advertising and public engagement as needed or required for the MPC.
5. Frequent public/external contact requiring extensive knowledge and discretion to explain statutory plans and policies and manage multiple stakeholders.
6. Ensure compliance with and enforcement of the provisions of the Towns Land Use Bylaw, Municipal Government Act, Town Bylaws and Policies as they apply to the full range of municipal planning services.
7. Make decisions on development related submissions and present the submissions with the recommendations to the appropriate authority as needed.
8. Conduct site inspections as required.
9. Attend and present at Council meetings, Subdivision Authority meetings, Subdivision and Development Appeal Board meetings and any other meetings as assigned by the CAO.
10. Keep current with knowledge and application of legislation such as the Municipal Government Act and Planning and Development Regulation.
11. Assist in maintaining the GIS system in collaboration with County of Grande Prairie GIS department and other Town staff.
12. Provide information for general inquiries and assistance for applications for development and zoning submissions.
13. Prepare building and other permits: record information in Safety Codes Report and submit quarterly report to Alberta Safety Codes. Forward reports to County of Grande Prairie, prepare monthly Stats Canada Report.
14. Prepare and maintain building, subdivision, and development permit files.

## **Economic Development**

1. Facilitate the development and implementation of Economic Development Plans, programs, strategies, and initiatives to retain, attract and maximize new business and opportunities to the community and region, in concert with other municipal strategies and policies.
2. Compile and update relevant economic data as required, whether it is from Statistics Canada, Province of Alberta or economic development partners and develop a "Community Profile" for distribution to potential investors and researchers.
3. Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities.
4. Secure funding for economic development activities and programs
5. Identify the need for and develop a variety of promotional and marketing tools and community building events to attract new businesses and new residents.
6. Maintain an awareness of regional, provincial, and federal economic planning programs and activities.
7. Develop and maintain active contact with other business and economic development organizations, and government agencies to stay abreast of current programs and services and ensure that the Town's interests are served.
8. Attend and facilitate community meetings, often with Council members, to provide information and updates to the public at large.
9. Prepare a quarterly progress report to be presented at a scheduled economic development summit open to local businesses and the general public.
10. Build and develop relationships with various public and private sector representatives to grow the local economy and support economic goals.
11. Serve as the Economic Development Advisory Committee resource, research and facilitate committee meetings.
12. Other duties as assigned.

# **Town Of Sexsmith**

## **Job Description**

### **Public Works Superintendent**

#### **Position Summary**

Under the direct supervision of the Chief Administrative Officer, the Public Works Superintendent for the Town of Sexsmith is responsible for the supervision of department staff, operation of specified departments and the coordination of daily, monthly, and annual department duties. These duties include all civic Public Works functions, including but not limited to road, utility and facility construction and maintenance.

#### **Annual Budget Preparation**

Responsible for the preparation of annual operating and capital budget for the Public Works Department.

Each annual budget is to be prepared in accordance with guidelines provided by the Chief Administrative Officer and to be based upon not only the immediate department needs, but also future department requirements.

The Public Works Superintendent is responsible for monitoring expenditures throughout the budget year and ensuring that all purchases made are within the current year's budget.

All expenditures for the departments previously listed must be coded and approved by the Public Works Superintendent prior to payment. The superintendent must ensure that all purchases are made within the established policies and guidelines and are followed by department staff. Whenever possible, goods and services are to be purchased locally.

Ensures that long-range projects are planned for and budgeted for accordingly and that adequate equipment and vehicle replacement funds are in place.

#### **Supervision of Staff**

- Responsible for the supervision of all Public Works staff. Ensures that the departments are operated as efficiently and effectively as possible. Make certain that all Public Works staff carry out all assigned duties and present themselves in accordance with the Town of Sexsmith Personnel Policies, Town of Sexsmith Safety Guidelines, Occupational Health & Safety Act, and other pertinent legislation.

## **Town Of Sexsmith**

### **Job Description**

#### **Public Works Superintendent (continued)**

- In consultation with the Chief Administrative Officer, hires and supervises staff and assesses any employment programs that may be of financial assistance. Develops and implements the summer works program.
- It is imperative that the Public Works Superintendent set a good example for working habits and conduct for the Public Works Department staff.

#### **Equipment Operation & Maintenance**

The Public Works Superintendent shall have knowledge and experience to operate all Town owned equipment. The foreman ensures that all staff assigned to operate equipment have the required knowledge and experience to always do so and in a responsible and careful manner.

Is responsible for the upkeep of all equipment and ensures that routine maintenance is carried out on a regular basis. Ensures that preventative measures are a priority to avoid costly major repairs.

#### **Maintenance of Town Property**

Responsible for the maintenance and upkeep of all parks, boulevards, and Town owned property and that it is kept weed free and well-groomed at all times.

Building maintenance, and security

Plans the summer works program and ensures that all projects are carried out in an efficient and cost-effective manner.

Monthly safety inspections of buildings, parks, and full annual review and repair and maintenance of noted deficiencies.

#### **Roads, Streets, Storm water infrastructure.**

Responsible for the upkeep of all roads, streets and sidewalks, and storm water infrastructure within the Town boundaries, which includes, but is not limited to snow plowing, sweeping, grading, and gravelling, where required, painting of curbs and crosswalks, tarring of cracks, patching of pavement/potholes and replacement of sidewalk, repair of trip hazards. Develops and implements long range paving requirements and sidewalk replacements, complete with budget estimates.

Ensures that signage installation, replacement or repair is carried out in a timely manner. The installation of new signs must be in accordance with established Bylaws.

## **Town Of Sexsmith**

### **Job Description**

#### **Public Works Superintendent (continued)**

taking into consideration potential liabilities and safety concerns and carried out in consultation with the Chief Administrative Officer.

#### **Administration**

Submits monthly reports for town Council meetings.

Prepare in long-term planning for the Public Works department.

Conducts annual performance reviews for all staff under his/her supervision and ensures that goals and objectives are established for the employee and the department.

Provides recommendations for the development and amendments of policies, procedures, and Bylaws as they pertain to the Public Works department.

Make budget recommendations based on the Tender Policy and work with CAO to (prepare estimates) to provide recommendations to council on projects and purchasing.

Keep CAO apprised of operations that may be of concern or create future issues.

#### **Parks**

Supervises all parks staff.

Ensures that all park and playground equipment is properly maintained at all times and that all grounds are kept groomed and fences are kept in good repair. Ensures that the parks and playgrounds have proper fences and signage.

#### **Ball Diamonds**

Responsible for the annual maintenance of all Town owned ball diamonds. Develops a program for upgrading and enhancement as budget allows.

#### **Other**

The Public Works Superintendent must have, at all times, a valid Class 3 driver's license, with endorsement Q (air brakes).

At the discretion of the Chief Administrative Officer, the Public Works Superintendent may attend workshops, seminars or upgrading programs in order to receive the certification necessary to perform the functions required in this position. Application for attendance at any workshop, course, symposium, seminar, or convention for 3 days or more shall be made in writing to the CAO to obtain council approval.

Collaborate with various Town departments/user groups on projects as needed.

The Public Works Foreman may be required from time to time to perform other related duties and tasks as assigned by the Chief Administrative Officer or designate in the absence of the manager.

Respond to resident inquiries and concerns.

Provide timely information to Administration for social media updates

# **Town Of Sexsmith**

## **Job Description**

### **Public Works Lead Hand**

#### **Position Summary**

Under the direct supervision of the Public Works Superintendent, the Lead Hand works as a full time equipment operator and collaborates with the Superintendent on day to day operations of the Town. These duties include all civic public works functions, including, but not limited to road, facility and equipment maintenance (change oil, greasing and change a leaking hose). He steps into the main supervisory role when the Superintendent is absent (e.g. vacation, sick).

#### **Equipment Operation**

- The Lead Hand must have, at all times, a valid Class 3 driver's license, with Q endorsement (air brakes)
- The Lead Hand shall have knowledge and experience to operate all Town-owned equipment including, but not limited to: grader, loader, backhoe, skid-steer, gravel truck, snow blower, flusher truck, bucket truck, sand truck, street sweeper, line painter & mowers
- Operators may be generally assigned to one type of equipment but may operate other equipment from time to time for cross training other staff members.

#### **Scope of Work**

Works with other Public Works staff to complete projects:

- Operate and assist on road reconstruction projects
- Assist with crack filling, pavement patching, line painting, street sweeping and traffic control – i.e signage & barricades
- Operate equipment and labor on graveling/ grading projects
- Installation & maintenance (steaming) of culverts
- Operate Town gravel trucks for the purposes of hauling gravel, sand, ice control and snow
- Responsible for lawn maintenance
- Responsible for snow removal (streets, parking lots, walking trails, sidewalks, skating rinks)
- Responsible for flooding rinks
- Responsible for hanging Christmas lights, flags and banners
- Responsible for the maintenance and repair of signs, snow fence, guard rails, cable gates and P gates
- Responsible for the safe operation and minor maintenance of Town equipment; being aware of and adhering to all safety requirements of the Town and Occupational Health and Safety
- Adhere to all Town policies and procedures, and as part of a team effort, make recommendations for change, additions or deletions as required
- Prepare all paperwork as required – timesheets, sanding logs, maintenance logs, truck logs, fuel logs

## **Other**

- The Lead Hand shall maintain a knowledge of all Town-owned buildings and be familiar with the operation of same
- Required to work overtime as operationally necessary during extreme weather conditions, disasters and emergency situations
- Works with staff members to ensure monthly/annual safety checks are completed.
- Participate in safety meetings.
- The Lead Hand may be required, from time to time, to perform other related duties and tasks assigned by the Superintendent or CAO

## **Supervisory Role**

When the Superintendent is absent, the Lead Hand, working as directed by the Superintendent & CAO, is responsible for:

- Keep the Chief Administrative Officer apprised of operations that may be of concern
- the supervision of the department staff and delegating of duties
- day to day prioritizing and scheduling of work load
- overseeing equipment & vehicle maintenance
- working with contractors
- trouble shooting, dealing with resident complaints, inquiries and concerns
- collaborate with other departments of the Town as needed

## **Beneficial Trades**

- Mechanic
- Welder
- Electrical
- Carpenter
- Plumber
- Safety Coordinator
- IT (Information Technology)

# **Town Of Sexsmith**

## **Job Description**

### **Public Works Equipment Operator**

#### **Position Summary**

Under the direct supervision of the Public Works Superintendent, the Equipment Operator works as a full-time equipment operator and laborer in the day-to-day operations of the Town. The duties include all civic public works functions, including, but not limited to road, facility, and equipment maintenance (change oil, greasing and change leaking hoses & sharpening blades).

#### **Equipment Operation**

The Equipment Operator must have, at all times, a valid Class 3 driver's license, with Q endorsement (air brakes) In the case an Operator is hired without a class 3 drivers license & Q they must obtain it during the 6-month probation period or they may not pass the probation period

- The Equipment Operator shall have or be working towards having knowledge and experience to operate all Town-owned equipment (including, but not limited to: grader, loader, backhoe, skid-steer, gravel truck, snow blower, flusher truck, bucket truck, sand truck, street sweeper, line painter, mowers) as directed by the Superintendent
- Operators may be generally assigned to one type of equipment but may operate other equipment from time to time for cross training other staff members

#### **Scope of Work**

Works with other Public Works staff to complete projects:

- Operate and assist on road reconstruction projects
- Assist with crack filling, pavement patching, line painting, street sweeping and traffic control – i.e. signage & barricades
- Operate equipment and labor on graveling/ grading projects
- Installation & maintenance (steaming/repairs) of culverts
- Operate Town gravel trucks for the purposes of hauling gravel, sand, ice control and snow
- Responsible for lawn maintenance
- Responsible for snow removal (streets, parking lots, walking trails, sidewalks, skating rinks)
- Responsible for flooding rinks
- Responsible for maintaining and hanging Christmas lights, flags and banners
- Responsible for the maintenance and repair of signs, snow fence, guard rails, cable gates & P gates
- Responsible for the safe operation and minor maintenance of Town equipment; being aware of and adhering to all safety requirements of the Town and Occupational Health and Safety
- Adhere to all Town policies and procedures, and as part of a team effort, make recommendations for change, additions or deletions as required
- Prepare all paperwork as required – timesheets, sanding logs, maintenance logs, truck logs, fuel logs



**Other**

- The Equipment Operator shall maintain a knowledge of all Town-owned buildings and be familiar with the operations of the Town
- Required to work overtime as operationally necessary during extreme weather conditions, disasters and emergency situations
- Works with staff members to ensure monthly/annual safety checks are completed
- Participate in safety meetings
- The Equipment Operator may be required, from time to time, to perform other related duties and tasks as assigned by the Superintendent

**Beneficial Trades**

- Mechanic
- Welder
- Electrical
- Carpenter
- Plumber
- Safety Coordinator
- IT (Information Technology)

# **Town Of Sexsmith**

## **Job Description**

### **Public Works Seasonal Summer**

#### **Position Summary**

Under the direct supervision of the Public Works Superintendent, the Summer Worker works as a full time laborer and mower operator in the day to day operations of the Town. The duties include maintenance of all parks and easements, planting/watering. The duties include with supervision limited to road, and equipment maintenance, change oil, greasing, change a leaking hose and sharpening mower blades.

flowers and flower beds, campground administration and washroom maintenance, as well as assisting other Public Works staff in duties as assigned by the Superintendent.

#### **Equipment Operation**

- The Summer Worker must have, at all times, a valid Class 5 driver's license
- The Summer Worker shall operate ride-on mowers, push mowers, weed whackers, rototiller, water truck & small tractors as directed by the Superintendent
- Summer Workers may be generally assigned to campground maintenance but may be asked to operate other equipment from time to time for cross training other staff members

#### **Other**

- The Summer Worker shall work with other team members to gain knowledge of Town-owned buildings and the operations of the Town
- The Summer Worker will be responsible for the maintenance, repair and painting of picnic tables
- Works with other Public Works staff to complete projects
- Participate in safety meetings
- The Summer Worker may be required, from time to time, to perform other related duties and tasks assigned by the Superintendent

# **Town Of Sexsmith**

# **Job Description**

## **Public Works Seasonal Operator**

### **Position Summary**

Under the direct supervision of the Public Works Superintendent, the Winter Worker works on a call-in basis as laborer and/or snow removal equipment operator in the day to day operations of the Town. The duties include removing snow and ice from sidewalks and around Town-owned buildings and salting as required. As well, the Winter Worker may be asked to assist Public Works staff in street snow removal duties & in flooding rinks as required.

### **Equipment Operation**

- The Winter Worker must have, at all times, a valid Class 5 driver's license and a Class 3 with Q endorsement if assisting with street snow removal program
- The Winter Worker may operate skid steer, gravel truck, flusher truck and loader as directed by the Superintendent

### **Other**

- The Winter Worker shall work with other team members to gain knowledge of Town-owned buildings
- Works with other Public Works staff to complete projects
- Participate in safety meetings
- The Winter Worker may be required, from time to time, to perform other related duties and tasks assigned by the Superintendent

## **Town of Sexsmith**

# **Job Description**

## **Administrative Supervisor**

### **Administration**

1. Prepare agenda background and research as requested.
2. Share training opportunities with staff.
3. Assist staff as needed.

### **Computer Operation and Software**

1. Ensure IT personnel keep our computer hardware and software programs up to date.
2. Ensure all staff are trained in the required programs.
3. Liaison for computer hardware and software technical issues for Mayor and Council.
4. Liaison with IT Services for all computerized systems.

### **Payroll**

1. Review monthly payroll to ensure proper deductions are taken.
2. Ensure that all benefits, LAPP, and Revenue Canada payments are completed monthly.
3. Prepare Workers' Compensation Board claims and annual reports.
4. Review paperwork for various special programs (e.g., Summer Student Grant).
5. Review benefits and ensure they are balanced.

### **Financial**

1. Prepare for Auditors.
2. Review reconciled benefits to year end (Dec 31).
3. Review LAPP year-end report (due Jan).
4. Prepare annual WCB reporting (due Feb).
5. Prepare City of Grande Prairie Revenue Sharing (due Aug).
6. Submit quarterly financial reports to Council from management reporter.
7. Prepare and review monthly bank reconciliation with Chief Administrative Officer within 30 days of the last day of the month.
8. Assist with journal entries.
9. Alert department heads monthly of budget variances.
10. Prepare and file quarterly GST Reporting and any associated tasks.

## **Town of Sexsmith**

### **Job Description**

#### **Administrative Supervisor (continued)**

##### **Accounts Receivable**

1. Oversee and maintain policy for proper collection of accounts receivable.
2. Oversee that department heads are informed of any uncollectable from their departments.
3. Review AR listing.

##### **Tax Roll and Assessment**

1. Tax roll updates and maintenance on computer system.
2. Application of penalties on outstanding current taxes receivable.
3. Assessment roll update, balancing tax assessment roll, work in partnership with local and provincial assessors, processing any related assessment notices or advertisements.
4. Enter required taxation data on computer, balance figures, print tax notices.
5. Adjustments and cancellations, as directed by Council.
6. Prepare tax arrears list for Land Titles and prepare for and process tax sales.
7. Review tax installment pre-authorized payment plan as needed.
8. Provide information to landowners and the public, re: taxes and assessment information.
9. Alberta Land Titles updates and processes, including DRRs.

##### **General**

1. Develop and recommend office procedures and practices. Ensure that approved office policies, practices and procedures are understood and followed.
2. Office liaison with municipalities.
3. Answer the telephone as required.
4. Performs other related duties as required.
5. Preserve and destruct specific municipal documents per policy and legislation.
6. Oversee policy manual.
7. Attend various courses to update knowledge of the job.

# **Town of Sexsmith**

## **Job Description**

### **Accounting Technician**

#### **Computer Operation**

1. Work in partnership with software providers re: necessary system program changes and implementation of new programs.

#### **Accounts Payable**

1. Maintenance of computerized accounts payable system.
2. Entry of outstanding invoices into accounts payable system.
3. Coding of expenses.
4. Disbursement of 'quick pay' cheques upon request.

#### **Payroll**

1. Maintenance of computerized payroll system
2. Calculation and disbursement of retroactive salary increases.
3. Implement benefit programs for new employees and administer benefits program for existing staff and council.
4. Payroll and accounting for various special programs (e.g., Summer Student Grant Programs).
5. Prepare Revenue Canada remittances.
6. Maintain and prepare benefit program and Pension Plan remittances monthly, monthly reconciliation and annual LAPP and APEX reports.
7. Prepare payroll for all staff, council and paid volunteers and provide human resources support.
8. Balance benefits monthly and for year end.
9. Prepare discretionary budget reconciliation for council and timesheets to post on website.
10. T4 preparation in consultation with Administrative Supervisor.

#### **Financial**

1. Assist in preparation work for annual audit.
2. Submit monthly budget reports to department heads.
3. Balance all General Ledger accounts in consultation with the Administrative Supervisor.
4. Journal Entries where applicable
5. Proper coding of revenue accounts.
6. Quarterly billing as needed.

## **Town of Sexsmith**

### **Job Description**

#### **Accounting Technician (continued)**

##### **Cash Receipts**

**Serve as the back-up resource for the following activities.**

1. Receive payments and issue receipts as necessary.
2. Issue various licenses (business, animal).
3. Maintain computerized cash receipts system.
4. Weekly bank deposit when required.

##### **Tax Roll and Assessment**

1. Tax roll updates and maintenance on computer system as needed.
2. Administer tax installment pre-authorized payment plan.
3. Provide information to landowners and the public, re: taxes and assessment information.

##### **General**

1. Assist as needed with answering the telephone.
2. Provide assistance and information to general public and Town residents.
3. Filing.
4. Preserve and destruct specific municipal documents per policy.
5. Other various related duties as necessary.
6. Attending various courses to update knowledge of the job.

# **Town Of Sexsmith**

## **Job Description**

### **FCSS/Community Services Co-Ordinator**

#### **FCSS Programming**

1. Promote, supervise, and/or coordinate preventative social services in accordance with the current FCSS Act and Regulation.
2. Provide current and relevant information about social and community services that are accessible to all residents.
3. Work with community organizations to encourage cooperation and collaboration, whenever possible.
4. Employ appropriate planning and research methods to analyze the social needs of the community and keep the Chief Administrative Officer and Town Council informed of such needs.
5. Be an advocate for clients who need assistance finding services.
6. Evaluate externally funded programs to ensure that they are meeting the needs of residents in this community.

#### **Community Services**

1. Co-ordinate and promote community projects, including but not limited to Chautauqua Day, Christmas Hampers, Volunteer acknowledgement, Easter event, seniors' appreciation, Fall event, Christmas Light up, Indigenous Connections.
2. Provide services to the community that allows groups and organizations to publicize their activities and events, including but not limited to:  
  
Newspaper, the Community Directory and social media, Community Newsletter, Community Calendar, Website.
3. Work with community members to evaluate events and ensure that they achieve the highest possible quality.



# **Town Of Sexsmith Job Description FCSS/Community Services Co-Ordinator (continued)**

## **Administration**

1. Submit a proposed budget each year, in early fall, and work with the Council and the Chief Administrative Officer to finalize the budget.
2. Ensure that all internal programs follow approved accounting practices and meet budget requirements.
3. In consultation with Chief Administrative Officer, hires and supervises staff employed in the FCSS Department.
4. Prepare regular (monthly) reports for the FCSS Advisory Board, the Chief Administrative Officer, and Town Council
5. Meet 8-10 times per year with the FCSS Advisory Board to plan and evaluate programming.
6. Be innovative in finding sources of program funding, in addition to provincial and municipal FCSS grants.
7. At the discretion of the Chief Administrative Officer, the FCSS Coordinator may attend workshops, seminars and upgrading programs to receive the certification necessary to perform the functions required in this position. Application for attendance at any workshop, course, symposium, seminar, or convention for 3 days or more shall be made in writing to the CAO to obtain council approval (FCSSAA Conference).
8. Ensure proper safety co-ordination, liability coverage and Alberta Health Service permitting for community events.
9. Safety Committee Chairperson for the Town Staff Joint Health and Safety Committee.
10. Ensure safety protocols are in place and functioning well for Staff.

# **Town of Sexsmith**

## **Library Board Regulations**

### **3.6 Shannon Municipal Library**

Council of the Town of Sexsmith has passed a Bylaw establishing a municipal library board. The municipal library is known as Sexsmith Shannon Library. According to the Libraries Act of Alberta:

1. A municipal board shall consist of not fewer than 5 and no more than 10 members appointed by Council.
2. A person who is an employee of the municipal board is not eligible to be a member of that board.
3. Not more than 2 members of Council may be members of the municipal board.
4. A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.
5. Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
6. When appointments are made in respect of a first municipal board, Council shall, as nearly as may be possible, appoint 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
7. Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.
8. The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may

# **Town of Sexsmith**

## **Library Board Regulations**

### **(continued)**

9. co-operate with other boards and libraries in the provision of those services.
10. A budget shall be submitted to the Council of the municipality.
11. Council may approve the budget in whole or in part.
12. The municipal board shall:
  - a) Keep accounts of its receipts, payments, credits and liabilities;
  - b) Have a person who is not a member of the municipal board and whose qualifications are satisfactory to Council review the accounts each calendar year and prepare a financial report in a form satisfactory to Council; and
  - c) Submit the financial report to Council immediately after its completion.
13. When money is required for the purpose of acquiring real property for the purposes of a building to be used as a municipal library or for erecting, repairing, furnishing and equipping a building to be used as a municipal library, the Council may, at the request of the municipal board, take all steps to furnish the money requested or the portion of it that the Council considers expedient.
14. Money approved by the Council under 12 above, may be borrowed by the Council under the authority of a bylaw and on the security of debentures, which shall be termed "Public Library Debentures".
15. The borrowing of money as in 13 above, is governed by the provisions of the Municipal Government Act Section 241.

# **Town of Sexsmith Library Board Regulations (continued)**

## **Addendum # 1**

### **Policy #300**

### **Personnel Policy**

Date of Approval: November 12, 1997

Heather Lang, Chair

Revised: January 25, 2012

Doris Lines, Chair

Revised February 25, 2015

Elizabeth Bell, Chair

Review by February 2018

- A. Under the Alberta Libraries Act, the Town of Sexsmith Library Board has full management and control of the library. The Board hires a Library Manager to ensure the effective day to day operations of the library.
- B. Benefits and employee policies shall be as set out under the Town of Sexsmith Policy & Procedure Manual and employee benefit package. Some exceptions may be made to the employee policies to better reflect the needs of the Library Board. These exceptions are included in this Personnel Policy.
- C. The interviewing and selection for the position of Library Manager shall be done by committee, made up of the Chief Administrative Officer , Library Board Chair and one other Library Board Trustee. Final approval will be by the Library Board.
- D. The Library Manager is responsible for hiring or dismissal of all other library staff.
- E. The Library Board has the sole authority to dismiss the Library Manager.
- F. Personnel shall be hired on shown interest, have an ability to work well with the public, have good computer skills, with preference being given to those who possess knowledge of library operations.
- G. All personnel records will reside at the Town of Sexsmith administrative offices.
- H. A Personnel Committee appointed by the Board shall carry out a performance appraisal of the Library Manager on an annual basis; the Library Manager shall carry out an annual performance evaluation on other staff. The performance appraisal results shall be forwarded to the Town Administrator.
- I. Grievances – The Library Board adheres to the Grievance Procedure as set out by the Town of Sexsmith with the following exceptions. The grievor will first seek to settle the dispute with the Library Manager. Failing satisfactory settlement, the grievance may be submitted again to the Library Manager with correspondence regarding the grievance copied to the Library Board.

In the event of a meeting being necessary, a three-member committee shall be struck - 1 member selected by the grievor, 1 trustee appointed by the Library Board, and 1 mutually agreed upon arbitrator. Decisions of this committee will be binding upon both parties.

- J. The Library Manager is responsible for scheduling and ensuring that the library is staffed effectively, within the budget approved.
- K. Overtime hours must be approved by the Library Manager and may be banked in accordance with the Town of Sexsmith policy on overtime.

# **Town Of Sexsmith**

## **Job Description**

### **Administrative Assistant to CAO**

#### **The administrative assistant must:**

Type minutes, collate with other material for Council, photocopy, and distribute to all parties concerned.

Post agenda in the Council Chambers window, inside the Town office, on social media and website. Distribute agenda to staff and media agencies.

Prepare Council Chambers for Council meetings and coordinate refreshments.

Draft yearly Council meeting schedule for approval by Council, update webpage with approved Council meeting schedule.

Prepare yearly Council Refreshment schedule and forward to providers.

Prepare correspondence for CAO regarding board and committee appointments and distribute to various committees and boards.

Draft yearly calendar of events and forward to Grande Prairie Tourism, County of Grande Prairie and Discover the Peace as well as posting on website.

Draft Correspondence, etc. generated by Council's Resolutions and at direction given by the Chief Administrative Officer or designate.

Type all manner of documents, i.e.: letters, faxes, brochures, create forms, building and development permits, legal agreements for subdivisions between the builder and the Town, Bylaws, manuals, re-zoning applications.

Prepare for Subdivision and Development advertising with appropriate maps. Send letters to surrounding property owners advising of new development, re-zoning and subdivision applications.

Prepare files and letters for Pet Fancier license and Urban Hen Applications.

## **Town Of Sexsmith**

### **Job Description**

#### **Administrative Assistant to CHIEF ADMINISTRATIVE OFFICER (continued)**

Filing as required.

Assist the Chief Administrative Officer with research of Council minutes, including archives at Public Works.

Organize archived documents stored at Public Works, and vaults. In coordination with administrative supervisor preserve and destruct specific materials per policy and legislation.

Updating the Town's web pages including:

- a) Updating the business directory on the web site as required
- b) Updating Bylaws as changed and update Master Bylaw list, place bylaws in appropriate binders (current, land use, financial or repealed),
- c) Updating web pages of Chautauqua Day, Reverse Santa Parade, seniors' barbeque, youth programs, Christmas in Sexsmith, and Farmers Market.

Manage social media and create posts for Facebook, Instagram, and any other social media communication resources.

Maintain Agreements on shared drive and update master agreement list as required.

Update the TV board monthly with current information.

Coordinate with media regarding content for local paper, Town of Sexsmith advertising page and attend events to take photographs as required.

Update monthly land titles changes, update Microsoft Dynamics with new title and mortgage information and provide list to accounting technician for PAP administration and County Assessment for updating GIS and assessment database.

## **Town Of Sexsmith**

### **Job Description**

#### **Administrative Assistant to CHIEF ADMINISTRATIVE OFFICER**

##### **(continued)**

Register staff and Council for various events as need and make travel and accommodation arrangements.

Organize and arrange for food, venue, decorations etc. for staff and council events.

Assist in preparing monthly and quarterly Building Permit reports to Stats Canada. and Alberta Safety Codes Council.

Prepare agendas and minutes for Municipal Planning Commission meetings as directed by Development Officer and advertise Notice of Decision of Development Authority once development permits have been approved.

Prepare meeting minutes of the Corporate Services Committee and EDAC Committee.

Prepare action list for Council and staff action list and minutes for Management meetings and share action list with remaining staff.

Helping with the front desk, receiving payments, answering phones, and providing assistance to the public.

Answer calls and requests for the Chief Administrative Officer /Assistant CAO, who are frequently tied up in meetings.

Share Chief Administrative Officer 's calendar to be aware of scheduled appointments, meetings, conferences, holidays, etc.

Monitor regulations involved with FOIP and locate applicable section for Closed Session in council agendas.

Assist with Building Permits and updating of permit logs.

Keep up the record of building permits in a permit binder and make it accessible to staff on the shared drive and in paper copy.

Maintain contact list for Council Members and staff.



## **Town Of Sexsmith**

### **Job Description**

#### **Administrative Assistant to CHIEF ADMINISTRATIVE OFFICER (continued)**

Mail outs

Other duties as assigned.

Liaise with advertisers regarding advertising in various publications.

# **Town of Sexsmith**

## **Job Description**

### **Administrative Assistant**

The Administrative Assistant must:

- Be frontline employee with the public.
- Answer a multi-line switchboard.
- Prepare animal licenses application.
- Maintain/update animal license information in Diamond Software.
- Prepare business licenses in January and as needed throughout the year.
- Maintenance of kitchen supplies, office supplies, inventory and appropriate coding to various departments.
- Order maintenance and supplies for all equipment (photocopier, printers, postage machine) including postage.
- Do monthly photocopier readings.
- Maintain paper levels in photocopier and fax machine.
- General filing includes land file maintenance.
- Issue tax certificates
- Prepare cash receipts for customers including telebanking and save electronically.
- Prepare weekly and month-end bank deposits. Daily deposits when cash in drawer exceeds \$1000.
- Monthly accounts receivable Diamond software maintenance.
- Assist with FCSS and Wellness/Farmers Market events as needed.
- Take bookings for ball diamonds.
- Prepare faxes and photocopies for the public.
- Prepare outgoing mail including and get incoming mail daily: date stamp and distribute to various departments,
- Receiving and sending out Purolator for various departments.
- Code incoming mail for accounting if possible
- Update, name, and address changes to tax rolls.
- Monthly Invoicing, Aquatera, Atco Gas, Atco Electric, home support, Public Works, fire call outs, Quarterly invoicing, Sexsmith Medical Clinic, County of Grande Prairie Fuel, Sexsmith Community Centre, yearly invoicing Aquatera Gate way, subdivision and development related invoices, and other invoicing as needed.
- Processing and intake of Fire Permit Applications.
- Maintain copies of current bylaws at the front counter for public distribution.
- Assist with campground registration and payment if necessary.
- Prepare information for businesses regarding advertising on main street sign by July of each year.
- Assist with tax notices, folding, sorting, mailing.
- Decorate office with seasonal office themes.
- Receiving Small Business Tax Deduction Application and forwarding to CAO and Admin Supervisor.

- Receiving Pet Fancier License, Dangerous Goods Traffic Parking Permits, Off-Highway Vehicle Permit, Urban Hen Applications and forward to CAO.
- Processing the rental agreement and damage deposit for renting a cat trap.

# **Town of Sexsmith**

## **Job Description**

### **3.9 Wellness Coordinator**

#### Primary Purpose for the Wellness Coordinator

The Wellness Coordinator works to promote health & wellness in Sexsmith through initiatives that serve the community. This position promotes community wellbeing in Sexsmith through these key functions:

- Increasing opportunities for community connections and developing partnerships to promote community wellbeing;
- Enhancing opportunities for community wellbeing such as active living, healthy eating and community connectedness;
- Assisting in the development of environments within our community supportive of healthy living; and
- Advocating for the wellbeing of the community of Sexsmith, advising Council and other agencies regarding the mandate and objectives related to wellbeing.

#### Key Responsibilities of the Wellness Coordinator

Duties of the Wellness Coordinator include, but are not limited, to:

##### General:

- Serving as the Coordinator of the Sexsmith Wellness Coalition and the Coalition's events & programs.
- Planning, development, implementation and assessment of health promotion initiatives.
- Facilitating the sharing of resources and information where possible and acting as a resource to the community. Strategies include education, advocacy, resource management, skill development, research, evaluation, social marketing, community development, public relations and policy development.
- Management of Community events or assisting in the coordination of Community events as needed.
- Serving as a representative for the Town on the Grande Prairie Regional Recreation Committee as needed.
- Attending to and directing to appropriate staff, members of the public entering the building when other front-end staff not available.
- Being innovative in finding sources of program funding and applying for this funding on behalf of the Town and adhering to funding requirements including but not limited to final reporting.

**Town Of Sexsmith**  
**Job Description**  
**Wellness Coordinator (continued)**

- Working with and collaborating with departments of the Town as needed in the performance of duties.
- Preparing regular (monthly) reports for the Sexsmith Wellness Coalition, Chief Administrative Officer and Town Council.
- In consultation with the Chief Administrative Officer, hiring and supervising staff employed or contracted for wellness programming.

**Financial:**

- Ensure that all internal programs follow approved accounting practices and meet budget requirements.
- Submit a proposed budget each year, in November, and work with Council and the Chief Administrative Officer to finalize the budget.

**Other:**

- Respond to media inquiries related to wellness programming, advertise programming and prepare media releases with approval of the Chief Administrative Officer regarding programming as needed.
- Work with Community organizations to encourage cooperation and collaboration, whenever possible.
- Act as the Sexsmith Farmers' Market Manager
- Ensure all programming recognizes and implements the safety standards of the Town.
- Other related duties and tasks as assigned by the Chief Administrative Officer, or designate in the absence of the manager.



## Town of Sexsmith Fire Department

### FTE Firefighter 1 Job Description

#### **A. IDENTIFICATION:**

POSITION TITLE: FTE Firefighter  
DEPARTMENT: Fire Services  
SUPERVISOR(S): District Fire Chief under direction of the Fire Chief and CAO  
SUPERVISES: Paid Volunteers

#### **B. POSITION PURPOSE**

The FTE firefighter is responsible for:

- Directing any deficiencies or requirements to the District Chief or his/her absence the Deputy Chief.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are forwarded to the District Chief in a courteous and expedient manner.
- Performing and possibly directing firefighting, dangerous goods, and rescue activities, determining and making recommendations regarding the necessity for additional apparatus and personnel.
- Directing emergency operations until a transfer of command is established as required.
- Positively lead by example around the fire hall.
- Ensuring clear lines of communication both up and down in the department.
- Planning, directing, and supervising with support from fire administration and subordinate members the activities and training for the department.
- Ensuring that all members adhere to Operational Procedures, policies and processes as established by the Fire Service administration.
- Ensuring that members perform all duties in a safe and effective manner.
- Ensuring the overall morale and wellbeing of all members under their control.
- Ensuring operational/tactical readiness of all equipment and apparatus in the fire hall (all equipment and apparatus put back to a state of readiness after any activity)
- Ensuring that general housekeeping and maintenance is maintained. Ensuring that Fire Hall and all apparatus are maintained and kept in a state of cleanliness. In situations where maintenance is beyond in-house expertise, ensuring that the District Chief is informed.
- Ensuring adequate records are kept of all required maintenance and training in accordance with established record keeping systems.
- Ensuring all reports and inspections guaranteeing conformance with Alberta Transportation regulations, are completed as identified.



## **Town of Sexsmith Fire Department**

### **FTE Firefighter 1 Job Description**

- Using truck check list to ensure truck checks are done after all calls and practices to:
  1. Ensure all equipment is in place.
  2. All equipment is in working order.
  3. All apparatus is operationally/tactically ready.
- Ensuring all records and checklists, once completed are forwarded to the District Chief.
- Ensuring that recruitment and retention of Paid Responders is maintained and if required help in the recruitment process.
- Maintaining an updated roster and informing District Chief of any changes.

#### **C. TRAINING/INSTRUCTION**

- Ensure adherence to all training programs and continued competency requirements.
- Promoting and encouraging attendance for members at practices.
- Encouraging members to make up missed training dates.
- Ensure that identified training shortfalls/gaps are identified to the training officer and District Chief to be added or amended to the training program

#### **D. GENERAL DUTIES AND RESPONSIBILITIES:**

- Provide communication through regular meetings and appropriate delegation of responsibilities.
- Promote effective employee/employer relations.
- Participate and possibly organize and direct activities at fires and emergencies; be available for callbacks to emergencies.
- Keep abreast of changing local conditions and technological changes in firefighting, training, and prevention; including evaluation of new products or processes and recommendations for changes to the provision of services.
- Be a role model in change management and workplace innovation.
- Support, promote and honor the traditions that make the fire service what it is.
- Perform other related work as assigned.

