



TOWN OF ALAMEDA
Regular Meeting October 26, 2022

The regular meeting of the Council of the Town of Alameda met in the Fire Hall on Wednesday, October 26, 2022. The meeting was called to order at 6:57 pm by Mayor Kinder.

PRESENT: Mayor Perry Kinder, Councillors Jennifer Cobham, Janelle Dorrance, Ron Burness, and Donna Griffin
Administrator – Sheri Carritt

ABSENT: Dean Copeland
Jeff Cameron

DELEGATION: 7:30 p.m. - Lorri Matthewson – ICIP grant
8:00 p.m. - T. Frasz

AGENDA:
239/10/22
Made by: Councillor Cobham
That Council approves the agenda as presented.

CARRIED

This meeting is recessed at 7:00 pm to open public tenders for 229-4th Street in Alameda.

OPEN SALE OF PUBLIC TENDERS
240/10/22
Made by: Councillor Cobham
That we acknowledge that no tenders written or verbal for the property tendered at 229-4th Street was received.

CARRIED

Mayor Kinder reconvened the meeting at 7:02 p.m.

MINUTES
241/10/22
Made by: Councillor Dorrance
That the Minutes of the September 21, 2022, Regular Meeting are approved as presented.

CARRIED

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242/10/22

Made by: Councillor Cobham

That the Minutes of the September 26, 2022, Special Meeting are approved as presented.

CARRIED

CORRESPONDENCE:

- a. Sensus Partnership – Audit Engagement Letter
- b. Midwest Survey complete- fence around wells

FENCE AROUND THE WATER WELLS

243/10/22

Made by: Councillor Cobham

That we pay TC Wall Ranch \$15,209.25 which included taxes for the installation of the fence around the water wells on the N ½ of 8-4-2-W2nd and furthermore an easement may be registered on this land.

CARRIED

MOOSE CREEK CHRISTMAS PARTY

244/10/22

Made by: Councillor Burness

That the Town pays for council, staff and spouses to attend the RM of Moose Creek Christmas supper on December 3, 2022, at \$27.50 per plate, and furthermore the Town will pay one-half cost of the Alameda/Moose Creek Fire Department members and spouses.

CARRIED

ACCEPT AND FILE THE CORRESPONDENCE

245/10/22

Made by: Councillor Dorrance

That the correspondence has been dealt with and now is filed.

CARRIED

ACCOUNTS FOR APPROVAL:

BANK RECONCILIATION

246/10/22

Made by: Councillor Cobham

That the September Bank Reconciliation is accepted as circulated and forms part of the minutes of this Regular Meeting of Council.

CARRIED

FINANCIAL STATEMENT

247/10/22

Made by: Councillor Griffin

That the Detailed Statement of Financial Activities for September 2022 is accepted as circulated and forms part of the minutes of this Regular Meeting of Council.

CARRIED

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APPROVED AND ONLINE PAYMENTS

248/10/22

Made by: Councillor Dorrance

That the accounts as presented at this meeting and adjoined to these Minutes are approved for payment from cheques #5794, #5795 and 5799 to #5825 in the amount of \$53,047.83 and online payments in the amount of \$23,276.58.

CARRIED

Lorri Mathewson arrived at 7:23 to discuss ICIP (Investing in Canada Infrastructure Program) Grant and left at 8:09 p.m.

PUBLIC HEARING- RECESS FOR ANNEXATION

The regular council meeting is recessed for a public hearing at 8:10 p.m to conduct a public meeting to hear any person or group that wishes to comment on the proposed annexation from the R.M. of Enniskillen No.3 at land location: Block A - Plan 101130589 Ext 0 5.660 acres and Block B - Plan 101130589 Ext 0 4.41 acres within the NE-36-03-03-W2nd.

Mayor Kinder reconvened the meeting at 8:12 p.m.

PUBLIC HEARING- ANNEXATION

249/10/22

Made by: Councillor Griffin

That no objections, comments or submissions were received at this meeting, that the public notice was posted in the Observer for the weeks of October 7th and October 14th, 2022 and those adjacent landowners were provided with notification of this said public hearing and furthermore that the next step will be followed in Municipal Boundary Alterations.

CARRIED

UNFINISHED BUSINESS:

DOG COMPLAINT

250/10/22

Made by: Councillor Dorrance

That in accordance with Bylaw 6-2021 that a fine of \$500.00 is issued to Owner #1058 for their dog that was running at large.

CARRIED

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MATTHEWSON & CO. – ICIP GRANT

251/10/22

Made by: Councillor Cobham

That the Town hires Lorri Matthewson of Matthewson & Co. to apply for the Investing in Canada Infrastructure Program (ICIP) Funding Grant for the upcoming Water and Wastewater project and that her proposal of \$1,000.00 plus GST is accepted to write the application and if the grant is approved Matthewson & Co. will provide project management support and charge a flat rate fee of 2% of the total budget cost, and as well mileage (when needed) at .42 per km.

