



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MARCH 8, 2021 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of March 8, 2021
Motion: To adopt the agenda of March 8, 2021

4. ADOPTION OF MINUTES

- 3 - 6 a) Adoption of minutes of February 22, 2021 (addendum 4.a)
Motion: To adopt the minutes of February 22, 2021



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) 2020 Audit Ascend LLP - Jeff Faupel

7. BYLAWS AND POLICIES

- 7 - 33 a) Town of Carstairs Personnel Policy



8. NEW BUSINESS

- 34 - 39 a) Subdivision Application
Lot 1, Block 1, Plan 0512738
104 10 Avenue South



- 40 b) Library Board Appointment



- 41 c) CCDEP Appointment



9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) EXTERNAL RELATIONS COMMITTEE
- d) POLICY & GOVERNANCE COMMITTEE
- e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- f) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- g) MOUNTAIN VIEW SENIORS HOUSING
- h) MUNICIPAL AREA PARTNERSHIP
- i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

10. COUNCILOR REPORTS

- a) COUNCILOR BLAIR
- b) COUNCILOR WILCOX
- c) COUNCILOR GREEN
- d) COUNCILOR ALLAN
- e) COUNCILOR RATZ
- f) COUNCILOR GIL
- g) MAYOR COLBY

11. CORRESPONDENCE

- a) Municipality of Crowsnest Pass



12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 22, 2021, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Colby, Councilors Blair (Via Zoom), Wilcox, Green, Allan, Ratz and Gil, CAO Carl McDonnell, Director of Legislative and Corporate Services Shannon Allison

ABSENT: Nil

CALL TO ORDER: Mayor Colby called the meeting of February 22, 2021 to order at 7:00 p.m.

ADDED ITEMS: No added items.

ADOPTION OF AGENDA:

Motion 072/21 Motion by Councilor Gil to accept the Regular Council agenda of February 22, 2021, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:

Motion 073/21 Motion by Councilor Green to adopt the Regular Council minutes of February 8, 2021, as presented. **CARRIED**

Motion 074/21 Motion by Councilor Wilcox to adopt the Special Council Meeting of February 10, 2021, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: Nil

BYLAWS & POLICIES: **1. Bylaw No. 2011 Intermunicipal Development Plan – 2nd & 3rd Reading**

Motion 075/21 Motion by Councilor Allan to give second reading of Bylaw No. 2011 Inter-municipal Development Plan **CARRIED**

Motion 076/21 Motion by Councilor Ratz to give third reading of Bylaw No. 2011 Inter-municipal Development Plan **UNANIMOUSLY CARRIED**

2. Repeal Bylaw No. 932 Carstairs Intermunicipal Planning Commission

Motion 077/21 Motion by Councilor Gil to repeal Bylaw No. 932 Carstairs Intermunicipal Planning Commission Bylaw. **CARRIED**

3. Repeal Bylaw No. 933 Carstairs Intermunicipal Subdivision and Development Appeal Board

Motion 078/21 Motion by Councilor Blair to repeal Bylaw No. 933 Carstairs Intermunicipal Planning Commission Bylaw. **CARRIED**

NEW BUSINESS: **1. RFP Disposal of Fire Department Gear**

Motion 079/21 Motion by Councilor Wilcox to approve the Disposal of Fire Department Gear. **CARRIED**

Regular Council Meeting – February 22, 2021

Page 2 of 4

**2. Safety Codes Council: Re: 2020 Annual Internal Review
Town of Carstairs**
- Accreditation No: M00219

Motion 080/21

Motion by Councilor Allan to accept for information.

CARRIED**COMMITTEE REPORTS:****1. Legislative & Emergency Services Committee**

- Councilor Ratz gave an oral report on the February 16, 2021 meeting.
- Next meeting is on Tuesday, March 16, 2021.

2. Policy & Governance Committee

- Councilor Gil gave an oral report on the February 9, 2021 meeting.
- Next meeting is on Tuesday, March 9, 2021.

3. External Relations Committee

- Councilor Allan gave an oral report on the February 18, 2021 meeting.
- Next meeting is on Thursday, March 18, 2021.

4. Strategic Planning & Corporate Affairs Committee

- Meeting cancelled.
- Next meeting is on Monday, March 22, 2021.

5. Mountain View Regional Waste Commission

- Councilor Green gave an oral report on the February 22, 2021 meeting.

6. Mountain View Regional Water Commission

- Councilor Blair gave an oral report on the February 10, 2021 meeting.

7. Mountain View Seniors' Housing

- Councilor Ratz had nothing to report at this time.
- Next meeting will be held on March 25, 2021.

8. Municipal Area Partnership

- Mayor Colby nothing to report at this time.

9. Carstairs Community Development & Economic Partnership (CCD&EP)

- Councilor Ratz gave an oral report on the February 18, 2021 meeting.
- Next meeting will be held on March 18, 2021.

10. Central Alberta Economic Partnership (CAEP)

- Councilor Ratz had no report at this time.

Motion 081/21

Motion by Councilor Green to accept all Committee Reports as information.

CARRIED**COUNCILOR REPORTS:****Councilor Ratz**

- Attended Joint Council/Public Hearing with Mountain View County on February 10, 2021.
- Attended the Legislative & Emergency Services Committee Meeting February 16, 2021.
- Attended Carstairs Community Economic Development Partnership Meeting on February 18, 2021.

Councilor Wilcox

- Attended Joint Council/Public Hearing with Mountain View County on February 10, 2021.
- Attended the Legislative & Emergency Services Committee Meeting February 16, 2021.
- Attended the Carstairs Public Library Board Meeting on February 16, 2021.
- Attended the External Relations Committee Meeting on February 18, 2021.

Regular Council Meeting – February 22, 2021

Page 3 of 4

Councilor Allan

- Attended the Policy & Governance Committee Meeting on February 9, 2021.
- Attended Joint Council/Public Hearing with Mountain View County on February 10, 2021.
- Attended the ICC Meeting with Mountain View County on February 12, 2021.
- Attended the External Relations Committee Meeting on February 18, 2021.

Councilor Green

- Attended the Policy & Governance Committee Meeting on February 9, 2021.
- Attended Joint Council/Public Hearing with Mountain View County on February 10, 2021.
- Attended the Legislative & Emergency Services Committee Meeting February 16, 2021.
- Attended the Carstairs Public Library Board Meeting on February 16, 2021.
- Attended the Mountain View Regional Waste Commission meeting on February 22, 2021.

Councilor Gil

- Attended the Policy & Governance Committee Meeting on February 9, 2021.
- Attended Joint Council/Public Hearing with Mountain View County on February 10, 2021.

Councilor Blair

- Attended the Mountain View Regional Water Commission Personnel Meeting on February 9, 2021.
- Attended Joint Council/Public Hearing with Mountain View County on February 10, 2021.
- Attended the Mountain View Regional Water Commission Regular Meeting on February 10, 2021.
- Attended the ICC Meeting with Mountain View County on February 12, 2021.
- Attended the External Relations Committee Meeting on February 18, 2021.

Mayor Colby

- Attended Joint Council/Public Hearing with Mountain View County on February 10, 2021.
- Attended the ICC Meeting with Mountain View County on February 12, 2021.

Motion 082/21

Motion by Councilor Ratz to accept all Councilor Reports as information.

CARRIED**CORRESPONDENCE:**

Nil

CAO'S REPORT:

1. CAO McDonnell had nothing to report at this time.

COUNCILOR CONCERNS: Nil**PUBLIC QUESTION PERIOD:**

1. Rhonda Wise asked Council if they would approach the Provincial Government again about the Regional approach to loosening COVID19 Restrictions.
2. Rhonda Wise asked what the Town was going to do about the impending Mental Health issues that are to surely rise out of the pandemic.

MEDIA QUESTION PERIOD:

Nil

Regular Council Meeting – February 22, 2021

Page 4 of 4

**CLOSED MEETING
SESSION:**

Section 197 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP)* (s. 16 to 29).

Items 1. Agreements

Motion 083/21

Motion by Councilor Wilcox that Council closes the meeting to the Public at 7:27 p.m. to discuss closed session items.

CARRIED

Motion 084/21

Motion by Councilor Green to come out of the closed meeting session at 8:03 p.m.

CARRIED

NEXT MEETING:

Monday, March 8, 2021

ADJOURNMENT:

Motion 085/21

Motion by Councilor Blair to adjourn the meeting of February 22, 2021 at 8:03 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO



Personnel Policy

Policy: 12-002-18
Date: January 15, 2004
Adopted: Council
Revised: January 14, 2008
Revised: April 11, 2011
Revised: January 14, 2013
Revised: March 1, 2018
Revised: January 14, 2019
Revised: August 26, 2019
Revised: March xx, 2021

POLICY STATEMENT

This manual was prepared to provide a uniform, fair and effective system of personnel administration for the Town of Carstairs and to provide a mutual understanding between the employees, Directors and Supervisors within policy guidelines approved by Town Council, as shown on the following pages.