#### **E. TECHNICAL DUTIES AND RESPONSIBILITIES:**

The FTE firefighter is responsible for the Operational Readiness, Training, and Fire Prevention activities of his/her assigned station. Work performance is evaluated in terms of the effectiveness of mentorship and task completion in firefighting and related operations.

- Ensure operational readiness for assigned areas of emergency response to ensure desired outcomes.



## **Town of Sexsmith Fire Department FTE Firefighter 1 Job Description**

- Thorough knowledge of the methods used in combating, extinguishing, and preventing fires and related operations.
  - Thorough knowledge of best practice for the response to medical or pre-hospital care incidents.
  - Participates and potentially organizes and assumes command of firefighting activities and related emergencies as required.
  - Ensures compliance with all operational procedures, policies Acts and regulations.
  - Ensures all required reports and reporting are completed in a timely fashion and forwarded to the District Chiefs Office. Including but not limited to; FIRS, truck checks, maintenance logs and requisition forms.
  - Ensure that all time keeping documents are **correct** and submitted before payroll cut off to ensure Payroll has adequate time to process.
  - Report through chain of command all health and safety incident occurrences to Town of Sexsmith safety and administrative personnel with the submission of an incident report within 24 hours of an incident and assist in the completion of claims as needed.
- 
- Be familiar with the Town of Sexsmith Policy Manual and Safety Program and ensure compliance with these.
  - Potentially sit on the Town of Sexsmith Safety Committee as a representative of the Fire Department.
  - Work closely with Public Works and facilities to ensure the fire hall and grounds are appropriately maintained and secured.

### **F. MINIMUM QUALIFICATIONS:**

- NFPA 1001– Level II
- NFPA 1072- Operations Level
- Valid AB drivers' license Class 5, with Air Brake Endorsement and acceptable driver's abstract
- Acceptable Criminal Records Check
- Recognized Emergency Medical Responder (EMR), Medical First Responder (80 hr program), Advanced First Aid, or higher with valid BLS CPR
- NFPA 1002 – Chapter 4 (Driving) and Chapter 5 (Pump)
- NFPA 1041– Instructor Level I

### **G. QUALIFICATIONS THAT MUST BE OBTAINED WITHIN 1 YEAR OF EMPLOYMENT**

- Class 3 operators license
- Blue Card Incident command online/labs
- NFPA 1002 – Aerial Operations





## Town of Sexsmith Fire Department

### FTE Firefighter 1 Job Description

#### **H. PREFERRED QUALIFICATION**

- Ice Rescue certification
- Basic Fire Safety Codes Officer (Alberta)
- NFPA 1051 – Wild land Fire Fighting
- NFPA 1021 - Fire Officer Level I
- NFPA 1041– Instructor Level II

#### **I. KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to follow direction
  - Leadership, management, motivational and interpersonal skills with ability to use tact, diplomacy, and mature judgment. Able to work effectively with all stakeholders;
  - Ability to evaluate the effectiveness of department programs, develop business plans, correlate development with changing conditions within in the department, and analyze and develop recommendations;
  - Ability to prioritize and organize work assignments and as required, provide effective supervision;
  - Ability to provide leadership, motivation, mentoring and make sound decisions in directing the operations of personnel and equipment under emergency and non-emergency conditions;
  - Ability to apply sound reasoning and judgment to non-standard situations to arrive at new and creative solutions to problems while maintaining safety of crews and personnel;
  - Ability and willingness to work and respond to calls after hours;
  - Ability to successfully complete a physical abilities test and medical;
- 
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act;
  - Ability to comply with records management practices as stated in the Town's Destruction and Preservation of Municipal Records Policy.
  - Strong knowledge of Vector Solutions Learning Management System

Fire administration will provide opportunities for all training requisite to this position to be obtained in a reasonable and attainable timeline.



## Town of Sexsmith Fire Department

### FTE Firefighter 2

### Job Description

#### **A IDENTIFICATION:**

POSITION TITLE: FTE Firefighter

DEPARTMENT: Fire Services

SUPERVISOR(S): Station Captain under direction of the District Fire Chief

#### **B.POSITION PURPOSE**

The FTE firefighter is responsible for:

- Directing any deficiencies or requirements to the station Captain or his/her absence the District Chief.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are forwarded to the District Chief in a courteous and expedient manner.
- Performing and possibly directing firefighting, dangerous goods, and rescue activities, determining and making recommendations regarding the necessity for additional apparatus and personnel.
- Positively lead by example around the fire hall.
- Ensuring clear lines of communication both up and down in the department.
- Support Captain with activities and training for the department.
- Ensuring that all members adhere to Operational Procedures, policies and processes as established by the Fire Service administration.
- Ensuring that members perform all duties in a safe and effective manner.
- Ensuring the overall morale and wellbeing of all members within SFD.
- Ensuring operational/tactical readiness of all equipment and apparatus in the fire hall (all equipment and apparatus are put back to a state of readiness after any activity)
- Ensuring that general housekeeping and maintenance is maintained. Ensuring that Fire Hall and all apparatus are maintained and kept in a state of cleanliness. In situations where maintenance is beyond in-house expertise, ensuring that the Station Captain is informed.
- Ensuring adequate records are kept of all required maintenance and training in accordance with established record keeping management systems.
- Ensuring all reports and inspections guaranteeing conformance with Alberta Transportation regulations, are completed as identified.
- Using truck check list to ensure truck checks are done after all calls and practices to:
  1. Ensure all equipment is in place
  2. All equipment is in working order.
  3. All apparatus is operationally/tactically ready.
- Ensuring all records and checklists, once completed are forwarded to the Station Captain and or District Chief.

- Ensuring that recruitment and retention of Paid Responders is maintained and if required help in the recruitment process.

### **C. TRAINING/INSTRUCTION**

- Ensure adherence to all training programs and continued competency requirements.
- Promoting and encouraging attendance for members at practices.
- Encouraging members to make up missed training dates.
- Ensure that identified training shortfalls/gaps are identified to the Station Captain and or District Chief to be added or amended to the training program

### **D.GENERAL DUTIES AND RESPONSIBILITIES:**

- Provide communication through regular meetings and appropriate delegation of responsibilities.
- Promote effective employee/employer relations.
- Participate, organize and possibly direct activities at fires and emergencies; be available for callbacks to emergencies.
- Keep abreast of changing local conditions and technological changes in firefighting, training, and prevention; including evaluation of new products or processes and recommendations for changes to the provision of services.
- Be a role model in change management and workplace innovation.
- Support, promote and honor the traditions that make the fire service what it is.
- Perform other related work as assigned.

### **E.TECHNICAL DUTIES AND RESPONSIBILITIES:**

The FTE firefighter is responsible for the Operational Readiness, Training, and Fire Prevention activities of his/her assigned station. Work performance is evaluated in terms of the effectiveness of mentorship and task completion in firefighting and related operations.

- Ensure operational readiness for assigned areas of emergency response to ensure desired outcomes.
- Thorough knowledge of the methods used in combating, extinguishing, and preventing fires and related operations.
- Thorough knowledge of best practice for the response to medical or pre-hospital care incidents.
- Participates and potentially organizes and assumes command of firefighting activities and related emergencies as required.
- Ensures compliance with all operational procedures, policies Acts and regulations.
- Ensures all required reports and reporting are completed in a timely fashion and forwarded to the Captains office. Including but not limited to; run sheets, truck checks, maintenance logs and requisition forms.
- Ensure that all time keeping documents are **correct** and submitted before payroll cut off to ensure Payroll has adequate time to process.
- Report through chain of command all health and safety incident occurrences to Town of Sexsmith safety and administrative personnel with the submission of an incident report within 24 hours of an incident and assist in the completion of claims as needed.
- Be familiar with the Town of Sexsmith Policy Manual and Safety Program and ensure compliance with these.

- Potentially sit on the Town of Sexsmith Safety Committee as a representative of the Fire Department.
- Work closely with Public Works and facilities to ensure the fire hall and grounds are appropriately maintained and secured.

#### **F. MINIMUM QUALIFICATIONS:**

- Regional Training Firefighter Series – Interior qualification completed (FF101-401) or equivalent.
- NFPA 1072- Awareness
- Valid AB drivers' license Class 5, with Air Brake Endorsement and acceptable driver's abstract
- Acceptable Criminal Records Check
- Recognized Standard First Aid with BLS CPR
- NFPA 1002 – Chapter 4 (Driving) and Rural pump operations completion

#### **G. QUALIFICATIONS THAT MUST BE OBTAINED WITHIN 1 YEAR OF EMPLOYMENT**

- Class 3 operator's license
- Recognized Emergency Medical Responder (EMR), Medical First Responder (80 hr program), Advanced First Aid, or higher with valid BLS CPR
- Blue Card Incident command online/labs
- NFPA 1001 - Level 2
- NFPA 1072 – DG Operations

#### **H. PREFERRED QUALIFICATION**

- Ice Rescue certification
- NFPA 1002 – Aerial Operations
- NFPA 1051 – Wild land Fire Fighting

#### **I. KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to follow direction
- Leadership, management, motivational and interpersonal skills with ability to use tact, diplomacy, and mature judgment. Able to work effectively with all stakeholders;
- Ability to prioritize and organize work assignments and as required
- Ability to provide leadership, motivation, mentoring and make sound decisions in directing the operations of personnel and equipment under emergency and non-emergency conditions;
- Ability to apply sound reasoning and judgment to non-standard situations to arrive at new and creative solutions to problems while maintaining safety of crews and personnel;
- Ability and willingness to work and respond to calls after hours;
- Ability to successfully complete a physical abilities test and medical;
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act;
- Ability to comply with records management practices as stated in the Town's Destruction and Preservation of Municipal Records Policy.

Fire administration will provide opportunities for all training requisite to this position to be obtained in a reasonable and attainable timeline.

## **4.1 Policy Statement - Report for Council**

Monthly reports for Council shall be presented for a regular Council meeting with the department head responsible

1. FCSS - FCSS Coordinator
2. Public Works -Town Foreman Superintendent
3. Administration - Chief Administrative Officer
4. Financial - Administration Supervisor
5. Fire Department – Fire Chief
6. Library – Librarian
7. Wellness Coordinator

The monthly report shall include a description of activities during the past month, as well as an outline of plans for the present month.

All reports shall be submitted to the Chief Administrative Officer for inclusion in the Council packages. If the department is covered by a Council committee, the reports shall be first submitted for the committee meeting and then passed on to the whole Council with the committee meeting minutes.

Council, from time to time, may request a department head to attend a Council meeting for additional discussion of the department.

## 4.2 Policy Statement

# Payment of Travel and Subsistence

The following payment structure outlines travel expenses and subsistence paid to the Town of Sexsmith employees and Council members while travelling on behalf of the Town.

Where representatives from the Town attend meetings or conferences, from the time of leaving Sexsmith to their return to Sexsmith, they shall be paid for meals, based on receipts, to a maximum of \$65.00 per day.

A representative travelling for short local travel (under 100 KM) may not make a meal expense claim for breakfast and/or dinner unless a business reason is specified on the expense claim sheet. When a representative travels beyond 100 KM, the representative may claim the meal allowance:

- a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
- b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

A representative must not claim a meal allowance if a meal is provided at no cost (including when a meal is included in the expense of airfare), unless the representative declines the meal because of a demonstrated:

- a) dietary restriction; or
- b) business reason.

Accommodation will be reimbursed for actual hotel costs based on single-room occupancy upon presentation of hotel receipts. If arrangements for private accommodation are made, and commercial facilities are not used, an allowance of \$50 per night will be reimbursed without receipts.

Economy class airfare and other expenses, including, reasonable luggage fees, cab fare, parking, and registration fees, if applicable, will be reimbursed based on the actual cost per receipt.

Note that hotel accommodation, airfare and conference registration are typically paid for by the Town using a corporate credit card. Trip cancellation insurance is not an eligible expense for reimbursement for those making their own arrangements.

If a meal is purchased for another person in conjunction with a meeting, reimbursement will be paid for the actual cost of the meal, upon presentation of the receipt. Alcoholic beverages will not be eligible for reimbursement.

If an employee or Council member chooses to travel with their own vehicle where travel could have been accommodated by flying, airfare equivalency will only be eligible for a refund. For

travel to the following major centers, airfare equivalency is to be reimbursed at the following rates (based on round-trip travel):

Edmonton	\$460
*Calgary and Red Deer	520
** Kananaskis, Lake Louise, Banff and Canmore	\$640 (\$520+\$ 120)

\*Reimbursement rate same for Calgary as Red Deer when travelling by your own means of transportation due to closer proximity of Red Deer.

\*\* For Kananaskis, Lake Louise, Banff and Canmore or other destinations that can be reached by airport shuttle, add \$120 cost to the \$520.

For travel to other locations by road, mileage shall be paid at per-kilometer allowance rate effective on the date of the travel as prescribed by the Canada Revenue Agency (CRA).

Travels to the following frequently travelled regional locations from Sexsmith shall be paid at a fixed rate:

<b>Destination</b>	<b>Mileage<sup>2</sup> Allowed</b>	<b>K m / R o u n d T r i p</b>
City of Grande Prairie	\$36	50
Wembley	\$63	88
Beaverlodge	\$92	128
County of Grande Prairie Administration Buildings	\$20	27
Evergreen Park	\$42	59
Spirit River	\$84	118
Hythe	\$77	108
Fairview	\$128	178
Valleyview	\$175	244
Falher	\$216	300
Peace River	\$249	346

When employees who do not reside in Sexsmith travel on official town business, travel shall be calculated using the CRA Government Rates for travel.



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<sup>2</sup> Based on 72 cents per kilometer (Government Rates as of January 2025). Rounded to nearest dollar.

# Town of Sexsmith

## Elected Official's Time Sheet

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

**Mandatory Meetings:**

Date	Location of Meeting	Type/Purpose of Meeting	Rate
		Monthly Supervision	
<b>Mandatory Meetings</b>		<b>Total</b>	\$

**Personal Expense Claim**

Date	Description of Trip & Expenses	Lodging	Meals			Other	Kms Claim	Amount
		Expenses	B	L	D			
<b>Personal Expense Total</b>								\$

**Discretionary Meetings & Related Expenses:**

Date	Location of Meeting	Type/Purpose of Meeting	Rate
<b>Total</b>			\$

**Discretionary Expenses**

Date	Description of Trip & Expenses	Lodging	Meals			Other	Kms Claim	Amount
		Expenses	B	L	D			
<b>Total</b>								\$

Discretionary Expenses Balance is \_\_\_\_\_ as at \_\_\_\_\_, 20\_\_\_\_.

Employee Signature \_\_\_\_\_

## Resolution 075-03-25

When a staff member is away attending a meeting or conference, out of town he/she shall be paid up to \$65.00 per day for meals based on receipts.

A staff member travelling for short local travel (under 100 KM) may not make a meal expense claim for breakfast and/or dinner unless a business reason is specified on the expense claim sheet. When a representative travels beyond 100 KM, the representative may claim the meal allowance:

- a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
- b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

A staff member must not claim a meal allowance if a meal is provided at no cost (including when a meal is included in the expense of airfare), unless the representative declines the meal because of a demonstrated:

- a) dietary restriction; or
- b) business reason.

Reimbursement will also be provided for actual lodging expenses. If a staff member chooses private accommodation, they shall be reimbursed at \$50.00/day. If a meal is purchased for another person in conjunction with the meeting, reimbursement will be paid upon presentation of the receipt for the expense.

### Adopted Remuneration Rates for Council

Per Meeting Rates		All Day Meetings	
Regular Council Meeting:		Meetings 4 hours or more (does not include evening meetings)	\$250
Mayor Deputy Mayor	\$175	Meetings for 2-4 hours (\$150 after Oct 20, 2025)	\$125
Councillor	\$150	Meetings for 0-2 hours (\$100 after Oct 20, 2025)	\$75
Special Council Meeting:		For meetings outside the City of Grande Prairie or County of Grande Prairie, travel time can be added to the meeting time	
Mayor or Deputy Mayor	\$175		
Councillor	\$150	Mileage per/km – as per Federal government rate	
Monthly Supervision		Meeting Extension	\$50
Mayor or Deputy Mayor	\$750	If the meeting extends for more than 3 hours by unanimous resolution an additional fee will be paid for each Councillor/Mayor (if included in the timesheet)	
Councillor (After Oct 20, 2025 Monthly Supervision to increase to \$800 and \$500 respectively)	\$450		
*Maximum total for meetings for entire day: \$325.00 (\$350.00 daily total after October 20, 2025)			

#### Purpose:

To establish guidelines for the Elected Officials attending meetings, conferences and workshops.

#### Policy Statement:

The Town of Sexsmith recognizes that attendance to meetings and conferences are a form of education for Elected

Officials. The Town of Sexsmith's current policy on Council attendance at conferences states the following:  
As Alberta Municipalities Association is the provincial association for all municipalities and is our body to lobby the government, all members of Council shall attend all Alberta Municipalities conferences.  
Councillors may attend one conference annually in addition to Alberta Municipalities. Other conferences brought forth by Council for a member to attend, in addition to the two mentioned above, may be attended by Council recommendation only.

**Guidelines and Procedures:**

1. Elected Officials may attend two conferences annually (must be in Alberta) with Alberta Municipalities being one that is attended.
2. Each Councillor will have a budget assigned of \$1500.00 annually. The Mayor will have a budget assigned of \$17,000.00 annually. These funds will be used towards any meeting, conference or workshop that is outside of the regularly scheduled committee meetings and two exempt conferences.
3. This budget would include airfare, mileage, food and lodging associated with the attendance to these meetings, conferences or workshops.
4. All expenses and honorariums will be published quarterly for the councillors and the Mayor. Scheduled meetings of council and committee meetings will be shown separately from the meetings described in # 2.
5. The Mayor will be assigned the arbitrator should any questions arise about the classification of a meeting.
6. Council members will provide an informational report to CAO by email regarding attendance to conferences and discretionary meetings to which the majority of Council did not attend. The CAO will include reports in the agenda package under "Information Items".

For further information please refer to policy 2.14 Council Remuneration and policy 2.15 Meeting Attendance

# **4.5 Policy Statement**

## **Long Service Awards**

### **Employees and Fire Department Volunteers**

#### **Policy Statement**

The Town of Sexsmith will recognize the significant contributions made by employees and volunteer fire department members by implementing a policy to acknowledge long-term service awards.

#### **Purpose**

To establish guidelines for implementing the Town of Sexsmith's long-term service recognition awards.

#### **Definitions**

For the purposes of this policy:

- (1) "Continuous Service" means continuous full-time or part-time employment with the Town of Sexsmith. Years of continuous service shall be calculated from the commencement date of full-time or part-time employment.
- (2) "Permanent Employee" means a person employed by the Town of Sexsmith who works based on a permanent schedule which may be five days or less per week and is scheduled to work 40 hours or less per week.
- (3) "Fire Department Member" means a person who is employed or who volunteers with Sexsmith's Fire Department.
- (4) "Resignation" means to cease full-time or part-time employment with the Town of Sexsmith or to cease volunteer service with Sexsmith's Fire Department.

#### **LONG-TERM SERVICE RECOGNITION:**

##### **Town Employees**

Long-term service employees will be recognized by presentations of a long-term service certificate and presented with a monetary award in accordance with the following schedule. The value of the award is set according to the number of years of service that the employee has provided to the Town.

- a) For five (5) years of continuous service - \$150.00.
- b) For ten (10) years of continuous service - \$300.00.
- c) For fifteen (15) years of continuous service - \$450.00.
- d) For twenty (20) years of continuous service - \$600.00.
- e) For twenty-five (25) years of continuous service - \$750.00.
- f) For thirty (30) years of continuous service - \$1000.00.
- g) For thirty-five (35) years of continuous service - \$1,250.00

## **Fire Department Members**

Long-term fire department volunteers will be recognized by a presentation of a long-term service award certificate and presented with monetary award in accordance with the following schedule. Upon resignation from the department, anyone who has served the Town of Sexsmith's Fire Department will receive one of the following monetary award:

- a) Up to three (3) years of accumulated service - \$100.00.
- b) Between three (3) and six (6) years of accumulated service - \$200.00.
- c) Between six (6) and nine (9) years of accumulated service - \$300.00.
- d) Between nine (9) and twelve (12) years of accumulated service - \$400.00.
- e) Between twelve (12) and fifteen (15) years of accumulated service - \$500.00.

Long-term service recognition for individuals who are no longer with Town of Sexsmith's Fire Department, will receive their recognition within six (6) months of resigning. Only volunteers that leave in good standing will be considered for recognition.

## **Taxable Benefit**

The monetary value of the long-term service awards shall be stated on volunteers' T4 Statement as a taxable benefit.

## **Post a copy**

Administration will post a copy of the Long-Term Service Awards over 5 years of service at the Town of Sexsmith Office.

## **Timing of Recognition**

Annually by October 31, Administration will create a list of employees and volunteers who meet the criteria and make arrangements for the presentation of these awards by Council.

## 4.6 Policy Statement

### Tender Policy

The following outlines the process required for each type of purchase and/or value of purchase along with minimal approvals required for each. All purchases must be included in the current year's budget.

- The Chief Administrator Officer may approve variations to the process when warranted. Variation is also allowed when Purchase by Negotiation applies or for purchases exempted under trade agreements.
- Department Managers may approve up to \$20,000 if included in the budget or approved by council.
- Where practical, the estimated value of the total purchase shall prevail in determining the process.
- If the item is not in the budget, then it needs to be approved by Town Council prior to purchasing.
- Supervisor includes the Administrative Supervisor
- Department Manager includes the Public Works Superintendent and the Fire Department Chief Administrator.

Types of Purchase	Purchase/Contract Value ( <u>INCLUDING GST</u> )	Process	MINIMUM Approval Required
Operating Goods & Services	Up to \$500	Non-competitive Process <ul style="list-style-type: none"> <li>• Invoice signed off by Supervisor, Department Manager Chief Administrative Officer or Acting Chief Administrative Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Department Manager</li> <li>• Chief Administrative Office or Acting Chief Administrative Office</li> </ul>
Operating Goods & Services	\$501 to \$5,000	Non-competitive Process <ul style="list-style-type: none"> <li>• Direct purchase at discretion of Department Manager</li> <li>• If requesting quotes, simplified, Non-competitive process</li> <li>• Signed purchase order or authorization in writing or by email and attached to the payment of invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Department Manager</li> <li>• Chief Administrative Office or Acting Chief Administrative Office</li> </ul>

Types of Purchase	Purchase/Contract Value ( <u>INCLUDING GST</u> )	Process	MINIMUM Approval Required
Operating & Capital ( <i>excludes construction</i> )	\$5,001 to \$19,999	Non-competitive Process <ul style="list-style-type: none"> <li>• Minimum two quotes</li> <li>• Signed purchase order or authorization in writing or by email and attached to the payment of invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Department Manager</li> <li>• Chief Administrative Office or Acting Chief Administrative Office</li> </ul>
Construction Operating & Capital	\$20,000 up to and including \$49,999	Simplified Informal Non-Competitive Process <ul style="list-style-type: none"> <li>• Minimum three quotes</li> <li>• Local advertising, may be required</li> <li>• Signed purchase order or authorization in writing or by email and attached to the payment of invoice</li> </ul>	Chief Administrative Office or Acting Chief Administrative Office
Construction, Operating & Capital	\$50,000 up to and including \$74,999	<ul style="list-style-type: none"> <li>• Informal, Competitive Process</li> <li>• Minimum three quotes</li> <li>• If complex, highly technical or politically sensitive, then Informal Competitive” method and local advertising, Required</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Administrative Office or Acting Chief Administrative Office Town Council (If not included in budget or by resolution of council)</li> </ul>
Construction, Operating & Capital	\$75,000 and over	Formal, Competitive Process <ul style="list-style-type: none"> <li>• Formal tender, RFQ or RFP in compliance with trade agreements unless exempt under these agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Town Council</li> </ul>



Term/Acronym	Definition
Direct Purchase	Direct Purchase – means purchase directly from a specific place or department and no estimates required.
Non-Competitive	Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide the required good or service. There is no requirement to advertise the purchasing opportunity.
Simplified Informal	Simplified, Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide a quote for the operating good or service. They can continue doing this until they have received the required number of quotes as outlined in this Schedule.
Informal, Competitive Process	Informal, Competitive Process - means the appropriate director, manager or their designate(s) must follow one of the competitive processes There is a requirement to advertise locally. There is no requirement to advertise at the provincial or national level.
Formal, Competitive Process	Formal, Competitive Process – means the appropriate director, manager or their designate(s) must follow one of the competitive processes. In accordance with the Agreement on Internal Trade and the New West Partnership Trade Agreement they must also advertise using the appropriate national online bid solicitation posting mechanism
RFP	This is used for complex requirements, involving both a mandatory and point rated technical evaluation as well as evaluation on price, for goods, services or both (including construction and software). Multiple methods of selecting a successful Bidder for a Contract are available.
RFQ	used for straightforward requirements, involving evaluation only on price, and allows only for supporting or substantiating documentation along with the pricing information. Used for goods or services. The successful Bidder for award of a Contract is chosen by lowest price

### **PECUNIARY INTEREST**

- No employee of the Town or partnership of which an employee is a member may submit a tender for the supply of goods, services or construction works to the Town.
- Any corporation (other than those whose shares are publicly traded) submitting a tender must disclose the names and number of shares held by any shareholder who is also an employee of the Town
- No employee of any department will make any recommendations about the awarding of any tender or quotation when the employee is a member of the immediate family of any individual who is: submitting the tender; a shareholder or employee of a company submitting the tender; or a member or employee of any partnership submitting the tender.

# **4.7 Policy Statement**

## **Social Media Policy**

### Intent

The Town of Sexsmith strives to maintain a positive image in the community, and has adopted this policy to ensure that Town Personnel are aware of their responsibility to maintain a positive image as a representative of our organization. Town personnel includes: Town of Sexsmith staff members, members of Town departments, Committee members, Contract workers & Council members. Town Personnel that maintain Town of Sexsmith & Town of Sexsmith Departments & personal social media pages (e.g. Face Book, LinkedIn, Blogs, Twitter, Four-Square, etc.) are expected to comply with the guidelines set out within this policy.

We would like to take this time to remind our staff that they continue to act as representatives of this organization outside of regular business hours, and should conduct themselves in a manner that is appropriate.

### Policy

#### **Expectations**

Town of Sexsmith staff members that maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with Town of Sexsmith.

All Town of Sexsmith social media sites shall be (1) approved by the CAO and; (2) administered by those approved as designees by the CAO; (3) all articles and comments on Town of Sexsmith social media sites shall be reviewed and approved by CAO or designate, unless they are to promote Town sanctioned events and local events or to answer standard Town related questions that would normally be dealt with at the front counter or by a telephone call. Any articles and comments that do not easily fit into this description shall be reviewed and approved by the CAO or designate.

All administration on the Town facebook page and other social media pages shall be completed during regular business hours; except in the case of an item of urgent or time sensitive nature and at this time only under the direction or permission of the CAO or designate.

All Town of Sexsmith social media sites shall comply with privacy legislation including but not limited to FOIP – Freedom of Information and Protection of Privacy. Protect your privacy, the privacy of Citizens and information the Town holds.

Do not cite vendors, suppliers, clients, citizens, co-workers or any other stakeholders without their approval. Do not post third party information without permission or license

Where the third party has provided permission, check the permission is broad enough to cover posting to social media. Do not post information online that is unsubstantiated relating to a business or individual. Avoid re-tweeting or commenting on posts and tweets which may be a rumor or confidential relating to a business or individual.

If you identify yourself as a Town employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, citizens and other stakeholders.

Frame any comments or opposing views in a positive manner on Town of Sexsmith social media sites and on any personal sites if you identify yourself as a Town employee.

Add value to the Town of Sexsmith through your interaction. Provide worthwhile information and perspective.

The Town of Sexsmith reserves the right to restrict or remove any content on its social media sites that is deemed in violation of this policy or any applicable law.

Once posted, the Town of Sexsmith **reserves the right to delete submissions** that contain:

1. Vulgar language
2. Personal attacks of any kind
3. Comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation
4. Spam or links to other sites
5. An item clearly off topic
6. An item that advocate illegal activity
7. An item that promotes particular services, products, or political organizations
8. An item that infringes on copyrights or trademarks
9. Personally identifiable medical information
10. Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

Where a staff member uses social media during regular working hours, this use shall not have a negative impact on user productivity or efficiency. Please be advised that excessive use of social media for personal reasons is a misappropriation of municipal tax dollars, and may be subject to disciplinary action.

Use of personal social media may not conflict with any of Town of Sexsmith's existing policies whatsoever. This includes, but is not limited to the Code of Conducts Policy.

All Town of Sexsmith authors and public commentators shall be clearly identified, Anonymous posting shall not be allowed.

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

Posts involving the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential information in the possession of the Town;
- Discriminatory statements or sexual innuendos regarding co-workers, Council, or members of the public; and
- Defamatory statements regarding the Town, its employees, Council, or members of the public.

Where an employee mentions the Town on a personal site, they will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the Town of Sexsmith's positions, strategies, or opinions.

Employees are expected to comport themselves professionally both on and off duty. Where a staff member publicly associates him/herself with the Town, all materials associated with his/her page may reflect on the Town. Please be advised that inappropriate comments, photographs, links, etc. should be avoided.

Town policies governing the use of corporate logos and other branding and identity apply to electronic communications, and only individuals officially designated may “speak” (whether orally or in writing) on the Town’s behalf.

The Town’s systems may not be used for any illegal activity including downloading or distributing pirated software or data.

The Town reserves the right to take disciplinary action against an employee if the employee’s electronic communications violate Town policy.

This policy is not intended to interfere with the private lives of our staff members, or impinge their right to freedom of speech. This policy is designed to ensure that Town of Sexsmith’s image and branding are maintained, and remain impugned.

## **4.8 Policy Statement**

### **Posting of Minutes & Council Highlights Policy**

#### Intent

To provide residents and media with highlights of Council meetings as soon as possible after the Council meeting and prior to the minutes being approved at the next regular Council meeting.

#### Policy

Council meeting highlights will be prepared by the Administrative Assistant to the CAO or designate and posted to the website and Facebook no later than Friday at 4:30 p.m. the week of a Council meeting. The CAO or designate will have reviewed the Council highlights by Friday at noon prior to posting. Approved Council highlights will be submitted to the media no later than Friday at 4:30 p.m. the week of a Council meeting.

Council minutes will be posted to the website after they have been approved at a Council meeting.

## 4.9 Policy Statement

### Public Participation Policy

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

The Town of Sexsmith values public participation and recognize that public participation can improve municipal decision-making that contributes to policies, programs, services and projects. In order to gather public input, the Town of Sexsmith is committed to:

- Providing fair and equitable opportunities for positive contributions from community members and stakeholders;
- Reporting public engagement results and Town of Sexsmith decisions to community members and stakeholders.
- Working together with the public to continuously improve its public participation processes.

Purpose:

The Purpose of this policy is to establish the foundation for the Town of Sexsmith's reasons, guidelines and procedures for conducting public engagement. This policy will apply to both staff and external consultants. There are many reasons why public engagement may be undertaken, but they should all ultimately support a decision-making process for the purpose of:

- Ensuring a well-informed community.
- Creating an environment that encourages community participation.
- Forging a bond of trust and accountability between the Town and the Sexsmith Community.
- Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and

- Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

## **DEFINITIONS**

**“CAO”** means the chief administrative officer of the Municipality or their delegate.

**“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

**“Municipality”** means the Town of Sexsmith

**“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

**“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

**“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

## Policy Responsibilities

### ***Council Responsibilities***

#### ***Council shall:***

- a) review and approve Public Participation Plans developed by the CAO or Designate in accordance with this Policy or as directed by Council;
- b) consider input obtained through Public Participation; and
- c) review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- d) ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;



- e) promote and support Public Participation;
- f) request and review information from the CAO or Designate on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

#### Administration Responsibilities

##### ***CAO or Designate shall:***

- a) in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- b) implement approved Public Participation Plans; and
- c) report the findings of the Public Participation to Council;
- d) consider timing, resources and engagement when developing and modifying Public Participation Plans;
- e) evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- f) communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- g) develop the necessary procedures to implement this Policy;
- h) assess this Policy and make recommendations to Council about the Public Participation and resourcing;

#### **Public Participation Opportunities**

CAO or Designate shall develop and implement a Public Participation Plan in the following circumstances:

- a) when new programs or services are being established;
- b) when existing programs and services are being reviewed;
- c) when gathering input or formulating recommendations with respect to budget;
- d) when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- e) as otherwise directed by Council.

#### **Policy Expectations**

##### ***Legislative and Policy Implications***

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- c) This Policy shall be available for public inspection and may be posted to the Municipality's website.

- d) This Policy will be reviewed at least once every four years.

### ***Public Participation Standards***

- a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b) Public Participation activities will be conducted in a professional and respectful manner.
- c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

### **Public Participation Plans**

When so directed by this Policy or Council, the CAO or Designate shall develop a Public Participation Plan for approval by Council which shall consider the following:

- a) the nature of the matter for which Public Participation is being sought;
- b) the impact of the matter on Municipal Stakeholders;
- c) the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- d) the timing of the decision and time required to gather input;
- e) what information is required, if any, to participate; and
- f) available resources and reasonable costs.

Public Participation Plans will, at minimum, include the following: i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;

- a) identification of which Public Participation Tools will be utilized;
- b) timelines for participation;
- c) information about how input will be used;
- d) the location of information required, if any, to inform the specific Public Participation.

### **Reporting and Evaluation**

Information obtained in Public Participation will be reviewed by CAO or Designate and a report shall be provided to Council.

The report shall include, at minimum, the following:

- a) an overview of the Public Participation Plan and how it was developed;
- b) an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- c) a summary of the input obtained; and
- d) may include recommendations for future Public Participation Plans.

Reports shall be provided to Council for review.

# **4.10 Policy Statement**

## **Economic Development**

### **Advisory Committee (EDAC)**

#### **Terms of Reference**

##### **PURPOSE OF COMMITTEE**

One of the committee's key roles and responsibilities is to recommend an annual Economic Development Plan to Sexsmith Town Council and, upon approval, to monitor and assist in the implementation and execution of that plan.

The Economic Development Plan to be recommended for Council approval should include, but not be limited to:

1. A review of the performance measures and targets established in the previous plan. What was actually achieved in delivering on the key economic development goals and objectives?
2. An assessment of the municipalities' current economic situation and overall business climate. How competitive is the business and investment climate relative to other comparable or competitor municipalities?
3. Recommended actions to ensure the municipality is proactive in responding to emerging economic challenges.
4. Recommended actions that ensure the municipality is well-positioned to take full advantage of new and emerging business development opportunities.
5. Specific action items which further promote and enhance business retention, growth and new business attraction.
6. An outline of the updated plan's specific goals/objectives and related performance measures and targets (must include tangible and measurable goals).
7. A proposed action plan responding to specific issues the Council has asked be reviewed and explored in more detail. This may also involve stakeholder or even broader public consultations, but this will likely depend on the specific issue(s) the Committee has been asked to address.

##### **FUNCTIONAL RESPONSIBILITIES OF COMMITTEE**

- Is an advisory body to Council only, not a decision making body, and reports annually directly to Council.
- Provides broad based community leadership, experience and expertise in helping build and effectively implement the municipalities' Economic and Development Plan.
- The Committee is intended to reflect the diversity of interests and wide range of business, community and expertise available within the region.

- Facilitates an informed discussion of the municipalities' key economic strengths, challenges and opportunities – and the future direction and vision for economic development.
- Oversees and is responsible (accountable) for recommending an Economic and Development Plan, or an annual update to the plan, to Council.
- Monitors, assists and helps guide in the implementation and execution of the plan.
- Identifies specific goals/objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Economic Development Plan as required.
- Responds to specific requests by the Council to review, further consider, advise and/or undertake consultations around a particular economic development issue.
- Promotes and advances sustainable economic development.
- Visibly conveys the ongoing importance of partnerships and alliances in achieving the municipalities' key economic development goals and objectives.

#### Role of Municipal Administration

- The Chief Administrative Officer, Consultant and/or EDO are deemed to be ex-officio and non-voting participants in Committee meetings.
- If the Committee determines that it wishes to pursue a closed session discussion, it may request that all municipal administration (ex-officio and non-voting) participants be excused from the discussion.
- More specifically, the CAO, Consultant and/or EDO shall:
  - a) Assist the Committee in carrying out its primary purpose, role and responsibilities related to economic and community development and the promotion and advancement of economic development within the Town;
  - b) Refer relevant economic development matters to the Committee for its information, review, consideration and/or recommendations;
  - c) Assist the Committee in responding to specific issues that Town Council has requested be reviewed or considered in more detail;
  - d) Prepare agendas, maintain minutes and records, as well as correspondence related to the Committee's ongoing activities;
  - e) Prepare, oversee and advise the Committee on its operating budget – which must also be approved by Council;
  - f) Present interim budgetary updates as requested, or required, by the Committee;
  - g) Assist the Committee in preparing an annual year-end report to Council on the various initiatives and activities it has undertaken;

- h) Administration of the roles, duties and obligations listed in a) to g) above shall be determined in consultation with the Committee and the work shall be delegated at the full discretion of the CAO or designate.