CARRIED

ELEVATE YOUR GOVERNANCE PRACTICES

252/10/22

Made by: Councillor Griffin

That council will attend the George Cuff – Elevate Your Governance Practices recording at the town office on November 8th, 2022 at 5:00 p.m.

CARRIED

RESCIND MOTION 254/08/21

253/10/22

Made by: Councillor Burness

That Motion 254/08/21 is rescinded as water restrictions have been lifted.

CARRIED

TAX ENFORCEMENT

254/10/22

Made by: Councillor Dorrance

That as per Section 10 of *the Tax Enforcement Act* that a Lien is added to Owner 146, and all costs associated with this Lien are added to their tax card.

CARRIED

ADMINISTRATORS REPORT

ASSISTANT POSITION INTERVIEWS

255/10/22

Made by: Councillor Cobham

That interviews for the office assistant are held during the regular council meeting on November 16, 2022, starting at 6:30 p.m.

CARRIED

ADMINISTRATOR VACATION

256/10/22

Made by: Councillor Kinder

That the administrator is granted vacation leave on April 7, 8, 11, 12, 13 and 14, 2023.

CARRIED

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ADMINISTRATOR MENTOR

257/10/22

Made by: Councillor Cobham

That Myrna-Jean Babbings continues to mentor and assist the Administrator until her Office Inspection with the Urban Board of Examiners in February 2023.

CARRIED

VERBAL REPORT

258/10/22

Made by: Councillor Griffin

That we acknowledge the Administrator's verbal report.

CARRIED

**PUBLIC WORKS REPORT:
WATERWORKS DAILY REPORT**

259/10/22

Made by: Councillor Dorrance

That we acknowledge and sign the daily Waterworks report for September.

CARRIED

The Foreman left the meeting at 8:35 p.m.

NEW BUSINESS:

POLICY NO. 100-3: Purchasing and Procurement

260/10/22

Made by: Councillor Cobham

That Policy No. 100-3, being a Policy to provide a guideline for all employees to obtain the appropriate authorizations and use appropriate processes for the purchase, acquisition, sale or lease of goods, services, and works for the Town of Alameda, is adopted and attached to, forming part of these Minutes.

CARRIED

POLICY NO. 100-4: Annual Financial Statement Publication

261/10/22

Made by: Councillor Griffin

That Policy No. 100-4, is a Policy to establish a procedure for ensuring that the annual financial statement summary is provided to Town property owners in the time frame required, in a manner deemed appropriate by the Town Council, is adopted and attached to, forming part of these Minutes.

CARRIED

POLICY NO. 100-5: Tax Enforcement Policy

262/10/22

Made by: Councillor Dorrance

That Policy No. 100-5, a Policy to guide the Administration and the public regarding the preferences of the Council in completing the tax enforcement process, is adopted and attached to, forming part of these Minutes.

CARRIED

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HUMAN RESOURCE POLICY – POLICY MANUAL

263/10/22

Made by: Councillor Burness

That the Human Resource Policy that was drafted for the Town of Alameda Policy Manual is adopted and attached, forming part of these Minutes.

CARRIED

NEW COMBI BOILER FOR LIBRARY

264/10/22

Made by: Councillor Dorrance

That we accept the quote from J.P's Plumbing & Heating Ltd. in the amount of \$7,770.00 to install a new electric water heater and natural gas boiler at the Alameda Library, and furthermore this invoice will be shared with the R.M. of Moose Creek No. 33.

CARRIED

COUPLERS-LOADER

265/10/22

Made by: Councillor Burness

That we purchase couplers for the loader for \$1,375.78 taxes included from Wil-Tech Industries Ltd.

CARRIED

COMMITTEE REPORTS

266/10/22

Made by: Councillor Cobham

That council acknowledges the following verbal committee reports:

Councillor Cobham – Alameda Rec. Board

Councillor Cobham – Alameda and S.E. Library

Mayor Kinder – Alameda School Council

Councillor Burness – Alameda/Moose Creek Fire

CARRIED

ADJOURNMENT AND NEXT MEETING

267/10/22

Made by: Councillor Cobham

That the meeting adjourns at 9:57 p.m. and the next meeting will be held on Wednesday, November 16, 2022, at 6:30 p.m.