This manual will be periodically reviewed and revised where necessary. Any additional memorandums issued concerning the personnel manual will be distributed and made available to all employees.

PURPOSE

This manual has three main objectives:

1. To ensure the provisions of this manual are consistent with established principles of personnel management and where necessary, the Employment Standards Act.
2. To ensure the procedures are fair to both employer and employee and that adequate protection is provided for the interest of both parties.
3. To provide employee benefits at a level that will enable the Town to maintain a competitive position in the labor market.

SCOPE

This policy applies to all Town of Carstairs employees, including Town Council where applicable.

Table of Contents

1.1. Employer	6
1.2. Chief Administrative Officer.....	6
1.3. Council.....	6
1.4. Permanent Full-Time Employee.....	6
1.5. Permanent Part-Time Employee.....	6
1.6. Part-Time Employee.....	6
1.7. Casual Employee	6
1.8. Probationary Employee.....	6
1.9. Office Employee.....	6
1.10. Outside Employee	6
1.11. Director	6
1.12. Supervisor	6
1.13. Division Committees	6
1.14. Appointee.....	6
1.15. Probationary Period.....	7
1.16. Committee Of The Whole	7
1.17. Training Plan.....	7
1.18. Harassment	7
1.19. Family Member.....	7
1.20. Sick Leave	7
1.21. Leave of Absence	7
1.22. Maternity Leave	7
1.23. Parental Leave.....	7
1.24. Common Law Partner	7
1.25. Physician	7
1.26. Primary Caregiver.....	7
1.27. Common Anniversary Date.....	7
2. ADMINISTRATION OF THE PERSONNEL PROGRAM	8
2.1. Town Council.....	8
2.2. Chief Administrative Office.....	8
2.3. Personnel Records	8
3. EMPLOYMENT	8
3.1. Management Rights.....	8
3.2. Equal Employment Opportunity	8
3.3. Recruitment	8
3.4. Hiring	8
3.5. Probationary Period.....	9

3.6. Permanent Full-Time Status	9
3.7. Permanent Part-Time Status	9
3.8. Part-Time Status.....	9
3.9. Casual Status.....	9
3.10. Resignations	9
3.11. Retirement.....	9
3.12. Terminations	9
3.13. Lay Off and Recall.....	10
3.14. Organization Chart	10
3.15. Evaluations.....	10
3.16. Standby	10
3.17. Employee Training	10
3.18. Personal Protective Equipment.....	11
3.19. Personal Appearance	11
3.20. Cell Phone Free Driving	11
3.21. Harassment	11
3.22. Hours of Employment.....	11
3.22.1 Full-Time Employees.....	11
3.22.2 Full-Time Shift Work Employees	11
3.22.3. Permanent Part-Time Employees.....	12
3.22.4 Part-Time Employees.....	12
3.22.5. Casual Employees	12
3.23. Promotion	12
3.24. Acting Appointment.....	12
4. PAY PLAN AND FRINGE BENEFITS	12
4.1. Job Classification and Salary	12
4.2. Advancement	12
4.3. Pay Day	12
4.4. Overtime	13
4.5. Standby Pay.....	13
4.6. Travel and Subsistence Allowance.....	13
4.7. Fringe Benefits.....	13
4.8. Clothing Allowance.....	13
4.9 Wellness Plan	14
5. GENERAL HOLIDAYS	14
6. VACATION PAY	14
6.1. Part-Time and Casual Employment.....	14
6.2. Permanent Employees	14

7. SICK LEAVE	15
7.1. Entitlement.....	15
7.2. Eligibility	16
7.3. Call-In Procedure.....	16
7.4. Evidence	16
8. PROTECTED LEAVES	16
8.1. Eligibility for Protected Leaves	17
8.2. Maternity and Parental Leave	17
8.3. Compassionate Care Leave	18
8.4. Long-Term Illness and Injury Leave	19
8.5. Personal and Family Responsibility Leave.....	19
8.6. Bereavement Leave.....	19
8.7. Citizenship Ceremony Leave.....	19
8.8. Domestic Violence Leave.....	19
8.9. Critical Illness of Child Leave	19
8.10. Death or Disappearance of Child Leave	20
8.11. Reservist Leave	20
8.12. Jury Duty Leave.....	21
8.13. Short Term Disability.....	21
8.14. Long Term Disability	21
8.15. Leave Without Pay	21
9. PROGRESSIVE DISCIPLINE PROCEDURES	21
9.1. Progressive Discipline Process	22
9.2. Informal Coaching	22
9.3. Formal Warnings	22
9.4. Investigation and Documentation	22
9.5. Suspension.....	22
9.6. Termination of Employment.....	23
9.7. Appeals	23
9.8. Suspension Pending Investigation	23
10. INTERNET & ELECTRONIC MAIL	23
11. WORKPLACE SMOKING	24
12. SUBSTANCE ABUSE	24
13. MEDICAL CANNABIS	24
14. CRIMINAL RECORDS AND DRIVERS ABSTRACT	24
15. JOB DESCRIPTIONS	24
16. ORGANIZATIONAL CHART	26

DEFINITIONS

- 1.1. Employer**
Shall mean the Town of Carstairs.
- 1.2. Chief Administrative Officer**
Shall mean the appointed Chief Administrative Officer for the Town of Carstairs; herein referred to as CAO.
- 1.3. Council**
Shall mean elected Officials for the Town of Carstairs, in the Province of Alberta.
- 1.4. Permanent Full-Time Employee**
Shall mean any employee who has been appointed to a permanent position. Works forty (40) hours or more a week and has successfully completed the probationary period.
- 1.5. Permanent Part-Time Employee**
Shall mean any employee who has been appointed to a permanent position. Works twenty-four (24) hours or more, but less than forty, a week and has successfully completed the probationary period.
- 1.6. Part-Time Employee**
Shall mean any employee who is hired for seasonal work.
- 1.7. Casual Employee**
Shall mean any employee who works less than twenty-four hours per week or on a call-in as required.
- 1.8. Probationary Employee**
Shall mean any employee filling a permanent position and serving the probationary period.
- 1.9. Office Employee**
Shall mean any employee of the Town of Carstairs whose primary duties consist of administrative or clerical work.
- 1.10. Outside Employee**
Shall mean any employee whose primary duties are not related to administrative or clerical work.
- 1.11. Director**
Shall mean the Chief Administrative Officer, Director of Corporate Services, Director of Planning and Development, Manager of Operational Services, Director of Parks, Heritage and Naturalized Areas, Director of Community Services, Director of Protective Services, Fire Chief.
- 1.12. Supervisor**
Shall mean any position that is responsible for supervision of employees.
- 1.13. Division Committees**
Shall mean internal committees in which directors, supervisors and employees are expected to report to monthly.
- 1.14. Appointee**
Shall mean any employee who is authorized on behalf of the CAO or Director to act on their behalf.

- 1.15. Probationary Period**
Shall consist of ninety (90) days of consecutive employment.
- 1.16. Committee Of The Whole**
Shall mean a committee consisting of all Town Councilors.
- 1.17. Training Plan**
Shall mean a plan approved by the CAO and Directors by September 1st of each year detailing training needs for each department by employee cost, priority and estimated expense.
- 1.18. Harassment**
When an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical ability, ancestry, marital status, sexual orientation, family status or source of income.
- 1.19. Family Member**
Shall mean the spouse, child, parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, grandchildren, grandparents, guardian, ward, or a related dependent of the employee.
- 1.20. Sick Leave**
Shall mean the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled, under examination or treatment of a physician, or dentist or because of an accident for which compensation is not payable under the Workers' Compensation Act.
- 1.21. Leave of Absence**
Shall mean a period of time granted to an employee to be away from work and may be with or without pay.
- 1.22. Maternity Leave**
Shall mean female employees who are on an approved leave of absence in connection with pregnancy. Maternity leave consists of a maximum of sixteen (16) weeks.
- 1.23. Parental Leave**
Shall mean a voluntary leave of absence related to the birth or adoption of a child. Parental leave may be taken by one parent or shared between the two parents.
- 1.24. Common Law Partner**
Shall mean a person who at the relevant time cohabits in a conjugal relationship with the employee and has so cohabited with the employee for a continuous period of at least one year.
- 1.25. Physician**
Shall mean a physician who provides care to a family member and who is entitled to practice medicine under the laws of the jurisdiction in which the care is provided.
- 1.26. Primary Caregiver**
Shall mean an individual who has primary responsibility for providing care or support to a seriously ill family member for that family.
- 1.27. Common Anniversary Date**
Shall refer to the common date at which vacation accruals and wage increases will commence. The common anniversary date for all employees is January 1.