## MEMBERSHIP

The Community Based Economic Development Advisory Committee shall be comprised of a minimum of 4 and up to 7 members, appointed by a resolution of the Sexsmith Town Council. The membership may include:

Voting members:

- 2 Council members, plus one alternate appointed at the annual organizational meeting
- 1 (large) local business member, (2-year term) appointed in odd year
- 1 (small) local business member, (2-year term) appointed in even year
- 1 (home based) local business member, (2-year term) appointed in odd year
- 1 to 2 public at large members, with broad experience in the business community, volunteerism and/or related experience and expertise, (2-year term) appointed in even year

Non Voting members:

- CAO, Consultant, Economic Development Officer

## Terms and Conditions

- Every 2 years committee positions will be advertised for new appointments. Current members will need to re-apply.
- Where a vacancy occurs, other than through the expiration of a term for which the member was appointed, the Council may appoint a successor to fill the vacancy for the remainder of the term.
- If any member is absent from three (3) consecutive meetings, Council may, upon recommendation of the Committee declare the position vacant and appoint a successor to fill the vacancy for the remainder of the term.
- Council may terminate the appointment of any member at any time, primarily upon the recommendation of the Committee and where reasonable cause is demonstrated.
- Committee meeting honorariums of \$75 per meeting are to be paid to members for attending regular and any special meetings of the Committee.
- Any additional expenditures must be approved by Council.
- The recommendation is for the Committee to meet monthly or a minimum of 8 times per year. Additional meetings can be called in consultation with the CAO.
- Meeting dates must be provided to the CAO in September annually for inclusion in committee calendar.
- Meeting cancellations must be received by the CAO 2 weeks prior to a scheduled meeting.
- Meeting cancellations must be made by resolution of Council and advertised to the public.

## Governance and Procedures

- Annually, the Committee shall hold a meeting at which time a Chair and Vice Chair shall be elected from its membership for the ensuing year.
- The Chair and Vice Chair, with approval of the Committee, shall establish (or re-confirm) the operating ground rules for Committee meetings and ensure that these are in accordance with generally accepted standards and practices.
- Special meetings of the Committee may be called by the Chair or Vice-Chair in collaboration with the CAO provided that not less than two (2) full business days and notice is given in writing to each member of the Committee, approved by the majority of Council and the meeting is advertised to the public.
- No regular or special meetings of the Committee shall be convened unless the chair or Vice -Chair is present.
- A quorum for regular and special meetings of the Committee shall not be less than the majority of members (4 member committee is 3 members, 5 member committee is 3 members, 6 member committee is 4 members, 7 member committee is 4 members).
- All voting members shall have equal voting privileges on issues/items where a vote is called, with a simple majority (with quorum) deciding any vote.

#### Mandate Letter

- At its discretion, the Town Council may choose to provide the Committee with an annual mandate letter outlining any specific or additional tasks or work it would like the Committee to undertake.
- The mandate letter would be developed in consultation with the Committee. It would acknowledge the resources available to and within the Committee.
- The presence of a mandate letter would not preclude the Town Council from making additional requests of the Committee at any time during the year. However, an in-year request would also have to acknowledge the capacity of the Committee to undertake or oversee this additional work.

# **4.11 Policy Statement**

## **Staff and Council Apparel Budget**

*Purpose:*

To establish guidelines for Town of Sexsmith Staff and Council to provide an apparel budget to obtain clothing and merchandise with the Town of Sexsmith logo.

*Guidelines for Town Staff:*

Resolution No. 482-09-19 states that all Town employees, beginning in 2020, will be provided with a \$250.00 apparel budget every four years to purchase clothing with the Town of Sexsmith logo.

1. Must be employed with the Town for at least one year.
2. Must be a permanent employee of the Town of Sexsmith at the Administration Building, Public Works, FCSS, Wellness, or Library.
3. Must use the official Town logo on file with a local supplier.
4. If the supplier allows for it, Town Staff may bring in their own apparel to have the logo added to it.
5. Once the item is purchased and received by the employee, the receipt can be submitted to the Accounting Technician for a refund.
6. Alternatively, apparel may be ordered and purchased in bulk by the Town.

*Guidelines for Town Council:*

Resolution No. 484-09-19 states that all Town Council, beginning in 2020, will be provided with a \$250.00 apparel budget within their term to purchase clothing with the Town of Sexsmith logo.

1. Must use the official Town logo on file with a local supplier.
2. If the supplier allows for it, council members may bring in their own apparel to have the logo added to it.
3. Once the item is purchased and received by the Council member, the receipt can be submitted to the Accounting Technician for a refund.
4. Alternatively, apparel may be ordered and purchased in bulk by the Town.

Staff and Council are encouraged to wear clothing bearing the Town of Sexsmith logo to represent the Town at events related to municipal work.



# 4.12 Policy Statement

## Nuisance & Unsightly Premises

In accordance with the Municipal Government Act, Sections 3(c), 7(c) and (i) and Part 13, Division 4 (Enforcement of Municipal Law).

Purpose:

To establish procedures and provide guidelines for the application and enforcement of the Town's Nuisance & Unsightly Premises Bylaw No. 998.

Guidelines:

- In order to provide good government and develop and maintain safe and viable communities, Council has enacted the Nuisance and Unsightly Premises Bylaw (the "Bylaw").
- The Bylaw shall be applied and enforced in accordance with this Policy, provided however that Council or the CAO or his/her designate may at any authorize a course of action which does not comply with the requirements of this Policy if, in the opinion of Council or the CAO or his/her designate, it is in the public interest and consistent with the Bylaw and *Municipal Government Act* to do so.

Procedures:

- (1) The Town shall investigate written complaints received from the public with respect to alleged contraventions of the Bylaw or dangerous or unsightly properties by inspecting the subject property. Inspections shall be conducted by a Designated Officer of the Town.
- (2) The Designated Officer shall, at the time of an inspection of a property in accordance with this Policy, take photographs of the subject property including photographs of any areas of the property which contravene the Bylaw or *Municipal Government Act* (the "Applicable Requirements").
- (3) All inspections undertaken pursuant to this Bylaw and the Policy shall be conducted in accordance with s. 542 of the *Municipal Government Act*.
- (4) If the Designated Officer determines that a complaint is valid, and there is a breach of the Applicable Requirements:
  - (a) the Designated Officer will issue a verbal warning to the owner and/or occupant of the property requiring that the property be brought into compliance with the Applicable Requirements, and shall identify a date by which compliance is required and that a follow-up inspection will occur after that date; and;

- (b) the Designated Officer may, in addition to the verbal warning referred to herein, provide a written document to the owner and/or occupant identifying the contraventions of the Applicable Requirements, the steps required to bring the property into compliance with the Applicable Requirements, and the date by which compliance is required and that a follow-up inspection will occur after that date.
- (5) Upon expiry of the time for compliance specified in a Warning, the Designated Officer shall conduct a follow-up inspection of the subject property. If the property has not been brought into compliance with the Applicable Requirements the Designated Officer shall send a demand letter in Form "A" attached to the Policy to the owner and/or occupant of the property (a "Demand Letter").
- (6) If a contravention of the Applicable Requirements is not remedied within the time set out in a Demand Letter, the Designated Officer shall issue and deliver:
  - (a) an Order to Remedy to the owner and/or occupant of the subject property in accordance with s. 545 of the *Municipal Government Act* in Form "B" attached to this Policy, and/or;
  - (b) an Order to Remedy to the owner of the subject property in accordance with s. 546 of the *Municipal Government Act* in Form "C" attached to this Policy.
- (7) If the requirements of an Order to Remedy are not complied with within the time specified in the Order, and the appeal period respecting the Order has passed (or, if an appeal has been made, the appeal has been decided and the decision allows the Town to take the action or measures), the Town may enter on to the subject property and take whatever action or measures necessary to bring the property into compliance with the Applicable Requirements in accordance with ss. 549 and/or 550 of the *Municipal Government Act*.
- (8) Notwithstanding Section 7 herein, the Town may apply to the Court of Queen's Bench for an Order pursuant to s. 554 of the *Municipal Government Act* (a "Court Order") with respect to the enforcement of the Order to Remedy if:
  - (a) the costs and expenses of the actions or measures required to bring the subject property into compliance with the Applicable Requirements are anticipated to exceed \$2,500.00 or;
  - (b) in the opinion of the CAO or his/her designate there are circumstances which warrant applying for a Court Order.
- (9) The Town may add the expenses and costs incurred by the Town in accordance with Section 7 herein, or pursuant to a Court Order, to:
  - (a) in the case of an Order to Remedy issued pursuant to s. 545 of the *Municipal Government Act*, the tax roll of the subject property in accordance with s. 553(1)(c) of the *Municipal Government Act*, and;
  - (b) in the case of an Order to Remedy issued pursuant to s. 546 of the *Municipal Government Act*, the tax roll of any property for which the owner of the property

is the assessed person, in accordance with s. 553.1(c) of the *Municipal Government Act*.

(10) Notwithstanding any other provision of this Policy, the CAO or his/her designate may:

- (a) grant or agree to an extension of time for compliance with the requirements of a Warning, Demand Letter, or Order to Remedy issued pursuant to this Policy;
- (b) authorize a Designated Officer to proceed directly and immediately to the issuance of a Demand Letter or Order to Remedy, or proceed immediately to an application for a Court Order if, in the opinion of the CAO or his/her designate, such course of action is warranted.

(11) Nothing in this Policy shall be interpreted from derogating from the Town emergency powers pursuant to s. 551 and 553.1(1)(c) of the *Municipal Government Act*.

(12) In addition to any other process or remedy provided for in this Policy, a Designated Officer may at any time:

- (a) issue a notice of violation under s. 7(i)(vi) of the *Municipal Government Act* allowing payment in the amount specified in the Bylaw in lieu of prosecution for the contravention, and/or;
- (b) issue a violation ticket under the *Provincial Offences Procedures Act*, in which case the specified penalty, if any, shall be the amount specified in the Bylaw.

(13) In addition to written complaints from the public in accordance with Section 1 of this Policy, the Town may investigate alleged contraventions of the Bylaw or dangerous or unsightly properties based on information brought to the attention to the CAO or his/her designate by members of Town Council or administration.

**FORM "A"**

**LETTER**

Date

To: Homeowner Name & Address

Re: **Nuisance or Unsightly Premises, Bylaw No. 998**  
**Roll #**  
**Property Address, Town of Sexsmith**

**WHEREAS** Section 3.1 of Bylaw No. 998, Nuisance & Unsightly Premises Bylaw of the Town of Sexsmith provides:

3.1 The Owner of a Premises shall not cause or permit a Nuisance on the premises;

**AND WHEREAS** Section 2 of this bylaw defines:

- i) **"Nuisance"** means any condition or use of Property which, in the opinion of a Designated Officer, constitutes an unreasonable interference with the use and enjoyment of other Property and may include the physical condition of, a use of, or an emission from, Property or a structure which constitutes an unreasonable interference with the use and enjoyment of other private or public Property, and includes, without limiting the foregoing, an Unsightly Premises;

**AND**

- s) **"Unsightly"** means any Property, whether land, buildings, improvements to lands and buildings, or any other combination of the above which detrimentally affects the proposed amenities, use, value or enjoyment of the surrounding Properties in reasonable proximity to the unsightly Premises, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined in the Municipal Government Act (Alberta)

**AND WHEREAS** it has been found that there is a contravention of the Bylaw on Property owned or occupied by you.

**NOW THEREFORE** pursuant to Bylaw No. 998, TAKE NOTICE that the premises as noted above has been found to be a Nuisance or Unsightly property in that there is **ISSUE IDENTIFIED**.

**AND FURTHER TAKE NOTICE THAT** if the said Nuisance or Unsightly condition is not remedied on or before **DATE**, that the Town of Sexsmith WILL pursue enforcement of Bylaw No. 998 pursuant to the provisions of the Municipal Government Act.

Thank you for taking steps to resolve this matter within the specified timeline. Please contact me at the Town of Sexsmith Administration office at 780-568-3681 during regular office hour if you wish to review this matter.

---

Rachel Wueschner, Chief Administrative Officer

**ORDER – SECTION 545, *Municipal Government Act***

**(Insert date notice delivered)**

- ☐ Hand Delivered  
☐ Registered Mail

**(Owner/Occupant/Person Responsible)  
(Address)**

Dear \_\_\_\_\_:

**Re: Legal Description of Property**

In my capacity as a Designated Officer for the Town of Sexsmith, I am hereby issuing an Order pursuant to Section 545 of the *Municipal Government Act*, RSA 2000, c. M-26 as amended and the Town of Sexsmith Nuisance & Unsightly Premises Bylaw No. 998 with respect to the following lands:

**(Lot, Block, Plan)**

Hereinafter referred to as the “Lands”)

Section 545 of the *Municipal Government Act* states that:

545(1) If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.

(2) The order may

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- (c) state a time within which the person must comply with the directions;
- (d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

In my opinion, as a Designated Officer of the Town of Sexsmith, I find that the Lands are in contravention of the Town of Sexsmith Nuisance & Unsightly Premises Bylaw No. 998 as a result of:

**(Describe specific conditions, items, etc. that have led to the conclusion that the lands are in contravention)**

You are here ordered to remedy the contravention of the Nuisance & Unsightly Premises Bylaw by:

**(Insert requirements with as much detail as possible, finishing with a general requirement such as “and all other debris, junk, garbage or other abandoned or discarded material present on the Lands)**

(When that has been completed, you are hereby ordered to fill in any holes and level the site. Refuse and debris cannot be buried on the site – **if applicable**)

The above work must be completed on or before \_\_\_\_\_.

Pursuant to Section 549(1) of the *Municipal Government Act*, you are hereby advised that the Town of Sexsmith may take whatever actions or measures are necessary to remedy the contravention of the Nuisance & Unsightly Premises bylaw. If you do not comply with this Order within the specified time, the Town of Sexsmith may take the action necessary to clean up the Lands at your expense, including proceeding before the Court for a Court Order in support of the enforcement of the Order. Please be advised that the expenses and costs of actions or measures taken by the Town of Sexsmith under this section are an amount owing to the Town of Sexsmith by you.

Pursuant to Section 553 of the *Municipal Government Act*, the said money owing to the Town may be added to the tax roll of the property on which the contravention occurred.

An owner or occupier or other person to whom this Order is directed and who considers themselves aggrieved by the Order, may be written notice request that the Municipal Council review the Order within seven (7) days of the date the Order is received. This appeal may be sent to the Town of Sexsmith at:

Box 420  
Sexsmith, Alberta  
T0H 3C0

Sincerely,

Rachel Wueschner, CLGM  
Chief Administrative Officer

RW/be

October 25, 2021

**FORM "C"**

**ORDER – SECTION 546, *Municipal Government Act***

**(Insert date notice delivered)**

- ☐ Hand Delivered  
☐ Registered Mail

**(Owner/Occupant/Person Responsible)  
(Address)**

Dear \_\_\_\_\_:

**Re: Legal Description of Property**

In my capacity as a Designated Officer for the Town of Sexsmith, I am hereby issuing an Order pursuant to Section 546 of the *Municipal Government Act*, RSA 2000, c. M-26 as amended and the Town of Sexsmith Nuisance & Unsightly Premises Bylaw No. 998 with respect to the following lands:

**(Lot, Block, Plan)**

Hereinafter referred to as the "Lands")

Section 546 of the *Municipal Government Act* states that:

(1) If, in the opinion of a designated officer, a structure, excavation or hole is dangerous to public safety or property, because of its unsightly condition, is detrimental to the surrounding area, the designated officer may by written order:

- (a) require the owner of the structure to:
  - (i) eliminate the danger to public safety in the manner specified; or
  - (ii) remove or demolish the structure and level the site;
- (b) require the owner of the land that contains the excavation or hole to:
  - (i) eliminate the danger to public safety in the manner specified; or
- (c) require the owner of the property that is in an unsightly condition to:
  - (i) improve the appearance of the property in the manner specified; or
  - (ii) if the property is a structure, remove or demolish the structure and level the site.

(2) The order may

- (a) state a time within which the person must comply with the order;
- (b) state that if the person does not comply with the order within a specified time, the municipality will take the action or measure at the expense of the person.

In my opinion, as a Designated Officer of the Town of Sexsmith, I find that the Lands are (example: are in an unsightly condition, and/or are dangerous) as a result of:

**(Describe specific conditions, items, etc. that have led to the conclusion that the lands are in unsightly or are dangerous)**

You are here ordered to remedy the (dangerous/unsightly condition) by:

**(Insert requirements with as much detail as possible, finishing with a general requirement such as "and all other debris, junk, garbage or other abandoned or discarded material present on the Lands)**

(When that has been completed, you are hereby ordered to fill in any holes and level the site. Refuse and debris cannot be buried on the site – **if applicable**)

The above work must be completed on or before \_\_\_\_\_.

Pursuant to Section 550(1) of the *Municipal Government Act*, you are hereby advised that the Town of Sexsmith may take whatever actions or measures are necessary to eliminate the danger to public safety caused by a structure, excavation or hole or to deal with the unsightly condition of the property. If you do not comply with this Order within the specified time, the Town of Sexsmith may take the action necessary to clean up the Lands at your expense, including proceeding before the Court for a Court Order in support of the enforcement of the Order. Please be advised that the expenses and costs of actions or measures taken by the Town of Sexsmith under this section are an amount owing to the Town of Sexsmith by you.

Pursuant to Section 553.1(1)(c) of the *Municipal Government Act*, the said money owing to the Town may be added to the tax roll of the property on which the contravention occurred.

An owner or occupier or other person to whom this Order is directed and who considers themselves aggrieved by the Order, may be written notice request that the Municipal Council review the Order within seven (7) days of the date the Order is received. This appeal may be sent to the Town of Sexsmith at:

Box 420  
Sexsmith, Alberta  
T0H 3C0

Sincerely,

Rachel Wueschner, CLGM  
Chief Administrative Officer

RW/be

October 25, 2021



FORM "D"

**INJUNCTION CHECKLIST**

**Enforcement Section 545/546, Municipal Government Act**

Gather all documentation relevant to this matter, specifically, the following (to the extent that this documentation exists):

1. Complete copy of the Municipality's Bylaw and any other bylaws that may be related to this matter.
2. Documents relating to any complaints from the public received regarding this matter (ex. Complaints respecting odors, noise, nuisances, unsightly conditions, etc.)
3. All correspondence to and from the registered owners and the occupants of the Lands or structure, or person(s) responsible for the contravention.
4. If any correspondence or orders have been sent by registered mail to the registered owners or the occupants of the Lands or structure, or person(s) responsible for the contravention, please provide copies of the registered mail receipts or Canada Post tracking website (this can include the summary of service attempts and the scanned signature of recipient. For more information, see <https://www.canadapost.ca/cpc/en/home.page>)
5. A copy of any written or typewritten notes in the possession of anyone within the Municipality (including contractors) relating to meetings or contact with the registered owners or occupants of the Lands or structure, or person(s) responsible for the contravention.
6. A copy of any telephone messages or notes of any telephone calls with the registered owners or occupants of the Lands or structure, or person(s) responsible for the contravention.
7. A copy of any Minutes or Resolutions of Council which may reflect discussions about or dealings with this matter.
8. All licenses or permits issued that may be related to the activity (ex. Animal license, business license, permit to use public place, etc.).
9. All letters from the Respondent appealing any decisions (including requests for review by municipal council) of the designated officer issuing the order.
10. Complete copy of all appeal (including reviews by municipal council) meeting minutes regarding this matter and the decision issued.
11. Copies of all Orders.
12. All documentation or reports regarding any site inspections performed on the lands or structure, to include the date of the inspection and the name of the person who performed the inspection. Items should be specified in detail. If vehicles are involved, include make, model, colour and year and also the serial number.
13. All original photographs of each site inspection, preferably in electronic format. Be sure to indicate as to the individual who took the photographs, and the date of the photographs. Video or digital video can also be beneficial, although photographs are preferable.
14. Any additional documentation which is in the possession of the Municipality, and which in your opinion may be relevant to this matter.

## **4.13 Policy Statement**

### **Flood Mitigation**

**Purpose:**

To establish guidelines to define a process for Flood Mitigation

**Policy:**

In the event of flood or potential flooding conditions the Town of Sexsmith policy will be to assess the situation and take such measures as are considered most likely to minimize damage to properties in the Town of Sexsmith.

September 8, 2020

## **4.14 Policy Statement**

### **Aquatera Discretionary & Mandatory Dividends Policy**

Aquatera Mandatory Dividends will be used on an annual basis to service debt for water and sanitary upgrades. Any dividend or franchise fee funds in excess of the debt servicing payments will be used to fund any annual operational costs for water, sanitary, landfill and recycling. Any funds remaining after operational costs are provided for will be added to the Water and Sanitary Capital Projects Reserve. The purpose of this reserve will be to fund water and sanitary infrastructure upgrades that will earn interest income as an investment in Aquatera Utilities and may also be used for other operational and capital needs as approved by Council from time to time.

Aquatera Discretionary Dividends will be added to the General Capital Projects Reserve. Council will determine on an annual basis whether to distribute these funds to specific restricted reserves, to leave the funds in general reserves or to use the funds for any other specific purposes determined by Council.

This policy will be reviewed every four years by Council within the 1<sup>st</sup> year following the regularly scheduled Municipal Election.

## **4.15 Policy Statement**

### **Budget Process Policy**

This policy will identify the roles of council and administration in the budget process, timing of planning/budget development/approval and the required links of the budget to other management tools or processes of the organization.

This policy will be reviewed every four years by Council within the 1<sup>st</sup> year following the regularly scheduled Municipal election.

#### **Timing of Budget Development**

Budget development typically occurs after strategic and operational or business planning is completed. The exact timing of the budget development varies depending upon the completion of the planning steps as well as the fact finding, detailed analysis required within each department to prepare their budget estimates.

#### **Timing of Budget Approvals**

The annual interim budget is approved by council prior to the start of the fiscal year of the municipality. The MGA (section 242(2)) provides for approval of an interim operating budget for part of a calendar year with approval of the final budget at a later date in the fiscal year.

Interim budgets are common because municipal budgeting is influenced by provincial fiscal information which is often not available or finalized during the initial budgeting process. As such, municipalities often defer the final budget approval until assessment data, education fund requirements, and provincial funding allocations have a higher degree of certainty, which is normally after March 31. This often results in a municipality's property tax bylaw not being passed until April 1 or later, as it requires the approval of the annual budget and is also influenced by the same provincial fiscal information.

In addition, in the Town of Sexsmith annexed residential lands must be taxed at the County of Grande Prairie Tax Rate and so final tax rate must be set by the County before Sexsmith can set their final tax rates.

The annual process will be to:

- Approve the interim budget prior to January 1st and amend the budget before passing the tax rate bylaw when additional information has been received. The budget amendments usually relate to tax and grant revenues as well as program expenditures.

September - October:

Administration reviewing budgets for presentation to Council

November - December:

Interim Budget approved by council

January - March:

Assessment data finalized

Education and other fund requisitions

April - June:

Amend approved interim budget if necessary

Council approves budget if amended or budget replacing "interim" is approved

Council approves tax rate bylaw which sets property tax rates to ensure a balanced budget

## **4.16 Policy Statement**

### **Franchise Fee Policy**

The rate for franchise fees collected from various utilities will remain the same from year to year unless Council specifically requests these be reviewed. If a review is requested Administration will bring this discussion to a formal meeting of Council for consideration.

Franchise fees will be reviewed every four years by Council within the 1<sup>st</sup> year following the regularly scheduled Municipal Election.

The Town receives franchise fee revenue from:

ATCO Gas and Pipelines – 25%, some municipalities are up to 35%

ATCO Electric – current 5.5% cap is 20%

Aquatera Utilities – 10% per franchise agreement. All shareholders currently collect 10%. The Town has the option to review and set a new fee in consultation with the utility.

October 13, 2020

## **4.17 Policy Statement**

### **Tax Policy**

Rate of inflation – Council will consider the rate of inflation when developing the mill rate.

Service level increases – Council will consider service level increases when developing the tax rate in instances where a new service is added, where an existing service is enhanced, where new or enhanced infrastructure will add to annual budgets into the future on a case by case basis.

Changes in assessments – Council will take into consideration the changes in the annual assessments from one year to another when setting the mill rate.

This policy will be reviewed every four years by Council within the 1<sup>st</sup> year following the regularly scheduled Municipal Election.

October 13, 2020

# **4.18 Policy Statement Reserve Fund Management Policy**

Council Resolution: 253-06-24

## **Section A**

### **1.0 Policy Purpose**

The purpose of this policy is to establish, maintain, and manage specific reserves for emergency financial needs, stabilize tax and utility rates, future tangible asset funding, and manage the debt financing needs of the Town of Sexsmith.

The Town of Sexsmith will manage the annual allocation of operating surpluses in a fiscally responsible manner.

This policy establishes standards and guidelines for the management of existing reserves, to outline the purpose of each reserve and parameters regarding the use of reserves.

### **2.0 Policy Statements**

The town of Sexsmith recognizes that the ongoing commitment of funds to specific reserves provides for property tax stabilization, contingency funding and reduces the need for debt financing.

All operating and capital reserves will be established based as follows:

- a) The establishment of contributions to and withdrawals from a specific reserve shall be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. This may be either as part of the overall budget review and approval process or by resolution on an as needed basis. The attached "Reserved Policy Schedules" require Council approval prior to the establishment of a reserve. The schedules attached to this policy will be developed for each reserve created outlining the following:
  - i) Type of Reserve (Operating/Capital)
  - ii) Reserve Name
  - iii) Purpose of the Reserve
  - iv) Source of Funding
  - v) Minimum/Maximum Limits (if appropriate)
  - vi) Application
  - vii) Interest Treatment

The annual budget document approved by Council shall include separate statements for reserves and provide annual long-term projections through the update of the Long-Term Financial plan.



Administration of all reserves will be carried out by the Chief Administrative Officer or his/her designate.

Transfers to reserves will be restricted to the following sources:

- a) Appropriations from operating and/ or unexpended funds as approved by Council;
- b) Direct cash receipts such as grants, sales of tangible assets including land, off-site levy receipts of any other cash receipts as authorized by Council,
- c) Investment income earned on reserve funds as outlined within the Reserve Policy Schedules

Interest earnings are intended to be applied to reserves only if:

- a) External requirements are imposed by legislation or agreements, or
- b) Required to assist in offsetting the effects of inflation or meeting the stated purpose of the reserve.
- c) Council so decides to add back the interest of a specific reserve.

Transfers from reserves shall be as authorized by Reserve Policy Schedule and approved by Council.

Where appropriate, each reserve will be supported by a 10-year projection for receipt and disbursement of monies. These projects will be updated annually as part of the budget process through the 5- and 10-year Capital Plans.

This policy along with the approved reserve schedules and balances will be reviewed by Administration annually. Reserve levels shall be monitored and where reserves exceed indicated ceilings, prior to the fiscal year-end, transfers to alternative reserves shall be proposed and approved by Council. Efforts to re-evaluate future contributions to those reserves shall be undertaken to avoid future overages, whether by reducing budgeted contributions or user rates contributing to that reserve.

## **2.1 Reporting to Council**

Reserve account reporting will form a part of the annual audited financial statements.

## **2.2 Policy Review**

This policy will be reviewed every four years by Council within the 1<sup>st</sup> year following a regularly scheduled Municipal Election.

## **RESERVE SCHEDULES**

### Operating Reserve Schedules:

#### **Operating Programs**

Operating Funding

### Capital Reserve Schedules:

#### **General Capital**

- a) General Capital Projects and Facility Infrastructure & Replacement
- b) Street improvements
- c) Parks, Recreation & Culture
- d) Vehicle & Equipment Replacement

#### **Utility Capital**

- a) Water and Sanitary Capital Projects
- b) Stormwater Capital Projects

#### **Development Reserves Held in Trust**

- a) Painted Sky Subdivision Reserve

## **Reserve Policy**

Type: **OPERATING RESERVE**

Name: Operating Funds

Purpose: To provide funding for operations from January to June of each year before the tax due date.

Source of Funding: As approved by Council;

- a) An annual contribution as determined by Council or;
- b) Other sources.

Minimum Limit: \$0 at June 30 of each year.

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Maximum Limit: \$1,000,000 after tax due date annually.

Application: Funds from this reserve will be used to fund operational expenses until taxes become collectible in June of each year.

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

## **Reserve Policy**

Type: **CAPITAL RESERVE**

Name: General Capital Projects and Facility Infrastructure & Replacement

Purpose:

- To provide funding for capital projects identified in future capital plan.
- To provide matching funds for provincial, federal and other grants.
- To provide funding for unplanned significant operational building repairs and maintenance and/or funding facility infrastructure capital projects including building replacements.

Sources of Funding: As approved by Council;

- a) Annual funds collected by taxation.
- b) Other sources.

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: \$250,000

Maximum Limit: N/A

Application:

- a) Funds from this reserve will be used for capital projects funds under a provincial, federal, or other grant program where matching funds are required.
- b) In addition, funds may be utilized for Capital projects that are approved by Council where funding of projects was not included in the current year's capital budget.
- c) Funds from this reserve will also be used for unplanned significant operational building repairs and maintenance.
- d) And/or funding facility infrastructure capital projects or building replacements.

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

## **Reserve Policy**

Type: **CAPITAL RESERVE**

Name: Street Improvements

Purpose:

- To provide funding for transportation capital projects identified in capital plan.
- As well as to provide matching funding for provincial, federal, and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources.

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital plan for transportation not otherwise funded by provincial, federal, other grants or other sources of funding.

Maximum Limit: Total of the budget for transportation projects in 5-year capital plan

Application: Funds from this reserve will be used for transportation (roads, trails, etc.)

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

## **Reserve Policy**

Type: **CAPITAL RESERVE**

Name: Parks, Recreation and Culture

Purpose:

- To provide funding for the purchases of new and /or replacement capital items for Parks.
- Recreation and Culture as identified in capital plans as well to provide matching funds for provincial, federal, and other grants.
- Matching funding for grants from other sources.

Sources of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources.

**(Note)** Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limited: Current year's capital plan for capital items for Parks, Recreation and Culture.

Maximum Limited: Total of the budget for 5-year capital plan for Parks, Recreation and Culture.

Application: Funds from this reserve will be used for capital items for Parks, Recreation and Culture.

Interest Bearing: Interest will be record separately as interest income in the operating budget.

## **Reserve Policy**

Type: **CAPITAL RESERVE**

Name: Vehicle & Equipment Replacement

Purpose:

- To provide funding for the purchase of new and/or replacement vehicles & equipment identified in capital plans.
- As well as providing matching funds for provincial, federal and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital plan for vehicle & equipment replacement.

Maximum Limit: Total of the 5-year capital plan for vehicle & equipment replacement.

Application: Funds from this reserve will be used for vehicles & equipment, including Public Works and Fire Department vehicles and equipment that are approved by Council in the current year's capital budget.

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

## **Reserve Policy**

Type: **CAPITAL RESERVE**

Name: Water and Sanitary Capital Projects

Purpose:

- To provide funding for water and sanitary capital projects identified in capital plans.
- As well as providing matching funds for provincial, federal, and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution from surplus funds from the municipal water or sanitary utility as determined by Council.
- b) Aquatera Utilities

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital plan for water sanitary capital projects.

Maximum Limit: Total of the 5-year capital plan for water & sanitary.

Application: Funds from this reserve will be used for water and sanitary capital projects and projects funded under a provincial, federal or other program where matching funds are required.

Interest Bearing: interest will be recorded separately as interest income in the operating budget.



## **Reserve Policy**

Type: **CAPITAL RESERVE**

Name: Storm water Capital Projects

Purpose:

- To provide funding for storm water capital projects identified in capital plan.
- As well as providing matching funds for provincial, federal and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources.

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital budget for storm water capital projects

Maximum Limit: Total of the 5-year-capital plan for storm water capital projects.

Application: Funds from this reserve will be used for storm water capital projects and projects funded under a provincial, federal, or other program where matching funds are required.

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

# **4.18 Policy Statement**

## **Debt Management Policy**

### **1. POLICY STATEMENT**

- 1.1 Sexsmith is sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Town of Sexsmith to manage debt and use and administer capital financing in a manner that is affordable, sustainable, and in compliance with local, provincial, and federal legislation and ACFA guidelines.

### **2. PURPOSE**

- 2.1 The purpose of this policy is to establish objectives, principles, and parameters to guide the debt management practices of the Town of Sexsmith. The debt management practices will ensure a favourable and sustainable financial position while supporting the ability to meet current and future infrastructure requirements.

### **3. DEFINITIONS**

- 3.1 “ACFA” means the Alberta Capital Finance Authority, a provincial authority that provides local entities with financing for capital projects.
- 3.2 “Affordable” means the ability to pay for debt servicing costs and life cycle expenditures for the underlying asset. The overall measure of affordable debt is the proportion of debt servicing costs and life cycle expenditures to supporting revenues.
- 3.3 “Debt” includes:
  - a) debentures acquired through the ACFA, which is the preferred mode of borrowing;
  - b) debt acquired through a bank via a line of credit, an operating loan, or credit cards;
  - c) debt acquired in the form of a lease of capital property, as set out in Section 241 of Alberta’s *Municipal Government Act (MGA)*, and
  - d) loan guarantees taken under *MGA* Section 264;

For greater certainty, “debt” does not include loans made by the Town to other entities, organizations, or individuals.

- 3.4 “Debt limit” refers to the Town’s debt limit as calculated from time to time in

accordance with Alberta's Debt Limit Regulation A.R. 255/2000, as amended.

- 3.5 "Debt servicing" means the annual required debt repayments including interest and principal.
- 3.6 "Debt servicing limit" refers to the Town's debt service limit as calculated from time to time in accordance with Alberta's Debt Limit Regulation A.R. 255/2000, as amended.
- 3.7 "Debt term" means the period of time during which debt repayments are made. At the end of the debt term, the debt is repaid in full.
- 3.8 "Flexibility" means the Town's ability to take new debt in response to emerging financial needs.
- 3.9 "Internal financing" means from current year tax revenue or from draws from reserves.
- 3.10 "Long-term debt" means debt with terms greater than five years as defined under *MGA* Section 258.
- 3.11 "Self-supporting debt" means debt taken to fund capital expenditures, the repayment of which is wholly funded by non-tax levy sources, including, but not limited to, utility charges and levies, user fees, rental revenue local improvement levies, and grants. The fact that financing conditions may require any debt servicing shortfalls be funded through general municipal tax levies does not preclude the debt from being self-supported, as long as the probability of requiring tax support is remote.
- 3.12 "Short-term debt" means debt with terms of five years or less as defined under *MGA* section 257. For greater certainty it does not include a line of credit, operating loan, or credit cards.
- 3.13 "Sustainable" means meeting present needs without compromising the ability to meet future needs.
- 3.14 "Tax supported debt" means debt that has been taken to fund capital expenditures, the repayment of which is funded by tax levy revenue. This includes, but is not limited to, revenue from property taxes, non-utility user fees and levies, fines, permit fees, and license fees that are not otherwise restricted. For greater certainty it does not include investment income, utility user fees and levies, transfers from Town reserves, and restricted developer contributions and levies.
- 3.15 "Temporary debt" means debt with a repayment term not exceeding one year that is used as an expenditure payment mechanism. It includes sources such as lines of credit, operating loans, and credit cards.

## **4. PRINCIPLES**

- 4.1 Debt is an ongoing component of the Town's funding structure and is integrated into the Town's long-term plans and strategies.
- 4.2 Debt must be affordable and sustainable.
- 4.3 The Town must maintain flexibility to take debt in response to emerging financing needs.
- 4.4 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying assets acquired by taking the debt over time.
- 4.5 Debt decisions must contribute to a sustainable and vibrant Town by balancing quality of life and financial considerations.
- 4.6 Tax supported and self-supporting debt will only be used to fund infrastructure and asset acquisition or construction projects; it will not be used to fund ongoing operating costs.
- 4.7 Long-term debt can only be used to fund projects or assets with long-term community benefits, for infrastructure needed to support or in the anticipation of population growth, that advance Council priorities, are major rehabilitations of existing assets, or to refinance debt originally taken for these reasons.
- 4.8 The issuance of new debt must be approved by Council.
- 4.9 Debt must be managed, monitored, and reported upon.