CARRIED



Mayor



Administrator

**Town of Alameda
Bank Reconciliation - Detailed**

Date Printed
10/04/2022 11:18 AM

Investments

For Ending Date 09/30/2022

110-110-130 - Cash - Bank - Term Deposit

GL Balance to 09/30/2022 **241,282.37**

Service Charges: 0.00

Interest Charges: 0.00

Interest Revenue: 0.00

Adjusted Book Balance **241,282.37**

Bank Statement Balance: **241,282.37**

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance **241,282.37**

Notes

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**Town of Alameda
Bank Reconciliation - Detailed**

Water Infrastructure
For Ending Date 09/30/2022

110-110-140 - Cash - Special Savings

GL Balance to 09/30/2022 **119,204.53**

Service Charges:	0.00
Interest Charges:	0.00
Interest Revenue:	0.00

Adjusted Book Balance **119,204.53**

Bank Statement Balance: **119,204.53**

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	08/31/2022		Transfer from Ch. to Infrastructure	GL	5,889.89
Subtotal:					5,889.89

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	09/30/2022	BR 2	error - transfered twice	GL	-5,889.89
Subtotal:					-5,889.89

Total Uncleared: **0.00**

Adjusted Bank Balance **119,204.53**

Notes

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**Town of Alameda
Bank Reconciliation - Detailed**

General Chequing Account
For Ending Date 09/30/2022

110-110-120 - Cash - PPCU - Chequing

GL Balance to 09/30/2022 **597,094.30**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 0.00

Adjusted Book Balance **597,094.30**

Bank Statement Balance: **592,650.11**

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	09/19/2022	220049-003	IB - General - Saturn Oil & Gas	RC	89.94
2	09/29/2022	220051-003	Debit - Tax - Harper, Richard Scott	RC	221.47
3	09/29/2022	220051-004	Debit - Utility - Tanghe, Lyle & Tanghe,	RC	120.00
4	09/30/2022	2022-0052	Deposit Entry	RC	7,888.33
5	09/30/2022	220052-004	Debit - Utility - Ayotte, Paul	RC	220.00
				Subtotal:	8,539.74

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	08/26/2022	Ch 5776	UMAAS	AP	-105.00
2	09/23/2022	Ch 5780	Alameda Cemetery	AP	-550.00
3	09/23/2022	Ch 5782	Alameda Ventures	AP	-103.64
4	09/23/2022	Ch 5784	Carlyle Observer Ltd.	AP	-256.96
5	09/23/2022	Ch 5786	CMT Mechanical Ltd.	AP	-218.60
6	09/23/2022	Ch 5790	Saskatchewan Health Authority	AP	-69.00
7	09/23/2022	Ch 5793	Webb's Office Equipment Ltd.	AP	-492.29
8	09/29/2022		Frasz - Net Pay		-1,761.39
9	09/29/2022		Copeland - Net Pay		-538.67
				Subtotal:	-4,095.55

Total Uncleared: **4,444.19**

Adjusted Bank Balance **597,094.30**

Notes

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Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity		8,450.00	17,000.00	8,550.00	50.29
	0.00	8,450.00	17,000.00	8,550.00	50.29
510-110-140 - GG - Council - Indemnity Committee		2,250.00	4,500.00	2,250.00	50.00
510-110-230 - GG - Salaries - Administrator	4,195.63	37,661.19	50,200.00	12,538.81	24.98
510-110-330 - GG - Salaries - Assistant			6,000.00	6,000.00	100.00
510-110-530 - GG - Contract Admin	3,027.00	25,502.50	25,125.00	(377.50)	1.50-
	7,222.63	73,863.69	102,825.00	28,961.31	28.17
Benefits					
510-120-110 - GG - Benefits - Council		1,788.21	3,580.00	1,791.79	50.05
	0.00	1,788.21	3,580.00	1,791.79	50.05
510-130-230 - GG - Benefits - Administrator	1,075.51	9,167.54	12,000.00	2,832.46	23.60
510-140-330 - GG - Benefits - Assistant			2,000.00	2,000.00	100.00
510-160-100 - GG - Benefits - Administration Fee			60.00	60.00	100.00
	1,075.51	10,955.75	17,640.00	6,684.25	37.89
	8,298.14	84,819.44	120,465.00	35,645.56	29.59
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal		12.00	2,500.00	2,488.00	99.52
510-200-130 - GG - Cont. - Audit/Accounting		8,158.50	10,050.00	1,891.50	18.82
510-200-150 - GG - Cont. - SAMA and Assessment E		5,833.00	6,000.00	167.00	2.78
510-200-170 - GG - Cont. - Advertising	319.72	582.92	400.00	(182.92)	45.73-
510-210-100 - GG - Council Travel & Meals		44.25	100.00	55.75	55.75
510-210-150 - GG - Council - Convention/Travel/Meal	65.00	3,340.83	3,276.00	(64.83)	1.98-
510-210-160 - GG - Admin Travel, Meals & Subsisten		759.69	760.00	0.31	0.04
510-210-170 - GG - Admin. - Training		620.00	1,100.00	480.00	43.64
510-230-100 - GG - Cont. - Insurance - General & Boi		3,301.90	3,302.00	0.10	
510-230-110 - GG - Cont. - Insurance - Post Office		161.12	161.00	(0.12)	0.07-
510-240-100 - GG - Cont. - Memberships & Subscript		1,983.59	2,070.00	86.41	4.17
510-260-100 - GG - Cont. - Tax Enforcement/Collectic		600.96	500.00	(100.96)	20.19-
510-260-150 - GG - Cont. - Elections		1,430.09	1,365.00	(65.09)	4.77-
510-270-100 - GG - Cont. - Office Maintenance		2,394.64	1,328.00	(1,066.64)	80.32-
510-280-100 - GG - Cont. - Equipment Leases & Supj	3,708.94	8,841.73	6,050.00	(2,791.73)	46.14-
510-280-130 - GG - Donations,gifts		1,050.81	1,500.00	449.19	29.95
510-280-150 - GG - Mineral Tax		124.80	125.00	0.20	0.16
510-290-100 - GG - Cont. - Bank Charges	116.89	1,134.94	1,536.00	401.06	26.11
510-290-200 - GG - Misc Expenses		1,196.67	200.00	(996.67)	498.34-
	4,210.55	41,572.44	42,323.00	750.56	1.77
Utilities					
510-300-110 - GG - Utility - Heat	47.93	739.69	1,200.00	460.31	38.36
510-300-120 - GG - Utility - Power	106.74	788.35	1,380.00	591.65	42.87
510-300-140 - GG - Utility - Telephone	164.05	1,353.49	1,840.00	486.51	26.44
	318.72	2,881.53	4,420.00	1,538.47	34.81
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Postage		1,377.54	2,330.00	952.46	40.88