2. ADMINISTRATION OF THE PERSONNEL PROGRAM**2.1. Town Council**

The Council exercises control over the hiring of the CAO, approves bylaws, resolutions and all policies.

2.2. Chief Administrative Office

The CAO shall be responsible for ensuring the effective administration of this manual and procedures and may delegate such functions as deemed necessary for the implementation of this system.

2.3. Personnel Records

The CAO or his/her appointee shall maintain a personnel record on each town employee. The personnel record shall show the employee's name, title, job description, salary, and change in employment status, training received, disciplinary actions and other such information as may be deemed pertinent.

All employee records shall be considered 'confidential' and shall be accessible only in the following manner:

- Contents of an employee's file shall not be opened by anyone except the CAO, the employee or as may be required by a Court Order.
- No information from the personnel file shall be released to outside parties except verification of employment, employment dates and titles without prior authorization from the CAO or employee.

3. EMPLOYMENT**3.1. Management Rights**

All employees acknowledge that it is the right of the Town to manage the affairs of the Town and direct the employees to meet the goals and objectives established by the Town.

3.2. Equal Employment Opportunity

It shall be the policy of the Town of Carstairs to fill all vacant positions with the best qualified, available applicant. Selections will be made on the basis of educational background, related work experience and other job related factors, but without regard to race, religious beliefs, colour, gender, and gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons. Advancement is, and shall be, based on the individual's achievement, performance, ability and potential for promotion.

3.3. Recruitment

The recruitment of positions shall be authorized by the CAO. It is the Director's responsibility to hire for vacant positions and take steps as may be necessary to attract qualified applicants. The final selection to fill each vacancy shall be made by the CAO and reported to Council. The final selection to fill the CAO position shall be made by Council at a regularly scheduled council meeting.

3.4. Hiring

Each new employee hired by the Town of Carstairs will be given a position title based on his/her duties and responsibilities with the Town. The Director will instruct the new employee of his/her position title at the beginning of employment. An employee's Director or Supervisor, where applicable, is responsible for introducing and orienting the new employee.

3.5. Probationary Period

All new employees shall serve a probationary period of ninety (90) days continuous service. During this period the probationary employee's performance will be evaluated; the Director may dismiss probationary employees at any time during the probationary period for any reason without notice or payment in lieu of notice, after consultation with the CAO. The Director may also extend the employee's probationary period to allow for more time to evaluate the employee's performance.

3.6. Permanent Full-Time Status

Employees who have successfully completed the probationary period shall be granted permanent, full-time status. Permanent, full-time employees are entitled to all fringe benefits and privileges provided by the Town of Carstairs.

Permanent, full-time employees must have valid driver's license, in good standing at all times.

Permanent, full-time employees being promoted or placed in another position shall serve a probationary period of thirty (30) days in the new position.

3.7. Permanent Part-Time Status

Permanent, part-time employees who have successfully completed the probationary period shall be entitled to all fringe benefits and privileges provided by the Town of Carstairs.

Permanent, part-time employees must have a valid driver's license in good standing at all times.

Permanent, part-time employees being promoted or placed in another position shall serve a probationary period of thirty (30) days in the new position.

3.8. Part-Time Status

Part-time employees are eligible for vacation pay only. Vacation pay will be paid out per pay period. Part-time employees may be released at any time.

3.9. Casual Status

Casual employees are eligible for vacation pay only. Vacation pay will be paid out per pay period. Casual employees may be released at any time.

3.10. Resignations

Employees are expected to give notice of resignation consistent with the minimum requirements of the Alberta Employment Standards Code. The CAO is expected to give six (6) weeks advance notice of voluntary separation in order that necessary arrangements may be made to carry on the position without interruption.

3.11. Retirement

Employees are encouraged to provide at least ninety (90) days written notice of their intention to retire from the Town of Carstairs. This time will allow the Town and the employee to work together to ensure a smooth transition.

Employees drawing other pensions such as Canada Pension Plan (CPP) or Old Age Security (OAS) will provide official written notification from the applicable agency to the payroll department as soon as possible and will be subject to applicable payroll regulations as established by the Canada Revenue Agency or other legislation.

3.12. Terminations

Terminations will be determined through the CAO and through Consultation with Town Solicitors. Termination of the CAO will be handled by Council as per section 206 of the Municipal Government Act.

3.13. Lay Off and Recall

In case it becomes necessary to reduce the working force, the employer will notify employees who are to be laid off fourteen (14) calendar days prior to the layoff.

In determining which employees are to be laid off, the factors to be considered are skill, training, knowledge, efficiency and other relevant attributes. Where these factors are equal seniority shall be the deciding factor.

Benefits will be discontinued for the layoff period and will be reinstated on the first day back.

No new employee will be hired in that department while other employees are laid off. If an employee does not return from lay-off when requested, the employee shall be considered to have terminated employment.

3.14. Organization Chart

An approved organization chart attached to this policy establishes the lines of authority for reporting and administrative responsibility and indicates where various positions fall in the total scheme of the Town. It is the responsibility of each employee to be familiar with the structure and lines of this chart and to act accordingly in any given situation. While all positions on the chart will have a detailed job description, the CAO shall be handled according to the Municipal Government Act.

3.15. Evaluations

Once each year, each Director or Supervisor shall complete a written evaluation of each employee under his/her immediate supervision. These evaluations shall be discussed between each employee and their Director or Supervisor privately. Following that, evaluations shall be discussed between the Director or Supervisor and CAO. The written evaluations shall become part of each employee's personnel file.

Once each year the CAO shall complete a written evaluation of each employee under his/her immediate supervision. These evaluations shall be discussed with each employee privately. The written evaluations shall become part of each employee's personnel file.

Once a year, the Town Council shall conduct with the CAO, privately, an appraisal and full review on his/her work performance. This appraisal shall be in writing and becomes part of his/her personnel file.

At least once a year, the Committee of the Whole shall meet with all employees as a group or individually for a general exchange of ideas and concerns affecting the Town and/or its employees.

3.16. Standby

Standby shall be considered as being ready or available for immediate action outside the regular working hours. While on call, employees represent the Town and shall carry out their duties in a manner befitting their position. If any employee is unable to carry out his/her duties they shall contact their Director or immediate Supervisor, or next in command, to organize an alternate person to perform any 'on call' duties. Failure to contact a relevant person shall result in disciplinary action.

3.17. Employee Training

The Town of Carstairs encourages the training and development of employees which will assist in meeting the demands of the changing work environment and/or is applicable to the employee's position of responsibility.

In the event that an employee resigns their position with the Town within six (6) months of completing training or attending courses, the employee will be required to pay a portion of the overall costs back to the Town.

- If the employee resigns in the same month or the month after the course completion the employee will pay back 100% of the costs.
- If the employee resigns two (2) months after the course completion the employee will pay back 80% of the costs.
- If the employee resigns three (3) months following the course completion the employee will pay back 60% of the costs.
- If the employee resigns four (4) months following the course completion the employee will pay back 40% of the costs.
- If the employee resigns five (5) months following the course completion the employee will pay back 30% of the costs.
- If the employee resigns six (6) months following the course completion the employee will pay back 20% of the costs.

3.18. Personal Protective Equipment

Employees shall use proper personal protective equipment. All outside staff shall wear CSA approved safety footwear; CSA approved hard hats, long pants, shirts and any other specialty personal protective equipment required for the job site. All outside staff shall wear vests or alternative clothing that is clearly distinguishable and visible at a distance.

3.19. Personal Appearance

Employees will govern themselves concerning their appearance. The public should be met by appropriately groomed and attired personnel.

3.20. Cell Phone Free Driving

Alberta's Distracted Driving Legislation places restrictions on activities while driving. Town of Carstairs employees will adhere to the provisions of this legislation and will only use hands-free devices for answering cell phones while operating Town of Carstairs vehicles and equipment. The use of voice-activated dialing is permissible.

If a hands-free device is not available, employees are required to pull over safely and stop the vehicle/equipment before engaging in any cell phone use, including texting.

3.21. Harassment

The Town of Carstairs is committed to providing a work environment that is free from abusive language or behavior. Every Employee is entitled to a workplace free of discrimination and all forms of unlawful harassment. Actions, words, jokes or comments based upon an individual's gender, race, ethnicity, age, religion, or other legally protected characteristic will not be tolerated.

3.22. Hours of Employment**3.22.1. Full-Time Employees**

The normal working hours of full-time employees shall be forty (40) hours per week, eight (8) hours per day, for five (5) consecutive days. Consecutive days shall consist of Monday through Friday. Employees shall be entitled to overtime if the hours are in excess of forty-four (44) hours per week.

3.22.2. Full-Time Shift Work Employees

The normal working hours of full-time shift work employees shall be forty hours per week, ten (10) hours per day, for four (4) consecutive days, with four (4) days off in a rotational schedule.