## **5. USE OF DEBT**

### **5.1 Tax Supported Debt**

Council may enter into long-term, tax supported debt obligations to finance or refinance projects involving the construction or acquisition of infrastructure and other assets valued at over \$100,000 and having a useful life of at least 5 years in one or more of the following criteria:

- a) The project or asset has long-term benefits;
  - b) The project or asset benefits the community at large;
  - c) The project or asset is for growth related infrastructure and/or other assets;
  - d) To fund emerging needs to support Council priorities and approved strategic and business plans;
  - e) To refinance existing tax supported debt; or
  - f) The project or asset purchase is on behalf of external agencies or authorities that support the goals and objectives of the Town;
  - g) No more than 75% of an asset or a project is to be funded through debt;
- Internal financing will be used to finance tax supported capital projects or assets valued at \$100,000 or less.

### **5.2 Self-Supporting Debt**

Council may enter into long-term, self-supporting debt obligations to finance or refinance projects involving the construction or acquisition of infrastructure and other assets of any value as in one or more of the following criteria:

- a) The project has long-term benefits and non-tax funding,
- b) It is a utility project,
- c) It is an offsite levy funded project,
- d) The project is growth related,
- e) To fund emerging needs to support Council priorities and approved strategic and business plans,
- f) To refinance existing self-supported debt, or
- g) The project is on behalf of external agencies or authorities that support the goals and objectives of the Town and have long-term benefits and non-tax funding sources.

### 5.3 Short Term Debt

Short-term debt may be used as:

- a) Interim financing for capital project expenditures,
- b) Financing for capital projects that result in the construction or acquisition of assets having a useful life of five years or less, or
- c) Financing for capital projects where the debt term considerations indicate that a term of five years or less is appropriate.

### 5.4 Temporary Debt

Temporary debt may be utilized for the following:

- a) As a source of funding to pay trade accounts payable, or
- b) To temporarily fund cash flow shortages.

### 5.5 Taking Debt

When taking debt, the Town will comply with:

- a) ACFA borrowing procedures as set out in the Municipal Government Act,
- b) Sections of the Municipal Government Act governing borrowing bylaws, and
- c) Any other applicable statutory or legal requirements.

## **6. DEBT TERMS**

- 6.1 All long-term debt obligations shall have a maximum term to maturity of either:
- a) Ideally, 60% or less of the estimated useful life of the infrastructure or other assets being financed; or
  - b) The maximum maturity allowed under ACFA Guidelines;
- 6.2 All short-term debt obligations shall have a maximum term to maturity of the lesser of:
- a) The estimated useful life of the infrastructure or other assets being financed;
  - b) Five years; or
  - c) The maximum maturity allowed under ACFA Guidelines;
- 6.3 The following elements should be considered when establishing the debt term:
- a) Cost minimization;
  - b) Availability of debt servicing funding;
  - c) Fair distribution of costs between periods;
  - d) Capital life cycle implications;
  - e) Sustainability; and
  - f) Town's financial flexibility

## **7. STATUTORY AND INTERNAL LIMITATIONS**

### **7.1 Debt Limits**

The debt limit shall be used to guide the issuance of debt.

The Town shall not exceed 75% of the total debt limit based on total debt outstanding, plus available debt to borrow as per approved borrowing bylaws, plus loan guarantees, plus letters of credit.

### **7.2 Debt Servicing Limits**

The debt servicing limit shall be used to guide the issuance of debt.

On its total outstanding debt, the Town shall not exceed total debt servicing costs of 75% of the Town's debt servicing limit.

For tax supported debt, the Town shall not exceed debt servicing costs of 15% of municipal tax revenue.

Where the debt servicing costs of a non-utility project will be fully funded by related grants, local improvement levies, user fees, rental revenue, or levies, up to 100% of these funds may be used to fund the debt servicing costs.

### **7.3 Exceptions**

Council may exceed the limits set out in provisions 7.1 and 7.2 without need to

amend this Policy under the following conditions:

- a) There is an emergent need for an infrastructure or other asset project and alternative funding sources are not available; or
- b) There is an opportunity to leverage grant dollars to help pay for an infrastructure or other asset project that requires a municipal contribution, but alternative funding sources are not available; and
- c) In both cases, a plan for returning the debt and debt servicing costs to within limits will be provided at the time Council is considering approval of the debt that causes them to be exceeded;
- d) Debt repayment will follow the debt repayment schedule of the borrowing unless it is favorable to the Town to pay out borrowings earlier than anticipated in the borrowing schedule;

## **8. RESPONSIBILITIES**

Administration will annually provide Council with five-year debt requirement projections.

Administration will annually provide Council with the following debt statistics:

- a) Percentage of the most current, audited debt limit used;
- b) Percentage of debt that will mature within ten years;
- c) Percentage of the most current, audited debt servicing limit used;
- d) Percentage of municipal taxes being used to fund tax supported debt servicing costs;
- e) Percentage of utility user fees and levies being used to fund utility project debt servicing costs;
- f) Current and five year projected total annual debt servicing costs; and
- g) The amount of debt servicing cost reductions that have been allocated to new debt servicing costs and/or capital reserves;

## **9. VISION ALIGNMENT**

The Town of Sexsmith services and programs respond to the aspirations of its residents and visitors and are delivered in an effective, innovative, and fiscally responsible manner.

## **4.20 Policy Statement**

### **Flag Half Masting Policy**

#### **PURPOSE**

To establish protocol when the Canadian, Provincial and Town of Sexsmith Flags located at the Municipal Office / Town Properties will be flown at half-mast to ensure the Town's practice is exercised in a consistent and appropriate manner.

#### **POLICY**

This policy sets guidelines for the Town of Sexsmith to ensure that we treat flags we display with respect and follow customs and etiquette recommended by the federal government.

#### **DISPLAYING FLAGS**

The Town of Sexsmith will half-mast the flags on specific occasions to commemorate a solemn occasion.

- The Sovereign and the Sovereign's family.
- The Governor General (past and present)
- The Prime Minister (past or present)
- Chief Justice of Canada and Members of the Canadian Ministry (current)
- Lieutenant Governors (current)
- Privy Councillors or Senators (current)
- Members of the House of Commons (current)
- The Premier of Alberta (past or present)
- A Member of the Legislative Assembly or a Member of Parliament representing the Town of Sexsmith
- The CAO (current)
- A member of Council (past or present)
- An RCMP officer serving the town of Sexsmith
- A volunteer firefighter in the line of duty (current)

#### **DATES WHEN FLAGS ARE FLOWN AT HALF-MAST:**

The Canadian Department of Heritage provides direction as to occasions when the National Flag is to be flown at half-mast.

- Vimy Ridge Day;
- April 28, Day of Mourning for Persons Killed or Injured in the Workplace(Workers' Mourning Day), sunrise to sunset;
- June 23<sup>rd</sup> National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed,



then Half-masting can occur according to the prescribed order of service, until sunset;

- Last Sunday in September, Police and Peace Officers' National Memorial Day, sunrise to sunset, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescriber order of service, until sunset;
- September 30<sup>th</sup>, Truth & Reconciliation Day, from sunrise to sunset;
- November 11, Remembrance Day, unless Half-Masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-Masting can occur at 11:00 a.m. or according to the prescribed order of service, until sunset;
- December 6, National Day of Remembrance and Action of Violence Against Women, sunrise to sunset;
- To commemorate the death of a member of the Canadian Forces (Albertan). In a show of respect for members of Canadian Forces born or stationed in Alberta, on the day(s) of the funeral(s);

### **SPECIAL OCCASION FLAGS:**

The Mayor or CAO (or designate) shall have at their discretion the authority to lower the flags to half-mast for other circumstance of such a nature or magnitude that would deem it appropriate in which this Policy does not address.

When the memorial service is delayed due to family members having to travel long distances to attend the memorial service or the illness of a surviving spouse, the Town flag will be flown at half mast for a period of three days commencing on the day of notification and being raise to full mast at 1800 hours on the third day.

### **DISPOSAL OF FLAGS:**

Flags shall be inspected, and changes as required semi-annually in conjunction with the Provincial time change dates. When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

## **4.21 Policy Statement**

### **Staff Dress Code Policy**

#### **Purpose**

The Town of Sexsmith requires all Employees to present themselves in a professional manner, regarding attire, personal hygiene, and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism, and dress code.

#### **Guidelines**

##### **Business Attire**

Any Employee who maintains in-person contact with customers (both internal and external) will be required to wear appropriate business attire.

##### **Appropriate Business Attire**

- Jackets, shirts, ties, slacks, sweaters, dress tops, dress pants, dresses, skirts, sweaters, pantsuits, dress shoes, sandals or boots.

##### **Business Casual**

- The Town of Sexsmith allows Employees to wear business casual attire when not in contact with external customers.
- Employees are expected to keep appropriate business attire on hand at all times in case they are required to attend an in-person internal or external customer meeting.

##### **Appropriate Business Casual Attire**

- Shirts (either dress or golf), khakis, slacks, jeans (no rips, tears, or stains), dress shoes or casual dress shoes, dress boots, sweaters, golf shorts, skirts, dresses.

##### **Casual Friday**

- The Town of Sexsmith employs a "Casual Friday" policy, wherein our employees are welcome to wear workplace appropriate jeans (no rips, tears, or stains) and office appropriate hoodies.
- While Casual Friday allows our employees to dress in a more casual fashion, employees should take into account 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, either internal or external (refer to Inappropriate Attire).

## **Public Works Employees**

- Employees who work in Public Works, or whose regular job duties include physical lifting may wear appropriate casual clothing (including jeans/shorts) at all times. Shorts may be deemed inappropriate where a safety concern for accident or injury is present, or if the shorts are too revealing.

## **Inappropriate Attire (also applicable to Casual Friday)**

The following items are not permitted in any area during any normal working hours:

- Sweatpants – unless under coveralls
- Yoga pants or leggings – unless worn as layering with top layer reaching at least the top of thigh
- Pants that expose the midriff or underwear
- Gym shorts – unless under coveralls
- Bicycle shorts or other athletic shorts
- Low-cut tops revealing cleavage
- Spaghetti-strap tops – without shoulder coverage by another garment
- Tops that expose the midriff or underwear
- Miniskirts – defined as skirts higher than mid thigh
- Any form of clothing that is mesh, sheer, or see-through as a primary garment.
- 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

This is a general list only. Supervisor will advise of any concerns with attire and request adjustments as deemed appropriate

## **Personal Protective Equipment**

- Personal protective equipment must be worn at all times in areas where such equipment is required such as Public Works.

## **Clarification**

- Every Employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an Employee is deemed to be wearing inappropriate attire, his or her manager is responsible for coaching the Employee accordingly.
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business area's dress requirement, contact your manager.
- The Town of Sexsmith reserves the right to relax or vary the provision of this Policy in order to accommodate Employees with medical issues or on human rights grounds.

## **Compliance**

- Departure from appropriate attire standards will result in Employee counselling or disciplinary action up to and including termination of employment.

## **Acknowledgment and Agreement**

I, \_\_\_\_\_,  
(Employee Name)

acknowledge that I have read and understand the Dress Code Policy and I agree to adhere to this Policy and will ensure that Employees working under my direction adhere to this Policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

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

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

Manager: \_\_\_\_\_

August 16, 2021

## **4.22 Policy Statement**

### **Council Dress Code Policy**

#### **Purpose**

The Town of Sexsmith requires Town Council to present themselves in a professional manner, regarding attire, personal hygiene, and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism, and dress code.

#### **Guidelines**

##### **Examples of Appropriate Business Attire**

Any Councillor who attends high level meetings with ministers or equivalent will be required to wear appropriate business attire.

##### **Appropriate Business Attire**

- jackets, shirts, ties, slacks, sweaters, dress shoes.
- dress tops, dress pants, dresses, skirts, sweaters, pantsuits, dress boots/shoes/sandals.

##### **Business Casual**

- Councillors can wear business casual attire to training sessions, council meetings, committee meetings

##### **Examples of Appropriate Business Casual Attire**

- collared shirts (either dress or golf), khakis, slacks, jeans (no rips, tears, or stains), golf shorts, dress shoes or casual dress shoes, boots, sandals, sweaters.
- collared shirts (either dress or golf), khakis, slacks, jeans (no rips, tears, or stains), golf shorts, skirts, dresses, dress shoes, casual dress shoes, boots, sandals, sweaters.

##### **Personal Protective Equipment**

- Personal protective equipment must be worn at all times in areas where it is required.

##### **Clarification**

- Every Councillor is responsible for exercising sound judgment and common sense for his or her attire at all times
- The Town of Sexsmith reserves the right to relax or vary the provision of this Policy in order to accommodate Councillor's with medical issues or on human rights grounds.
- Headwear and casual attire may be worn where appropriate.

### **Acknowledgment and Agreement**

I, \_\_\_\_\_,  
(Council Member)

acknowledge that I have read and understand the Dress Code Policy and I agree to adhere to this Policy.

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

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

November 1, 2021

## **4.22 Policy Statement**

# **Disposal of Electronic Devices**

### **Purpose**

This policy is to explain the proper disposal procedure for elected officials electronic devices that are provided to Council by the Town. Once a council term is up, devices used by Council members may be classified obsolete or still functioning and will be dealt by the following policy.

### **Policy**

All devices that are set for replacement or no longer being used by a Councillor for the purpose of Town business will be returned to the Town office.

The device will be sent to IT to clear it of all information related to the business of the Town and to assess it for future use.

If IT declares the device is not reusable, IT will dispose of the device for the Town.

If the device is declared usable, Council will have the opportunity to have it returned to them.

The devices would then become the personal property of the Councillor, and the Councillor would not be entitled to sell or regift the device.

If the Councillor does not want the device returned to them, Administration will keep the device until there is a need for it either within the organization or donate it to a non-profit or other organization that Administration deems appropriate.

# 4.24 Policy Statement

## Grants to Organizations

This policy will define the process by which Sexsmith will provide financial assistance to local not-for-profit organizations, societies, and groups. The intent is to support project based and or operating cost associated with the delivery of programs, services and events that promote active, safe, and sustainable communities and improve quality of life for Sexsmith residents.

### DEFINITIONS

- 1.1 **Grant Application form** means the application form available through the Town of Sexsmith Administration Office or on the Town's website.
- 1.2 **Grant Cycle** means the period covering one full calendar year in which there is one opportunity for grant funding.
- 1.3 **Sexsmith** means the Town of Sexsmith.
- 1.4 **Grants** means non-repayable funds or products disbursed by Sexsmith to a Council approved recipient. Under this policy it is usually a non-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit Sexsmith residents.
- 1.5 **Operating** means funding, or projects related to maintaining or enhancing operations that are not directly related to infrastructure, or wages, and salaries.
- 1.6 **Project** means equipment, electronics, infrastructure, program changes or additions, supplies, etc.
- 1.7 **CAO** means the Chief Administrative Officer appointed by the Town of Sexsmith Council.

### 2. POLICY STATEMENT AND GUIDELINES

- 1. **Funding**
  - 1.1 Sexsmith Town Council will identify the grant funding budget during the annual budget process. Financing for grants will come from general revenues or other funding sources as determined by Sexsmith Town Council.
  - 1.2 Total fiscal year grant funding budget will be set annually by Sexsmith Town Council in operating account 2-11-771 – Grants to Organizations. Maximum allocations per application will be \$1,000. Greater amount may be considered if there are extenuating circumstances.



- 1.3 If the grant funds are depleted before the end of the fiscal year, Council may make a motion to supplement the funds for an agreed amount from the Operational Reserve.

## **2. Applications for Funding**

- 2.1 Application forms will be available online through the Town of Sexsmith website year-round, however applications are only considered once a year at a regular meeting of Council.
- 2.2 Applications must be received in the prescribed form by March 1 annually.
- 2.3 Applications will include
  - Total budget for the program, event, or project
  - Program or project objectives
  - Benefits to Sexsmith residents and fundraising efforts
  - Financial report from previous event or year. Example – previous years' unaudited financial statement or most recent Income and Expense Statement
- 2.4 Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of Sexsmith residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to requests that:
  - Are project based
  - Benefit Sexsmith residents
  - Provide evidence that there is volunteerism and or fundraising efforts
  - Demonstrate success in achieving project or program goals

## **3. Application Review**

- 3.1 Application will be reviewed annually at the 2<sup>nd</sup> Regular Council Meeting in April. Initial criteria review will be completed by Administration – consisting of CAO, FCSS Coordinator and Wellness Coordinator who will present finding to Sexsmith Town Council.
- 3.2 Applications should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.
- 3.3 Applications that are received after the March 1 deadline may be considered pending approval by the CAO and/or Council being cognizant of the annual budget allocation.

4. **Decision**

- 4.1 Final decision to approve or decline grant funding shall lie with Sexsmith Council.

5. **Notification**

- 5.1 Upon decision of the applicants' request by Sexsmith Council, each applicant will be advised of the status of their application.

6. **Distribution of Funds**

- 6.1 Upon approval by Sexsmith Council, the CAO will issue memos to accounts payables to distribute funding within six (6) weeks of approval date.

7. **Roles and Responsibilities**

**Chief Administrative Officer** is responsible for overall compliance with Policies and disbursement.

**FCSS and Wellness Coordinators** are responsible for collaborating with CAO to carry out this policy.

8. **Ethics and Code of Conduct**

All Sexsmith staff will comply with Sexsmith's Policy Manual, in particular sections concerning conflict of interest and confidentiality. Any staff member found to be acting in non-compliance is subject to disciplinary action.

9. **Policy Authority**

The Town of Sexsmith's CAO has the authority to amend this Policy from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to this Policy are to be approved by Council.

**Grants to Organizations**  
**Request for Support Application**  
**Allocation up to \$ 1,000.00**

1. To determine your group's eligibility for support, please refer to the Town of Sexsmith Website for criteria and guidelines included in the Policy Statement "Small Grants to Organizations"; in addition, please provide the following information. All questions must be answered in detail. The application will not be processed if the following information is not completed and/or supporting documents are not attached.
2. Council will meet once a year to review proposals and determine Town of Sexsmith's abilities to financially support.
3. Sexsmith Town Council requests that the benefactors provide proof of purchase for items approved under this grant process. Proof of purchase will be due six (6) months after funds are released to applicants. We also love photos of the community projects. Please share those with us.

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

Operating name (if different from above): \_\_\_\_\_

Name of Contact/Applicant: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Type of programs or services delivered by the group:

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Approximate dates of the project/event: \_\_\_\_\_

What is the amount requested? \_\_\_\_\_



What are the monies to be used for? Description of the project/event.

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Who will benefit from this?

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Explain why the group's programs or services are important to the community:

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Describe how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community.

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Have you applied for any other funding or grants? If yes, please provide details.

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Please provide financial information: i.e., budget, annual financial statements, quotes for equipment etc.

## 4.25 Policy Statement

# Notification of Outstanding Property Tax

This policy will define the process by which Sexsmith Administration will provide timely updates to Taxpayers regarding their overdue property tax account(s).

### 1. DEFINITIONS

- 1.1 **Act** means the Municipal Government Act.
- 1.2 **Taxes** means all taxes imposed by the Town pursuant to the Act or any other statute of the Province of Alberta, including property taxes, local improvement taxes, special maintenance taxes, business revitalization zone taxes, the amounts which in the event of non-payment are deemed at law to be taxes or recoverable as or in the same manner as taxes and penalties on such taxes or amounts.
- 1.3 **Overdue/Arrears Property Tax** – means taxes which remain unpaid after December 31 of the year in which they were imposed, including penalties on such taxes pursuant to section 345 of the Act.
- 1.4 **Current Years' Taxes** means the present year that the taxes were imposed.
- 1.5 **CAO** means the Chief Administrative Officer appointed by Town of Sexsmith Council.
- 1.6 **Administration** means the CAO and or their designates.
- 1.7 **Taxpayer** means the person liable to pay taxes pursuant to section 331 and 373 of the Act.

### 2. POLICY STATEMENT AND GUIDELINES

#### 2.1 Notifications

- (a) Administration will provide tax arrears notifications as follow:
  - To a law firm or bank, upon receiving a request for a tax certificate on the property (this is especially important if the tax certificate request arrives before the annual property tax notice is mailed to owners)
  - Two (2) weeks prior the penalty being applied to outstanding taxes.

- Not later than October 31<sup>st</sup> annually a second notice will be sent to all property owners who have not paid for their past or current years' taxes, prior to the 12% penalty being applied at the beginning of the following year.
- (b) The notification letter will show the details on the account, by year, taxes owing - current and arrears plus penalties.
- (c) A hard copy of all Arrears Notification letters must be placed in each property owners Land File.

### **3. Policy Authority**

The Town of Sexsmith's CAO has the authority to amend this Policy from time to time to keep current, enforceable, and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to this Policy are to be approved by Council.

## **4.26 Policy Statement**

# **Donations to Sexsmith Community Foundation**

### **Purpose**

This policy is to set a standard for annual donations to the Sexsmith Community Foundation to honour the memory of Sexsmith Community Champions.

### **Policy**

Sexsmith Town Council wishes to honour the memories of Sexsmith Community Champions with an annual donation in the amount of \$1,000.00 to the Sexsmith Community Foundation. Community Champions would include current or former members of Sexsmith Town Council, Firefighters or individuals who have made outstanding contributions through volunteerism, setting a positive example for residents and those who have gone above and beyond for the Town of Sexsmith.

The donation to the Sexsmith Community Foundation will be made by the end of the 2<sup>nd</sup> quarter (June 30<sup>th</sup>) in each year.



## **4.27 PETS ON MUNICIPAL PROPERTY**

### **1.0 Policy**

The Town of Sexsmith is committed to:

-providing a safe and healthy environment for employees, volunteers, facility users, and visitors in all Town owned facilities and property; and

-practicing good stewardship of Town owned facilities and property

Members of the public and employees may bring pets onto Town property or into Town owned buildings, facilities or vehicles only in accordance with this policy.

### **2.0 Purpose:**

This policy is intended to clarify under what conditions dogs or other pets may be allowed in Town owned buildings and facilities and is designed to protect Town assets, control disruption, nuisances, potential health hazards, and reduce the risk of personal injury and/or anxiety created by animals in the Town of Sexsmith.

### **3.0 Definitions:**

3.1 Pet: A companion animal owned, cared for, and under the supervision and care and control of an individual.

3.2 Service Animal: Any professionally trained animal, including guide, hearing and service dogs licensed in accordance with the Service Dogs Act, SA 2007, CS-7.5, that works in partnership with persons with disabilities to increase their independence, safety and mobility.

3.3 Therapy Animals: Any animal that is not a Service Animal that is used for the purpose of treating persons with disabilities or for general therapeutic purposes.

3.4 Animal Control Facility: Buildings and facilities used by the Town or Town's contractors for the purpose of Animal Control.

3.5 Municipal Enforcement Vehicles: Vehicles used by Peace Officers or Animal Control officers of the Town.

#### **4.0 Scope:**

4.1 This policy applies to all Pets. The following animals are excluded from the scope of this policy:

- Service Animals
- Working animals used by agencies such as the RCMP.

4.2 This policy applies to all Town owned buildings, facilities, and vehicles, with the exception of the following exempt buildings and vehicles:

- Animal Control Facility
- Municipal Enforcement Vehicles

#### **5.0 Responsibilities:**

5.1 All employees of the Town and members of the public are required to comply with this policy

5.2 All employees of the Town are responsible for communicating the requirements of this policy to members of the public using Town Owned buildings and facilities.

5.3 In most cases, non-compliance with this policy should first be resolved informally through discussion and education.

#### **6.0 Standards:**

6.1 Pets and Therapy Animals are prohibited from all Town owned buildings, facilities and vehicles except as indicated elsewhere in this policy.

6.2 If a person wishes to have a therapy Animal accompany them in Town owned buildings, facilities and vehicles, the person must first request permission from the Town. Such situations will be considered on a case-by-case basis and are expected to be rare in nature.

6.3 Pets must be on a leash on any Town owned property, except when in an off-leash park. Pets on Town lands must be under care and control of their owner/guardian at all times.

6.4 Service Animals are permitted and must be allowed to accompany persons with disabilities and/or their handler in Town of Sexsmith buildings, facilities and vehicles, unless otherwise prohibited by law.

6.5 Pets may be permitted in Town-owned housing units if explicitly indicated in the contract or lease agreement.

6.6 Exceptions to this policy may be obtained from the Town Office. The decision will be made at the discretion of the Town of Sexsmith Chief Administrative Officer in the case of a therapy animal.

6.7 Owners of Pets brought onto Town owned property are fully and solely responsible for any related liabilities and/or costs in the event of injury or damage to persons or property, and the Town is not liable for the same.

6.8 The Town of Sexsmith reserves the right to take any action it deems necessary in the enforcement of this policy.

**7.0 *Conflict:***

7.1 Nothing in this Bylaw abrogates or removes the requirement for persons within the Town to comply with the provisions of any applicable bylaw, including the Animal Control Bylaw, Bylaw No.1039-2021, as amended or replaced.

**8.0 *Amendment:***

8.1 This Policy may be amended at any time by the Town, and such amended policy shall take effect immediately, with or without notice to any affected parties.

This policy shall be in effect on the date it is approved by resolution of Council

## 4.28 New Development Addition Process

### **Policy Statement:**

The Town of Sexsmith is dedicated to ensuring the efficient and accurate creation of civic addresses for new developments. This process involves coordination between municipal departments and external agencies to ensure proper planning for emergency services, and data management. This policy outlines the steps required to assign, update, and distribute new development addresses, ensuring clear communication and effective service delivery for all residents.

### **Guidelines and Procedures:**

1. **Email the Plot Plan**

Send the new development's plot plan to the engineering planning consultant for the creation of the civic address.

2. **Provide Relevant Information**

Share details on the driveway's intersection with a public road, along with comments and recommendations from the public works and fire departments, with the planning consultant.

3. **Review the Address**

Review the address(es) (in consultation with public works and fire department) provided by the engineering planning consultant.

4. **Confirm Address and Notify the County of Grande Prairie**

If the address is deemed sufficient, provide the new address to the County of Grande Prairie:

- GIS Department to update the Town map and LUB map as needed.
- Planning Department
- Assessment Department

5. **Notify Town Departments**

Forward the information to the following Town departments:

- Public Works Department
- Fire Department
- Administrative Assistant
- Accounting and Finance Departments

6. **Create New Tax Account**

Send the information to the Town's Administrative Assistant to create a new Tax Card/Account in the accounting system for property taxation. Notify the Accounting and Finance Departments of the new Tax Card/Account for tax purposes. Inform the Fire Department for emergency services, and the Public Works Department for awareness.

7. **Create Land File**

The Town's Administrative Assistant will create a land file for the new development.

8. **County GIS Department Updates**

The GIS Department will update addresses based on notifications received from the Town when a new address is created or when changes are made to an existing address.

## 9. Notification to Regional 911 Services, Utilities and other Relevant Agencies

When creating new addresses Administrative Assistant will send a letter to:

Agency	Name	Contact Information
911 dispatch	Bryan Hall, District Chief	bhall@countyp.ab.ca Ph: 780-933-1792
Alberta Health Services	Jennifer Coney	jennifer.coney@albertahealthservices.ca
Alberta Municipal Data Sharing Partnership	Don Kitchener	support@amdsp.ca Ph: 403-778-0979
Aquatera Utilities	Brad Vall	bvall@aquatera.ca
Atco Gas	Amanda Senko	gaslandadministration@atco.cul.ca
Atco Electric	Lands and Properties Department	landinquiries@atcoelectric.com
Canada Post	David Kruger	david.kruger@canadapost.postescanada.ca
Grande Prairie and District Catholic School Division		cec@gpcsd.ca
Peace Wapiti School Division No. 76	Renee Gagnon	reneegagnon@pwpsd.ca
Telus		911addressing@telus.com

\* Chart to be updated without policy being brought back for approval.

The Town of Sexsmith will notify relevant agencies, including Alberta Health Services and Alberta Municipal Data, about any address changes. These updates will then be incorporated into their open data system. Alberta Health Services will download this data, and the updated addresses will also be shared with the Alberta Municipal Data Sharing Partnership, which compiles address and road information for a large portion of Alberta. Alberta Health Services utilizes this data for their operations.

## **5.1 Article 1 – Purpose**

1. This manual was prepared to provide a uniform, fair and effective system of personnel administration for the Town and to provide a mutual understanding between employees and management through the personnel policy approved by the Town Council.
2. The purpose of this manual is to:
  - a) Establish the terms and conditions of employment and to provide a method of resolving grievances.
  - b) Ensure the provisions of this manual are consistent with the established principles of personnel management.
  - c) Ensure the procedures are fair to both the municipality and the employee and that adequate protection is provided for interests of both parties.
3. This policy will periodically be reviewed and revised, where necessary. Any additional memorandums issued concerning the personnel manual will be distributed to the managers and employees. Any questions concerning this manual should be directed to the Chief Administrative Officer.

## **5.2 Article 2 – Definitions**

1. “Employer” and/or “Town” and or “municipality” shall mean the Town of Sexsmith, in the province of Alberta and shall include such officers as the municipal Council may from time to time designate or appoint to carry out administrative duties in respect to the operation and management of the municipality, or in respect to the administration of this policy.
2. Regular full-time employee shall mean one who is regularly required to work the full hours of work as established in the shift schedules and who has successfully completed a probationary period.
3. Regular part-time employee shall mean one who is hired for regularly scheduled shifts, as established in the shift schedule, but who’s hours of work are less than the hours established in the aforementioned schedule and who has successfully completed a probationary period.
4. A probationary employee is a new employee under a temporary contract at will, who is hired for a period of time certain. Such period shall not exceed the length of the temporary contract at will, or for such shorter time as may be determined by the Town.
5. A casual or temporary employee means one who is hired to work occasionally, or one who is hired for a specific period of time, or, for a specific job.
6. A new employee under temporary contract at will, casual, and other temporary employees shall not fall under the scope of this policy, unless such inclusion is specifically provided within these policies.
  - a) The Chief Administrative Officer is elsewhere governed, and shall not fall under the scope of these policies.
7. Notwithstanding the above, no term or definition shall mean a guarantee of tenure.
8. The masculine gender shall mean and include the feminine and, similarly, the singular shall include the plural and vice versa, as applicable.
9. For the purpose of this policy, supervisory positions mean, and include, the Chief Administrative Officer and the Public Works Superintendent.

## 5.3 Article 3 – Wage Grid & Salaries

The wage grid and salaries will be reviewed by Corporate and Community Services Committee each year for the purpose of recommending revisions to Council.

**Tier Wage Grid - 2025**

<b>Tier 1</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Assistant CAO Public Works Superintendent	40.72	50.85	60.40	71.13
<b>Tier 2</b>				
Administrative Supervisor Public Works Lead Hand	34.52	37.42	40.33	43.25
<b>Tier 3</b>				
Accounting Technician I Equipment Operator F.C.S.S. Coordinator Wellness Co-ordinator Firefighter	28.36	31.09	33.82	36.56
<b>Tier 4</b>				
Administrative Assistant Administrative Assistant to CAO	24.55	26.97	29.38	31.81
<b>Tier 5</b>				
Seasonal Staff Daycamp Staff Home Care Worker	17.03	20.20	23.38	26.54



## **5.4      Article 4 – Management Rights**

Management and the direction of the working force are vested solely and exclusively with the employer. The municipality, on its own behalf and on behalf of the electors of the municipality, reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in by the laws of the province of Alberta and including all those historical, traditional and residual rights of management, irrespective of the same having been exercised.

## **5.5 Article 5 – Government Regulations**

In the event that any provision of this policy shall conflict with any present or future federal or provincial law, the provision of the law shall prevail without affecting the other provisions of this policy.

## **5.6 Article 6 – Transfers, Promotions, Appointments & Hiring**

1. A transfer means a lateral permanent move to a similar position in another department or function.
2. A promotion means a vertical move to a higher paid classification, and similarly, a demotion means a vertical move to a lower paid classification.
3. An appointment means a vertical move to a supervisory position.
4. All applications for permanent transfers, or promotions, shall be made to the Chief Administrative Officer.
5. In making promotions, permanent transfers and demotions, the determining factors shall be knowledge, ability and skills and other relevant attributes, and where these factors deemed by the employer to be relatively equal, seniority shall be the deciding factor.
  - ❖ All permanent transfers and promotions shall be subject to a trial period. The transferred or promoted employee will be given a three (3) month trial period in which to demonstrate their ability to perform the new task satisfactorily. Should such an employee fail to succeed during the above-mentioned trial period or opt not to continue with the transfer or promotion, the municipality will reinstate the employee in his former position without loss of seniority.
6. When, because of inability to perform the functions of a position or because of health, or by request, an employee is transferred to a lower-rated position; their rate will be adjusted immediately to the rate of the position to which they are transferred.
7. Due to the nature of our industry and the level and quality of service the municipality must provide to its citizens, it will at times be necessary to transfer employees from one department, unit or area to another, or from one job to another on a temporary basis.
8. When a new employee is hired the supervisor shall notify the other departments of the hire. The supervisor is to share this information with staff in their individual departments. The CAO will inform Council of all new hires in fulltime positions with the Town for awareness purposes.
9. Nepotism
  - a) Applicants will not be hired into a position where their supervisor or subordinate is an immediate family member. In applying this policy, "immediate family" refers to a spouse or partner, child, parent, sibling, mother or father-in-law, sister or brother-in-law, son or daughter-in-law, grandparent, grandchild, niece, nephew, step-family, guardian or dependents.
  - b) To avoid perceived favoritism or conflicts of interest, and to ensure the safety of all employees, internal candidates will not be promoted or transferred to positions where they would be supervised by or supervisor to immediate family members as indicated above.

- c) Immediate family members of the Council will be considered for positions in accordance with this policy so long as they are the most qualified candidate, and the member of Council has declared a conflict of interest pertaining to any hiring, promotion or disciplinary issues and are removed from the decision-making process.
- d) Should employees become directly related after hiring, the CAO and/or Department Head must attempt to reach a solution with the employee that is consistent with this policy, but which does not contravene the Alberta Human Rights Code.

## **5.7      Article 7 – Posting of Vacancies**

When a new position is created or a vacancy occurs in any department where there is no internal promotion, transfer or appointment occurring, the notice of vacancy shall be posted on all department notice boards for five consecutive working days in order that employees from all departments may have the opportunity to compete for the position prior to the public being made aware of the opportunity. If a successful candidate is selected internally through this process, the position will not be advertised to the public.

## **5.8 Article 8 - Discrimination**

1. There shall be no discrimination against any employee by reason of age, race, creed, color, national origin, political, religious affiliation, sex, marital status or disability.
2. The principle of equal pay for equal work will apply regardless of sex.

## **5.9 Article 9 - Probationary Period**

1. Prior to being accepted as an employee on a regular full-time or regular part-time basis, an individual will be required to serve a probationary period, which is deemed to be served under a temporary employment contract, at will, for a period not to exceed the following:
  - a) Managerial and supervisory position – twelve (12) months.
  - b) All other positions: 6 (6) continuous months.
  - c) The above periods may be reduced at the discretion of the Chief Administrative Officer upon request from department head supervisor; however, no probationary period shall be less than three (3) months.
2. Such temporary contracts may be terminated by the employer, at any time prior to the above-mentioned periods.
  - a) A person serving a probationary period under these provisions has no substantive rights within this policy; therefore he/she shall not have recourse to the grievance procedure.
  - b) The employer may require a person serving under a probationary period to participate in any or all of the benefits contained in this policy.
3. No person will be required to complete more than one (1) period of probationary service for any one position.
4. Extensions of probationary periods are not permitted; however, employees who lose time off due to illness or accident will have those days added onto their period of probation.

## **5.10 Article 10 - Seniority**

1. Service seniority relates to the total continuous lengths of service with the municipality, beginning at the last date of hiring, and is used for the computation of:
  - a) Sick leave
  - b) Vacation entitlements
  - c) Benefits entitlements
  - d) A consideration for right or preference for vacation period
  - e) A consideration for promotion; lay-off; recall; demotion because of lay-off; and transfer
2. Service seniority will continue to accrue during:
  - a) Compassionate leave
  - b) Jury duty or court service
  - c) Vacation period
  - d) Sick leave benefits being paid
  - e) Leaves of absence, under thirty (30) days
  - f) Workers' Compensation absences under thirty (30) days
  - g) During maternity leave
3. Service seniority will not accrue and continuity will be interrupted without loss of accrued seniority during:
  - a) Periods of lay-off, under one (1) year's duration
  - b) Workers' compensation in excess of thirty (30) days, but not over three hundred and sixty-five (365) days
  - c) Non-paid sick time
  - d) Periods of long term disability of one (1) year's duration or less
4. Seniority will not accrue during periods of unapproved absences.