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Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
510-410-140 - GG - Maint. - Office Supplies	611.89	8,674.41	12,650.00	3,975.59	31.43
510-420-100 - GG - Maint. - Janitor Supplies		66.71	100.00	33.29	33.29
510-490-100 - GG - Maint. - Office Repairs & Maint.		113.10	1,310.00	1,196.90	91.37
	611.89	10,231.76	16,390.00	6,158.24	37.57
Grants and Contributions					
510-500-110 - GG - Grants and Contributions			3,544.00	3,544.00	100.00
510-500-120 - GG - Grants Paid - Sask Lotteries		6,754.00	6,754.00		
510-500-150 - GG - Scholarships		500.00	500.00		
	0.00	7,254.00	10,798.00	3,544.00	32.82
Capital Expenditures					
510-600-199 - GG - Amortization			500.00	500.00	100.00
	0.00	0.00	500.00	500.00	100.00
TOTAL GENERAL GOVERNMENT SERVICES	13,439.30	146,759.17	194,896.00	48,136.83	24.70
PROTECTIVE SERVICES					
POLICE PROTECTION					
Professional/Contractual Services					
520-210-110 - PS - Police - Contracted Services		18,830.90	18,831.00	0.10	
	0.00	18,830.90	18,831.00	0.10	0.00
TOTAL POLICE PROTECTION:	0.00	18,830.90	18,831.00	0.10	0.00
FIRE PROTECTION					
Professional/Contractual Services					
525-210-100 - PS - Fire - EMS Contract - 911		553.50	554.00	0.50	0.09
525-210-120 - PS - Fire - Radios			520.00	520.00	100.00
525-230-100 - PS - Fire - Insurance		5,898.18	5,900.00	1.82	0.03
525-260-100 - PS - Fire - Training			1,500.00	1,500.00	100.00
	0.00	6,451.68	8,474.00	2,022.32	23.86
Utilities					
525-300-110 - PS - Fire - Utility - Heat	21.79	864.37	1,560.00	695.63	44.59
525-300-120 - PS - Fire - Utility - Power	119.04	1,144.52	1,570.00	425.48	27.10
525-300-140 - PS - Fire - Utility - Telephone	76.50	583.32	780.00	196.68	25.22
	217.33	2,592.21	3,910.00	1,317.79	33.70
Capital Expenditures					
525-600-199 - PS - Amortization			5,012.00	5,012.00	100.00
	0.00	0.00	5,012.00	5,012.00	100.00
TOTAL FIRE PROTECTION:	217.33	9,043.89	17,396.00	8,352.11	48.01
TOTAL PROTECTIVE SERVICES:	217.33	27,874.79	36,227.00	8,352.21	23.06
TRANSPORTATION SERVICES					
MAINTENANCE					
Wages & Benefits					
Wages					
530-110-110 - TS - Maint. - Council - Indemnity		600.00	1,000.00	400.00	40.00
530-110-130 - TS - Maint. - Salaries - Foreman	2,125.81	18,311.80	29,000.00	10,688.20	36.86
530-110-150 - TS - Maint. - Salaries - Seasonal	1,142.59	10,648.44	13,680.00	3,031.56	22.16