3.22.3. Permanent Part-Time Employees

The normal working hours for part-time office employees shall be eight (8) hours per day, for three (3) days per week. Days shall consist of Monday through Friday. Employees shall be entitled to overtime if the hours are in excess forty-four (44) hours per week.

3.22.4. Part-Time Employees

The normal working hours for part-time employees shall be minimum of 24 hours per week to a maximum of 40 hours per week. Days shall consist of Monday through Friday.

3.22.5. Casual Employees

The regular working hours for casual employees shall be less than twenty-four (24) hours per week, and in accordance to the schedule provided by the immediate Supervisor where applicable. Casual employees must be available on a call-in basis. Employees shall be entitled to overtime if the hours are in excess of eight (8) hours per day or forty-four (44) hours per week whichever is greater.

3.23. Promotion

The Town shall endeavor to fill job vacancies by promotion from within its own employees in any situations where experience and qualifications are commensurate with the job available. All other things equal, present employees will be given special consideration before hiring from elsewhere.

3.24. Acting Appointment

Personnel assigned additional duties and responsibilities of a higher paying position may be appointed to a higher classification on an acting basis. Such appointments shall be made for a minimum of two weeks and not to exceed twelve months.

4. PAY PLAN AND FRINGE BENEFITS**4.1. Job Classification and Salary**

Job classification shall be maintained containing title and descriptions of all positions of Town employment. The salary schedule shall be approved by Town Council by January 1 of each year and shall come in to effect for the first pay period of the year, or be retroactive to that pay period.

4.2. Advancement

Salary increases shall normally be conducted prior to year-end, December 31, based on a job performance evaluation conducted by the immediate Supervisor and ratified by the CAO.

4.3. Pay Day

All employees shall be paid on Friday, bi-weekly. Employees are responsible for accurately tracking and reporting the hours they work each day and in each pay period. Hours are documented on the bi-weekly timesheet. Directors or Supervisors, where applicable, are required to authorize employees' timesheets and in doing so verify the employees' reports of hours worked. Directors are accountable for submitting correct and approved timesheets.

Deductions will be made as follows:

- Income Tax
- Canadian Pension Plan
- Employment Insurance
- Fringe Benefits where applicable

4.4. Overtime

Overtime work is granted only in an emergency or to serve the public interest basis as approved by the Director or Supervisor, where applicable. An employee shall be compensated for overtime as per the Overtime Agreement.

4.5. Standby Pay

An employee detailed for standby shall receive compensation at the following rate:

- \$28.57 per day based on a four (4) day rotation

4.6. Travel and Subsistence Allowance

The Town of Carstairs will pay reasonable personal and travel expenses necessarily incurred to Members of Council, Board, Commission or Committee members and to staff for travel and/or entertainment expenses while on Town business.

These expenses include:

- Transportation costs – employees using personal vehicles shall be reimbursed as per mileage rate set by Council.
- Meal allowance – employees shall be reimbursed actual meal expenses upon submission of receipts.
- Lodging – regular, single room rate.

4.7. Fringe Benefits

Participation in the following programs is mandatory for all permanent, full-time and permanent part-time employees. Exceptions for Health and Dental where there is spousal coverage in place. Benefits come into effect after ninety (90) days of continuous service. Employees will be notified of policy changes as they occur. Part-time and casual employees shall not be entitled to any fringe benefits.

Programs currently in place are as follows:

BENEFIT	EMPLOYER	EMPLOYEE
Health and Dental	80%	20%
Basic Life Insurance	0%	100%
Accidental Death & Dismemberment (AD&D)	0%	100%
Short-Term Disability (WI)	0%	100%
Long-Term Disability (LTD)	0%	100%
Local Authorities Pension Plan (LAPP)	As per LAPP agreement	As per LAPP Agreement

- Fringe Benefits are provided by Group Source unless otherwise noted

4.8. Clothing Allowance

The Town will reimburse each permanent employee that qualifies the replacement of work clothing as outlined in the policies for Uniform and Safety Equipment Standards.

At the pleasure of Council, the Town may provide \$150.00 per employee for the purchase of "Town of Carstairs" jackets every three (3) years.

4.9 Wellness Plan

All permanent employees can partake in the Health and Wellness Program but must maintain a minimum of 5 sick days in order to submit a claim. All full time employees are entitled to use up to \$1,000.00 per year and permanent part time will be equal to their part time equivalent. All amounts paid are a taxable benefit.

5. GENERAL HOLIDAYS

Employees who qualify for general holiday pay shall receive the following general holidays with pay:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Heritage Day (Civic)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

*If a holiday falls on a Saturday or Sunday, the Town of Carstairs will observe the following Monday as the official holiday.

All eligible employees will be compensated as per the Alberta Employment Standards Act.

An employee will not be eligible to receive holiday pay if they do not work on the holiday when required or scheduled, or if they are absent from work on the regularly scheduled day before or after the holiday. The employee will still be eligible if they receive Town of Carstairs' permission for the absence.

In the event that an employee is away on an unpaid leave of absence, away while receiving Workers' Compensation benefits or on long term disability at the time of the holiday, the employee shall not be eligible for general holiday pay.

6. VACATION PAY

Town of Carstairs understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. Town of Carstairs recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for all employees.

6.1. Part-Time and Casual Employment

- Part-time and casual employees shall receive vacation pay at the rate of four (4) percent of their earnings for the first four (4) consecutive years of service. After five (5) consecutive years of service employees will receive six (6) percent of their earnings for each reference year.

6.2. Permanent Employees

- Permanent, full-time employees shall accumulate vacation days in accordance to the chart below.
- Permanent, part-time employee working less than full-time hours shall receive vacation hours prorated to their full-time equivalents.

Calendar Months	Working Days Earned
Less than 12 months as of December 31	.38 of a day per pay period
Common Anniversary Date to December 31 of the same year	.38 of a day per pay period
One full year following the Common Anniversary Date	.58 of a day per pay period
Six full years following the Common Anniversary Date	.77 of a day per pay period
Sixteen full years following the Common Anniversary Date	.96 of a day per pay period
?? full years following the Common Anniversary Date	1.15 of a day per pay period

* The Common Anniversary Date will be January 1 for all employees.

Employees are encouraged to use their allotted vacation time in full every year. The following policy statements are intended to guide paid vacation procedures for employees.

- All vacations must be taken before December 31 of the current calendar year, unless there are extenuating circumstances or prior arrangements made and approved by the CAO
- Vacation schedules for all employees are due April 1 yearly for the upcoming vacation year. All vacation days are to be approved by the director or Supervisor, where applicable. Overall approval is required by the CAO.
- The CAO shall receive one extra week vacation (five work days) or one week payment in lieu of, at the option of the employee.
- Vacation scheduling shall be completed by the responsible Director or Supervisor, where applicable, and approved by the CAO before coming into effect.
- During the period of July 1 to August 30, no employee shall be entitled to a vacation of more than two consecutive weeks however, vacation of more than two consecutive weeks may be granted, but only at the discretion of the Director and CAO.
- Any conflict in vacation requests between employees will be decided based on employee seniority, company needs, and the good judgment of the Director or Supervisor.
- Employees may not take more vacation days with pay than they are entitled.
- If an employee's services are terminated, compensation will be paid in lieu of vacation pay earned but not taken, in accordance with Alberta's Employment Standards Code.

7. SICK LEAVE

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

7.1. Entitlement

- Permanent, full-time employees are entitled to twelve (12) sick days per year. Sick days are an additional benefit that the Town of Carstairs offers and are separate from any legal entitlement to leave under the Employment Standards Act, 2000.
- Permanent, part-time employees working less than full-time hours shall receive sick leave prorated to their full-time equivalents; not to exceed the maximum prorated to their full-time equivalents
- Sick days are paid
- Eligibility for and use of sick days shall have no effect on the employee's entitlement to any protected leave under the Employment Standards Act, 2000.
- Employees may carry over unused sick days to the following year. Unused sick time shall be accumulated to a maximum of thirty (30) days.
- If an employee's services are terminated, no compensation will be paid for unused sick days.

7.2. Eligibility

Sick days may be used under the following circumstances:

- An employee suffers a personal illness or injury.
- An employee must attend a medical appointment.
- An employee's family member suffers a personal illness or injury and the employee is providing care for the injured or ill family member.
- An employee's family member must attend a medical appointment and the employee is responsible for ensuring the family member can attend their medical appointment.
- An employee must respond to an emergency or other urgent matter.
- In the case of an accident to an employee, the Town of Carstairs may pay the difference between the compensation paid under the insurance coverage, be it Worker's Compensation or Company Plan, and the employee's full salary, up to the total number of days sick leave the employee has accumulated. Such days will be deducted from the days of accumulated sick leave.

Eligibility for sick days will be evaluated on a case-by-case basis and is at the sole discretion of management.