## **Article 10 - Seniority (continued)**

5. Seniority shall be lost by reason of:

- a) Termination of employment by employee or municipality
- b) Discharge for cause
- c) If the employee fails to report for work after a lay-off and within five (5) days of recall
- d) If the employee abandons his/her position
- e) expiration of one (1) year following lay-off.
- f) In cases where the long term disability exceeds one (1) year
- g) In cases where Worker's Compensation disability exceeds one (1) year
- h) retirement

## **5.11 Article 11 - Lay Off and Recall**

1. The employer will notify regular full-time and regular part-time employees, who are to be laid off, five (5) working days prior to the lay off period.
2. Due to the nature of the work performed by the municipality, the employer will have the final decision as to which employees have the required knowledge, ability and skills to perform the remaining functions. When these attributes are deemed to be relatively equal, department seniority will apply.
  - a) Departmental seniority in this context means, that the last person hired within a department shall be the first person laid off and, similarly, recall will be done on the basis of the first person within a department laid off, shall be the last person called.
3. In the event the municipality is unable to contact the employee personally, recall shall deemed to have been carried out five (5) days after receipt of a ~~double~~ registered letter to the last known address of the employee as shown on the employer's records and, if returned to the employer, recall shall have been deemed to have been carried out.
4. An employee who does not return from lay off as required, or has been laid off for a period of twelve (12) months, shall be considered terminated.

## **5.12 Article 12 - Termination of Employment**

1. Excepting in cases of discharge for cause, regular employees of the municipality shall give fourteen (14) calendar days' notice of termination of employment.
  - a) This provision shall not apply to probationary employees.
2. An employee who is terminated shall receive his termination entitlements no later than 3 consecutive days after the last day of employment as set out in Section 56 of the Employment Standards Code Alberta 2000 Chapter E-9. An employee, who voluntarily leaves the employ of the municipality, shall receive his wages and vacation pay to which he is entitled at the next regular scheduled payday.
3. Pro-rata vacation pay on termination of employment will be paid in accordance with service rendered, if proper notification of termination is given. If proper notice on termination is not given, then the employee will be paid in accordance with the Employment Standards Code.
4. An employee shall be considered to have abandoned his/her position when:
  - a) An employee is absent from work for two (2) or more working days without good and proper reason and/or without notifying the Chief Administrative Officer.
  - b) An employee does not return from leave of absence or vacation as scheduled.
  - c) An employee does not return from lay off, as required.

## **5.13 Article 13 - Hours of Work and Shifts**

1. The provisions of this article are intended to establish a basis for the computation of overtime, and shall not be construed as a guarantee of hours of work per day or per week.
2. The number of regularly scheduled hours of work in a week shall not exceed the following:
  - a) Municipal office and FCSS employees – 40 hours per week.
  - b) Public Works employees – 40 hours per week.
3. Work designated on a shift basis in which the days and times begin and end will be established by the Town.
  - a) Employees will be notified in writing twenty-four (24) hours prior to change of shifts and shall have eight (8) hours of rest between shifts.
4. Subject to the needs of the municipality, the employer will, whenever possible, schedule two consecutive days off in the week.
5. All employees shall receive two (2) fifteen (15) minute rest periods in each working shift of eight (8) hours, times of which shall be scheduled by the employer.
  - a) Such rest periods may be required to be taken at the job site or workstation when travel time causes undue loss of productive time.
6. Generally, a one (1) hour lunch break is provided, unless otherwise approved. This lunch break will not be considered as part of the hours worked.
  - a) Employees required to eat their lunch on the job will have one-half (1/2) hour considered as part of the hours worked.



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1. Overtime will be paid by the Town in accordance with the provisions of the Employment Standards Code, as amended from time to time. In the event of any contradiction or inconsistency between this policy and the Employment Standards Code, the Code governs.
2. All overtime must be authorized in advance by the Town, and no employees shall work in excess of their regular hours of work except when authorized by the Town.
3. Overtime hours in respect of a work week for all Town employees are:
  - a) The total of an employee's hours of work in excess of 8 on each workday in the work week, or
  - b) An employee's hours of work in excess of 40 hours in the work week, whichever is greater, unless the hours are the same, in which case the overtime hours are those common hours.
4. Overtime hours shall be authorized in such a manner and by such persons as is directed by the Town. The Chief Administrative Officer and department heads have the authority to authorize overtime.
5. An employee may enter into an overtime agreement in the form attached to this policy as Appendix "A", that provides that wholly or partly instead of overtime pay, the Town will provide, and the employee will take, time off with pay instead of overtime pay.
6. Time off with pay instead of overtime pay, may only be banked up to five working days and shall be capped at 56 hours per year. Any time in excess shall be paid out as overtime pay.
7. Employees shall not be permitted to take time off with pay in conjunction with vacations unless prior written approval from the Town is obtained.
8. Banked time not used will be paid out within 6 months at the end of the pay period in which it was earned.

APPENDIX "A"

**INDIVIDUAL OVERTIME AGREEMENT**

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

BETWEEN:

Town of Sexsmith

("Employer")

- and -

\_\_\_\_\_  
("Employee")

1. The Parties agree that overtime hours shall be any hours of work in excess of 8 hours on each workday or 40 hours within the work week, whichever is greater ("Overtime Hours"). Parties agree that either wholly or partly the Employer will provide, and the Employee will take time off with pay in place of overtime pay for Overtime Hours, taken and paid at an overtime rate of 1.5 times the Employee's standard wage rate for the Overtime Hours worked.
2. The time off with pay in place of overtime pay shall be provided, taken and paid at a time that the Employee could have worked and received wages from the Employer. Time off with pay in place of overtime pay shall be provided and taken within 6 months of the end of the pay period in which it was earned.
3. All banked overtime hours must (a) be taken at a time scheduled and approved by the Employee's direct manager or designate, and (b) be documented in writing and sent weekly to the Employee's direct manager or designate for approval.
4. If banked overtime hours are not used within the 6-month period set out in section 2, the Employee shall be paid overtime pay at an overtime rate of 1.5 times the Employee's wage rate for the Overtime Hours worked.
5. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.
6. No amendment or termination of the agreement shall be effective without at least one month's notice in writing by one party to the other.

**TOWN OF SEXSMITH**

Per:

\_\_\_\_\_

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Witness

## **5.15 Article 15 - Staff Benefit Policy**

### *Policy Statement*

The Town of Sexsmith compensation package includes benefits designed to address the needs of its employees. The Town is committed to attracting and retaining employees by providing benefits that are beneficial to their health and well-being as well as providing a competitive, comprehensive benefits package.

### *Purpose*

The purpose of this policy is to outline the benefits package available to employees, as well as the participation requirements and the manner in which benefits will be cost-shared.

### *General Guidelines*

#### Participation for Permanent Full-Time Employees

- All employees who qualify for benefits must participate in the Mandatory Benefit Plan
- You may participate or opt out of the Medical / Dental benefits providing you have similar coverage elsewhere
- You may participate or opt out of the Optional Benefits (employee paid)

#### *Participation for Permanent Part-Time Employees*

- Permanent Part-Time employees who work a minimum of 20 hours a week must participate in ALL mandatory benefits.
- Permanent Part-Time employees who work a minimum of 15 hours per week qualify for the mandatory benefits, however Long-Term disability is not included.
- You may participate or opt out of the Medical / Dental benefits providing you have similar coverage elsewhere
- You may participate or opt out of the Optional Benefits (employee paid)

### *Commencement of Benefit Plan*

Regular Municipal Employee working full / part time with the minimum hour requirement met will qualify for the benefit package. Your benefits will commence on the first day of the month following three (3) months of employment. Payment for the benefit plan will be done monthly on your paycheque with the Town paying 75% and the employee paying 25% of the premium cost for mandatory benefits. Optional benefits full cost will be paid by the employee.



## *Town of Sexsmith Benefits*

<b>BENEFIT</b>	<b>EMPLOYEE CONTRIBUTION</b>	<b>TOWN CONTRIBUTION</b>
Extended Health	25%	75%
Dental	25%	75%
Group Life Insurance	25%	75%
Accidental Death	25%	75%
Dependant Life	25%	75%
Weekly Indemnity	25%	75%
Long Term Disability**	25%	75%
Best Doctors**	25%	75%
Employee Assistant Plan (EAP)		100%
Health and Wellness Spending Account		100%

**\*\* Must meet requirements**

### *Health and Wellness Spending Account*

The Health and Wellness Spending Account includes a non-taxable Health Spending account (HSA) and a taxable Wellness Spending Account (WSA). The HSA covers medical expenses that are allowable on your personal income tax return. For a detailed listing of allowable expenses please see the Benefits Plan Administrator. The HSA may also be used to top up medical expenses already partially covered in the benefits plan. The WSA is taxable and as such will be on your yearly T4. The WSA follows the Government of Alberta Wellness Spending Account Eligible Expenses reference guide. For a detailed listing of allowable expenses please see the Benefits Plan Administrator.

The Health and Wellness Spending Account will commence January 1<sup>st</sup> of each year in the amount of \$1250.00; \$1000.00 designated for the HSA and \$250.00 designated for the WSA for the calendar year. The unused portion of both the HSA and WSA will roll forward into their respective accounts for a maximum period of one year. If either of which is not used in the second year, they will no longer be available. New enrollments to the benefits program receive the full allotment of \$1250.00 as allotted above at the time of enrollment. Annual credits are not pro-rated. The \$1250.00 is the total per employee. It may be distributed amongst those covered by the plan as desired but the total of all the claims cannot exceed \$1250.00; \$1000.00 (HSA) and \$250.00 (WSA).

Passed by Council Resolution No.149-04-25, April 3, 2024.

Employees will be periodically provided with the applicable information and policy related to the Subsidized Group Benefit.

*No longer receiving salary option*

Employees no longer receiving salary may opt to continue participating in the group benefits program under the following conditions:

- a) Continued participation is subject to that which is authorized or accepted by the benefit agency.
- b) Participation is limited to twelve (12) continuous months.
- c) An employee opting to maintain his group benefits, as above, shall prepay both the Town's and employee portions of the applicable premiums.
- d) The onus is upon the employee to ensure that the prepaid premiums reach the Town at the appropriate time(s).
- e) Benefits will be suspended, should the Town not receive the prepaid premiums, and will not be re-instated until the employee returns to work.
- f) This benefit is limited to the employees on maternity leave, unpaid sick leave, disability benefits.

### *Termination of Benefits*

Benefits cease, on the last day worked, upon termination/retirement of employment except for Basic Group Life Insurance which is effective for 31 days after termina

# **Article 15 - B LAPP Participation Policy**

## **Policy Statement**

The Council for the Town of Sexsmith directs Administration to contract for and maintain a group pension plan in conjunction with a provincial plan for the Town of Sexsmith's civic employees or any group thereof.

## **Therefore,**

This policy shall be known as the LAPP (Local Authorities Pension Plan) Participation Policy.

## **Eligibility**

- All permanent employees regularly scheduled to work 30 hours or more per week must participate in the Local Authorities Pension Plan (LAPP)
- All employees regularly scheduled to work less than 30 hours per week and temporary employees are not eligible to participate in the LAPP program
- Any employee who is receiving a monthly pension from LAPP based on previous participation in the plan is not eligible to participate in the plan
- Any employee who would begin participation in the plan after December 30<sup>th</sup> of the year in which they reach age 71 are not eligible to participate in the plan
- Elected officials are not eligible to participate in the plan

## **Probationary Service**

- Eligible employees will be enrolled in the plan after a one-year probationary period
- If a non-eligible employee becomes eligible they will be enrolled in the plan in the plan immediately provided they have been employed by the town for a minimum of one year

## **Pensionable Service – Base to earn 1 year of pensionable service**

- The full-time equivalent base for employees working 40 hours per week is 2080 hours per year
- The full-time equivalent base for employees working 35 hours per week is 1820 hours per year

## **Pensionable Salary Consists of:**

- the gross basic pay for the performance of regular duties of employment, including pay for casual/additional shifts that are not eligible for overtime
- Retroactive pay related to gross basic pay
- Vacation pay not paid as a lump sum
- Sick pay used from accrued sick time bank
- Stat holidays – If an employee works on a statutory holiday, that pay in addition to regular pay should be considered pensionable salary

## **5.16 Article 16 - Benefits Top-Up**

1. The Town of Sexsmith may supplement or “top-up” any Weekly Indemnity, Long Term Disability and Workers’ Compensation claim benefits.
2. Top-up does not apply to lump sum compensation payments.
3. The top-up supplement is drawn against an employee accumulated sick leave credits, on a pro-rata basis.

For purposes of interpretation, the procedures for this policy shall be as follows:

1. Any employee on Weekly Indemnity or Workers’ Compensation wishing to apply for the top-up benefit must apply to Council. Council will then rule whether the top-up benefits will be paid upon consideration of the CAO recommendation.
2. If Council’s decision is not to top up benefits for the duration of the leave, no additional payment shall be made to the employee.
3. Employees taking Long Term Disability Benefit shall only be paid the top-up benefit in accordance with the number of accumulated sick days.
4. An employee that does not have any accumulated sick days shall not be entitled to top up benefits.

# **Article 16 – B Local Authority Pension Plan and APEX**

1. If an employee is approved by Town Council for Benefits Top-Up while on Weekly Indemnity, the employee's LAPP and APEX will continue to be paid. The Town of Sexsmith will cover the employer portion and the employee portion will be deducted from the employee's sick time bank.
2. If an employee is not on the Benefits Top Up program, this will result in a leave of Absence from the program. When the Employee returns to work, LAPP and APEX service time may be costed out for purchase at the expense of the employee.

## **5.17 Article 17 General Holidays**

1. All full-time regular employees will be paid their normal basic pay for the general holidays listed below:
  - New Year's Day
  - Family Day
  - Good Friday
  - Easter Monday
  - Victoria Day
  - Canada Day
  - August Civic Holiday
  - Labour Day
  - Thanksgiving Day
  - Remembrance Day
  - Christmas Day
  - Boxing Day
2. An employee is eligible for general holiday pay if the employee has worked for the same employer for 30 work days or more in the 12 months preceding the general holiday as per Division 5 Section 26(1) in the Alberta Employment Code.
3. When a general holiday falls on a weekend, the Friday prior to the weekend or the Monday after will be taken as the general holiday.
4. Notwithstanding anything included in this article an Employee is eligible for any leaves that apply to them under the Employment Standards Code of Alberta.

## 5.18 Article 18 – Vacations

For the purpose of this article, “vacation year” means the twelve (12) month period commencing on the first (1<sup>st</sup>) day of January in each year, and concluding on the thirty first (31) day of December in the same year.

Vacation entitlement is earned during each vacation year of continuous service.

1. Vacation entitlements are as follows:

Years of Service	Entitlement
Year one (1) to six (6)	Fifteen (15) days
Year seven (7) to fourteen (14)	Twenty (20) days
Year fifteen (15) to nineteen (19)	Twenty Five (25) days
Year twenty (20) onwards	Thirty (30) days

2. Vacation time will accrue monthly. Up to the current year entitlement can be carried forward in the following year.
3. Seniority shall prevail where there is a dispute regarding preference for the time when vacations are to be taken.
4. Except on terminations, pay in lieu of vacation time will not be permitted.
5. Preference for vacations are recommended to be made prior to April 30<sup>th</sup> of each year. Changes to vacation preference shall be made through the Chief Administrative Officer.
6. Employees who do not indicate their vacation preference prior to May 31<sup>st</sup>, may have their vacations scheduled by the Town.
7. Any employee may, upon approval, carry forward vacation days from one year to the next for the purpose of extended vacations in excess of the current year entitlement.
  - ❖ A request for a carry-over shall be made in writing to the Chief Administrative Officer, detailing the circumstance.
  - ❖ Such carry-over of vacation days is not encouraged.
8. Notwithstanding anything included in this article an Employee is eligible for any leaves that apply to them under the Employment Standards Code of Alberta.



# **APPENDIX - A**

## **Article 5.19 – Sick Leave**

1. Sick leave benefits are sponsored by the municipality to protect the employee in the event of an unavoidable illness or injury not covered by Workers' Compensation Board, or through other benefits provided by the employer.
2. Sick leave will not be paid by the employer for self-inflicted injury, or for injury received while in the employ of an employer other than the municipality.
3. Each employee on regular staff shall be entitled to sick leave credits computed from the date of commencement of employment at the rate of one and one-half (1 1/2) days for each full calendar month of employment cumulative to a maximum sick leave credit of one hundred and twenty (120) working days provided; however, that an employee shall not be entitled to apply sick leave credits for sickness occurring prior to the expiration of the employee's period of probation.
4. No sick leave will be paid for an illness that starts during an employee's annual vacation until the vacation period has expired:
  - a) An employee who is hospitalized for a period of more than twenty-four (24) hours will be eligible for sick leave benefits providing substantiation by the employee is made as soon as practical and possible.
  - b) Employees who are hospitalized during their vacation may opt to have any portion of their paid vacation time lost to illness be deferred and rescheduled.
5. Payment for illness that starts prior to a scheduled vacation will not be paid for in the manner prescribed and the vacation period will be deferred and re-scheduled.
6. The Chief Administrative Officer may require a certificate from the employee's attending medical doctor, and/or a statement signed by the employee substantiating the illness.
7. Sick leave credits do not continue to accumulate during a period of illness. One (1) day is deducted from accumulated credits for each day of illness paid for.
8. In the event an employee wrongfully claims salary continuation or abuses the privileges, he shall be subject to disciplinary action up to and including discharge.

## **Sick Leave (continued)**

9. Sick leave credits will be adjusted as outlined in Article 10 of this policy manual
10. Under this article, sick leave will be paid for those absences due to illness which arise out of pregnancy, and which occur prior to, or subsequent to, an employee's approved maternity leave.
  - a) An employee shall return to her regular duties when fit to do so during those periods prior to, and subsequent to the approved maternity leave.
  - b) No sick leave will be paid during the period of approved maternity leave.
11. Sick leave shall only apply to those periods of illness or accident not covered by the group Weekly Indemnity Plan (see Subsidized Group Benefits).
  - a) No employee shall be entitled to both weekly indemnity and sick leave benefits.
12. Sick leave may be used for family emergencies or family responsibilities for up to a maximum of 10 days annually.
  - a) Family emergencies means a water pipe froze, heater not working or something of a similar emergent nature at the employee's home.
  - b) Family responsibility means to care for a sick family member.
    - i) Sick family member means an employee's family member(s).
    - ii) Exceptions to number of allotted days may be considered in exceptional circumstances and would be approved at the discretion of the CAO.
13. Family member(s) includes individuals who do not live in the same household, and relationships from bonds of blood or law, including common-law. It includes relationships between parents and children (including adoptive and foster children), and with spouses (marital and common law), siblings, in-laws, uncles and aunts, nephews and nieces, cousins, grandparents, and grandchildren.

Families can also include relationships not defined by blood or legal bonds. This may include "chosen families" such as strong friendships and communities where unrelated persons provide care normally provided by nuclear family members.

14. Employees shall notify the Chief Administrative Officer of absence due to illness prior to the start of their normal working day, but in any event, no later than two (2) hours past their regular starting time to be eligible for paid sick time.
  - a) Circumstances, which make the above reporting impossible, will not effect the payment for sick leave benefits.
15. Employees will be given a reconciliation of their sick leave credits on a monthly basis.
16. Notwithstanding anything included in this article an Employee is eligible for any leaves that apply to them under the Employment Standards Code of Alberta.

## **APPENDIX B**

### **5.20**

### **Article 20 – Medical/Dental Appointments**

Employees whose medical/dental appointments require them to be absent from work for four (4) hours or less, will not have such time deducted from their accumulated sick leave credits up to a maximum of 8 hours per month. Time lost in excess of 8 hours per month for the

purpose of medical or dental appointments will be unpaid or deducted from earnings or an employee can request to use sick leave credits to account for this time. If an employee has no sick leave credits, the time lost for the purpose of keeping medical or dental appointments will be deducted from their earnings. This monthly allowance for appointments will extend to accompaniment to appointments for family member(s) as defined in Article 19 - Sick Leave.

If an employee wishes to make up hours lost due to appointments, they may request an overtime agreement from their manager. The ability to work or make up extra hours outside of the employee's regular hours of work is at the manager's discretion and subject to operational requirements or limitations. Hours worked to make up time away for appointments will not be paid at the overtime rate. These hours will be paid at the employees' regular rate of pay and this would be defined in the overtime agreement. For overtime agreements, final approval of the CAO will also be required.

Two (2) days traveling time, to be deducted from accumulated sick leave credits, will apply with employees required to travel more than 300 kilometers to receive their medical treatment. This allowance will also extend to appointments for family member(s).

Notwithstanding anything included in this article an Employee is eligible for any leaves that apply to them under the Employment Standards Code of Alberta.

## **5.21 Article 21 – Leave of Absence**

1. A leave of absence is a written authorization for an employee to be absent from work with or without pay for a definite period of time, which has been approved in advance by the Chief Administrative Officer.
2. All requests for leave shall be made in writing and shall be made at least one (1) month prior to the beginning of the leave, except in situations of an unforeseen or emergency nature, in which case, the employee's request shall be made as soon as the employee becomes aware of the situation which prompted the request for leave.
3. Any employee, who has been granted a leave of absence and fails to return on the date granted by the employer, shall be deemed to have position.

4. In leaves of absence for periods of greater than six (6) weeks, the municipality may find it necessary to fill the vacancy created on a permanent basis. In this event, the employee on an extended leave greater than six (6) weeks, shall be offered the first position available in the classification held by the employee before the granting of the leave.
5. Notwithstanding anything included in this article an Employee is eligible for any leaves that apply to them under the Employment Standards Code of Alberta.

## **5.22 Article 22 – Compassionate Leave**

1. In the event of the death of the employee's father, mother, legal guardian, spouse, brother, sister, grandparents, or grandchildren, bereavement leave with regular pay will be provided as follows:
  - a) Up to three (3) working days to attend a funeral within a one thousand (1000) kilometer radius of the Town of Sexsmith.
  - b) Up to five (5) working days to attend a funeral greater than one thousand (1000) kilometer radius of the Town of Sexsmith.
2. In the event of the death or disappearance of a child employees will be entitled to up to 52 weeks of leave. If the child disappears as the probable result of a crime or a child dies as the probable result of a crime leave can be up to 104 weeks.
3. Notwithstanding anything included in this article an Employee is eligible for any leaves that apply to them under the Employment Standards Code of Alberta.



1. Employees of the Town are entitled to maternity and parental leave in accordance with the Alberta Employment Standard Code, RSA 2000, CE E-9, as amended.
2. To qualify for maternity/parental leave, an employee must have been employed by the employer for a period of not less than 90 days of being employed.
3. The Town shall grant an employee a maternity/parental leave of absence without pay for a maximum period of not more than 62 consecutive weeks within 78 weeks after the child's birth or when the child is placed with the adoptive parent for the purposes of adoption. Maternity leave will be effective starting anytime during the twelve (12) weeks immediately preceding the expected date of delivery. For the protection of the child and the mother, the employee shall take the said leave during the aforementioned period.
  - a) Maternity leave is only available to a pregnant employee and is a maximum time of 16 weeks.
  - b) Subject to the agreement of the employer, an employee may request to shorten the duration of the twelve (12) week period prior to the date of expected delivery date, and similarly, may request to resume his/her duties prior to the end of the parental leave. Such requests must be accompanied with a medical certificate clearly indicating the late extension of work nor the early resumption of work will not adversely affect his/her health.
4. Applications for maternity leave must be made in writing at least six (6) weeks prior to the date an employee intends to commence maternity leave, and the application shall enclose a medical certificate indicating the pregnancy and estimating the date of delivery.
5. Applications for parental leave must be made in writing at least six (6) weeks prior to the date the employee intends to commence parental leave, and the application shall enclose a medical certificate indicating the pregnancy, or adoption, estimating the date of the child

## **Maternal/ Parental Leave (continued)**

6. An employee on maternity/parental leave shall provide the Town with four (4) weeks written notice of the date the employee wishes to return to work.
7. Employees that are the non-birthing parent are entitled to one (1) day of paid leave to attend the birth of their child. This is in addition to any entitlements to parental leave under the Employment Standards Code.
8. The leaves set out in this policy are compliant with the provisions of the *Employment Standards Code*, RSA 2000, c E-9, and in the event of a conflict between this policy and the *Employment Standards Code*, the legislation governs.



## **5.24 Article 24 – Jury Duty and Court Service**

1. If an employee is called to the courts as a member of a jury or as a witness, the municipality will maintain the regular rate of pay for the employee called for such duty.
2. Employees shall, whenever possible, perform their work between periods of jury duty or while awaiting jury call.
3. Notwithstanding anything included in this article an Employee is eligible for any leaves that apply to them under the Employment Standards Code of Alberta.

## **5.25 Article 25 – Grievance Procedure**

1. A grievance is defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Personnel Policies.
2. The time limits specified in the policy, shall not include Saturdays, Sundays and named holidays. Time is of the essence; although, the time limits may be extended by the consent of both parties in writing.
3. The grievor shall be present at each step of grievance procedure, and may request the aid of another person at step 2 and beyond.
4. The purpose of the grievance provisions is to ensure that any grievance is processed in an expeditious manner; therefore, compliance of the provisions is mandatory. If the municipality fails to comply with the provisions, the grievance may be processed to the next step by the grievor. If the grievor fails to comply with the provisions, the grievance shall be considered abandoned. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.
5. An earnest effort shall be made to settle grievances fairly and promptly in the manner hereinafter described:

### **Step 1**

The grievor will first seek to settle the dispute with whomever issued the disciplinary action on an informal basis within five (5) days following the date of the occurrence giving rise to the grievance. The issuer of the disciplinary action shall have three (3) days in which to respond to the grievance.

### **Step 2**

Failing satisfactory settlement, and within five (5) days after the response in step 1, the grievance may be submitted again to the Chief Administrative Officer as follows:

The grievance shall be in writing and must include a statement of the following:

1. The name(s) of the aggrieved;
2. The nature of the grievance and the circumstances out of which it arose;
3. The remedy or correction the municipality is requested to make; and
4. The section(s) where the policy is claimed to be violated.

## **Grievance Procedure (continued)**

A meeting between the parties shall take place, with the decision of the Administrative Officer being rendered in writing within four (4) days following receipt of the submission at this step. If the issuer of the disciplinary action was the Chief Administrative Officer or designate grievor shall proceed to step 3.

### **Step 3**

Failing settlement at step 2, and within five (5) days after receipt of the written response from the Chief Administrative Officer in Step 2, the grievance may be submitted to a qualified and independent arbitrator appointed by Council.

A meeting between the parties and this arbitrator shall take place, with the decision being rendered in writing within ten (10) days following the receipt of the submission at this step. The written decision will be forwarded to Council, the Chief Administrative Officer and the grievor.

1. The arbitrator may vary any penalty, as it deems wise and prudent.
2. The arbitrator decision shall be the final decision.
3. The arbitrator will reserve the right to apply costs of the arbitration to either party based on the outcome.

## **5.26 Article 26 – Retirement**

1. Employees will retire on or before their seventy first (71) birthday. Early retirement shall be in accordance with the pension plan in effect at that time.
2. Notwithstanding the above, the municipality shall be entitled to re-engage an employee on a time certain basis. Employees so re-engaged shall be entitled to retain applicable salary, seniority and benefit privileges as applicable to benefits and LAPP program.
3. Employees in their last years of employment prior to retiring, and who have ten (10) or more years of continuous service will have their attendance at courses or consultations regarding retirement, granted as a leave with pay.
  - a) Such pay is limited to four (4) working days.
  - b) This special leave will be prorated to those employees with less than ten (10) years of continuous service.

## **5.27 Article 27 – Medical Examinations**

1. As a condition of employment or pre-employment employees may, from time to time, be required to take a medical examination by a medical doctor designated by the employer. The cost of such medicals will be borne by the employer.
2. The employer may require such a medical of an employee in respect to any claim on benefit sponsored by the employer.
3. Medical examinations will not be administered on a discriminatory basis.

## **5.28 Article 28 – Staff Training & Development**

1. Employees may request or may be required to attend various programs for the purpose of upgrading their skills directly related to their duties.
2. Application for attendance at any workshop, course, symposium, seminar or convention for 3 days or more shall be made in writing to the Chief Administrative Officer in care of the department manager.
  - a) The request should outline the program, and must include an estimate of costs, and the number of days or hours an employee will be absent while attending the training function.
3. Mandatory Attendance:
  - a) The employer may, from time to time require an employee to attend a particular program. Here, the employer will pay for all the receipted expenses incurred in:
    - Registration fees
    - Public, ground, or air transportation
    - Accommodations
    - Private vehicle as per Schedule C
    - An allowance for meals, gratuities and incidental expenses to a maximum authorized amount as outlined in Schedule C will be recognized.
4. Voluntary attendance:
  - a) An employee whose application for attendance in a training and development program which has been approved by the Chief Administrative Officer shall verify by receipt all applicable expenses incurred through:
    - Registration fees
    - Public, ground or air transportation
    - Accommodations
    - Meals, gratuities and incidental expenses as per the Payment of Travel and Subsistence Policy Statement
    - Private vehicle as per the Payment of Travel and Subsistence Policy Statement
  - b) No expenses will be paid where the courses are contiguous with a weekend in which the program has recessed.

## **Staff Training & Development (continued)**

- c) Where a training program or course has a pass or fail criteria, reimbursement is conditional on the employee securing a passing grade.
- d) On request, the Chief Administrative Officer may advance monies to an employee prior to attending a program. Upon return, receipts will be required to substantiate the amount of advance.

### **5. Salary**

- a) An employee attending a training and development program at the request of the municipality shall receive his regular basic salary.
- b) An employee requesting leave to attend a program may be granted it with or without his regular basis pay, as per Council/ Chief Administrative Officer approval.

### **6. Guarantee of Service**

- a) An employee granted leave(s) of absence where the municipality has subsidized voluntary attendance at a series of courses or workshops, which lead to a credential designation, shall undertake, in writing, to remain in the employ of the municipality for two (2) years after the successful completion of the designation.
  - Such credential designation shall include, but not be limited to, university degrees or certificates, college and technical institute diplomas, or an RIA CGA, LGA, CLGM designation.
- b) Should an employee resign or retire from the service of the municipality prior to completing the required two (2) years of service, following such leave, the employee will be required to repay all registration fees, expenses, and time off with pay to the municipality.
  - Repayment will be on a pro-rata basis, calculated on the length of service at resignation or retirement, as this service bears to two (2) years.

7. All expenditures for training and development will be part of the municipality's budget planning process and is at the full discretion of Town Council.

8. If possible, the requests for staff training & development should be submitted to the CAO in care of management at the beginning of the year to facilitate budget preparation.

## **5.29     Article 29 – Pay Days**

1. Pay is based on twenty six (26) pay periods per year for full time staff and the Library.
2. Paydays are bi-weekly for full time staff and the library staff.
3. Council and part time staff are paid on a monthly basis.
4. All hours worked, and all time lost due to illness or for any other reason, shall be recorded on the appropriate form and submitted to the Accounting Technician five (5) days prior to the payday.



## **5.30 Article 30 – Loss of License/ Security Clearance**

1. For employees driving Town vehicles, a driver's abstract will be required at time of application process as well as yearly in the month of January and this will be at the expense of the town. If an employee has his/her driver's license taken away, he/she must notify their employer within 24 hours.
2. Employees who are required to maintain a valid operator's license, or employees who are required to maintain security clearance for the purpose of their work with the Town shall be terminated from their employment in the event of:
  - a) Loss of operator's license due to legal ramifications.
  - b) Loss of security clearance
  - c) Employees who lose their operator's license for a period of six (6) months or less may be laid off until such time as the license is again secured
3. In the event of such loss, the above employees may be offered the first available position to which he/she is qualified.

## **5.31 Article 31 – Notice Boards, Notices & Meetings**

1. Notice boards for the purpose of posting notices relating to the business of the employer must be available in the Town office.
2. All notices which are to be posted on any municipal property must be approved by the Chief Administrative Officer prior to posting.
3. Meetings of employees on municipal property for other than that business authorized by the Town is not permitted.

## **5.32 Article 32 – Code of Conduct**

### **This code of conduct applies to Town Administration, Public Works, FCSS, Fire Department, and Non-profit groups and Organizations in Town Owned Buildings**

1. The Code of Conduct is established to assure the public, and all those who deal with the Town that they can expect the highest degree of personal integrity, conduct, and professionalism in their work by all employees, volunteers and members of non-profit groups and organizations involved with Town owned facilities.
2. Employees with the rank of manager and above, have the authority to effectively recommend the discipline of employees and volunteers, up to and including discharge for cause.
3. Grounds for disciplinary action include, but are not limited to:
  - a) Improper use of position of an employee or volunteer for personal gain, or to solicit a contribution response or action designed to benefit the employee.
  - b) Drinking alcohol, and/or partaking of illegal drugs on the job or arriving on the job under the influence of either of the above.
  - c) Gambling during work hours.
  - d) Offensive language or conduct towards the public or other employees or volunteers.
  - e) Acceptance of gratuities or pressure designed to affect the Town's response.
  - f) Unauthorized use of Town equipment, material or supplies.
  - g) Breaches of established safety procedures and standards.
  - h) Sexual harassment.
  - i) Failure to follow orders from a supervisor;
  - j) Disrespectful attitude towards supervisor, other employees or volunteers.
  - k) Failure to perform assigned work without just cause.
  - l) Abusing or being wasteful of materials, property or working time.

- m) Failure to report to immediate supervisor when absent, or being absent without permission;
  - n) Habitual absence or tardiness;
  - o) Accessing Town files or providing information not within their area of responsibility.
  - p) Discussion of confidential Town business with unauthorized persons;
  - q) Refusal to report in an official emergency, without just cause.
  - r) Convictions of the Traffic Safety Act or Criminal Code.
4. Any incident of sexual harassment must be immediately reported to the Chief Administrative Officer, or in the absence of the Chief Administrative Officer, to immediate supervisor.
5. Whenever the supervisor or Chief Administrative Officer deems it necessary to warn an employee in a manner indicating that suspension or dismissal may follow, the employer shall give such notice in writing to the employee or volunteer. The employee or volunteer shall acknowledge receipt of the warning as a matter of record indicating:
- ( ) I agree with the contents of this letter.
- Or
- ( ) I do not agree with the contents of this letter.
6. An employee or volunteer may be suspended or discharged for cause by department heads or by the Chief Administrative Officer (. All such suspensions or discharges shall be followed up with a letter to the employee or volunteer, with a copy to the Chief Administrative Officer for the personnel file. According to Municipal Affairs this will not be discussed with Council.
7. An employee disciplined may grieve the action through the grievance procedure. As per Article 25 of the Policy Manual.
8. It is prohibited for employees, contractors and volunteers to use Municipal resources such as vehicles, equipment, mobile equipment (tools) and facilities for personal purposes or for any purpose other than activities related to their duties with the unless approved under clause (a) or clause (b).
- a. The department manager may grant permission to utilize tools, equipment and facilities for reasonable purposes such as: Personal vehicle washing, volunteer retention functions / activities and simple on-site tool usage.

- b. Town vehicles and / or equipment are to be used for Town business purposes only. Unrestricted personal use of a Town vehicle is prohibited; however, acknowledging the employee's right to continue to live his / her personal life' while on-call, some limited personal usage shall be deemed acceptable.

Short stops for personal use are permitted when travelling to and from work or on a lunch break. Examples of inappropriate personal use include but are not limited to: hauling furniture / appliances; transporting material to the landfill; driving the Town vehicle to a bar or pub; personal business on a weekend unless the employee is working and on a lunch break.

- 9. Each employee works for the Municipality as a corporate entity and is charged with making recommendations that reflect their professional expertise and corporate perspective without influence from any individual member or group of members of Council.
- 10. Each employee shall endeavor to provide a high quality of advice based on political neutrality and objectivity irrespective of party politics, the loyalties of persons in power, or their personal opinions.
- 11. Council has delegated responsibility to the Chief Administrative Officer for the administration of the affairs of the Municipality in accordance with the by-laws and policies adopted.
- 12. All Employees, volunteers and not for profit organizations involved with Town owned facilities shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration.
- 13. All Employees, volunteers and not for profit organizations involved with Town owned facilities shall, refrain from accepting direction from Municipal Councillors. Direction shall only come through the Chief Administrative Officer or designated supervisor.
- 14. All Employees, volunteers and not for profit organizations involved with Town owned facilities shall, not offer municipal services or contracted resources to Municipal Councilors or other employees of the Town that exceeds those services offered or available to any other citizen.
- 15. Avoid any situation in which a friendship, social relationship or social interaction with a member of the Council may be seen to create undue influence, access to information, conflict of interest or to undermine the authority of the Chief Administrative Officer.

## **5.33 Article 33 – Personnel Administration**

1. The Chief Administrative Officer / Administrative Supervisor shall keep individual, up-to-date personnel files on all regular full-time and regular part-time employees, as part of payroll records.
2. It shall be the responsibility of the Chief Administrative Officer / Administrative Supervisor to ensure that the following information is provided for each personnel file:
  - ❖ Personnel form
  - ❖ Applicant's resume or application
  - ❖ Letter of acceptance
  - ❖ Job description or position overview
  - ❖ TD 1 form
  - ❖ Benefit request
  - ❖ Overtime contract
  - ❖ Evaluation reports
  - ❖ Disciplinary action
  - ❖ Training requests
  - ❖ Leave requests
  - ❖ Notice of termination
  - ❖ Acceptance of termination
  - ❖ Driver's abstract for anyone driving Town Vehicles yearly.
3. No information from the personnel file shall be released to outside parties, except for verification of employment and employment dates and titles, without prior authorization from the employee and the Chief Administrative Officer.
4. Job performance evaluations will be conducted on employees prior to the completion of the probationary period. All employees will have a job performance evaluation conducted annually.
5. The onus is upon every employee to advise the Town of those changes that materially affect his/her personnel file.