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Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
	3,268.40	29,560.24	43,680.00	14,119.76	32.33
Benefits					
530-120-124 - TS - Maint. - Benefits - Worker's Comp		1,579.04	1,140.00	(439.04)	38.51-
530-130-130 - TS - Maint. - Benefits - Foreman	345.21	2,998.66	2,600.00	(398.66)	15.33-
530-150-150 - TS - Maint. - Benefits - Seasonal	20.11	345.18	400.00	54.82	13.71
	365.32	4,922.88	4,140.00	(782.88)	18.91-
	3,633.72	34,483.12	47,820.00	13,336.88	27.89
Professional/Contractual Services					
530-200-140 - TS - Maint - Cont Wages Public Work:		590.00	6,230.00	5,640.00	90.53
530-200-200 - TS - Maint - Shop Bldg Maintenance			2,000.00	2,000.00	100.00
530-200-250 - TS - Maint - Shop Bldg Insurance		2,777.20	1,480.00	(1,297.20)	87.65-
530-210-100 - TS - Maint. - Contract - Dust Control			4,900.00	4,900.00	100.00
530-210-110 - TS - Maint. - Contract - Surfacing		2,256.83	57,620.00	55,363.17	96.08
530-210-120 - TS - Maint. - Contract - Tree Trimming		9,513.50	10,000.00	486.50	4.87
530-210-140 - TS - Maint. - Contract - RM Moose Cre		187.50	500.00	312.50	62.50
530-220-110 - TS - Maint. - Office Supplies		1,495.70		(1,495.70)	
530-240-100 - TS - Maint. - Advertising		309.12	310.00	0.88	0.28
530-250-100 - TS - Maint. - Travel, Meal		180.00	560.00	380.00	67.86
530-250-105 - TS - Maint - Training		720.00	150.00	(570.00)	380.00-
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.		1,425.66	1,426.00	0.34	0.02
530-265-100 - TS - Maint - Purchase of Equipment		23,974.01	23,794.00	(180.01)	0.76-
	0.00	43,429.52	108,970.00	65,540.48	60.15
Utilities					
530-300-110 - TS - Maint. - Utility - Heat	21.79	888.34	1,606.00	717.66	44.69
530-300-120 - TS - Maint. - Utility - Power	119.04	1,145.70	1,635.00	489.30	29.93
530-300-140 - TS - Maint. - Utility - Telephone	163.83	1,281.41	1,600.00	318.59	19.91
530-310-100 - TS - Maint. - Utility - Street Lights	782.08	6,207.15	10,000.00	3,792.85	37.93
530-320-100 - TS - Maint. - Decorative Lighting			1,000.00	1,000.00	100.00
	1,086.74	9,522.60	15,841.00	6,318.40	39.89
Maintenance, Materials & Supplies					
530-400-110 - TS - Maint. - Shop Supplies	745.98	2,143.21	2,000.00	(143.21)	7.16-
530-420-100 - TS - Vehicle/Equip. Repair/Parts/Tools	309.39	9,991.31	15,830.00	5,838.69	36.88
530-420-110 - TS - Maint. - Oil, Gas, Diesel	967.08	9,850.00	14,000.00	4,150.00	29.64
530-440-100 - TS - Maint. - Gravel/Sand		3,832.96	3,400.00	(432.96)	12.73-
530-450-100 - TS - Maint. - Culverts/Drainage			6,000.00	6,000.00	100.00
530-460-110 - TS - Maint. - Dust Control		6,066.30		(6,066.30)	
	2,022.45	31,883.78	41,230.00	9,346.22	22.67
Capital Expenditures					
530-600-199 - TS - Amortization			35,343.00	35,343.00	100.00
	0.00	0.00	35,343.00	35,343.00	100.00
Interest					
530-700-110 - TS - Maint. - Interest		9.35		(9.35)	
	0.00	9.35	0.00	(9.35)	0.00
TOTAL MAINTENANCE:	6,742.91	119,328.37	249,204.00	129,875.63	52.12
TOTAL TRANSPORTATION SERVICES:	6,742.91	119,328.37	249,204.00	129,875.63	52.12