7.3. Call-In Procedure

- Employees are required to notify management of their intention to take a sick day.
- Notification of the intention to take a sick day must be provided as soon as is reasonably possible, but not less than 30 minutes before the start of the employee's scheduled shift.
- Management may at its sole discretion approve or deny an employee's request to use a sick day.

7.4. Evidence

- Town of Carstairs requires that all employees produce a medical certificate from a qualified medical practitioner for an illness in excess of three working days, certifying that he/she is unable to carry out his/her duties due to illness.
- Failure by an employee to provide appropriate evidence related to the use of a sick day when requested by management may result in disciplinary action.

8. PROTECTED LEAVES

Town of Carstairs wants to ensure that its employees are provided with authorized time off as per applicable legislation without fear of a negative impact on their employment status or opportunities with the organization. Town of Carstairs is committed to providing a work-life balance for its employees and understands that situations can and will arise that call for immediate, emergency leave.

This section covers instances where employees may need to take planned or unplanned leave of absence in order to attend to situations that directly affect their families or dependents.

Protected Leaves include:

- Maternity Leave
- Parental Leave
- Compassionate Care Leave
- Long-term Illness and Injury Leave;
- Personal and Family Responsibility Leave;
- Bereavement Leave;
- Domestic Violence Leave;
- Citizenship Ceremony Leave;
- Critical Illness of a Child Leave; and
- Death or Disappearance of a Child Leave.
- Reservist Leave
- Jury Duty Leave

8.1. Eligibility for Protected Leaves

- Any employee who has completed at least ninety (90) days of employment with Town of Carstairs is eligible for protected leaves, subject to the specific eligibility requirements for each leave.

8.2. Maternity and Parental Leave

Permanent, full-time employees that have become a new parent shall be eligible for maternity or parental leave as follows:

Maternity Leave

- Biological birth mother

Parental Leave

- Mother or father
- Adoptive parent
- Domestic partner

A pregnant employee whose pregnancy ends more than sixteen (16) weeks prior to the due date will not be eligible for maternity or parental leave. An employee whose pregnancy terminates within sixteen (16) weeks of the due date will still be eligible for maternity leave.

Providing Notice:

- To ensure that Town of Carstairs can make the necessary arrangements to accommodate an employee taking maternity or parental leave, employees are asked to provide six (6) weeks' notice before beginning the leave. This is to help the company procure staffing solutions and to alleviate any additional work stress on other employees that may occur as a result of the employee's absence.
- Submission of a request for maternity or parental leave shall be accompanied by any appropriate documentation.
- Employees are expected to give four (4) weeks' notice regarding their expected date of return to work. The CAO should be contacted as soon as possible in the event of any changes.

Duration of Leave:

- Maternity leave can start at any time within twelve (12) weeks prior to the estimated date of delivery.
- Parental leave begins on the date of or after the date of birth or adoption and has to be completed within seventy eight (78) weeks of the date of birth or adoption. As such, employees are expected to advise the CAO of the exact start date.
- Town of Carstairs will ensure that all staff members who require maternity or parental leave are provided with up to sixteen (16) weeks of maternity leave, and up to sixty two (62) weeks of parental leave.
- The maximum duration of leave available (maternity plus parental) shall be equal to seventy eight (78) weeks.
- If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfil legal adoption obligations, documentation shall be required.
- If an employee requires more than the allotted seventy eight (78) weeks of available maternity or parental leave, an extension may be made by the CAO at their discretion.

Use of Sick Leave Benefits, Vacation Time, and Sick Leave:

- In the event that an employee requires use of sick leave benefits at any time prior to the commencement of a maternity or parental leave period, the Town of Carstairs Sick Leave Policy shall apply.

- An employee may be eligible for Employment Insurance Benefits to cover the time off prior to starting Maternity or Parental leave.
- After the paid maternity or parental leave has concluded, employees shall be allowed to use up any unpaid vacation time or sick days.
- Employees who elect to extend maternity leave through the use of accrued vacation time are required to provide four (4) weeks of notice prior to the exhaustion of the leave.
- Town of Carstairs employees who elect to extend their leave through the use of Sick Leave are requested to provide Town of Carstairs with as much advance notice as is possible prior to the exhaustion of their maternity leave.

8.3. Compassionate Care Leave

For the purposes of compassionate care leave, the following qualify as family members:

- Spouse, common-law partner, or adult interdependent partner;
- Child;
- Father or mother;
- Brother, half-brother, step-brother, sister, half-sister, or step-sister;
- Grandfather or grandmother;
- Grandchild or step-grandchild;
- Nephew or niece;
- Current or former foster parent;
- Current or former foster child; and
- Any other individual in relation to the employee or the employee's partner or spouse as defined in the Code or the Employment Standards Regulation.

Providing Documentation and Notice:

- Employees must give their employer written notice at least two (2) weeks before the start date of their leave. Notice must include the estimated date of the employee's return to work.
- However, less than two (2) weeks' notice may be given in circumstances where two (2) weeks' notice isn't possible. In this case, notice must be provided to the employer as soon as is reasonable.
- Employees caring for an ill family member must give their employer a medical certificate. A medical certificate may be issued by a nurse practitioner or physician. The certificate must include:
 - a statement that the family member has a serious medical condition and a significant risk of dying within twenty six (26) weeks
 - a statement that the family member needs the care or support of one or more family members
- If the employee cannot provide the certificate prior to starting the leave, they must provide it as soon as is reasonable.
- Employees must give their employers at least one (1) week's written notice to return to work unless the employee and employer agree otherwise.
- An employee who chooses not to return to work after the leave ends must give the employer at least two (2) weeks' written notice

Duration of Leave:

- Town of Carstairs employees who are the primary caregivers are entitled to compassionate care leave of up to twenty seven (27) weeks to support or give care to a seriously ill family member.
- Compassionate care leave may be taken in one or more periods but no period may be less than one week's duration

8.4. Long-Term Illness and Injury Leave

Employees are entitled to up to sixteen (16) weeks of unpaid leave per calendar year due to the injury, illness, or quarantine of the employee.

In order to take a long-term illness and injury leave, an employee must provide appropriate medical documentation as defined in the Code.

An employee must provide Town of Carstairs reasonable notice as soon as reasonable and practicable in the circumstances. This notice must include the estimated date of the employee's return to work.

An employee who is on long-term illness and injury leave must inform Town of Carstairs of any change in the estimated date of returning to work.

8.5. Personal and Family Responsibility Leave

Employees are entitled to up to five (5) days of unpaid leave per calendar year, but only to the extent that the leave is necessary for the health of the employee or for the employee to meet their family responsibilities in relation to a family member.

Before taking this leave, employees must provide as much notice as reasonable and practicable in the circumstances.

8.6. Bereavement Leave

Employees may take up to five (5) days of paid leave for bereavement of a family member.

Before taking this leave, employees must provide as much notice as reasonable and practicable in the circumstances.

8.7. Citizenship Ceremony Leave

If an employee is becoming a citizen of Canada, they may take up to a half-day of unpaid leave to attend a citizenship ceremony to receive a certificate of citizenship, as provided for under the Citizenship Act (Canada) and regulations made under that Act.

8.8. Domestic Violence Leave

For the purpose of this leave, domestic violence occurs when an employee, the employee's dependent child, or a protected adult who lives with the employee is subjected to any of the acts or omissions listed in the Employment Standards Act section 53.981(2) by another person who meets the criteria listed in section 53.981(1) of the Code.

Employees may take up to ten (10) days of unpaid leave per year for any of the reasons listed in the Employment Standards Act section 53.981(4).

Before taking a domestic violence leave, the employee must provide Town of Carstairs as much notice as reasonable and practicable in the circumstances.

8.9. Critical Illness of Child Leave

Any employee who is the parent of a critically ill child may take up to thirty six (36) weeks of unpaid leave per year to care for their critically ill child.

If more than one employee who is employed by Town of Carstairs is entitled to critical illness of a child leave with respect to the same child, Town of Carstairs is not required to grant the leave to more than one employee at a time.

An employee who wishes to take critical illness of a child leave must provide appropriate medical documentation and notice to Town of Carstairs in accordance with the Code.

An employee who takes critical illness of a child leave must inform Town of Carstairs of any change in the estimated date of returning to work.

Critical illness of a child leave may be taken in one or more periods, but no period may be less than one week's duration.

The leave ends on the earliest of the following occurrences:

- the last day of the work week in which the child named in the medical certificate dies
- Thirty six (36) weeks after from the day the leave started for a critically ill child
- the expiry of the period identified in the medical certificate
- the last day of the work week in which the employee ceases to provide care or support to the critically ill child

When an employee returns to work from a critical illness of a child leave, Town of Carstairs will reinstate the employee in the position occupied when the leave started, or provide the employee with alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the employee when the leave started.