## **5.34 Article 34 – Safety**

1. Employees must report any unsafe conditions to their immediate supervisor.
2. No employee shall operate any tool, appliance, equipment, or machinery, or carry out work where there exists, or will cause to exist, an imminent danger to the health and/or safety of that employee, to other employees or to the public who are at the work site.
3. All vehicles, equipment, tools and machinery shall only be operated or used by Town personnel for Town authorized purposes only.
  - a. Unauthorized use by employees is prohibited.

## **5.35 Article 35 – General**

1. No personal long-distance telephone calls from the Town's telephones are permitted.
2. For the purpose of their duties, certain specified employees may have a Town vehicle at their home.
3. No employee shall carry on a business or secure other employment that will conflict with their employment with the Town.



## **5.36 Article 36 - Security and Time Management**

### **Purpose Statement**

To maintain the security of staff, the safeguarding of information and to help ensure better time management.

### **Policy Statement**

All visitors to the Town of Sexsmith administration office must sign in and out of the building using the sign in sheet at the front counter or back entrance during normal working hours.

Visitors will include anyone not having an assigned office space within the administration building.

Visitors entering from the front door will be escorted by pertinent staff to and from appropriate area.

Employees entering from the back door may sign in and out at the back door where sign in sheets will be provided. Visitors entering from the front door will sign in at the front counter.

Sample sign in sheet format provided in Schedule A

## SCHEDULE A – Sign In Sheet

**TOWN OF SEXSMITH – SIGN IN SHEET**

[illegible]

## **5.37 Article 37 - Cost of Living Adjustment (COLA)**

### **Policy Statement**

The Town of Sexsmith adopts the following policy for all staff to facilitate consistent and fair annual salary inflation increases.

### **Purpose**

It is the purpose of this policy to provide a process for implementing the annual cost of living adjustment increases for all permanent employees.

### **Procedure**

The Municipal salary grid will be adjusted annually based on the Alberta Consumer Price Index (ACPI) averaged for the 12 months, ending September 30, less 0.5 per cent. \* In the event of a negative average, the salary grid will remain unchanged for the ensuing year

In the event of decrease in the inflation rate for 2 consecutive years, the policy shall be brought back to Council for review.

## 5.38 Article 38 - Volunteer Firefighter Compensation



### **Purpose**

To ensure consistent and equitable compensation when performing duties related to firefighting services with the fire department.

### **Policy Statement**

The Town of Sexsmith values the time commitment and dedication of its paid response/volunteer firefighters. To show appreciation and assist in the recruitment of firefighting personnel financial compensation through honorarium rates shall be set out as described below. This ensures both proper administration and management of the departments operating budget and assists in maintaining operations and administration within the fire department.

### **Guidelines and Procedures**

Firefighters shall be compensated for the following listed tasks and responsibilities as described in the below categories as approved by Fire Administration and this policy.

Hours and pay rates shall not be stacked such as members receive multiple or “stacked” call outs. The member would receive compensation from the start of the first call to the end time of the response at a minimum of the two (2) hours. Members working on project work or administrative time shall not record additional hours if they are already being compensated and stack compensation. Each member has the responsibility to record hours on time sheets accurately and concisely according to this policy. All time sheets shall be submitted monthly to the supervising officer for review and approval.

### **Call Response**

All call outs for emergency response and emergency stand by shall be paid out at a minimum of two (2) hours, this will include standby or backfill requests from the District Chief or Duty Chief. Any time exceeding the minimum call out shall be paid in quarter hour increments rounded up to the nearest quarter hour.

### **Practice**

Regularly scheduled training nights and regular truck inspections shall be paid for time attended at quarter hour increments rounded up to the nearest quarter hour.

### **Training**

Formal approved courses and training that are required to deliver service shall be compensated upon approval by the Platoon Captain and District Chief. Formal courses that are eligible for compensation following a professional development plan between the member and the supervising officer and required as part of the service provision are:

Firefighter	Officer
NFPA 1001 level 1 and 2	NFPA 1021 level 1
NFPA 1002 Chapter 4, 5, 6	NFPA 1041 level 1
NFPA 1072 Awareness and Operations	NFPA 1041 level 2
Standard first aid and BLS provider CPR	Blue card commander (certification lab)
Medical Co-responder	NFPA 1035
NFPA 1051, S1005, S215	Fire Smart
NFPA 1006 Vehicle extrication	
Ice rescue technician	

Compensated time while attending course shall be from the start time to end time of the course. We compensate our volunteers for all time, including travel. Compensation for online training will be approved by the Platoon Captain and District Chief.

#### Administration/Projects

Station operations and administrative tasks that require time such as; general records entry, equipment inspection, maintenance, preparation for training, and other required duties that are essential to maintain regulatory compliance are expected. The Town of Sexsmith understands that specified time for these essential duties is required on an ongoing basis through coordination with the District Fire Chief. This time shall be compensated and be rounded up to the nearest quarter hour. This time shall be forecasted in the budget and coordinated with the Station Captains through the District Fire Chief and Fire Administration team in regular planning meetings. Special projects or time not identified in the above intent require formal approval by the District Chief before submission.

#### Compensation Rates Effective ~~June 2<sup>nd</sup>~~ 2021

The below compensation rates are set out as an hourly rate for duties performed as a volunteer fire fighter based on years of service and training received. At the discretion of the District Fire Chief and Fire Administration members with previous training and experience may be given credit for past service when considering level/rate increases.

Position	Level	Years of Service	Training Required	Rate
<b>Recruit</b>	1	0-3 months	FF 101 complete	<b>0.00</b>
<b>Probationary</b>	2	3 Months	FF201, BLS CPR, SFA	<b>10.00</b>
<b>Firefighter</b>	3	1 Year	1001 L1, 1072, VE, Ice Rescue	<b>15.00</b>
<b>Pump Operator</b>	4	3 years	1002 Ch. 4, 5, 6	<b>16.50</b>
<b>Prevention/Sr. FF</b>	4a	3 Years	1035, 1001 L1, 1002 Ch. 5	<b>17.00</b>
<b>Lieutenant</b>	5	4 Years	1041 L1, 1001 L2, MCR	<b>18.00</b>
<b>Captain</b>	6	5 years	1021 L1, Blue Card	<b>21.00</b>

#### Compensation for Extraordinary Circumstances and Provincial Deployments

- Members deployed to major incidents within the County, or as part of a County team and the event has been deemed "Extraordinary Circumstances" will be compensated at the current Provincial Wildland Urban Interface Guidelines rates. (eg: Dunes West or Kleskun Creek type of event.)

2. Members deployed to Provincial incidences will follow the current rates of pay set out in the Provincial Wildland Urban Interface Guidelines.
3. CAO or designate must approve all deployments identified in section (1) and (2) and be advised of if the town will be reimbursed and by whom and what resources will remain available in the community during this time.

## 5.39 - Sexsmith Fire Department Logo



### 1. Purpose

To adopt the official Sexsmith Fire Department logo and establish guidelines for its modification, ensuring all changes are reviewed and approved by Town Council before implementation.

### 2. Scope

This policy applies to all proposed changes to the official logo of the Sexsmith Fire Department, which is the logo as shown in this policy. This includes alterations to design, colors, symbols, or any graphic elements.

### 3. Process for Modifications

*Submission:* Proposals for logo modifications must be submitted in writing by the Fire Department to the Town Manager, including a description, visual representation, and rationale for the change.

*Council Review:* Town Council will review the proposal and vote to approve or deny the modification.

*Implementation:* Upon Council approval, the Fire Department will implement the logo change, with associated costs reviewed as part of the budget process.

### 4. Ownership

The official logo is the intellectual property of the Town of Sexsmith. Unauthorized use or alteration of the logo is prohibited.

## 6.1 Authority to review Grid and Policy

### Policy statement:

Corporate Services Committee will review annually.

The wage grid and salaries will be reviewed by the Corporate and Community Services Committee each year for the purpose of recommending revisions to Council.

### Wage Grid - as at July 22, 2024

<i>Tier 1</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>
Assistant CAO Public Works Superintendent	39.80	49.71	59.04	69.53
<i>Tier 2</i>				
Administrative Supervisor Public Works Lead Hand	33.74	36.58	39.42	42.28
<i>Tier 3</i>				
Accounting Technician I Equipment Operator F.C.S.S. Coordinator Wellness Co-ordinator Firefighter	27.72	30.39	33.06	35.74
<i>Tier 4</i>				
Administrative Assistant Administrative Assistant to CAO	24.00	26.36	28.72	31.09
<i>Tier 5</i>				
Seasonal Staff Daycamp Staff Home Care Worker	16.65	19.75	22.85	25.94



## **6.2 Schedule C – Shift Schedules**

Effective on the date of adoption of the Personnel Policies, the following shifts apply:

### **Public Works Employees**

8:00 a.m. to 4:30 p.m.

(One half hour unpaid lunch break)

### **Administrative Employees**

(Includes F.C.S.S.)

8:00 a.m. to 5:00 p.m.

or

8:30 a.m. to 4:30 p.m.

(One-hour unpaid lunch break)

### **Town Office Hours of Operation**

(Includes F.C.S.S.)

8:30 a.m. to 4:30 p.m.

Closed from 12:00 p.m. to 1:00 p.m. for lunch

## 6.3 Date of Personnel Policies

These personnel policies were adopted by the Council of the Town of Sexsmith on the date indicated below and remain in full force and effect until revised, in writing, through a resolution of Council, Resolution 386-09-17

Dated at the Town of Sexsmith, Alberta, the 5<sup>th</sup> day of September, 2017

Revised:

**Resolution No. 546-12-17**, December 18, 2017, replace Ethical Guidelines for Council with Bylaw No. 954, Council Code of Conduct

**Resolution No. 550-12-17**, December 18, 2017, Adopt policy for posting minutes of Council highlights with the revision that regular Council meetings to changed to Council meetings

**Resolution No. 005-01-18**, January 2, 2018, add the Disposal of Assets policy to the Tangible Capital Assets Section in the policy manual.

**Resolution No. 456-09-19**, September 3, 2019, add the amended staff and Council Benefit policies to the policy manual.

**Resolution No. 457-09-19**, September 3, 2019, add the revised Council Remuneration Policy to the policy manual

**Resolution No. 663-12-19**, December 16, 2019, accept the revised wage grid for the Sexsmith Wellness Position as presented and to accept the job description for inclusion in the Policy Manual for the Town of Sexsmith

**Resolution No. 055-02-20**, February 3, 2020, to approve the changes to the Staff Training & Development policy as presented

## **7.1 Objectives – General Office**

1. Objectives
  - a) To provide a high level of services to Council and the committees of the Town of Sexsmith through information gathering and carrying out of policies, direction and decisions.
  - b) To provide a friendly, courteous, helpful service to Town ratepayers, residents, the general public and other government agencies.
  - c) To provide excellent administrative services and a good working environment for staff.
2. Brief duties handled by office: Council meetings, agendas, minutes, correspondence, Bylaws, tax notices, assessment notices and appeals, tax certificates, tax collection, frontage tax payouts, homeowner grants, title changes, cash collection, accounts receivable, accounts payable, typing, filing, data entry, reports and statements, banking, operational borrowing, invest surplus funds, insurance, payroll, payroll remittances, financial control, budgeting, purchasing, tendering, elections, reports for audit.

## 7.2 Financial Services

### 1. Goals and Objectives

- a) To accurately record all financial transactions of the Town.
- b) To summarize transactions and report monthly bank reconciliation to Council, as well as a monthly income statement and balance sheet, showing comparative actual budget figures.
- c) Provide any financial information or reports as requested by Council, the Chief Administrative Officer or department heads.

### 2. Activities

#### a) Payroll

- i. All town staff are paid on a monthly payroll system, with a payroll advance at mid-month.
- ii. All payroll deductions are balanced and remitted monthly, along with the Town contribution, to the appropriate authority.
- iii. Payroll cheques are all electronically deposited prior to payday and are reviewed by Chief Administrative Officer.
- iv. Sign off for cheques require the signature of the Chief Administrative Officer and one Councillor or the Mayor,

#### b) Accounts Payable

- i. All invoices, statements and other requests for payment are authorized and processed for payment.
- ii. Accounts payable cheques are signed by the authorities as designated in the payroll section.
- iii. Quarterly Financials are reviewed by Council on a quarterly basis

#### c) Banking

- i. Bank deposits are made a minimum of once a week.
- ii. All surplus funds are invested in term deposits at the highest rate of return.

d) Accounts receivable

i. Various receivable

<u>Type</u>	<u>Time</u>
Taxes	Annually
Business License	Annually
General Invoices	As necessary

Any accounts deemed uncollectible to be brought to council for a decision annually in a listing or as needed to be written off.

3. Insurance

Insurance claims are handled by the Alberta Urban Municipalities Association, AMSC general insurance policy.

4. Taxation

- a) Annual Assessment changes from the Provincial Assessors' office are processed in January of February
- b) Assessment notices are mailed in conjunction with tax notices.
- c) Title changes from Land Titles, along with other tax roll changes are processed continuously.
- d) Tax notices are mailed near the end of June and due July 31<sup>st</sup> of the same year in accordance with Council Bylaw.

5. Budget

- a) Administration staff gathers information for budget purposes in the fall for the coming budget year.
- b) Input is required from the various departments.

## **Financial Services**

### 6. Computerization

- a) All data, such as: cash receipts, journal entries, accounts payable vouchers, and tax roll changes are input on computers.
- b) Daily, weekly and monthly reports are run, in order to report transactions.

## **7.3 Destruction and Preservation of Municipal Records**

### **Policy Statement**

The following records shall be permanently kept:

- Agreements and contracts
- Annual financial statements
- Any material of historical nature
- Assessment and tax rolls
- Bylaw registers
- Cash books
- Maps and subdivision plans
- Minute books
- Payroll earnings records
- Tax recovery information
- Titles to ownership

The following records shall be kept for a period of six years, after which they shall be destroyed:

- Cheque books and cancelled cheques
- Copies of notices
- Duplicated receipts
- Enumeration records
- Meter readings
- Nomination papers
- Paid vouchers
- Voters lists

General Correspondence shall be carefully perused and data, which is obsolete, shall be destroyed after being kept for six years.

Election material that has been locked in the ballot boxes can be destroyed in accordance with Section 130 of the Municipal Election Act.

## **7.4 Destruction of Municipal Records**

### **Procedure**

All records destroyed as listed on the policy statement, shall be authorized by Council and the destruction shall be carried out in the presence of witnesses. The person destroying the records shall take an affidavit setting out the time and place of the destruction of the records, together with a detailed list of the records destroyed and, the names of the persons who witnessed the destruction. The affidavit shall be presented to the Council and permanently filed in the minute book. The witnesses shall make a statement stating that they witnessed the destruction of the records, giving the place and time.

Each year, the person responsible for the destruction of records shall analyze the existing records and determine which records meet the necessary criteria, as listed in the policy, for destruction, and the above process shall be carried out.



## 7.5 Disposition of Municipal Records

I, \_\_\_\_\_ do solemnly swear that the municipal records, as slated on the attached listing, were destroyed in accordance with Council policy statement and procedure, on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ (place).

The following persons were witness to the destruction:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_.

In the Province of Alberta, this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths/ Notary Public

Place Stamp Here

## **7.6 Cheque Signing**

### **Policy Statement**

For the Town of Sexsmith, cheque-signing authority is designated as follows:

- Mayor
- Two Councillors (as designated at the Organization Meeting)
- Chief Administrative Officer

All cheques and quick pay cheques may be issued when necessary, with the approval of the Chief Administrative Officer and one signing authority from the Town Council.

## 7.7 Tender Policy:

### Policy Statement

**The following outlines the process required for each type of purchase and/or value of purchase along with minimal approvals required for each. All purchases must be included in the current year's budget.**

- The Chief Administrator Officer may approve variations to the process when warranted. Variation is also allowed when Purchase by Negotiation applies or for purchases exempted under trade agreements.
- Department Managers may approve up to \$20,000 if included in the budget or approved by council.
- Where practical, the estimated value of the total purchase shall prevail in determining the process.
- If the item is not in the budget then it needs to be approved by Town Council prior to purchasing unless it is specifically exempted in section 248 of the Act.
- Supervisor includes the Administrative Supervisor
- Department Manager includes the Public Works Superintendent and the Fire Department Chief Administrator.
- Emergency Procedures: Notwithstanding the provisions of this policy, the Tender and Quotation procedures may be disregarded for goods or services that may be required in the event of an emergency situation provided the Department Head first obtains approval from the C.A.O. Any purchase of goods or services purchased in the event of an emergency shall be reported to Council or Committee of All Council at the first meeting following the emergency. Emergency procedures include but are not limited to the following: a) a threat to public health b) the maintenance of essential municipal services c) the welfare of persons and/or of public property d) the security of the Towns interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids. Volatile Market Conditions: Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the Department Head shall obtain competitive prices for short term commitments until such time a reasonable price protection and firm market pricing is restored.

Types of Purchase	Purchase/Contract Value ( <u>INCLUDING GST</u> )	Process	MINIMUM Approval Required
Operating Goods & Services	Up to \$500	Non-competitive Process <ul style="list-style-type: none"> <li>• Invoice signed off by Supervisor, Department Manager, CHIEF ADMINISTRATIVE OFFICER or Acting CHIEF ADMINISTRATIVE OFFICER</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Department Manager</li> <li>• CHIEF ADMINISTRATIVE OFFICER or Acting CHIEF ADMINISTRATIVE OFFICER</li> </ul>
Operating Goods & Services	\$501 to \$5,000	Non-competitive Process <ul style="list-style-type: none"> <li>• Direct purchase at discretion of Department Manager</li> <li>• If requesting quotes, simplified, Non-competitive process</li> <li>• Signed purchase order or authorization in writing or by email and attached to the payment of invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Department Manager</li> <li>• CHIEF ADMINISTRATIVE OFFICER or Acting CHIEF ADMINISTRATIVE OFFICER</li> </ul>
Operating & Capital ( <i>excludes construction</i> )	\$5,001 to \$19,999	Non-competitive Process <ul style="list-style-type: none"> <li>• Minimum two quotes</li> <li>• Signed purchase order or authorization in writing or by email and attached to the payment of invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Department Manager</li> <li>• CHIEF ADMINISTRATIVE OFFICER or Acting CHIEF ADMINISTRATIVE OFFICER</li> </ul>

Types of Purchase	Purchase/Contract Value ( <u>INCLUDING GST</u> )	Process	MINIMUM Approval Required
Construction Operating & Capital	\$20,000 up to and including \$49,999	Simplified Informal Non-Competitive Process <ul style="list-style-type: none"> <li>• Minimum three quotes</li> <li>• Local advertising, may be required</li> <li>• Signed purchase order or authorization in writing or by email and attached to the payment of invoice</li> </ul>	<ul style="list-style-type: none"> <li>• CHIEF ADMINISTRATIVE OFFICER or Acting CHIEF ADMINISTRATIVE OFFICER</li> </ul>
Construction, Operating & Capital	\$50,000 up to and including \$74,999	<ul style="list-style-type: none"> <li>• Informal, Competitive Process</li> <li>• Minimum three quotes</li> <li>• If complex, highly technical or politically sensitive, then “Informal Competitive” method and local advertising, Required</li> </ul>	<ul style="list-style-type: none"> <li>• CHIEF ADMINISTRATIVE OFFICER or Acting CHIEF ADMINISTRATIVE OFFICER</li> <li>• Town Council (If not included in budget or by resolution of council)</li> </ul>
Construction, Operating & Capital	\$75,000 and over	Formal, Competitive Process <ul style="list-style-type: none"> <li>• Formal tender, RFQ or RFP in compliance with trade agreements unless exempt under these agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Town Council</li> </ul>

Term/Acronym	Definition
Direct Purchase	Direct Purchase – means purchase directly from a specific place or department and no estimates required.
Non-Competitive	Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide the required good or service. There is no requirement to advertise the purchasing opportunity.
Simplified Informal	Simplified, Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide a quote for the operating good or service. They can continue doing this until they have received the required number of quotes as outlined in this Schedule.
Informal, Competitive Process	Informal, Competitive Process - means the appropriate director, manager or their designate(s) must follow one of the competitive processes There is a requirement to advertise locally. There is no requirement to advertise at the provincial or national level.
Formal, Competitive Process	Formal, Competitive Process – means the appropriate director, manager or their designate(s) must follow one of the competitive processes. In accordance with the Agreement on Internal Trade and the New West Partnership Trade Agreement they must also advertise using the appropriate national online bid solicitation posting mechanism
RFP	This is used for complex requirements, involving both a mandatory and point rated technical evaluation as well as evaluation on price, for goods, services or both (including construction and software). Multiple methods of selecting a successful Bidder for a Contract are available.
RFQ	used for straightforward requirements, involving evaluation only on price, and allows only for supporting or substantiating documentation along with the pricing information. Used for goods or services. The successful Bidder for award of a Contract is chosen by lowest price

### **PECUNIARY INTEREST**

- No employee of the Town or partnership of which an employee is a member may submit a tender for the supply of goods, services or construction works to the Town.
- Any corporation (other than those whose shares are publicly traded) submitting a tender must disclose the names and number of shares held by any shareholder who is also an employee of the Town
- No employee of any department will make any recommendations about the awarding of any tender or quotation when the employee is a member of the immediate family of any individual who is: submitting the tender; a shareholder or employee of a company submitting the tender; or a member or employee of any partnership submitting the tender.

## **7.8 Public Access to Tax and Assessment Information**

### **Policy Statement**

Tax certificates may be issued to owners or persons having an interest in the property, for a fixed fee set by Council Bylaw.

The tax certificate shall contain the amount of taxes owing and the breakdown of arrears, current penalties and levies, and the assessment (if requested)

Tax information may be given in person to the owner of the property at no charge or by email providing at least three identifiers to our designated staff:

- Name
- Municipal Address and Mailing Address
- Roll Numbers
- Copy of Government issued identity card
- Proof of ownership from law office or Alberta Land Title

to mortgages or real estate companies will be invoiced in accordance with the established fee.

Legislative requirements on information that may be shared with a new owner:

### **Freedom of Information & Protection of Privacy (FOIP) Act:**

- Cannot disclose personal information if disclosure of that information would be an unreasonable invasion of a third party's personal privacy.
- Must refuse to disclose information about a third party that was collected on a tax return or collected for the purpose of determining tax liability or collecting tax receivable.

### **Municipal Government Act (MGA):**

- Municipality may provide information in its possession about assessments "if it is satisfied that necessary confidentiality will not be breached".
- Disclosure of assessment information addressed in sections 299-301.1.

Following are examples of personal information on an assessment or tax notice:

- Name
- Mailing Address
- School Support



BYLAW NO. 1049-2022, FEES, RATES AND CHARGES BYLAW  
TOWN OF SEXSMITH  
Municipal Government Act RSA 2000 Chapter M-26  
Part 2, Section 7(f)

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**BYLAW NO. 1049 OF THE TOWN OF SEXSMITH IN THE PROVINCE OF ALBERTA TO  
ESTABLISH AND FEES, RATES AND CHARGES**

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WHEREAS: The Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to as "the Act") and amendments thereto, provides that Council may pass bylaws to establish fees on behalf of the municipality; and

WHEREAS: The Act provides for the establishment of fees for licenses, permits and approvals by bylaw; and

WHEREAS: The Act provides for the provision of municipal utility services subject to the terms, costs or charges established by Council.

**NOW THEREFORE**, the Council of the Town duly assembled, hereby enacts the following:

1. That this Bylaw shall be cited as the "Fees, Rates and Charges Bylaw".
2. That the Fees, Rates and Charges be established by this bylaw as attached "Schedule A" and form part of this bylaw.
3. Method of payment for fees, rates or charges to be at the discretion of the Town of Sexsmith.

EFFECTIVE DATE

1. This Bylaw shall come into force and effect on the third and final reading.
2. Bylaw 1044 is hereby rescinded.

Read a first time this 4<sup>th</sup> day of April, 2022.

Read a second time this 4<sup>th</sup> day of April, 2022.

Read a third time and finally passed this 4<sup>th</sup> day of April, 2022.

---

Kate Potter  
Mayor

---

Rachel Wueschner  
Chief Administrative Officer

April 4, 2022

	Description	Current Approved	Units	Resource
<b>FINANCIAL SERVICES</b>				
	Tax Certificate	\$35.00	Per Certificate	Policy page
	Certificate of Compliance	\$35.00	Per Certificate	Policy page
	Basic RPR	\$35.00		Policy page
	Copy of Land Use Bylaw	\$20.00	Per copy	Bylaw 971
	Land Use Bylaw Amendment/Re-zoning	\$200.00 + advertising cost	Advertising cost \$194.00 x 2	Bylaw 971
	Development Permit (Residential)	\$25.00 + advertising cost	Advertising cost \$130.41	Policy Section 7.9
	Development Permit (Commercial)	\$150.00 + advertising cost	Advertising cost \$130.41	Policy Section 7.9
	Development Permit Appeal Fee	\$500.00		
	Maps – cost recovery of map			Bylaw 771
	NSF Charge	\$50.00		Policy page
<b>BUSINESS LICENSE FEE</b>				
	Circus, Menagerie or Caravan	\$50.00		Bylaw 962
	Hawkers & Peddlers/day/agent	\$25.00		Bylaw 962
	Hawkers & Peddlers/year/agent	\$100.00		Bylaw 962
	General Business License	\$50.00		Bylaw 962
	Non-Resident Business License	\$100.00		Bylaw 962
	Food Truck – Yearly	\$600.00  \$300.00  \$100.00	Non-Resident  Resident  Current license holder	Bylaw-962
	Food Truck - Daily	\$25.00  \$50.00	TOS food premises license holder All other vendors	Bylaw 962
<b>CANNABIS LICENSE FEE</b>				
	Cannabis production and distribution	\$50.00		Bylaw 963
	Cannabis Retail Store	\$50.00		Bylaw 963
<b>PHOTOCOPYING/FACSIMILE</b>				
	Photocopying with paper	.25¢	Copy	
	Photocopying – customer provides paper	.05¢	Copy	
	Faxing – local	\$1.00	Page	
	Faxing – long distance in Alberta	\$1.50	Page	
	Faxing – long distance in Canada	\$2.00	Page	
	Faxing – International	\$3.00	Page	
	Receiving Faxes	.25¢	Page	

	Description	Current Approved	Units	Resource
<b>GARBAGE &amp; RECYCLING</b>				
	Garbage Collection	\$18.00	Month	
	Curbside Recycling	\$6.60	Month	
	Fail to remove cart from curb (1 <sup>st</sup> offence)	\$25.00		Bylaw 836B
	Fail to remove cart from curb (2nd offence)	\$50.00		Bylaw 836B
	Fail to remove cart from curb (3rd offence)	\$75.00		Bylaw 836B
<b>ANIMAL LICENSE FEE</b>				
	Unaltered Dog or Cat	\$75.00 Lifetime		Bylaw No. 1019
	Altered Dog or Cat	\$50.00 Lifetime		Bylaw No. 1019
	Refund for Spay or Neuter	(\$25.00)		Bylaw No. 1019
	Vicious Dogs-Proof of Insurance required	\$500.00 and \$100.00 yearly thereafter		Bylaw No. 1019
	Pet Fancier License	Fee is for # of altered/unaltered animals – Bylaw 1019		
	Urban Hen	\$25.00		Bylaw 1019
	Replacement Dog or Cat Tag	\$2.00		
<b>UNSIGHTLY PREMISES</b>				
	Unsightly Premises Appeal Fee	\$375.00		Bylaw 998
<b>FAMILY &amp; COMMUNITY SUPPORT SERVICES – FCSS</b>				
	<b>Home Support</b>			
	Monthly income \$400.00 (special discretionary rate)	\$5.50	Hourly	
	Monthly income \$400-\$700	\$7.50	Hourly	
	Monthly income \$701-\$900	\$8.50	Hourly	
	Monthly income \$901-\$1000	\$9.50	Hourly	
	Monthly income \$1,001-\$1,500	\$10.50	Hourly	
	Monthly income \$1,501-\$2,000	\$11.50	Hourly	
	Monthly income \$2,001-\$2,500	\$12.50	Hourly	
	Monthly income > \$2,500	\$14.50	Hourly	
	Maximum charge	\$16.00	Hourly	
	<b>Mileage</b>			
	Mileage	Fed. Gov. Rate		
	<b>Contract Rate</b>			
	Home Care	\$14.00	Hourly	
	Children & Family Services	\$14.00	Hourly	
	Veteran Affairs	\$14.00	Hourly	
	Workers Compensation	\$14.00	Hourly	

	Description	Current Approved	Units	Resource
<b>BALL DIAMOND RENTAL RATES</b>				
	League fees	\$150.00		
	Minor Ball	n/c		
	Tournament Fee-weekend rate	\$400.00		
	Tournament Fee – non-profit rate	\$200.00		
	Damage Deposit	\$50.00		
<b>ASSESSMENT INFORMATION</b>				
	Information re description of parcel	\$10.00		Bylaw 771
	Information re yearly assessment	\$10.00		Bylaw 771
	Assessment Appeal Fee Residential /Farmland	\$50.00		Back of tax notice
	Assessment Appeal Fee - All other Assessment classes	\$650.00		Back of tax notice
<b>PARKS &amp; RECREATION</b>				
	Heritage Park	\$30.00	Per night/per stall	
	Heritage Park-Weekly Rate (Prepaid)	\$180.00	Per week/per stall	
	Heritage Park-Monthly Rate (Prepaid)	\$720.00	Per month/per stall	
<b>OPERATIONAL SERVICE &amp; EQUIPMENT</b>				
	Town uses the current ARHCA rates			Standard
<b>OVERTIME OPERATIONAL SERVICE &amp; EQUIPMENT</b>				
	Town uses the current ARHCA rates			Standard
<b>SCHOOL/NON-PROFIT OPERATIONAL SERVICE &amp; EQUIPMENT</b>				
	Town uses the current ARHCA rates less 30% as per the following Council resolution: Charge out to schools and non-profit groups at a 30% discount on Alberta Road Builders Association rates commencing September 1, 2015			Standard

	Description	Current Approved	Units	Resource
<b>SUBDIVISION &amp; DEVELOPMENT</b>				
	Subdivision for more than 2 lots	\$300.00		Policy Section 7.9
	Application fee	\$100.00 + Advertising cost	Advertising cost \$130.41	Policy Section 7.9
	Lot created	\$55.00		Policy Section 7.9
	Lot registered	\$100.00		Policy Section 7.9
	Remaining piece of original lot	\$100.00		Policy Section 7.9
	Subdivision & Development-appeal fee	\$500.00		Policy Section 7.9
<b>FEES ASSOCIATED WITH FOIP REQUESTS</b>				
	Formal FOIP Requests	\$25.00		Bylaw 771
	Appeals filed pursuant to FOIP Bylaw	\$25.00		Bylaw 771
	Photocopying	.25¢		Bylaw 771
	Photocopying double-sided	.50¢		Bylaw 771
	Tax Certificate	\$35.00		Bylaw 771
	Information regarding the description of land and the latest assessed value	\$10.00		Bylaw 771
	Information regarding yearly assessment	\$10.00		Bylaw 771
	Computer printed sheets	\$1.00		Bylaw 771
	Floppy disks	\$5.00		Bylaw 771
	CD	\$10.00		Bylaw 771
	Microfiche	\$20.00		Bylaw 771
	Microfilm	\$20.00		Bylaw 771
	Photograph – 5x7	\$3.00	Each	Bylaw 771
	Photograph – 8x10	\$4.00	Each	Bylaw 771
	Photograph – 11x14	\$10.00	Each	Bylaw 771
	Photograph – 16x20	\$15.00	Each	Bylaw 771
	Slides	\$2.00	Slide	Bylaw 771
	Audio Cassette	\$5.00	Cassette	Bylaw 771
	Video Cassette	\$20.00		Bylaw 771
	Maps	Cost Recovery		Bylaw 771
	Extract data from electronic data base	\$6.75	¼ hours	Bylaw 771

	Description	Current Approved	Units	Resource
<b>FIRE RESCUE FEES</b>				
	Fire Rescue Response to False Alarms:	No charge		
	<ul style="list-style-type: none"> <li>For the first response related to malfunctioning Fire Safety Installations or other safety monitoring devices, at the same premises responded to during each calendar year.</li> </ul>			
	<ul style="list-style-type: none"> <li>Second (2nd) response to a False Alarm</li> </ul>	\$100.00		
	<ul style="list-style-type: none"> <li>Third (3rd) and each subsequent response to a False Alarm</li> </ul>	\$500.00		
	Engines, Tenders, Rescue, Ladder, boat: per Apparatus, per hour or portion thereof	\$500.00		
	Utility Vehicles, Squad, Brush truck, Trailers, Fire Prevention Vehicles, Mobile Command Post, 4 x 4 mobile pumps, Quads, Skidoos & any other unspecified Apparatus:	\$350.00		
	per Apparatus, per hour or portion thereof			
	Dangerous Goods Apparatus:	\$1,200.00		
	<ul style="list-style-type: none"> <li>per Apparatus, for the first sixty minutes or portion thereof, plus expenses, and a 15% handling charge for all materials and supplies</li> </ul>			
	<ul style="list-style-type: none"> <li>per Apparatus, for each subsequent sixty minutes or portion thereof, plus expenses, and a 15% handling charge for all materials and supplies</li> </ul>	\$700.00		
	Costs related to operational staffing:	\$125.00		
	per Member, per hour or portion thereof			

	Description	Current Approved	Units	Resource
<b>Building Permits</b>				
The Town is transitioning to having the County of Grande Prairie administer building and service permits starting in July. Please contact the Town office at 780-568-3681 if you have questions about building or service permits in the interim.				

April 4, 2022

## **7.10 Business License Requirements Hawkers & Peddlers**

### **Policy Statement**

All hawkers and peddlers applying for a business license must present photo identification to Town staff as proof of identity. Hawkers and Peddlars must also present and make available for copying an origin criminal record check that is less than 1 year old to be eligible for obtaining a permit. The copy of the criminal record check will be filed with the application for permit.

Upon compliance with the above conditions, a business license will be issued.



## **7.11 Collection of outstanding accounts**

### **Policy Statement**

An extensive effort will be made to collect all outstanding receivables owed to the Town of Sexsmith. If feasible, outstanding receivables will be processed through small claims court.

Any account receivable that is not paid must be submitted to Council for approval to be written off.

All accounts over sixty-days outstanding may be forwarded to a collection agency in an attempt to collect, and if this is unsuccessful, court action may be considered.

## **7.12 Town Charge for NSF Cheques**

### **Policy Statement**

Any cheques issued to the Town of Sexsmith which are returned by the bank insufficient funds (NSF) shall be assessed a service charge of \$50.00 by the Town. Payment of amount of the NSF cheque, plus the Town service charge, plus any bank charges, shall be paid by the issuer of the cheque by cash or certified cheque only.

## **7.13 Survey Certificate Certification and Tax Certificate Issuance Charge**

### **Policy Statement**

No compliance stamp will be issued on any Real Property Report older than ten years. Any request on Real Property Report older than three years must be accompanied by a signed affidavit by the current landowner stating any changes to the Real Property Report present.

No survey Certificate or Request for Compliance of Real Property Report shall be certified until the fee is received by the Town of Sexsmith.

## **7.14 Remuneration for Employees on Committees of Council**

### **Policy Statement**

When employees are required by Council to attend a Committee Meeting or are appointed to a Committee of Council, that employee shall be paid remuneration at the same rate as a Council member. Payment of the remuneration shall apply to meeting that transpire after normal hours of work of that employee.

## **7.15 Procedure for Cash Receipts & Banking**

### **Policy Statement**

1. Bank deposits will be made once a week, usually on Friday, with the following exceptions:
  - a) Deposit to be done anytime amount of \$1,000 in cash on hand
  - b) Frequently in week during tax receipt time (June, July)
2. Bank deposits will be completed by joint efforts of one person counting cash and cheques and a different person balancing computer records.
3. Cash drawer is to be locked at all times when left unattended. Vault door should be closed at all times during the day for security reasons.

## **7.16 Posting of Minutes and Council Highlights Policy**

### **Intent**

To provide residents and media with highlights of Council meetings as soon as possible after the Council meeting and prior to the minutes being approved at the next regular Council meeting.

### **Policy**

Council meeting highlights will be prepared by the Administrative Assistant to the CAO or designate and posted to the website and Facebook no later than Friday at 4:30 p.m. the week of a Council meeting. The CAO or designate will have reviewed the Council highlights by Friday at noon prior to posting. Approved Council highlights will be submitted to the media no later than Friday at 4:30 p.m. the week of a Council meeting.

Council minutes will be posted to the website after they have been approved at a Council meeting.