PLK. 48

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH - Cont. - Waste Collection/Recycle	2,412.03	17,103.73	23,000.00	5,896.27	25.64
540-200-120 - EH - Cont - Landfill Expenses		144.53		(144.53)	
	2,412.03	17,248.26	23,000.00	5,751.74	25.01
TOTAL ENVIRONMENTAL SERVICES:	2,412.03	17,248.26	23,000.00	5,751.74	25.01
PLANNING AND DEVELOPMENT SERVICES					
Professional/Contractual Services					
560-240-100 - P&D - Cont. - Memberships/Subscriptic		50.00		(50.00)	
	0.00	50.00	0.00	(50.00)	0.00
Maintenance, Materials and Supplies					
560-400-130 - P&D - Beautification		2,209.97	2,161.00	(48.97)	2.27-
	0.00	2,209.97	2,161.00	(48.97)	2.27-
TOTAL PLANNING AND DEVELOPMENT SEF	0.00	2,259.97	2,161.00	(98.97)	4.58-
RECREATION AND CULTURAL SERVICES					
Professional/Contractual Services					
570-230-100 - R&C - Cont. - Insurance		1,681.69	1,682.00	0.31	0.02
570-250-100 - R&C - Cont. - Campground Expenses	169.90	2,059.61	3,900.00	1,840.39	47.19
570-280-100 - R&C - Cont. - Contracted Repairs		465.27	145.00	(320.27)	220.88-
570-290-100 - R&C - Cont -Regional Library Requisiti		9,455.75	9,456.00	0.25	
	169.90	13,662.32	15,183.00	1,520.68	10.02
Maintenance, Materials and Supplies					
570-430-170 - R&C - Alameda Library Expenses		866.19	1,350.00	483.81	35.84
	0.00	866.19	1,350.00	483.81	35.84
Capital Expenditures					
570-600-199 - RC - Amortization			6,419.00	6,419.00	100.00
	0.00	0.00	6,419.00	6,419.00	100.00
TOTAL RECREATION AND CULTURAL SERV	169.90	14,528.51	22,952.00	8,423.49	36.70
UTILITIES					
WATER					
Wages and Benefits					
580-110-110 - UT - Water - Salaries	2,724.70	24,366.57	29,000.00	4,633.43	15.98
580-120-110 - UT - Water - Benefits	359.57	3,589.43	2,600.00	(989.43)	38.06-
	3,084.27	27,956.00	31,600.00	3,644.00	11.53
Professional/Contractual Services					
580-220-100 - UT - Water - Training		810.00	2,000.00	1,190.00	59.50
580-230-100 - UT - Water - Travel, Meals & Subsister			600.00	600.00	100.00
580-240-100 - UT - Water - Insurance - Bldg etc		185.50	186.00	0.50	0.27
580-250-100 - UT - Water - Memberships/Subscriptio			60.00	60.00	100.00
580-285-100 - UT - Water - Cont.		250.00		(250.00)	
580-285-120 - UT - Water - Cont. Repairs - Equip.			1,000.00	1,000.00	100.00
580-285-130 - UT - Water - Cont. Repairs - Wells		2,765.00	15,000.00	12,235.00	81.57
580-285-140 - UT - Water - Cont. Repairs - W.T.P.			5,000.00	5,000.00	100.00
580-290-100 - UT - Water - Laboratory Testing	65.70	756.54	1,500.00	743.46	49.56
580-295-100 - UT - Water - Custom Work		9,612.11	10,000.00	387.89	3.88

PLK. 4

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
580-295-300 - UT - Water - Contract Position		1,965.00	3,500.00	1,535.00	43.86
	65.70	16,344.15	38,846.00	22,501.85	57.93
Utilities					
580-300-110 - UT - Water - Heat	43.58	847.97	1,400.00	552.03	39.43
580-300-120 - UT - Water - Power	358.76	5,594.28	8,720.00	3,125.72	35.85
	402.34	6,442.25	10,120.00	3,677.75	36.34
Maintenance, Materials and Supplies					
580-400-110 - UT - Water - Stationary & Postage	98.70	537.27	700.00	162.73	23.25
580-430-100 - UT - Water - Materials & Supplies	20.96	1,145.85	15,000.00	13,854.15	92.36
580-430-120 - UT - Water - Matls & Suppl - Public Wt		529.47	1,000.00	470.53	47.05
580-430-130 - UT - Water - Matls & Suppl - WTP			8,000.00	8,000.00	100.00
580-430-140 - UT - Water - Matls & Suppl - Lines			2,000.00	2,000.00	100.00
580-450-100 - UT - Water - Chemicals	361.87	1,754.21	2,000.00	245.79	12.29
	481.53	3,966.80	28,700.00	24,733.20	86.18
Capital Expenditures					
580-600-199 - UT - Water - Amortization			8,876.00	8,876.00	100.00
	0.00	0.00	8,876.00	8,876.00	100.00
TOTAL WATER:	4,033.84	54,709.20	118,142.00	63,432.80	53.69
SEWER					
Wages and Benefits					
585-110-110 - UT - Sewer - Foreman -Salaries	1,062.90	9,155.91	14,500.00	5,344.09	36.86
585-120-110 - UT - Sewer - Foreman -Benefits	172.60	1,560.01	1,300.00	(260.01)	20.00-
	1,235.50	10,715.92	15,800.00	5,084.08	32.18
Professional/Contractual Services					
585-285-110 - UT - Sewer - Cont Repairs - Lift Stator		2,073.89	4,000.00	1,926.11	48.15
585-285-120 - UT - Sewer - Cont Repairs - Line Repa		6,768.56	5,900.00	(868.56)	14.72-
585-290-100 - UT - Sewer - Laboratory Testing			400.00	400.00	100.00
	0.00	8,842.45	10,300.00	1,457.55	14.15
Utilities					
585-300-120 - UT - Sewer - Power	84.72	1,169.56	2,000.00	830.44	41.52
585-300-140 - UT - Sewer - Telephone	52.17	417.16	574.00	156.84	27.32
	136.89	1,586.72	2,574.00	987.28	38.36
Maintenance, Materials and Supplies					
585-400-110 - UT - Sewer - Stationary & Postage		28.08		(28.08)	
585-430-110 - UT - Sewer - Lift Stations		1,911.13	14,000.00	12,088.87	86.35
585-430-115 - UT - Sewer - Bldg Insurance etc		308.46	308.00	(0.46)	0.15-
585-450-100 - UT - Sewer - Chemicals		4,285.60	4,300.00	14.40	0.33
	0.00	6,533.27	18,608.00	12,074.73	64.89
TOTAL SEWER:	1,372.39	27,678.36	47,282.00	19,603.64	41.46
TOTAL UTILITIES:	5,406.23	82,387.56	165,424.00	83,036.44	50.20
TOTAL EXPENDITURES:	28,387.70	410,386.63	693,864.00	283,477.37	40.85