If an employee has been on critical illness of a child leave, they must provide at least one (1) week's written notice of the date they intend to return to work, unless the company and the employee agree otherwise.

An employee who does not wish to resume employment after the critical illness of a child leave ends must give Town of Carstairs at least two weeks' written notice of their intention to terminate employment.

8.10. Death or Disappearance of Child Leave

Employees are entitled to take leave of up to:

- Fifty two (52) weeks if the employee is the parent of a child who has disappeared and it is probable, considering the circumstances, that the child disappeared as a result of a crime; or
- Up to one hundred and four (104) weeks if the employee is the parent of a child who has died and it is probable, considering the circumstances, that the child died as a result of a crime.

An employee is not entitled to death or disappearance of a child leave if they are charged with the crime that resulted in the death or disappearance of the child.

The employee must provide Town of Carstairs with reasonable verification of the employee's entitlement to the leave as soon as is reasonable and practicable in the circumstances.

Any employee who wishes to take death or disappearance of a child leave must provide Town of Carstairs with appropriate documentation and notice in accordance with the Code, including notice of return to work if applicable.

8.11. Reservist Leave

Town of Carstairs requests that whenever possible, employees provide notice four (4) weeks prior to any active military service requiring leave.

Unless prevented by military necessity, the employee shall obtain a Request for Leave of Absence Form from the payroll department.

The CAO shall review and approve the Request for Leave of Absence Form, and provide the employee with any pertinent documents.

8.12. Jury Duty Leave

Employees selected for jury duty must provide the CAO with as much advance notice as is possible. Advance notice shall be accompanied by a copy of the summons to jury duty for documentation purposes.

Town of Carstairs will ensure that staff required to report for jury duty are provided with time off to perform their civic duty. Time off for jury duty will be paid.

Any employee that is required to appear in a court of law as a plaintiff, defendant, or witness shall be eligible for a paid leave of absence.

8.13. Short Term Disability

This benefit is paid by the benefits carrier. An employee on approved Short Term Disability benefits will continue to be covered under the Town's benefit plan for the duration of the absence (maximum 17 weeks), and the employee will continue to be responsible for paying their portion of the benefit premiums.

An employee who is a member of LAPP has the option of continuing contributions to LAPP while on Short Term Disability, or he/she may choose not to contribute and may purchase the service upon his/her return to work.

Vacation and sick benefits will not accrue while an employee is on approved Short Term Disability.

8.14. Long Term Disability

Where an illness or injury is long-term, an employee may be covered by Long Term Disability benefits for which he/she qualifies. The benefit is paid by the benefits carrier. Premiums for insurance benefits may be waived by the benefit carrier.

If an employee desires to remain on the Town's existing benefit plan, he/she will be required to pay 100% of the monthly premiums as per the conditions of the service providers coverage in addition to any other applicable employee and employer paid premiums. Failure by an employee to pay for premiums by the due dates may result in discontinuation of benefits.

Vacation and sick benefits will not accrue while an employee is on approved Long Term Disability.

8.15. Leave Without Pay

Job protected unpaid leave shall follow the guidelines established as per the Employment Standards Code

All permanent, full-time employees may be entitled to leave without pay and without loss of seniority for up to six (6) months for any reason considered valid by the CAO. A leave of absence request form must be completed and approved by the CAO no less than four (4) weeks before the leave without pay commences, the form is available from human resources.

When an employee has been granted a leave of absence of any kind and for any period, such employees shall be required to pay the employee's and employer's portion of their benefits while on leave and the employee will not earn annual vacation or sick leave. If an employee owes the town any vacation or sick time, leave without pay may not be granted.

9. PROGRESSIVE DISCIPLINE PROCEDURES

Town of Carstairs uses progressive discipline to address performance, conduct, and policy violation issues. Progressive discipline allows employees to correct any issues or concerns and reduces the need for termination of employment. Town of Carstairs strives to work with employees regarding any

issues in the workplace but also needs to hold employees to a high standard of performance and conduct. Therefore, a progressive, multi-step disciplinary process has been implemented.

9.1. Progressive Discipline Process

If an employee of Town of Carstairs violates company policy or exhibits reckless behaviour, the defined system of progressive discipline will be used.

Progressive discipline can be issued for attendance, conduct, health and safety, or performance concerns. This is not an exhaustive list of the reasons it may be used.

Employees will be given multiple opportunities to correct the identified issue or concern, unless the issue or concern is severe, in which case progressive discipline can be accelerated to match the violation. Typically, progressive discipline proceeds through these steps:

1. Coaching (informal);
2. Verbal warning (formal);
3. First written warning (formal);
4. Final written warning with possible suspension (formal); and
5. Termination.

With each violation or apparent problem, the employee will be provided with a written document to alert them of the problem and, if applicable, provide a copy of the company policy being violated; advise them of the consequences for further infractions; and suggest a method for improvement.

9.2. Informal Coaching

Before giving a formal verbal warning, Town of Carstairs may provide employees with informal coaching. Informal coaching is a documented process that offers the employee an opportunity to correct an issue before starting the formal discipline process and receiving a verbal warning.

Depending on the nature of the issue or concern, this step may be skipped.

9.3. Formal Warnings

All formal warnings will be kept on file for eighteen (18) months. If no further discipline occurs within the time period, the warning will become inactive. If further offences relating to the issue occur, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline will be used in relation to the problem at hand. As the situation dictates, based on the past performance of the employee and the seriousness of the violation, Town of Carstairs reserves the right to skip the four-step disciplinary process and move straight to termination when necessary.

9.4. Investigation and Documentation

All alleged violations will be properly investigated and documented by a manager or human resources. All formal measures taken within the progressive discipline process will be documented and kept in the employee's personnel file.

9.5. Suspension

During the final written warning, an employee may be suspended or put on review. Employees put on suspension will be excluded, with pay, from the workplace for a period of one (1) to three (3) days, depending on the violation. Typically suspension will be for three (3) days unless the employee is required at work to complete projects or perform required duties. The purpose of the suspension will be to provide the employee time to reflect on their actions as well as their continued employment with Town of Carstairs.

9.6. Termination of Employment

The final stage of progressive discipline is termination of employment. Termination of employment with Town of Carstairs may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken, or immediately following a severe violation.

9.7. Appeals

If an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with human resources. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline; and
- Why the employee feels the discipline is unwarranted or inappropriate.

Human resources shall review and respond to all written appeals within ten (10) business days.

9.8. Suspension Pending Investigation

If an employee of Town of Carstairs is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation, and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow Town of Carstairs the time to examine the issues thoroughly and to determine appropriate action. If the investigation is not completed during the stated timeline, Town of Carstairs reserves the right to extend the suspension as necessary.

During the investigation, Town of Carstairs will provide the suspended employee with the details of the allegations and give them an opportunity to respond. The suspended employee must ensure that they are available for interviews during this period. If the suspended employee fails to make themselves available, Town of Carstairs will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a Town of Carstairs representative present at any such interview, and will be given a minimum of twenty four (24) hours' notice before any interview.

As the suspended employee will be suspended with full pay, they are expected to be available for interviews and requests from Town of Carstairs during the employee's regular working hours. If the employee wishes to take time off or leave from work during the paid suspension, the employee must follow standard procedure.

Any Town of Carstairs employee placed on suspension with pay must temporarily turn over their office keys, access passes, company identification, and company credit cards. Any and all company property, business information, and confidential information are to remain at the worksite. If any employee placed on suspension with pay maintains any files or equipment at their residence which are the property of Town of Carstairs, they must turn these items over to a company representative until the investigation is completed.

Town of Carstairs employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

10. INTERNET & ELECTRONIC MAIL

Employees using the Internet and email services for work related purposes are expected to use the system in the most efficient and effective manner possible. The viewing of internet sites that have no practical application to the employee's work and assignments shall be discouraged during the employee's work hours.

Users shall not use the internet or email systems for private business activities, illegal or unlawful purposes, to upload, download or otherwise transmit commercial software or any copyrighted materials belonging to other parties other than the Town of Carstairs, or to reveal or publicize confidential or proprietary information which includes, but is not limited to:

- Financial information
- New business and development plans
- Strategies and plans
- Data bases and file structures of the Town's Networks
- Technical product information
- Computer network access codes and passwords

Limited incidental personal use is permitted as long as it does not consume more than a trivial amount of resources of the system and networks, interfere with staff productivity and doesn't preempt any activity related to the employee's work or the business of the Town.

Use of the internet or email system for non-profit, social and charitable endeavors and activities may be permitted provided it is conducted after work hours and as long as it does not consume more than a trivial amount of resources of the system and networks, interfere with staff productivity and doesn't preempt any activity related to the employee's work or the business of the Town.

Users shall not open any attachment from an external source that has not first been scanned for viruses.