# 7.17 Electronic Funds Transfer Policy

## Policy Statement

To outline the process for submitting payment to vendors via electronic funds transfer (EFT). Administration shall create a process allowing accounts payable invoice payments to be approved and payment submitted via electronic funds transfer (EFT).

## Related Documents

- Electronic Funds Transfer Form

### 1. Enrollment

Vendors that wish to enroll in the plan must complete the Town of Sexsmith Electronic Funds Transfer form and provide a void cheque or EFT account information on company letterhead.

### 2. Processing Payments

In each payable batch, an excel spreadsheet (created by Accounting Technician) and a Smartlist (system created) with match up to the invoices to confirm they are entered correctly. Remittances will be created for every vendor being paid. These remittances will be e-mailed out within the program. The EFT package with the Smartlist and Excel list will be e-mailed to the signing authority. The signing authority must be a member of Council with signing authority on the Town's bank account and the Chief Administrative Officer (CAO). Once both signing authorities have reviewed, they will send an e-mail back to the Accounting Technician authorizing the EFT to be processed. The EFT File Submission Authorization form is then completed, and the EFT file uploaded to the Town's banking website.

### 3. Cancellation/Bank Account Changes

In the event a vendor wishes to cancel payment via EFT or change their bank account information, they must complete and submit the Electronic Funds Transfer form. A void cheque or EFT account information on company letterhead must accompany any bank account changes.

Any time a vendor submits banking information changes, staff will verify and confirm the change. This will usually be done by contact – preferably calling – the primary EFT contact name on the original EFT application. This will be done to ensure that bank information is not changed by someone other than the actual vendor.



January 1, 2021

### To Whom it May Concern

The Town of Sexsmith is moving to EFT (Electronic Funds Transfer). The funds will be electronically deposited into your bank account. These funds are immediately available in your account without the time delays that result from manually preparing and mailing cheques. We will send an email notification to the contact of your choice. The notification will describe all the paid invoices.

Please complete the complete the authorization form below for EFT and attach a void cheque.

Please send the completed form via e-mail to [accttech@sexsmith.ca](mailto:accttech@sexsmith.ca) or fax to 780-568-2200. The form can also be mailed to Town of Sexsmith, Box 420, Sexsmith, Alberta, T0H 3C0.

**Please remit my invoice payments via EFT (Electronic Fund Transfer) to the following account:**

254

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_/ 100 DOLLARS

MEMO \_\_\_\_\_ PER \_\_\_\_\_

|| 254 || || 01700 || || 803 || || 8710327 ||

Cheque Number    Transit Number    Financial Institution Number    Account Number

Bank Name:	
Institution #:	
Transit #:	
Account #:	
E-Mail (please print):	
Name (please print):	
Telephone #:	
Fax #:	
Signature:	
Date:	

Thank you for your support and cooperation.



# 7.18 Staff Vision & Mission Statement

## TOWN OF SEXSMITH ADMINISTRATION OFFICE



### STAFF PURPOSE/MISSION:

*Our priority is to provide strong customer service by managing and administrating excellence through delivery of municipal services*

### STAFF VISION:

*Building a safe, inclusive and strong community through positive, caring interactions and mutual respect. We want our customers to experience community connectedness with a warm and welcoming atmosphere, where every voice matters, by providing a positive and satisfying customer service experience.*

#### SAFETY

*I practice safe behaviors in everything I do*

- Know and follow all safety policies and procedures
- Safely work with courtesy, professionalism, and efficiency
- Be aware of surroundings and the hazards that may be present

*I take action to always put safety first*

- Identify, correct and immediately report safety concerns
- Avoid shortcuts that do not put safety first
- Ask – is there a safer way?

*I speak up to ensure the safety of others*

- Demonstrate care for the safety of others
- Appreciate and encourage the safety efforts of others

#### PROFESSIONALISM

*I remain professional when serving in my community*

- Use positive and respectful language
- Use actions that support our vision
- Project a professional appearance

*I ensure my area looks professional at all times*

- Keep areas clean and well maintained
- Take action to maintain and correct any observable deficiencies

#### COURTESY

*I project a positive image and energy*

- Smile
- Be approachable and make eye contact

*I am courteous and respectful to all people*

- Greet, welcome and thank all visitors
- Keep conversations positive and appropriate
- Treat everyone as an equal and an individual

*I go above and beyond to exceed expectations*

- Create solutions
- Anticipate needs and offer assistance
- Provide connections to meet needs

#### EFFICIENCY

*I perform my role efficiently*

- Look for ways to reduce wait times and simplify procedures
- Provide accurate and timely information
- Be knowledgeable about my area and beyond
- Share opportunities to improve my area

*I use my time and resources wisely*

- Be prepared and anticipate operational needs
- Work as a team and build partnerships across all areas
- Take responsibility to conserve resources

# Use of Electronic Signature

## *Policy Statement:*

To identify documents for which electronic signatures of Council Members and the Chief Administrative Officer will be used and the manner in which they will be provided. To ensure Council Members' time is efficiently managed, expedite workflow processes, reduce recordkeeping requirements, and reduce the use of paper when feasible.

## *Guidelines and Procedures:*

### 1. Collection of Electronic Signatures

1.1 Upon commencement of their term, Council Members will provide their electronic signature to Legislative Services.

1.2 Electronic signatures will be managed as provided for in the *Freedom of Information and Protection of Privacy Act*

2. Electronic signatures of Council Members and the Chief Administrative Officer may be used for the following documents at the direction or request of the signatory:

2.1 Council and/or Committee documents that have been approved or adopted by Council:

2.1.1 Minutes, in accordance with s. 213 of the *Municipal Government Act*

2.1.2 Bylaws, in accordance with s. 213 of the *Municipal Government Act*

2.2.3 Draft Letters

2.1.4 Proclamations

2.2 The following documents after content approval has been received from the applicable Council Member (i.e., the Council Member whose electronic signature is being used) at the direction or request of the signatory:

2.2.1 Letter of correspondence

2.2.2 Letters of Support that will result in no financial impact to Town funds

2.2.3 Council's quarterly Expense Reports

2.2.4 Or as otherwise directed by a Council member and determined by the CAO or their designate to be appropriate.

## **8.1 Town Owned Equipment Charge Schedule**

### **Policy Statement**

The Town of Sexsmith will allow the use of equipment and operator to be charged to current Alberta Road Builders' Association guidelines.

A minimum charge of one-half hour will apply at the discretions of the operator.

Equipment will be charged out at the above rates during normal working hours. Overtime rates will have an extra \$20.00 per man per hour added.

Town equipment on non-Town owned property is not a high priority and jobs will be undertaken only when time permits.

## **8.2 Upgrading and Maintenance of Utility Lots and Lanes**

### **Policy Statement**

All utility lots and lanes will be upgraded at Council's discretion.

Utility lots and lanes will be snow plowed and maintained as time, manpower and funding permits, will all streets and roads having first priority.

## 8.3 SNOW REMOVAL PROGRAM

- **Priority One Route (Orange):** These routes are cleared first, this is including main roads and essential areas.
- **Subdivisions:** Public Works rotates which subdivision to start clearing after each snowfall.
- **Snow Removal Cycle:** The goal is to clear snow in a **5-day cycle**.

### Breakdown of the 5-Day Cycle:

- **Day 1:** Clear priority one routes, town access roads, and critical facility parking lots, including sanding.
- **Day 2:** Begin snow removal on one side of town (west to east, alternating with each snowfall), with sanding, and start clearing sidewalks and trails.
- **Day 3:** Continue snow removal with sanding.
- **Day 4:** Continue snow removal with sanding.
- **Day 5:** Continue snow removal with sanding.

### Additional Info:

- The **sand box** for ice control is provided for residents (indicated on the map in black).
- For any concerns, residents should contact the **Public Works Department** at **780-568-3070**.

## **8.4 Use of town Owned Property and Facilities**

### **Policy Statement**

The use of Town owned property and facilities by groups, organizations, or individuals, other than those employed by the Town, shall be at the discretion of Council. Council may prescribe time limits and/or any other conditions of approval.

## **8.5 Use of Town Vehicles**

### **Policy Statement**

The Council for the Town of Sexsmith will allow only the truck of the Town Superintendent, or a designated, to leave Town limits outside of regular work hours. Unless the equipment has been hired for after hours work. The vehicle is to be used for work purposes only.

## **8.6 Marking of Obstacles to Aid in Snow Plowing**

### **Policy Statement**

The Town of Sexsmith requires that all residents and businesses within the Town of Sexsmith clearly mark any obstacles, trees or shrubs located within 3 meters of the curb to aid in the reduction of damages that may occur during snowplowing and driveway clearing.

In the event that an obstacle, tree or shrub is not marked and damages occur during snowplowing or driveway clearing, the Town shall not be held responsible for such damages.



## **8.7 Maintaining Fire Systems in Town Owned Buildings**

- FIRE ALARM SYSTEMS, must be maintained as per Alberta Safety Code.
- KITCHEN SUPPRESSION SYSTEMS, must be maintained as per Alberta Safety Code.
- FIRE EXTINGUISHERS, must be maintained as per Alberta Safety Code.
- SPRINKLER SYSTEMS, must be maintained as per Alberta Safety Code.

## **8.8 Allowance for Safety Equipment**

The allowance for safety equipment for Public Works is \$200, annually, which may be used for the purchase of any safety equipment but only for full time employees who have successfully passed their probationary period and with the presentation of receipts supporting purchase of safety equipment.

## **9.1      Reward for Information RE: Vandalism of Public Property**

### **Policy Statement**

A reward of up to four hundred dollars (\$400.00) shall be offered to persons providing information leading to the arrest and conviction of persons vandalizing public property.

### **Procedure**

Committee, formed by resolution 254-09-86, to administer awards for information leading to the arrest and conviction of persons vandalizing public property, consists of:

1. Chief Administrative Officer
2. RCMP

The committee has the power to determine whether the information given by an individual or group resulted in the arrest and conviction of a vandal or vandals.

If the committee determines that a reward should be given, the amount of the award should also be determined by the committee, up to a maximum amount specified by policy.

The committee's recommendations shall be submitted to Council for final approval.

Once approved, the Chief Administrative Officer shall instruct the accounting technician to disburse the appropriate funds.

## 9.2 Removal of Beaver Dams

**Legal Reference:**

Municipal Government Act, Section 6

**Adoption Date:** November 5, 2018

**Revision Date:** \_\_\_\_\_

**Revision Date:** \_\_\_\_\_

**Policy Statement and Guidelines:**

- The Town of Sexsmith may be required to facilitate the removal of beaver dams where such dams create flood risk or other concerns related to the damage of municipal or private infrastructure and property.
- In order to safely and responsibly facilitate the removal of dams, the Town of Sexsmith will rely on a third-party contractor, who will remove beaver dams identified as problematic in accordance with this policy.
- The contractor will:
  - Complete a Safe Work Agreement with the Town of Sexsmith.
  - Remove beaver dams causing flooding and culvert obstruction using backhoe and explosives to alleviate damage.
  - Remove resident beavers as necessary.
  - Determine and complete the placement of traps.
  - Post appropriate warning signage in the areas with beaver traps identifying the presence of traps in the area, and that unauthorized entrants enter at their own risk.
  - Restrict access to areas with beaver traps, where instructed to do so by the Town of Sexsmith.
  - Complete a daily inspection and maintenance of working area, including appropriate disposal of beaver carcasses.
  - Comply with industry standards and best practices when carrying out its duties above.
  - Notify emergency services prior to the use of firearms within the Town boundary.
  - Notify the Town if a domestic pet is caught in a trap.
- The Town of Sexsmith will:
  - Apply for a Damage Control License from the Fish and Wildlife Office and name the contractor as the authorized party. If the Town of Sexsmith hires the County of Grande Prairie No.1, the County has a yearly Damage Control license by Fish & Wildlife and no additional license is required.

- Obtain permission in writing from the land owner if the beaver dam is located on private property.
- Instruct the contractor to restrict access to areas with beaver traps if the area is one that is routinely accessed by residents and the traps pose a risk to public safety.
- Pay all costs of dam and beaver removal, in accordance with its agreement with the contractor.
- Comply with all applicable laws and regulations in relation to this policy.

## **9.2 Orphan Roads Policy**

### **Policy Statement**

#### Paved Access to Residential Developments

Orphan Roads, which are roads in the municipality that were left unpaved at the time of development and that are the primary access to a residential property will not be subject to a local improvement tax should the municipality plan to pave this access at a future date.

All subdivision developments in the municipality must provide a paved access road to all residential lots constructed to the standard of the Town of Sexsmith.

# **10.1 Family & Community Support Services Policy Manual**

## **Policy Statement**

The Town of Sexsmith Family & Community Support Services (FCSS), duly constituted by agreement between the Town of Sexsmith and the province of Alberta, is a municipal-provincial partnership through which each local municipality may develop services and initiate activities to strengthen family units and enhance community life.

The Types of services available varies among communities, as each municipality determines which services to provide in response to locally identified needs.

The legal basis of the program is the Family and Community Support Services Act (passed in June 1981), and the Family and Community Support Services Regulation.

Family & Community Support Services is one means by which local people may increase their sense of belonging in their community. By assuming responsibility and working together, people can create the conditions which foster social and emotional wellbeing in their communities.

## **The FCSS program offers:**

- A way for local people to influence things that affect them
- A chance for communities to be innovative and creative
- A way to enhance human growth and development
- A vehicle to encourage citizen participation, self-help and volunteerism

## **Purpose of the Program**

The Family and Community Support Services Regulations says the program must:

1. Promote volunteerism
2. Be preventative, in order to:

## **Family & Community Support Services Policy Manual (continued)**

- Enhance, strengthen and stabilize family and community life
- Improve people's ability to identify and act on their own needs
- Help avert family or community social breakdown
- Help prevent small problems from turning into crisis
- Provide citizens with information about its planning and operation
- Use clearly identified needs and effective planning as the basis for services provided; and
- Encourage cooperation and coordination with other service agencies in the community

## **What the Program Does NOT Do**

The FCSS regulation says the program must not:

- Primarily provide for recreation or leisure time pursuits
- Offer direct financial assistance to an individual or family
- Be primarily rehabilitative in nature
- Duplicate services that within the mandate of a government agency, or that are already available in the community

## **Types of Services that May Be Offered Through FCSS**

According to the FCSS Regulation, municipalities may use the FCSS program to offer five categories of service:

1. Services that promote the social development of children and their families, including:

Parent-child development activities

- Temporary or occasional parent relief services

2. Services that enrich and strengthen family life by developing skills so people function more effectively within their own environment, including:

- Parent and Family Life education and development programs
- Marriage enrichment
- Retirement planning
- Programs for single adults and single parents
- Courses designed to enhance self-awareness and personal growth
- Individual, family and group counseling services that are educational and not treatment oriented
- Youth development services

3. Services that enhance the quality of life of the retired and the semi-retired including:

- Home support services
- Educational and information services
- Outreach and coordination services
- Self-help socialization activities

4. Services to promote, encourage and support volunteer work in the community, including:

- Recruitment, training and placement services
- Resources to support volunteers
- Coordination of volunteer services



## **Family & Community Support Services Policy Manual (continued)**

5.Services to inform the public of available services, including;

- Information and referral services
- Community information directories
- Newcomer services
- Interagency coordination

Municipalities are not required to provide all these services, but they choose to provide through FCSS should fall into one of the above categories.

### **Funding**

Agreement for funding

An agreement for Funding form must be signed by the Town of Sexsmith and the province of Alberta each year. This endorsed form is the legal basis of the municipal-provincial partnership in the FCSS program, which is now under Child and Family Services Ministry.

Percentage Basis of Funding

The Town of Sexsmith must contribute 20% of the costs of the local FCSS program, with the government contributing the remaining 80%.

Special Project Funding

FCSS will provide innovative funding to community not-for-profit organizations who:

- Run short term programs
- Run demonstrative or experimental programs of less than one year in duration
- Develop special events

Project Criteria

The project itself must:

- Have a very clear beginning and ending (less than one year)
- Capitalize on existing community resources and expertise to meet the need for preventative services which otherwise might be insufficient resources.
- Not require the employment of permanent staff
- Have objectives which fall within the provincial guidelines

### **Functions of the Unit Authority (the Town of Sexsmith)**

- Execute funding agreement with the Minister
- Provide all documentation for financial and program audits
- Complete and submit annual reports as required by the province
- Disburse payments as approved by the board

## **Family & Community Support Services Policy Manual (continued)**

- Disburse payroll cheques and maintain payroll records.

### **Role of the Town of Sexsmith FCSS Board**

- Approve allocation of funds to member municipalities and approve municipal requisitions.
- Evaluation of projects to ensure they are within FCSS guidelines
- Identify community needs and provide for the development of services on the basis of these needs.
- Respond to the requests from the communities for services.

**FAMILY AND COMMUNITY SUPPORT SERVICES  
BY-LAW NO. 879**

A BY-LAW OF THE TOWN OF SEXSMITH IN THE PROVINCE OF ALBERTA TO ESTABLISH A LOCAL UNIT AUTHORITY AND AN ADVISORY BOARD TO PROVIDE FAMILY AND COMMUNITY SUPPORT SERVICES FOR THE TOWN OF SEXSMITH

**WHEREAS:** Section 2 of the Family and Community Support Services Act, Chapter F, 1.1, 1989, determines that a Municipality may provide for the establishment, administration and operation of a Family and community Support Services program within the Municipality, and

**WHEREAS:** The Minister of Family and Social Services has given his consent to the Town of Sexsmith to establish its own local separate Unit Authority to provide Family and community Support Services within the Town of Sexsmith, and

**WHEREAS:** Section 3.(3) of the Family and Community Support Services Act states that where a Municipality provides for the establishment, administration and operation of a program in a manner that is satisfactory to the Minister, the Minister may pay the Municipality an amount not exceeding 80% of the cost of the program, and

**WHEREAS:** The council of the Town of Sexsmith recognizes the need for a Local "Advisory Board" to assist and advise in the operation of Family and community Support Services programs.

**NOW THEREFORE:**

The Municipal Council of the Town of Sexsmith, in the Province of Alberta, duly assembled hereby enacts the following:

**THE BOARD**

1. This Bylaw shall be known as the "Family and Community Support Services Bylaw.
2. A Board shall be established known as the "Family and Community Support Services Advisory Board" responsible for Family and Community Support Services under the authority of the Town Council.

**MEMBERSHIP**

- 3.(a) This Bylaw recognizes the need and shall appoint one elected council member and a minimum of 6 members, to a Maximum of ten members, from the public at large, to the FCSS Advisory Board. The members from the public at large shall represent the following:

**TOWN OF SEXSMITH  
BYLAW NO.879  
FAMILY AND COMMUNITY SUPPORT SERVICES**

- 1 resident aged 55 plus representing Senior Citizens
- 1 resident representing families with young children
- 1 resident representing youths (aged 12-17)
- 1 resident representing school system/education
- 1 resident representing a religious affiliation
- 1 residents representing the general public

Upon vacancies and positions of Families with Young Children and /or General Public will be advertise in the Sexsmith Sentinel a minimum of one time. If no one makes application, then current board members and the director will review the applications and interview interested persons. The selection committee will make a decision as to who would best represent the vacant position.

Representatives will liaison with projects sponsored by the Town of Sexsmith Family and Community Support Services and with community organizations.

- (b) All appointments shall be approved by council of the Town of Sexsmith.
- (c) The appointed members shall serve a three-year term of office. Members may serve two consecutive terms, then must take a one-year mandatory break and may be re-appointed for another term following the mandatory break.
- (d) The Advisory Board shall at their annual organizational meeting appoint a Chairperson and a Secretary.
- (e) Any member of the Board may resign at any time upon sending written notice to the Advisory Board.
- (f) A member ceases to be a member of the Advisory Board when he/she:
  - i) Fails to attend three (3) consecutive regular meetings of the Board without notice.
  - ii) Ceases to be a resident of the Town: or
  - iii) Is hired in any capacity with the Town
- (g) A majority of the members of the Board constitutes a quorum.

**TOWN OF SEXSMITH  
BYLAW NO. 879  
FAMILY AND COMMUNITY SUPPORT SERVICES**

**DUTIES AND RESPONSIBILITIES**

- 4.(a) To receive and review preventative project proposals and budgets for programs whose point of origin is in the Town of Sexsmith.
  - (b) To advise Council regarding policies which are consistent with the communities needs.
  - (c) To identify the needs with the community that fall within the mandate of Family and Community Support Services.
  - (d) To act as a catalyst to respond to needs identified with the community.
  - (e) To meet for monthly meetings to maximum of 10 per year.
  - (d) To review, comment and recommend to Council and policy for grants, municipal assistance, and specific grant applications for the Family and Community Support Services programming.
5. Without restricting the generalities of the foregoing, the Board is authorized to:
- a) Recommend policy to council for development and revision of the Family and Community Support Services Programming.
  - b) Provide co-operation and joint planning with related community groups and agencies.
  - c) Promote, encourage and facilitate volunteerism and use of volunteers, and to encourage citizen participation in program development.
  - d) Develop and ensure quality of service concerning programming.
  - e) To liaise with similar groups in order to co-ordinate Family and Community Support Services Programs of a common purpose.

**LIMITATIONS**

- 6. For administrative and co-ordination purposes, the Director shall report to the Town Manger.

**TOWN OF SEXSITH  
BYLAW NO. 879  
FAMILY AND COMMUNITY SUPPORT SERVICES**

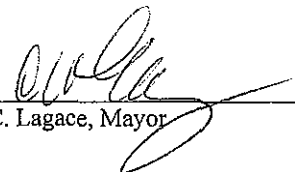
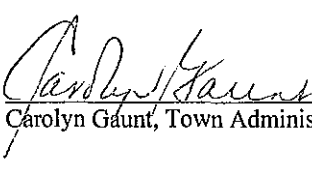
**ENACTMENT**

7. Bylaw No. 689, Bylaw No.777 and Bylaw No. 813 are hereby repealed.
8. This Bylaw shall come into force and effect upon final reading thereof.

**READ A FIRST TIME THIS 16<sup>TH</sup> DAY OF NOVEMBER, 2009**

**READ A SECOND TIME THIS 16<sup>TH</sup> DAY OF NOVEMBER, 2009**

**RECONSIDERED FINALLY PASSED AND ADOPTED A THIRD TIME THIS  
16<sup>T</sup> DAY OF NOVEMBER , 2009**

	
C. Lagace, Mayor	Carolyn Gaunt, Town Administrator

# 11.1 Parks and Recreation

## Purpose

The purpose of parks and recreation is to provide public recreation areas throughout the Town.

One Councillor is appointed to the local Recreation Board annually at the organizational meeting of the council.

The following parks are currently in existence:

Heritage Park/Playground  
Shannon Park/Playground  
Centennial Park/Playground  
Clearwater Park/Playground  
Rycroft Ridge Park/Playground  
Sexsmith and Area Playground  
Empire Park  
Westview Park

Heritage Park has been developed to a high degree, including the following services:

- ❖ 29 camping stalls
- ❖ Paved roads
- ❖ Fish pond (stocked annually)
- ❖ Camp kitchen
- ❖ Shower/sanitary facilities
- ❖ Mini-golf course
- ❖ playground

## Objective

The objective of the Town is to develop more parks and recreation facilities, and further develop existing parks and recreation areas as time and funds permit.

Some of the development and maintenance will be performed through the Summer Temporary Employment Program which is funded by the provincial government.

## **TOWN OF SEXSMITH**

### **BYLAW NO. 861A PARKS BYLAW**

#### **BYLAW NO. 861 OF THE TOWN OF SEXSMITH THE PROVINCE OF ALBERTA TO PROVIDE FOR CONTROLS AND REGULATIONS PERTAINING TO THE PUBLIC USE OF PARKS WITHIN THE TOWN.**

**WHEREAS** Section 23 of the municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1980, and amendments thereto, authorizes the Council to pass bylaws respecting all matters pertaining to the grounds and control of structures, equipment, machinery and fitting that may be necessarily required: and

**WHEREAS** within the Corporate limits of the Town of Sexsmith there are public places with facilities that are available to the general public: and

**WHEREAS** certain of those facilities are under the direct control of the Town of Sexsmith for their operations: and

**WHEREAS** it is deemed desirable and expedient and in the public interest to provide for the control and protection of the facilities and of the public using the facilities;

**NOW THEREFORE** the Council of the Town of Sexsmith duly assembled in open meeting enacts as follows:

1. This Bylaw shall be cited as "The Parks Bylaw"

#### **Interpretation**

2.

- (a) "Animal" means a dog or domesticated or wild animal of any kind.
- (b) "Children" has the same meaning as under the Age of Majority Act.
- (c) "Council" means the council of the Town of Sexsmith.
- (d) "Off-highway Vehicle" has the same meaning as defined in the Off-Highway Vehicle Act.
- (e) (1) "Parks" when used as a noun, means an area, including vegetation and improvements located herein, over which the Town exercises control, and so as not restrict the generality of the foregoing, includes:  
(2) Every Public park, sports field, playground or recreation area title to which is vested in the Town of Sexsmith, excepting those facilities or areas which are operated by a public service group or society under agreement with the Town of Sexsmith:



**TOWN OF SEXSMITH  
BYLAW 861A  
PARKS BYLAW**

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(3) Any public reserve or area used as a park or highway buffer strip, whether on a permanent or temporary basis;

(4) Any area designated by resolution of the Town Council as a park for the purposes by this Bylaw.

- (f) "Parks" when used as a verb, has the same meaning as defined in the Office-Highway Vehicles Act.
- (g) "Peace Officer" shall mean a member of the Royal Canadian Mounted Police, a Special Constable, or a Bylaw Enforcement Officer appointed for the Town.
- (h) "Person" includes any person individual owner, public body, body corporate, society, firm or partnership.
- (i) "Roadway" has the same meaning as defined in the Highway Traffic Act.
- (j) "Specified Penalty" means the amount of which a person who receives a ticket for contravention of a provision of this bylaw may voluntarily pay to avoid prosecution.
- (k) "Town" shall mean the Town of Sexsmith.
- (l) "Vehicle" has the same meaning as defined in the Highway Traffic Act.

**Hours**

3.

- (a) The town Council may by resolution regulate the park or parks for such hours or period of time as it may be directed.

**Fences**

- 4. (a) No person shall climb on or over fences located in or at the edge of park.

**Signs**

- 5. (a) No person shall disobey a directive sign placed in a park.

**Damages**

6.

- (a) No person shall damage, deface, destroy or remove:

- 1. A structure, fixture, improvement, sign or other property;

**TOWN OF SEXSMITH  
BYLAW 861A  
PARKS BYLAW**

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2. Vegetation, soil, sand, gravel or wood, or any other material located in a park.
- (b) No person shall deposit waste of any nature or kind in a park except in designated areas.

**Park Use**

7.
  - (a) No person shall engage in an activity in a park which may:
    1. Injure any other person using the park;
    2. damage the park
    3. Be incompatible with other common uses of the park.
  - (b) No person shall in a park engage in:
    1. Propelling a golf ball in any manner;
    2. archery
    3. the use of a sling shot;
    4. the shooting of a projectile of any nature
    5. the discharge of any fireworks or fire cracker.
  - (c) The Council may designate parks or areas within a park where any of the activities otherwise prohibited by sub-section 2b are permitted.
  - (d) The Council may make regulations designating
    - 1.d. A park or portion of a park as an area which may be licensed to the exclusive use of a person or a group;
    - 2.d. the condition upon which exclusive use may be made of an area;
    - 3.d. areas excluded from use by the public.
  - (e) The Council may grant to a person exclusive use of an area so designated.

**TOWN OF SEXSMITH  
BYLAW 861A  
PARKS BYLAW**

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- (f) The Council may make regulations for the orderly use of facilities.
- (g) The Council may make regulations for the orderly use of a park including the prohibition in a park or a portion of a park of activities not otherwise prohibited in this Bylaw.
- (h) No person shall:
  - 1. Interfere with use of an area by a person or group to which exclusive use has been granted
  - 2. Start a fire, except in fireplaces provided therein for such purpose and except in a barbecue or other portable fire appliance in an area of such park specifically designed for such purpose;
  - 3. Swear or use obscene, offensive or insulting language, fight, be drunk or conduct himself in a disorderly manner and/or otherwise act in a manner that is noisy and disturbs or is likely to disturb, cause inconvenience, or embarrassment to other park users.

**Water Bodies**

- 8.
  - (a) No person shall enter a body of water located in or flowing through a park, or through Environmental or Municipal Reserve (ER., MR), or venture onto the ice surface of any frozen body of water in a park.
  - (b) This section shall not apply to:
    - 1. A person authorized by the Council to enter a body of water or onto the ice surface of any frozen body of water in a park;
    - 2. A person authorized by the Council to use a boat or craft of any nature of kind on the water as he deems necessary and upon the terms and conditions they may in their discretion.

**Fishing**

- 9.
  - (a) No person shall fish in a park without a municipal fishing license as council may designate from time to time.

Council may designate or restrict the size and possession limit of fish caught in a park, and the age of a person permitted to fish in the park,

**TOWN OF SEXSMITH  
BYLAW 861A  
PARKS BYLAW**

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**Camping**

10.

- (a) No person shall camp or erect a tent in a park, except in areas designated by the Council.
- (c) Council may designate a maximum number of days in which a park user is allowed to camp in a park.
- (d) Upon arrival, all campers in a park must register all required information, as designated by Council.

**Vehicles**

11.

- (a) No person shall operate a vehicle in a park, except on a roadway provide for such use.
- (b) No person shall park in a vehicle in a park, except in an area designated for such use.
- (c) No person shall operate an off-highway vehicle in a park.
- (e) No person shall operate a vehicle in a park in excess of ten (10) kilometers per hour or as otherwise posted.

**Sale of Good and Services**

12.

- (a) The Council may make regulations governing the sale of goods and services in a park.
- (c) No person shall make available for sale goods and serviced in a park unless:
  - 1. such activity is permitted by the regulations, and
  - 3. the Council has first given written approval.

**TOWN OF SEXSMITH  
BYLAW 861A  
PARKS BYLAW**

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**Advertising**

13.

(a) No person shall advertise or publicise anything in a park by any means without the prior written approval of the Council.

**Supervision of Children**

14.

(a) Parents and/or Guardians are responsible for supervision of their children in a park.

**Supervision of Dogs**

15

(a) Any animal causing a disturbance or owners not picking up wastes may result in the camper being asked to leave park

(b) Camper units not removed as requested could be subject to being commercially removed to a impound yard.

**Penalty Provision**

16.

(a) A person who contravenes a provision of this Bylaw is guilty of an offence, and where no penalty is otherwise provided, is liable by way of summary conviction to a fine of not less than \$100.00 and not more than \$2500.00 and in default of payment of the fine and costs, including the cost of committal, to imprisonment for a term not exceeding six (6) months.

(b) The section of the Bylaw which was contravened shall be indicated on a ticket, as well as the time, date, and place which the accused is required to appear before a Justice in Provincial Court.

**TOWN OF SEXSMITH  
BYLAW 861A  
PARKS BYLAW**

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(c) A ticket shall be deemed to be sufficiently served:

1. If served personally on the accused, or if mailed by registered mail to the address of the registered mail to the address of the registered owner of the vehicle concerned, or to the person concerned; or
2. If attached to or left upon the vehicle in respect of which the offence is alleged to have been committed.

(d) Notwithstanding the provisions of this section, a person to whom a ticket has been issued pursuant to this section may exercise his right to defend any charge of contravention, of any of the provisions of this Bylaw.

(f) A person to whom a ticket has been issued pursuant 15(b) has 24 (twenty-four) hours to have the unit to Section removed.

17. The fees for fines as per "Schedule A" may be revised from time to time by Council resolution.

18. This Bylaw shall come into effect as the final passing thereof and this Bylaw repeals Bylaw No.831

READ A FIRST TIME THIS 19<sup>TH</sup> DAY OF APRIL 2010

READ A SECOND TIME THIS 19<sup>TH</sup> DAY OF APRIL 2010

READ A THIRD TIME AND DULY PASSED THIS 3<sup>RD</sup> DAY OF MAY 2010

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Claude Lagace, Mayor

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Carolyn Gaunt, CAO

**Parks Bylaw  
Set Fish Limit**

**Resolution 168-0705 (July 18/05)**

Moved by Councillor Skjaveland that the limit for fish to be caught per day from Heritage Park be set at 5.

**CARRIED UNANIMOUSLY**

**TOWN OF SEXSMITH  
BYLAW 861A  
PARKS BYLAW**

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**Schedule “A”  
Penalties**

4.a)	No person shall climb on or over fences located in or at edges of a park	\$100.00
5.b)	Disobey a directive sign placed in park	\$100.00
6.a)	Damage, deface, destroy or remove structure, property, vegetation, or any other material	\$500.00
b)	Deposit waste in park	\$200.00
7.a)	Engage in prohibited activity	\$200.00
b)	Propelling a golf ball in park	\$200.00
	Archery	\$200.00
	Sling shot	\$200.00
	Shooting projectiles of any nature	\$200.00
7.h)	1.h Interfere with approved exclusive use	\$200.00
h)	2.h Start fire outside of designated area	\$200.00
h)	3.h Use offensive language or disorderly conduct	\$200.00
8.a)	Entering water body or ice surface of frozen body of water in park	\$200.00
9.a)	Fishing without a license	\$200.00
9.b)	Catching more than five fish in one day	\$200.00
10.a)	Camping or tenting in unauthorized area	\$200.00
10.c)	Not registering required information	\$300.00



11.a)	Operate vehicle on other than roadway	\$200.00
11.b)	Park except in designated area	\$50.00
11.c)	Operate off-highway vehicle in park	\$200.00
11.d)	Operate vehicle in excess of 10 km/hr. or as otherwise posted	\$150.00
12.	Sell goods in park without written Council approval	\$100.00
13.a)	Advertise or publicize anything in park without written Council approval	\$100.00

# **12.1 Construction or Repair of Town Property**

## **Policy statement:**

For this policy, Town property may refer to but not be limited to sidewalks, roads, curbs and gutters and/or buildings.

As the repair and/or replacement of Town property within the Town of Sexsmith is required from time to time, the following will supply direction for implementation:

- ❖ For ongoing maintenance of Town property, some property repair/replacing will appear within each year's budget, prioritized by the Public Works Superintendent, as through his visual investigation.
- ❖ The Town appreciates the assistance from the general public in identifying hazards and defects and such areas will be reviewed by the Public Works Superintendent.
- ❖ Each report of Town property disrepair will be investigated by the Public Works Superintendent and prioritized according to:
  1. Safety and liability
  2. Budget
  3. Associated maintenance required (examination of drainage, curbs, elevations, etc.)
- ❖ All inspections will be recorded by the Public Works Superintendent.
- ❖ All repairs and maintenance are based on the Town's available financial resources and the Public Works Department shall be responsible for ensuring the repairs are carried out.
- ❖ No work other than through Public Works direction may be done on any Town property. The Town will not assume any financial responsibility without prior Town approval.

## **12.2 Policy on Abuse**

### **Policy statement**

Disorderly conduct, in any form, will not be tolerated by staff. This includes, for example: violence (including verbal abuse), racist behavior, sexist behavior or derogatory behavior towards any other person or employee, or failure to comply with any reasonable request from a Town of Sexsmith employee. Any person who is deemed to be drunk or under the influence of drugs will not be served by any Town of Sexsmith employee and will be asked to leave/escorted from the premise.

For the welfare and safety of all our employees and residents, verbal or physical abuse is not tolerated and you will be escorted from the office.

Incident form must be completed by employee.

## Abuse Incidence Report

**DATE OF REPORT:**

\_\_\_\_\_

**EMPLOYEE INFORMATION:**

Name:

\_\_\_\_\_

**PROBLEM:**

Name of resident:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF ADVERSE ENCOUNTER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Witness

# 13.1 Town of Sexsmith Tangible Capital Assets

Name: **Tangible Capital Assets**  
Classification/Capitalization Threshold/Amortization

Department: **All**

Responsibility: **CAO and Accountant**

Approved by  
Council: **Date: December 7, 2009 Resolution #: 397-12-09**  
**Purpose:**

The purpose of the policy is to provide direction for recognizing and recording Tangible Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) 3150.

A number of recommendations for TCA have been established by Alberta Municipal Affairs & Housing (AMAH). These recommendations will be adopted by the town.

## **Tangible Capital Asset:**

Tangible Capital Assets are non-financial assets having physical substance that are held for use in the production or supply of goods and services. The town uses its roads, buildings, machinery and equipment to provide services to its residents therefore they are considered assets. Following are attributes of a tangible capital asset:

- Are used on a continuous basis by the Town
- Have useful economic lives extending beyond one year
- Are not for resale in the ordinary course of operations

The following subsequent expenditures related to tangible capital assets should be classified as **betterments** and capitalized accordingly:

- Increase output or service capacity
- Increase the service life
- Lower associated operating costs
- Improve the quality of the output

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

**Presentation and Disclosure:**

The Town of Sexsmith's financial statements should disclose these items regarding tangible capital assets:

- Cost at the beginning and end of the period
- Additions in the period
- Disposals in the period
- The amount of any write-downs in the period
- The amount of amortization of the costs of tangible capital assets for the period
- Accumulated amortization at the beginning and end of the period
- Net carrying amount at the beginning and end of the period
- The amortization method used, including the amortization period or rate for each major category of tangible capital asset.
- The net book value of tangible capital assets not being amortized because they are under construction or development or have been removed from service
- The nature and amount of contributed tangible capital assets received in the period and recognized in the financial statements; and
- The nature of the works of art and historical treasures held by the town should be disclosed on financial statements. Works of art and historical treasures are not recognized as tangible capital assets since a reasonable estimate of the future benefits cannot be made. However they should be disclosed on financial statements.