PLK-48

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-110-100 - General Municipal Levy		371,408.02	384,702.00	(13,293.98)	3.46-
410-120-100 - Abatements and Adjustments Taxes			(690.00)	690.00	100.00
410-130-100 - Discount on Municipal Tax - Property	(621.27)	(10,540.35)	(10,300.00)	(240.35)	2.33-
	(621.27)	360,867.67	373,712.00	(12,844.33)	3.44-
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears		3,892.48	3,892.00	0.48	0.01
410-400-290 - Penalty on Pavement Arrears		954.71	955.00	(0.29)	0.03-
	0.00	4,847.19	4,847.00	0.19	0.00
Special Municipal Levy					
410-600-100 - Pavement Levy Cash Flow			6,365.00	(6,365.00)	100.00-
	0.00	0.00	6,365.00	(6,365.00)	100.00-
TOTAL TAXATION:	(621.27)	365,714.86	384,924.00	(19,209.14)	4.99-
FEES AND CHARGES					
Custom Work					
420-100-100 - F&C - Custom Work		312.50	2,513.00	(2,200.50)	87.56-
420-100-110 - F&C - Custom Work - Snow Removal		100.00	100.00		
420-100-130 - F&C - Tax Enforcement Costs Recover	107.33	410.65	600.00	(189.35)	31.56-
	107.33	823.15	3,213.00	(2,389.85)	74.38-
Sale of Supplies and Gravel					
420-200-900 - F&C - Misc Revenue		7,819.75	8,000.00	(180.25)	2.25-
	0.00	7,819.75	8,000.00	(180.25)	2.25-
Rentals					
420-300-100 - F&C - Rentals - Building/Room	1,000.00	7,000.00	3,000.00	4,000.00	133.33
	1,000.00	7,000.00	3,000.00	4,000.00	133.33
Recreation Fees					
Recreation Centre Fees					
420-500-800 - F&C - Rec Fees - Trailer Park/Campgr	75.00	4,840.00	10,000.00	(5,160.00)	51.60-
	75.00	4,840.00	10,000.00	(5,160.00)	51.60-
	75.00	4,840.00	10,000.00	(5,160.00)	51.60-
Cemetery Fees					
420-600-100 - F&C - Cemetery Fees		200.00	150.00	50.00	33.33
	0.00	200.00	150.00	50.00	33.33
Licenses and Permits					
420-700-200 - F&C - Licenses - Business		200.00	200.00		
420-700-210 - F&C - Licenses - Pets		300.00	1,800.00	(1,500.00)	83.33-
420-710-100 - F&C - Building Permits		100.00		100.00	
	0.00	600.00	2,000.00	(1,400.00)	70.00-
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate		180.00	120.00	60.00	50.00
	0.00	180.00	120.00	60.00	50.00