Employees shall be aware that correspondence via email is not guaranteed to be private.

All policies that are covered under the Freedom of Information and the Protection of Privacy Act are extended to the email and internet policy.

Any suspected illegal activities may be referred to the RCMP Service for criminal investigation. Employees found using the electronic mail or internet access for illegal or unlawful purposes will have their employment terminated immediately without notice.

11. WORKPLACE SMOKING

Please refer to the Town of Carstairs' policy on Workplace Smoking.

12. SUBSTANCE ABUSE

Please refer to the Town of Carstairs' policy on Substance (Drug and Alcohol) Abuse.

13. MEDICAL CANNABIS

Please refer to the Town of Carstairs' policy on Medical Cannabis

14. CRIMINAL RECORDS AND DRIVERS ABSTRACT

An employee may be asked to provide a criminal record check or a drivers abstract prior to receiving employment with the Town.

If the criminal record check and/or the drivers abstract indicate a conviction, the CAO will discuss the matter with the employee and the CAO will make a decision as to whether or not the convictions would hamper the employee's credibility or ability to perform his/her assigned tasks or duties.

Only a note indicating the Criminal Record Search and/or drivers abstract have been completed will be kept in the employee's file. Results of the check are to be kept confidential. Failure by the employee to make a full disclosure to the CAO could constitute grounds for dismissal.

15. JOB DESCRIPTIONS

Prior to any employment position becoming available, a job description must be developed and approved by Council. All new employees will be given a copy of his/her job description. Job descriptions cannot change without the approval of the CAO. If, during a period of employment, the job description of an

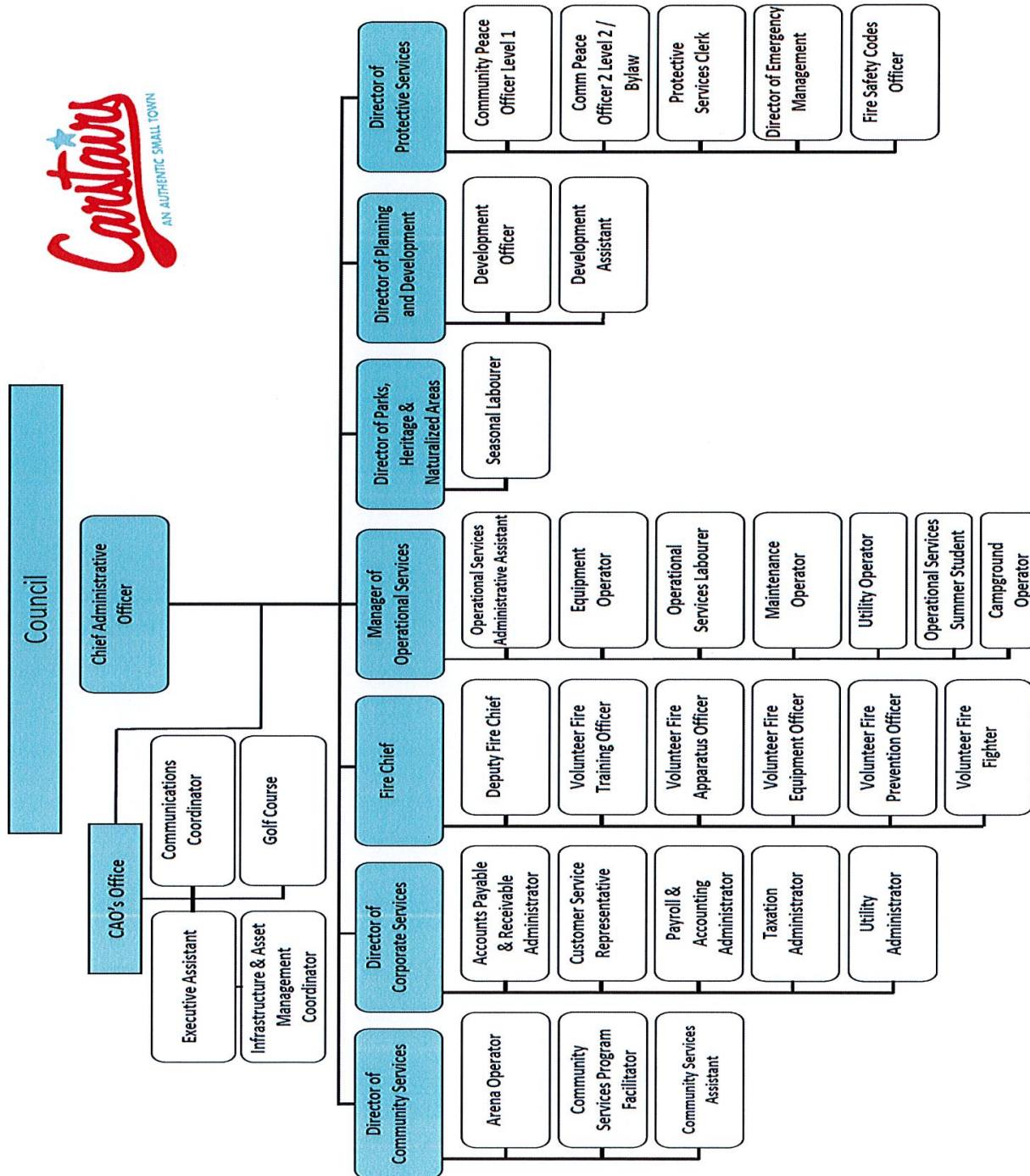
employee changes, the employee will be consulted at least thirty (30) days prior to the change and informed of any and all changes.

I, _____, acknowledge that I have read and understand the Personnel Policy of the Town of Carstairs. Further, I agree to adhere to this policy in its entirety. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Employee Signature: _____ Date: _____

CAO Signature: _____ Date: _____

16. ORGANIZATIONAL CHART





ISL Engineering and Land Services Ltd.
4015 – 7 Street SE
Calgary, AB, Canada, T2G 2Y9
www.islengineering.com

403 254-0544 tel
403 254-9186 fax

March 3, 2021

SD-21-01

Re: Block 1 Lot 1 Plan 0512738

Proposed Subdivision: 2 lot Subdivision
Legal Description: Block 1 Lot 1 Plan 0512738
Location: Carstairs, Alberta
Landowners: Rayel and Craig Walker

Application SD-21-01 proposes subdividing Block 1 Lot 1 Plan 0512738 (104, 10th Avenue S), to create two (2) lots.

Planning Background

The Applicant is proposing to subdivide the current parcel to create 2 new lots. The existing lot is zoned Central Commercial District (C1) and has a commercial building on site. The subdivision will "split" the building in two units which will allow for the future sale of one or both units. Accordingly, a condition of approval for the subdivision will be that a restrictive covenant is established stating that, as a precedent to any sale or transfer of a unit(s), the owners will construct a party-wall, to code, to separate the units.

The application is currently in the circulation stage having been deemed complete on Monday March 1, 2021. The Town has 60 days to make a decision on the application. A preliminary Administrative report will be drafted and is expected to be presented to Council for First Reading on March 22nd, 2021.

Sincerely,

A handwritten signature in blue ink that reads "Mitch Braun".

Mitch Braun
Community Planner, Project Manager
D 403.830.3162
E MBraun@islengineering.com



FOR OFFICE USE ONLY	
Date of Receipt <u>Jan. 7, 2021</u>	Accepted by <u>CH</u>
Fee Submitted <u>\$2520.00</u>	File No.
Decision	

Subdivision Application

Application Form, Checklist and Fee Schedule

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation.

Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT / OWNER INFORMATION

Name of Applicant Craig & Rayel Walker Email rayel@rayelwalker.com
blackstarwelding@live.ca

Mailing Address (include postal code) Box 874 Carstairs AB T0M0N0

Telephone (B) 403 710 4578 (H) 403 993 7422 Fax _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

All/part of the _____ 1/4 section _____ township _____ range _____ west of _____ meridian

Being all/part of lot 1 block 1 Registered Plan No. 0512738 Certificate of Title No. 191069212

Municipal Address (if applicable) 104 10th Ave S Carstairs AB

Total area of the above parcel of land to be subdivided is 24.37 x 30.49 hectares (_____ acres)
splitting the building in half

LOCATION OF LAND TO BE SUBDIVIDED

Is the land situated within 0.8 kilometres of the right-of-way of a highway? Yes ☒ No ☐

If yes, the Highway No. is Highway 2A

Does the proposed parcel contain or is it bounded by a coulee, swale, drainage ditch or other body of water?

Yes ☐ No ☒

If yes, state it's name _____

Are there any oil or gas wells on or within 100 metres of the subject property(s)?

Yes ☐ No ☒

Is the proposed parcel within 1.5 kilometres of a sour gas facility?

Yes ☐ No ☒

Is the sour gas facility active, abandoned, or currently being reclaimed? _____

Is there an abandoned oil or gas well or pipeline on the property?