Capital transactions include acquisitions, disposals, betterments, write-downs, amortization and other adjustments. Sufficient information should be maintained through source documents, working papers and files supporting capital asset transactions for external audit or review.

**Valuation of Capital Assets:**

Tangible capital assets should be recorded at cost plus all additional charges necessary to put the asset in its intended location and condition for use. The cost is the gross amount paid to acquire, construct, develop or better a tangible capital asset and includes direct construction or development costs (such as materials and labour) and overhead costs directly attributable to the acquisition, construction or development of the asset. These costs may include but are not limited to:

- Amounts paid to vendor
- Duties/delivery/freight charges to the point of initial use.
- Handling and storage charges
- Extended maintenance/warranty contracts if the contract is purchased at the same time as the capital asset. This extended warranty/maintenance contract is expensed if not purchased at the same time as the asset.
- Direct design/production costs such as labour, equipment rentals, materials and supplies.
- Engineering, architectural and other outside services for designs, plans, specifications and surveys.

- Acquisition and preparation costs of buildings and other facilities.
- Fixed equipment and related installation costs required for activities in a building or facility.
- Direct costs of inspection, supervision and administration of construction contracts and work.
- Legal and recording fees and damage claims
- Fair values of land, facilities and equipment donated.
- Appraisal costs, advertizing costs, application fees and supervisory fees.
- Utility costs and site preparation costs.

**Appendix A** provides further guidance on the types of costs to capitalize.

### **Acquired, Constructed or Developed Assets:**

The capitalized cost of acquired, constructed or developed assets includes all costs directly attributable (e.g. construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Costs related to internal design, inspection, administrative and technical work and other similar costs incurred prior to the commencement of and during construction may be capitalized. Capitalization of general administrative overheads is not allowed. Costs of a general nature such as expenditures for feasibility studies, post implementation reviews, training, training materials, ect. are never capitalized.

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 market value of each asset at the time of acquisition or some other reasonable basis if fair market value cannot be easily determinable.

Carrying costs are no longer capitalized when no construction or development is taking place or when the tangible capital asset is ready for use. If it is the decision of the town not to complete construction or development of a capital asset to a useable state, the costs that would otherwise be capitalized should be expensed.

The Town of Sexsmith will not capitalize interest costs on tangible capital assets.

### **Donated or Contributed Assets:**

An external third party may have donated or contributed a tangible capital asset to the town with no payment expected or demanded. For example, land may be contributed by another level of government at zero or nominal consideration to facilitate the construction of a roadway or other structure. Another example is a developer who may install storm system services, playgrounds or roads within a subdivision at its own cost and then turn them over to the municipality to operate, maintain and replace. Where an asset is acquired through a third party contribution, the capitalized cost of the asset is the cost provided by the contributor. If the cost cannot be provided, a fair value may be estimated using either market or appraised values. The capitalized cost may also be determined using an estimate of replacement cost. When an estimate of fair value cannot be reasonably estimated, the asset will be recognized at a nominal value. Donated or contributed assets are capitalized over their useful lives.

When funds are received from a third party, such as a provincial government agency, to assist with construction or purchase of a capital asset, the full cost of the asset should be recorded. Capital grants are not netted against the cost of the related tangible capital asset. The funds received are to be recognized as revenue and recorded under separate cover.

### **Work/Construction in Progress:**

Work in progress is the construction or development of a capital asset that extends over several years. Work in progress is not capitalized or amortized until the asset is put into use. The capital or construction cost for such an asset should be accumulated until the asset is ready for use. A work in progress account should be established to allow capital costs to be tracked separately for easy identification in reporting. Amortization is calculated and begins the first fiscal year that the asset is in use.

Examples of work in progress are the construction of a new road or building. Work in progress would also include the down payments and deposits which are applied to the cost of a capital asset.

### **Betterments:**

A betterment is a material cost incurred to enhance the service potential (useful life or capacity) of a tangible capital asset. A betterment typically includes:

- An increase in the physical output or service capacity of the asset.
- Significantly lower associated operating costs (i.e., an increase in the efficiency of the asset).
- Extension of the useful life of the asset
- Improvement in the quality of the output

Betterments which meet the above criteria and the Town's capitalization threshold are capitalized. Otherwise, these expenditures are expensed. Where a cost cannot easily be differentiated between a repair and a betterment, the cost should be expensed in respect of the accounting principle of conservatism. Betterments, which extend the useful life or improve the efficiency of the asset, must be added to the historical cost and amortized.

Where a betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same. If however, the betterment increases the estimated useful life of a capital asset, its useful life should be changed. The revised amortization period should not exceed the estimated useful life of the applicable capital asset classification as detailed in **Appendix B**.

Maintenance and expenditures for repairs that do not prolong an asset's economic useful life or improve its efficiency are not betterments. These expenditures are usually incurred on a more or less continuous basis to keep the asset in operating condition. These costs are charged to the accounting period in which they were incurred. They would include such things as:



- Repairs to restore assets, such as buildings damaged by fire, flood or similar events, to the condition they were in just prior to the event.
- Routine maintenance and expenditures necessary to keep the assets in the expected operating condition.

## **Write-downs**

When conditions indicate that a tangible capital asset no longer contributes to the towns ability to provide goods and services or when conditions indicate that a tangible capital asset has significantly decreased in value to the Town, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value. The net write-downs of tangible capital assets should be accounted for as expenses in the statement of operations for the period the decline in value occurred.

A write down should not be reversed. The Town would write down the cost of a tangible capital asset when it can demonstrate that the reduction in future economic benefit of the tangible capital asset is expected to be permanent. Conditions that may indicate that the future economic benefits associated with a tangible capital asset have been reduced and a write-down is appropriate include:

- A change in the extent or manner in which the tangible capital asset is used;
- Removal of the tangible capital asset from service for an extended period of time;
- Physical damage to the asset;
- Significant technological developments in the asset;
- Removal of the tangible capital assets from service;
- A decline in, the need for the services provided by the tangible capital asset;
- A decision to halt construction of the tangible capital asset before it is complete or in useable or saleable condition;
- A change in the law or environment affecting the extent to which the tangible capital asset can be used;

## **Disposals**

**Attractive Items** are fixed asset items with a monetary value under the threshold amount as shown in the Amortization (Depreciation) section of this policy or a monetary value under \$5,000.00 whichever is the lower of the two amounts.

**Tangible Capital Assets** are fixed assets with a monetary value that meet the threshold amount as shown in the Amortization (Depreciation) section of this policy.

**Threshold** is the minimum cost an individual asset must have before it is recorded as a capital asset on the statement of financial position.

- The C.A.O. shall be authorized to dispose of all Attractive Items and Tangible Capital Assets with an estimated present value of \$5,000 or less that have outgrown their useful life for the municipality except in the case of land. All land disposals must be approved by Council. All disposals will be made by public auction. Department heads will advise the CAO of any items that meet the criteria above that should be disposed of.

- Council shall authorize the disposal of all Tangible Capital Assets that have an estimated present value above \$5,000.

When tangible capital assets are taken out of service as a result of being sold, destroyed or replaced due to obsolescence, scraping or dismantling, the Town Office must be notified of the asset's description and the date the asset was taken out of use. The Town's accounting technician is responsible for adjusting the asset registers and accounting records and recording a loss/gain on disposal. No amortization should be recorded in the year the capital asset is removed from service.

On the disposal of a tangible capital asset, the original cost and accumulated amortization must be removed from the accounting records. The difference between the net proceeds on disposal and the net book value must be recorded as a gain or a loss for the accounting period.

A **Trade-in** occurs when an asset is disposed of and replaced with a new asset through the same supplier in the same transaction. This transaction should be accounted for in two separate entries. The trade-in value of the old asset should be treated as proceeds of disposal and is used in calculating the gain or loss on the disposal of the assets being traded in. The new asset acquired is recorded at its full cost and; is not reduced by the trade-in value of the old asset.

## Capital Leases:

A capital lease is accounted for as though the leased asset had actually been purchased. From the view point of the lessee, a lease would normally transfer substantially all the benefits and risks of ownership from the lessor to the lessee when, at the inception of the lease, one or more of the following conditions are met:

- There is reasonable assurance that the lessee will obtain ownership of the leased property at the end of the lease term or when the lease provides for a bargain purchase option. A bargain purchase option is a provision allowing the lessee an option to purchase the leased property for a price that is sufficiently lower than the expected fair value of the property at the date the option becomes exercisable that, at the inception of the lease, exercise of the option appears to be reasonably assured.
- The lease term is of such duration that the lease will receive substantially all the economic benefits expected to be derived from the use of the leased property over its lifespan. This condition is considered to be met if the lease is of term equal to or greater than 75% of the economic life of the leased property.
- The lessor would be assured of recovering the investment in the leased property and of earning a return on investment as a result of the lease agreement. This condition would exist if the present value at the beginning of the lease term, of the minimum lease payments, excluding any portion relating to executor costs, is equal to 90% or more of the fair value of the leased property. In calculating the present value of the stream of lease payments, at the inception of the lease, the discount rate used by the lessee would be the lower of the lessee's incremental borrowing rate for a term equal to the initial lease term and the interest rate implicit in the lease, if known.

Even if the lease does not meet any of the three tests, if it transfers substantially all of the benefits and risks of ownership to the lessee, the transaction should be accounted for as an acquisition of an asset and an incurrence of an obligation by the lessee.

At the inception of a capital lease, an asset and a liability must be recorded at the lesser of:

- The present value of the minimum lease payment, and
- The property's fair value at the beginning of the lease.

The capitalized value of an asset under a capital lease must be amortized consistent with the following:

- If the lease has a bargain buy-out option or allows ownership to pass to the lessee, the asset must be amortized on a straight-line basis over the useful life of the associated asset class.
- In all other circumstances the asset should be amortized on a straight-line basis over the lesser of the lease term and the useful life of the associated asset class.

Assets leased under a capital lease must be disclosed separately to distinguish between assets the Town owns and those that it only has the right to use.

All other leases are to be accounted for as operating leases, where rental payments are expensed as incurred.

### **Amortization (Depreciation):**

The cost, less any residual value of a tangible capital asset with a limited life should be amortized over its useful life. The amortization method and an estimate of useful life of the remaining unamortized portion value of the asset should be reviewed on a regular basis (as outlined in the table below or more frequently if needed) and revised when a change in the useful life of an asset can be clearly demonstrated.

The following table\* shows the classes, capitalization thresholds and amortization method to be used by the Town:

Major Asset Class	Minor Asset Class	Sub-Class One	Sub-Class Two	Capitalization Threshold	Amortization Method	Review Schedule
Land	General			All land will be recorded	N/A	N/A
	Parks				Straight Line	
Land Improvements	Parking Lots	Gravel		5000	Straight Line	Every 3
		Asphalt		5000	Straight Line	Every 3
	Playground Structures			5000	Straight Line	Every 3
	Fences			5000	Straight Line	Every 3
	Tennis Courts			5000	Straight Line	Every 3
	Ponds			5000	Straight Line	Every 3
	Walking Trails	Gravel		5000	Straight Line	Every 3
		Asphalt		5000	Straight Line	Every 3
	Landfill			5000	Straight Line	Every 3
	Recycle Bins			5000	Straight Line	Every 3
Buildings	Permanent Structures			10000	Straight Line	Every 5
	Portable Structures			10000	Straight Line	Every 5
Engineered Structures	Roadway Systems	Bridges		10000	Straight Line	Every 5
		Curb & Gutter		10000	Straight Line	Every 5
		Roads & Streets	Lanes Gravel	10000	Straight Line	Every 5

			Gravel Road	10000	Straight Line	Every 5
			Asphalt	10000	Straight Line	Every 5
		Road Signs	Traffic	5000	Straight Line	Every 5
			Street	5000	Straight Line	Every 5
		Sidewalks		10000	Straight Line	Every 5
	Water Systems	Hydrants		5000	Straight Line	Every 5
	Storm Systems	Collection Systems		10000	Straight Line	Every 5
		Catch Basins		10000	Straight Line	Every 5
		Retention Ponds		5000	Straight Line	Every 5
	Electrical Systems	Street Lights		5000	Straight Line	Every 5
Machinery & Equipment	Heavy Construction Equipment			10000	Straight Line	3 Years
	Turf Equipment			5000	Straight Line	3 Years
	Fire Equipment			10000	Straight Line	3 Years
	Police Equipment			5000	Straight Line	3 Years
	Communications	Radios		5000	Straight Line	3 Years
	Tools	Public Works		5000	Straight Line	3 Years
		Fire Department		5000	Straight Line	3 Years
	Office Equipment	Filing System		3000	Straight Line	3 Years
		Photocopier		3000	Straight Line	3 Years
	Computer Systems	Server		3000	Straight Line	3 Years
Vehicles	Light Duty			5000	Straight Line	3 Years
	Medium Duty			5000	Straight Line	3 Years
	Heavy Duty			5000	Straight Line	3 Years
	Fire Trucks			5000	Straight Line	3 Years
Cultural & Historical	Historical Site			N/A	N/A	N/A
	Historical			N/A	N/A	N/A

\*Where the above table cannot be used, the auditor for the town will be consulted to assist in establishing the correct accounting procedures for a TCA.

**Appendix A - Recommended Maximum Useful Life**

<div>Assets Classes</div> <div>Major</div> <div>Minor</div> <div>Sub-Class One</div> <div>Sub-Class Two</div> <div>Sub-Class Three</div>	<div>Maximum Useful Life</div>
<div>Land</div> <div>Right of Way</div> <div>Parks</div> <div>General</div>	
<div>Cultural &amp; Historical Assets</div> <div>Public Art</div> <div>Historical</div> <div>Heritage Site</div>	
<div>Land Improvements</div> <div>Parking Lot</div> <div>Gravel</div> <div>Asphalt</div>	<div>15</div> <div>25</div>

<i>Playground structures</i>	15
<i>Fences</i>	20
<i>Tennis Courts</i>	20
<i>Lakes/Ponds</i>	25
<i>Walking Trails</i>	
Gravel	15
Asphalt	20
<i>Landfill</i>	
Pads	Volume
<b>Buildings</b>	
<i>Permanent Structures</i>	
Frame	50
Metal	50
Concrete	50
<b>Engineered Structures</b>	
<i>Roadways</i>	
Bridges	Variable
Curb & Gutter	30
Roads& Streets	
Lanes/Alleys	
ACP - Hot Mix	20*

Gravel	15*
Local	
Concrete	30*
ACP - Hot Mix	20*
ACP - Cold Mix	10*
Chip Seal	10*
Oil	5*
Gravel	25*
Road Signs	
Traffic Control	30
Information	30
Lights	
Decorative	30
Traffic	30
Street	30
Sidewalks	30
<i>Water Systems</i>	
Hydrants/fire protection	75
<i>Storm Systems</i>	
Catch Basins	75
Retention Ponds	75
***Salvage Value	
<b>Machinery and Equipment</b>	



<i>Heavy construction equipment</i>	<i>\$10,000 – 50,000</i>	Variable
<i>Turf Equipment</i>	<i>\$500 -25,000</i>	10
Fire Equipment	<i>Variable</i>	12
<i>Communications</i>		
Radios	<i>\$0</i>	10
<i>Office Furniture &amp; Equipment</i>		
Photocopiers	<i>\$0</i>	5
Filing System	<i>\$0</i>	15
<i>Computer Systems</i>		
Hardware	<i>\$0</i>	5
<b>***Salvage Value</b>		
<b>Vehicles</b>		
<i>Light duty</i>	<i>\$500 – 5,000</i>	10
<i>Medium duty</i>	<i>\$500 – 5,000</i>	10
<i>Heavy duty</i>	<i>\$500 – 5,000</i>	10
<i>Fire Trucks</i>	<i>Variable</i>	25**

(\*subject to weather conditions)

(\*\*recommend changing it to 15 years)

(\*\*\*Salvage values are nil on assets classified as Land, Cultural & Historical, Land Improvements, Buildings & Engineered Structures. Salvage value on Machinery & Equipment and vehicles is recorded on an individual asset basis and only the range of salvage values for these assets has been provided.)

## **Appendix B – Asset Classification**

Major, minor and subclasses of tangible capital assets will be defined as:

- **Major** -A group of tangible capital assets that is significantly different in design and use.
- **Minor** –A classification within a major class that has unique characteristics.
- **Subclass** –A further classification that may be required due to unique tangible capital asset criteria, applications, methodologies and asset lives. There is the option to classify further into subclass one, subclass two, subclass 3, ect.

Tangible capital assets recorded in the **major classification** will include:

- Land
- Land Improvements
- Buildings
- Engineered Structures
- Machinery and Equipment
- Vehicles
- Cultural and Historical Assets

Definitions of - **Major Asset Classifications:**

### **Land**

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

There is no minimum threshold for land. Land has an unlimited life and is not amortized.

The recorded cost of land includes purchase price, fair market value (FMV) if the land was donated, or FMV if the land was purchased at a bargain purchase option, plus any ancillary costs at the time of acquisition. Ancillary costs include, but are not limited to:

1. Legal and title fees
2. Professional fees of engineers, legal counsel, appraisers, financial advisors, surveys etc.
3. Costs related to demolition of unwanted structures
4. Site preparation costs (clearing, filling, leveling, grading and drainage).

If it is management's intent at the time of acquiring land that contains a building to demolish the building, then the cost of demolition would be included in the capitalized value of the land.

"Land Held for Resale," either purchased or obtained through tax foreclosure, is considered inventory for accounting purposes. Land, either purchased or obtained through tax foreclosure, intended to be retained for Town use, is capitalized as land.

## **Land Improvements**

This account reflects acquisition costs of depreciable improvements of a permanent nature, other than buildings, which adds value to land. Examples of such improvements are:

1. Fences and gates
2. Retaining walls
3. Pavement, such as parking lots
4. Landscaping, lighting, pathways, playground and picnic equipment
5. Monuments

The cost of land improvements include the purchase price, contract price, or job order cost, professional fees of architects, site preparation costs and any other expenditure necessary to place the improvement into its intended state of operation. If these costs are for an existing land improvement the criteria relating to betterment must be applied.

Expenditures on land improvements where land is being returned to its natural state are not capitalized. Some examples are reforestation projects, contaminated land clean-up projects and mining reclamation projects.

## **Buildings**

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

When buildings are purchased, the cost should include the purchase or contract price of all permanent building structures plus any ancillary costs of acquisition such as legal fees, appraisers, and financial advisors, and other expenditures necessary to put a building into its intended state of operation.

If a building is being constructed, the "Work in Progress" account will contain the current value of construction costs. After the building is constructed, the building asset is created and the "Work in progress" asset is deleted.

If a building is acquired by gift or bargain purchase option, the building account should reflect the fair market value (FMV) at the date of acquisition. Note: a bargain purchase option is a purchase priced significantly lower than the accepted FMV.

If land has existing structures and these structures are demolished (razing), it is managements intent, at the time of acquisition that will determine how to record the demolition cost.

1. If the intent of management, at the time of acquisition, is to demolish the building - capitalize the demolition cost as part of the land.
2. If the intent of management, at the time of acquisition, is to keep the building and a future decision is made to demolish the building – if constructing a new building, then the demolition cost is capitalized as a component of the new building; otherwise, it is an indirect expense and considered a period cost (expensed immediately).

## **Engineered Structures**

Permanent structural infrastructure assets are long-lived, capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. The following items are examples of infrastructure assets (this list is not meant to be exhaustive):

1. Roads
2. Bridges
3. Drainage systems
4. Water and sewer systems
5. Lighting systems
6. Recreation structures

Capital costs include the direct costs of construction including tender construction costs, labour, material, survey costs, and project specific design costs. Construction and material costs related to overhead structures and signage. Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control.

## **Machinery and Equipment**

Equipment that is used for the construction and maintenance of infrastructure (one-ton and larger trucks with dual rear wheels; dump trucks, tractors, graders ect.), smaller equipment in buildings and offices, furnishings, mainframe computer hardware, servers and related software. This class does not include stationary equipment used in the engineered structure class.

An apparatus, tool, device, implement or instrument that likely uses energy (e.g. human, electrical, hydraulic fuel or thermal) to facilitate a process, function or completion of a task. It may be installed within a building, but is generally capable of being moved and reinstalled at a different location, if need be (that is, it is not permanently affixed to or integrated into the building or structure in which it resides).

When equipment is purchased, the cost should include the amount of money ultimately paid, including ancillary charges such as transportation, installation, extended

maintenance/warranty contracts and any other expenditure required to place the asset in its intended location and condition for use.

## **Vehicles**

This category includes trucks (under one-ton), and cars, that is used primarily for transportation purposes. The cost includes the purchase cost, expenditures for significant improvements and any other necessary expenditure required to place the asset in its intended state of operation. Working equipment such as bulldozers, are considered equipment not vehicles.

## **Cultural and Historical Assets**

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

## **Minor Asset Classification;**

Minor classifications in the Engineering Structure major classification will be;

1. Roadway System
2. Water System
3. Storm System

Buildings, and machinery and equipment, will be grouped in a subclass for the minor classes of water and storm water. This treatment is an exception to the recommended approach to classifying tangible capital assets in order to better report the cost of distribution and transmission systems.

Definitions of Engineered Structures - **minor classes:**

### **Roadway System**

Assets intended for the direct purpose of vehicle or pedestrian travel to aid in vehicle or pedestrian travel. Includes surface systems such as roads, sidewalks, bridges, overpasses, ramps, parkades, streetlights, and signage.

### **Water System**

Systems for the provision of water for fire protection services. It is comprised of assets for the intake, distribution, storage and treatment of safe potable water. Includes fire hydrants and fire protection systems.

### **Storm System**

Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.

# **TOWN OF SEXSMITH**

## **LEVEL OF SERVICE AND PERFORMANCE MEASURE FRAMEWORK**

### **Introduction**

The purpose of this project is to develop a comprehensive Level of Service (LOS) and Performance Measure Framework for the Town of Sexsmith. BASE has collaborated with the Town through the following processes of developing its own LOS Framework;

- Clarify the objectives of the organization,
- Define the levels of service the Town delivers to its customer,
- Identify measures and the associated data management processes, and
- Evaluate the organization's performance.

### **Benefits for Developing Levels of Service**

Levels of service provide the means to measure affordability against the needs and expectations of the infrastructure. The asset management decision making process is driven by the impact of the levels of service on residents, community and the natural environment. A key objective of Asset Management (AM) planning is to match the level of service the Town delivers with the level of service expectations of customers.

Level of Service can be used to:

- Inform the council of the current level of service provided and any proposed changes to level of service and the associated cost,
- Measure performance against these defined levels of services,
- Develop AM strategies to deliver the required level of service,
- Identify the costs and benefits of the service,
- Enable the council to assess suitability, affordability and equity of the services offered.

### **Organizational Understanding**

Due to the strategic nature of establishing LOS (both Customer and Technical components), it is important to have a clear understanding of the organization. This is necessary both from the Town Council and to the management level of the departments accountable for delivering the services. The activities outlined below have provided the project team and organization a clear view of the current position in relation to establishing LOS.

#### **Review Existing Strategies, Service Measures and Objectives**

This task has involved the BASE team by reviewing the various strategies, current service measures, and objectives that are relevant to the Town with respect to LOS. The Town has outlined a clear strategic plan for all Town services in the *Sexsmith Sustainability Plan*. The vision is that “the Town of Sexsmith is

*where we maintain our heritage while planning for sustainable development in our safe, family-oriented community<sup>1</sup>.”*

Aligning LOS with these Corporate-level strategies is a key requirement in developing the LOS framework<sup>2</sup>. The proposed LOS framework is therefore needed to take into account the following:

- **Governance**  
Enhance our current methods of communication and provide more up to date information to our community
- **Environment**  
Commitment to reducing our carbon footprint, educating our community and planning for a greener future.
  - Provide solar energy and efficiency lighting in Town buildings.
  - Better environmentally friendly product to be used for the roadway pavement.
- **Economy**  
Preserve our strong sense of community, while seeking to create a flourishing and diverse local economy.
  - More land development in the town along the highway for commercial purposes.
  - Provide adequate seniors housing.
- **Culture**  
Provide more events that showcase the town’s ability to stay true to its roots.
- **Social**  
Continue to extend walking paths, host more community celebrations and explore ways to maintain a healthy and active community.

All of the above has been assessed and distilled into strategic objectives and has been used in the development of the LOS framework.

### **External Alignment**

BASE has worked with various municipalities across Canada to establish LOS measures. This exposure has resulted in gathering lessons learned and a solid understanding of industry best practices from a wide spectrum of service providers and in terms of how frameworks should be set and effective measures. Benchmarking provides organizations with a valuable opportunity to compare themselves against peer organizations. Having LOS measures that are aligned with prominent benchmarking measures in Canada, allow the Town to conduct a benchmarking exercise with ease and to compare the Town with its counterparts in other municipalities.

Regulatory Compliance measures in Alberta and Canada are a critical set of service measures that the Town must adhere to. These legislative requirements often define minimum requirements for AM service levels (Refer to Table 1), alongside other drivers such as customer requirements, industry codes of practice and the desire to achieve “best practices”. These requirements should be incorporated into

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<sup>1</sup> Page 3, Vision in Sexsmith Sustainability Plan

<sup>2</sup> Page 6, Five dimensions in Sexsmith Sustainability Plan



the organization's agreed level of service. BASE has integrated these measures within the LOS Framework.

**Table 1: Minimum Regulatory Requirements**

ASSET CATEGORY	REGULATORY REQUIREMENTS
<b>Roads, Sidewalks, Curb &amp; Gutter, Walking Trails</b>	Highway Maintenance Guidelines and Level of Service Manual Bridge Inspection Manual (BIM) Guidelines for Assessing Pavement Preservation Treatment and Strategies Standard Specification for Highway Maintenance
<b>Storm</b>	Administrative Guide for Approvals to Protect Surface Water Bodies Under the Water Act Water Act, Province of Alberta Water Legislation – Application Plans
<b>Facilities</b>	Alberta Building Code 2014 Municipal Government Act (MGA)

## Levels of Service and Performance Measure Framework

Defining LOS is a foundational element in building a strategic AM program. A cohesive suite of LOS measures, set at the appropriate levels within the organization, can promote an integrated approach from the corporate performance vision, down to day-to-day AM decision making. Adequately defined LOS is therefore critical in the further development of key AM system elements including the following:

- Asset management plans (AMPs)
- Risk management policies and associated tools
- Business case evaluations
- Capital investment prioritization and planning tools
- Resource allocation including budgets and organizational adjustments (for example, staffing levels needed to meet LOS)
- Customer and stakeholder communications and consultation

Performance measures are specific indicators that are used to demonstrate how the Town is doing in relation to delivering levels of service. Levels of service and performance measures are an integral part of the Town's performance management framework. This framework is typically a hierarchy, with each corporate objective supported by a range of level of service and performance measures at both the tactical and operational level.

With an intelligent LOS definition, the reasons for achievement or non-achievement of desired performance can then be explored and addressed. Over time, the Town can develop a detailed understanding of what is required to achieve any given LOS in terms of capital expenditure (CAPEX), operating expenditure (OPEX), and changes to working practices.

Once a full understanding of LOS and its contributory factors is achieved, then future amendments to the LOS can be explored objectively. Initially, the aim is to understand what the current LOS is for each of the measures. These LOS measures provide the Town with an understanding across the organization and for the customers of the Town with regard to what the actual performance is. These results are often in a higher expectation of the service than it is actually being delivered. This is the distinction between actual or current LOS and future or target LOS. After obtaining agreement on the current LOS performance, the Town can justify any funding for LOS improvements when the gap is fully understood or acknowledged.

Our service delivery approach involves identifying LOS to customers and then costing how much is required to maintain this LOS; in addition, our approach provides a basis for assessing the benefits and costs associated with enhancing specific areas of service. This has proved to be a robust approach to the management of the asset base and enables both the justification and prioritization of capital expenditures.

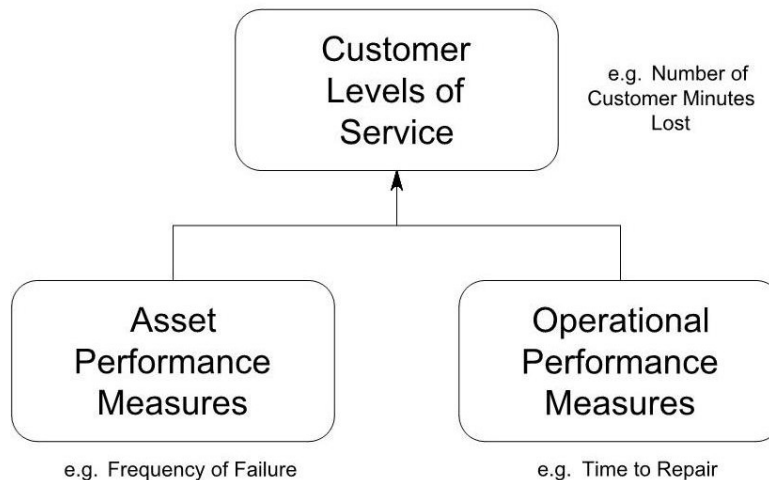
The “Service Delivery Approach” therefore considers the capability of a system of assets with regard to delivery of a reference LOS to customers and to the environment, now and into the future. Technical performance indicators, measured at asset and operation levels, are drawn from a specific sub-set of measures that inform current and future levels of service. Stable service delivery normally requires that asset and operational performance is in line with the reference level of performance.

The LOS measures can therefore be used to monitor the effectiveness of the organization’s AM and maintenance regime from year to year, and to support the development of longer term strategic plans for AM. The ultimate aim of the town is to provide specified LOS to its customers. These LOS should be commensurate with the expectation of the customer, but should also be realistic and practical within the budgetary, timing, and external constraints within which the Town operates. However, care must be taken in defining the LOS so that it is compatible across the organization. The LOS must be defined so that it provides staff at the appropriate level with a relevant and tangible objectives which can be influenced by their working practices.

The framework to be adopted in establishing LOS is shown in Table 2 & Figure 1. Asset LOS and Operational Performance Indicators are collectively referred to as Technical LOS.

**Table 2: Levels of Service Hierarchy**

Corporate LOS	The corporate Key Performance Indicators (KPIs) or Core Values
Customer LOS	The LOS that the Asset Manager/ Corporation provides to the customer
Asset LOS	The LOS that the asset is capable of providing to the Asset Manager / Corporation
Operational Performance Indicator (OPI)	Quantifiable indicators of efficiency, quality and / or effectiveness of people based tasks



**Figure 1: Level of Service Structure**

Technical LOS are split into Asset LOS (predominately CAPEX related) and Operational Performance indicators (OPEX related). The first step is to identify key Technical LOS measures with dominant asset and operational factors that affect the corresponding Customer LOS measure. The focus is to selecting the key Technical LOS measures that have a significant cause-effect relationship with each Customer LOS measure.

Technical LOS measures have been developed in a structured and systematic way using the list of Asset Types in the inventory. The existing Key Performance Indicators (KPIs) used by the Town have been reviewed for alignment with the Customer LOS Measures. BASE has worked with the Town staff to collect existing data and baseline current performance against the Customer and Technical LOS measures. The data analysis task has also identified data / information gaps and documents the high level data management process required to continually update LOS performance reports.

In reality, sufficient data may not be available immediately to calculate current performance for all measures, so estimates may be provided in the short term with a view to increase accuracy and confidence over time. Such estimated measures have been clearly annotated with a low accuracy factor. A baseline of current performance has then been developed which allows for consideration of which are the appropriate target LOS for the organization. The current performance of all infrastructures should be updated every three years.

Establishing these tiers of LOS has identified a clear relationship between corporate objectives and asset-focused objectives. Similarly, understanding the interplay between asset LOS and the way that assets are operated and maintained has promoted the development, integration and holistic AM decision to provide the optimal blend of CAPEX and OPEX. This will enable the Town to move towards budgets based on achieving a set LOS and / or being able to communicate a reduction or improvement in LOS associated with a reduction or increase in available budgets.

## Levels of Service by Asset category

The levels of service have been defined for each of the asset categories: Roads, Sidewalks, Curb & Gutter, Walking Trails, Equipment, Vehicles and Facilities. Each level of service has been defined through technical performance measures. In order to actively track the Town's performance in meeting the desired levels of service, an assigned value will provide a means to measure the performance. A letter grade has been assigned to indicate how well the Town is meeting their desired performance measures for each category. Table 3 below outlines the Service Level Scoring.

**Table 3: Level of Service Performance Measures Success Scoring**

GRADE	GUIDELINES
<b>A</b>	Currently meeting or exceeding performance level targets for the asset category
<b>B</b>	Asset category is showing positive improvement in achieving Levels of Service targets by target timeframe
<b>C</b>	Asset category is showing no improvement in achieving levels of Service Targets by target timeframe
<b>D</b>	Actual Level of Service is trending away from Level of Service target

## Desired Levels of Service

The recommended works for each asset has been assigned so that the desired levels of service for the Municipality's infrastructure are met. Each level of service has been defined through a performance measure. In order to actively track the Municipality's performance in meeting the desired levels of service, an assigned value for each level of service will provide a means to measure the performance. The level of service, the target values, existing values and target timeframes of each technical performance measure by asset category are listed in Table 4.

**Table 4: Desired Levels of Service**

INFRA- STRUCTURE CATEGORY	LEVEL OF SERVICE	PERFORMANCE MEASURE	UNIT	EXISTING VALUE	TARGET VALUE	TARGET TIME FRAME (YEAR)
Roads (Score B)	To provide a smooth, comfortable riding surface at the posted speed limit	Frequency of gravel road maintenance (grading, dust control)	No/yr.	1	2	2020
		Average condition rating of gravel roads	1-5	3.5	4.0	2023
		Frequency of paved road maintenance (crack sealing, pothole repair)	No/yr.	1	2	2020
		Average condition rating of paved roads	1-5	4.0	4.0	2019
	To encourage road safety throughout the Town	Time to repair or replace regulatory or warning signage that is illegible, improperly oriented, obscured or missing	days	7	1	2023
	To provide roadways free of drainage issues	Frequency of grass cutting, ditch cleaning and culvert cleaning	No/yr.	1	1	2019
		Frequency of road closures due to flooding	No/km /yr.	1	0	2023
Sidewalks and Curb & Gutter (Score B)	To provide pedestrian friendly sidewalks that promote walking in Sexsmith's community	Average condition rating of sidewalks	1-5	3.1	3.0	2018
		Average condition of curb & gutter	1-5	3.0	3.0	2018
		Percentage of sidewalks adjacent development frontage	%	90%	90%	2018
Walking Trails (Score B)	To provide a smooth, comfortable surface for Pedestrian and cyclists	Average condition of walking trails	1-5	3.57	3	2018
		Percentage of walking trails with street lights	%	10	100	2030

INFRA- STRUCTURE CATEGORY	LEVEL OF SERVICE	PERFORMANCE MEASURE	UNIT	EXISTING VALUE	TARGET VALUE	TARGET TIME FRAME (YEAR)
Equipment & Vehicles (Score C)	To provide equipment and vehicles for the Town to perform service	Average condition of equipment	1-5	2.45	3.0	2023
		Average condition of vehicles	1-5	2.46	3.0	2023
Storm (Score B)	To provide reliable and efficient storm water collection with a strong focus on the protection of the Environment	Flooding/ backup events	No/yr.	1	0	2023
		Average condition rating of storm sewers	1-5	4.25	3.0	2018
		Frequency of retention pond cleaning	Yrs.	0	10	2029
		Average condition rating of retention ponds	1-5	3.4	3.0	2018
Facilities ( Score B)	To provide energy efficiency and safe work environmen ts for Town staff and leisure services for the community	Time to complete minor building repairs	days	5	10	2018
		Provide energy efficiency building	%	50	100	2030
		Frequency of condition inspections	Yrs.	2	3	2018
		Average condition rating of buildings	1 - 5	2.89	3.0	2020

## Conclusion

The Level of Service and Performance measures have clearly defined the range of service provided to and expected by residents and stakeholders. With these performance targets clearly understood and communicated, asset interventions and associated capital expenditure can then be identified through robust assessments of need, prioritized using transparent and repeatable processes, and implemented with a clear scope and focus. The expenditures are therefore clearly linked to maintaining or enhancing service. The Town can then begin to engage in informed dialogue with residents regarding cost benefit and willingness to pay for service enhancements.

Our next step is to monitor and report asset performance next year after the asset inventory will be updated this summer. It is an important part of demonstrating whether the Town is delivering the agreed levels of service. It is important that the measurement processes used are practical, reliable and cost effective.