Yes ☐ No ☒

Is the land situated within:

- ☐ 450 metres of an operating or non-operating landfill or hazardous waste management facility?
- ☐ 300 metres of an area that is currently being used for the processing of waste water?
- ☐ 300 metres of a livestock feeding lot?

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe the existing use of the land Commercial

Describe the proposed use of the land Commercial

If known, state the designated use of the land as classified under the Town of Carstairs Land Use Bylaw.

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

Describe the topography of the land (flat, rolling, steep, mixed) Flat pavement

Describe the nature of the vegetation and water on the land (brush, shrubs, tree stand, woodlots, etc. sloughs, creeks, etc.) NONE

Describe the type of soil on the land (sandy, loam, clay, etc.) Pavement

WATER AND SEWER SERVICES

Existing source of water (please check one):

☐ None ☐ Cistern ☐ Water Well ☒ Piped Water Source ☐

Other (please describe) _____

Describe the proposed water supply: Piped Municipal Water (separated by suites)

Existing sewage disposal (please check one): ☐ None ☐ Septic Field

☒ Piped Sewer System ☐ Other (please describe)

Describe the proposed sewage disposal: Piped Municipal Sewer System

EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings (historical or otherwise) and any structures on the land and whether they are to be demolished or moved including the foundation, water well and septic tank/field. The existing commercial building is proposed to be split in half to have 2 titles for unit A + unit B. (split building in 2)

ADDITIONAL INFORMATION FOR SUBDIVISION PURPOSES

Proposed land use district (if amendment is required) _____ (building inhab)

Number of parcels being created 2 Size of parcels being created ~15.3 x 12.2

Proposed land use of remaining land in title Commercial

Disposition of Municipal Reserves (please check the appropriate box):

- ☐ Land dedication (indicate the area of Reserves and show dedication on drawing)
- ☐ Money in place of land (value to be determine by appraisal)
- ☐ Deferral
- ☒ Not applicable (e.g. existing title less than 2 acres, first parcel out of quarter sections, reserves previously dedicated)

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

Rachel Walker + Craig hereby certify that ☒ I am the registered owner
(Print full name) Walker ☐ I am authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

RIGHT OF ENTRY

I hereby authorize the Town of Carstairs or their representative to enter my land for the purpose of conducting a site inspection in connection with my application for subdivision approval.

Rachel Walker
Owner's Signature

[Signature]

Application Checklist

The following information must be included with your application. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided.

- ☒ Completed application form.
- ☐ Application fee.
- ☒ A copy of the **Certificate(s) of Title(s)**.
- ☒ Copy of any utility rights-of-way, easements, etc. registered on title(s).
- ☒ A **Key Plan** showing the lands to be subdivided as described in the Certificate(s) of Title. The portion to be registered must be indicated within this Key Plan.
- ☐ Letter of authorization. This is required when the applicant is not the registered owner of the land and/or the person authorized to act on their behalf (if any).
- ☒ Three (3) copies of the proposed subdivision plan (or **Tentative Plan**)

The Tentative Plan shall contain:

- North arrow
 - Scale
 - Municipal address (street address)
 - Legal description
 - Location, dimension, areas and boundaries of the land to be subdivided in relation to the rest of the titled lands
 - Existing and proposed property lines
 - Adjacent roads, highways and public pathways or trails adjacent to the site
 - Curbs and sidewalks
 - All street names
 - Easements, utility rights-of-way, railways, canals or other feature on or adjacent to the land and proposed subdivision.
 - Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. unstable areas, escarpments, etc.)
- NOTE:** the topographic contours must not be greater than 1.5 metre intervals
- Existing and proposed access to the proposed parcels and the remainder of the titled area
 - Proposed road system, identifying all road types (with carriageway, and right-of-way dimensions). The road system must show and label:
 - the proposed roads, lanes, etc. right-of-ways
 - the standard corner radii and corner cuts for all roads and lanes
 - all emergency and temporary access roads, including any temporary turn-a-rounds and interim intersections.

- Location, use and dimensions of existing buildings (temporary and permanent) and specify those buildings that are proposed to be demolished or moved. Show driveways and road approaches on the property with their distances to existing and proposed property lines showing the:
 - foundation outline of the building, including existing cantilevers, decks and other projections
 - outline of any accessory buildings (e.g. detached garages, garden sheds and other buildings, complete with dimensions)
 - location of existing wells, septic fields, fences, trees and any permanent bodies of water
 - all buildings must be shown even if they may not be affected by the proposed subdivision.
- Floodway and floodplain limits
- Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land
- If the proposed lots are to be served by individual wells and private sewage disposal systems, the location of any existing or proposed wells, the location and type of any private sewage disposal systems and the distance from these to existing or proposed buildings and property lines.
- A line marking the 1.5 km radius from a sour gas facility, where any of the lands affected by the tentative plan are within 1.5 km of a sour gas facility
- Setbacks from high pressure gas lines and land fill sites
- Any significant existing natural vegetation areas
- Existing services and site constraints (e.g. hydrants, utility poles)



Box 370
Carstairs, AB T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

COMMITTEES & BOARDS APPLICATION

Last Name: Madore First Name: Melissa
Address: PO Box 367 Carstairs AB T0M 0N0
City Province Postal Code
Home Phone: 403-337-3330 Day-Time Phone: _____

1. Appointment To:

- a) Town of Carstairs Public Library Board
b) _____

2. Background Information

Provide a brief outline of your experience/education in this area of volunteerism.

I am a former technical writer and business process consultant with a bachelors in Communication Studies from the University of Calgary. I have been a trustee on the Board for 3 yrs.

3. Why do you wish to serve on this/these committee(s)?

I love our library and community and want to contribute to it's success and growth.

4. Length of Residence:

In the town of Carstairs: 9 years and/or In the town of Carstairs area: 9 years

Melissa Madore
Signature

Jan 20, 2021
Date

Completed applications must be returned to the Town Office.

To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.

Length of appointment is a two year term except as required by statute, or if the appointment is to fill a vacancy.

The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPP).



Box 370
Carstairs, AB T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

COMMITTEES & BOARDS APPLICATION

Last Name: Mabin First Name: Carrie
Address: 1202 Centre St. Carstairs Alberta T0M0N0
City Province Postal Code
Home Phone: 403-860-8085 (cell) Day-Time Phone: same
Email: carriemabin@gmail.com

1. Appointment To:

- a) Carstairs Community Development & Economic Partnership
b) _____

2. Background Information

Provide a brief outline of your experience/education in this area of volunteerism.

Currently I am employed as a Development Officer for Mountain View County. I have held this position for 5 years. I have worked with members of the Community as well as Council, Administration and staff in many areas of development. As well as present in Public meetings & hearings.

3. Why do you wish to serve on this/these committee(s)?

I hope to use my skillset to bring together community members, business owners and Town of Carstairs Administration to work towards positive development and community interactions.

4. Length of Residence:

In the town of Carstairs: 21 years and/or In the town of Carstairs area: _____ years

Carrie M.
Signature

February 23, 2021
Date

Completed applications must be returned to the Town Office.

To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.

Length of appointment is a two year term except as required by statute, or if the appointment is to fill a vacancy.

The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPPA).



March 1, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: President's Summit on Policing

On behalf of the Council of the Municipality of Crowsnest Pass, I am writing concerning the recent President's Summit on Policing. Our Council does not support The Province of Alberta's initiative to replace the RCMP with an Alberta Provincial Police force.

We do not understand why the Province would forge ahead with this process when the Fair Deal Panel survey results clearly showed that 65% of respondents did not support this idea. These are tangible results from a provincial survey which need to be recognized by the Province as a negative response, and a clear indicator by the people of this Province that the majority is not in favor of a Provincial Police Force.

The staggering costs to implement an initiative of this nature, should be enough of a deterrent to even consider proceeding. Municipalities across this Province are struggling to determine how they will absorb the costs for the existing Police Funding Model and should not be expected to consider facing additional expenses for an initiative that is unwanted and appears to have no ceiling where potential costs are concerned.

P.O. BOX 600 CROWSNEST PASS, ALBERTA T0K 0E0 p 403-562-8833 f 403-563-5474 crowsnestpass.com

Finally, we would like to reiterate that the Municipality of Crowsnest Pass is pleased with the level of service provided through our local RCMP. We cannot presume to speak for other communities in Alberta, however we find that the unique circumstances due to our location has fostered highly collaborative relationships between the detachments serving southeastern British Columbia and those serving our neighboring communities in southwestern Alberta. We cannot foresee that the dollars invested would result in an increased level of policing over and above the service we receive now.

We respectfully request that you reconsider replacing the RCMP with an Alberta Provincial Police Force and consider working with the RCMP to improve the service where required.

Sincerely,



Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: RMA Membership
AUMA Membership