PhK. 4

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
General Office Services Provided					
420-800-200 - F&C - General Office Services Provide		2.00		2.00	
420-800-210 - F&C - Alameda History Book			70.00	(70.00)	100.00-
	0.00	2.00	70.00	(68.00)	97.14-
Landfill/Waste Collection Fees					
420-850-110 - F&C - Landfill Fees	45.00	225.00	300.00	(75.00)	25.00-
	45.00	225.00	300.00	(75.00)	25.00-
	45.00	407.00	490.00	(83.00)	16.94-
TOTAL FEES AND CHARGES:	1,227.33	21,689.90	26,853.00	(5,163.10)	19.23-
UTILITIES					
Water					
440-110-100 - Water - Water Sales Billings		30,086.01	62,000.00	(31,913.99)	51.47-
440-120-100 - Water - Tap Water Sales	412.00	3,845.00	5,000.00	(1,155.00)	23.10-
440-130-100 - Water - Sales - Large Volumes	844.69	4,916.52	5,000.00	(83.48)	1.67-
440-160-500 - Utility - Interest Charges		150.00	400.00	(250.00)	62.50-
440-190-900 - Water - Infrastructure		11,958.14	22,900.00	(10,941.86)	47.78-
	1,256.69	50,955.67	95,300.00	(44,344.33)	46.53-
Sewer					
440-220-100 - Sewer - Billings		25,412.56	51,000.00	(25,587.44)	50.17-
	0.00	25,412.56	51,000.00	(25,587.44)	50.17-
Other Utilities					
440-330-100 - UT - Refuse and Recycling Revenue		25,913.17	52,000.00	(26,086.83)	50.17-
	0.00	25,913.17	52,000.00	(26,086.83)	50.17-
TOTAL UTILITIES:	1,256.69	102,281.40	198,300.00	(96,018.60)	48.42-
UNCONDITIONAL TRANSFERS					
Unconditional Transfers					
450-110-100 - Unconditional - (Revenue Sharing)		75,406.00	75,406.00		
	0.00	75,406.00	75,406.00	0.00	0.00
TOTAL UNCONDITIONAL TRANSFERS:	0.00	75,406.00	75,406.00	0.00	0.00
CONDITIONAL GRANTS					
Federal					
450-200-100 - Conditional-Federal - Canada Summer	1,655.00	1,655.00	1,655.00		
	1,655.00	1,655.00	1,655.00	0.00	0.00
Provincial					
450-300-050 - Conditional - Provincial - SGI		421.30		421.30	
450-330-100 - Conditional - Prov - Rink Afford. Grants			5,000.00	(5,000.00)	100.00-
450-350-100 - Conditional - Federal - CCBF - (Gas Tax)	11,402.10	11,402.10	22,800.00	(11,397.90)	49.99-
	11,402.10	11,823.40	27,800.00	(15,976.60)	57.47-
TOTAL CONDITIONAL GRANTS:	13,057.10	13,478.40	29,455.00	(15,976.60)	54.24-

GRANTS IN LIEU OF TAXES

PLK. 48

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
Federal					
450-500-100 - GIL - Federal - Canada Post	1,717.40	1,717.40	1,659.00	58.40	3.52
	1,717.40	1,717.40	1,659.00	58.40	3.52
Provincial					
450-600-100 - GIL - Provincial - Sasktel		4,485.88	2,247.00	2,238.88	99.64
450-600-150 - GIL - Provincial-SPMC Accomodations			4,618.00	(4,618.00)	100.00-
	0.00	4,485.88	6,865.00	(2,379.12)	34.66-
Other					
450-800-100 - GIL - Other - SaskPower Surcharge	1,418.18	13,788.45	18,220.00	(4,431.55)	24.32-
450-900-100 - GIL - Other - SK Energy	332.15	7,928.42	7,970.00	(41.58)	0.52-
	1,750.33	21,716.87	26,190.00	(4,473.13)	17.08-
TOTAL GRANTS IN LIEU OF TAXES:	3,467.73	27,920.15	34,714.00	(6,793.85)	19.57-
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue	272.58	1,540.54	1,900.00	(359.46)	18.92-
470-120-100 - Dividends Revenue		40.88		40.88	
470-140-100 - Royalty Revenue	179.88	475.86	50.00	425.86	851.72
	452.46	2,057.28	1,950.00	107.28	5.50
TOTAL INVESTMENT INCOME AND COMMIS	452.46	2,057.28	1,950.00	107.28	5.50
OTHER REVENUES					
Other Revenue					
480-100-100 - Sask Lotteries		6,754.00	6,754.00		
480-170-100 - Housing Authority Surplus		8,135.60	8,136.00	(0.40)	
	0.00	14,889.60	14,890.00	(0.40)	0.00
TOTAL OTHER REVENUES:	0.00	14,889.60	14,890.00	(0.40)	0.00
TOTAL REVENUES:	18,840.04	623,437.59	766,492.00	(143,054.41)	18.66-
CHANGE IN NET-FINANCIAL ASSETS	(9,547.66)	213,050.96	72,628.00	140,422.96	193.35
CHANGE IN NET ASSETS	(9,547.66)	213,050.96	72,628.00	140,422.96	193.35
CHANGE IN SURPLUS	(9,547.66)	213,050.96	72,628.00	140,422.96	193.35

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Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending September 30, 2022

	Current	Year To Date	Budget	Variance	%
ACCOUNT BALANCES					
Cash and Investments					
110-110-110 - Cash - On Hand - Petty Cash			200.00		
110-110-115 - Landfill Float			50.00		
110-110-120 - Cash - PPCU - Chequing	(62,249.52)	194,068.02	597,094.30		
110-110-130 - Cash - Bank - Term Deposit	114.97	(18,815.87)	241,282.37		
110-110-140 - Cash - Special Savings	(5,833.09)	18,042.72	119,204.53		
Total Cash and Investments:	(67,967.64)	193,294.87	957,831.20		
Municipal Taxes Receivable					
110-200-100 - Municipal - Tax Receivable - Current	(20,809.42)	100,786.78	100,786.56		
110-200-110 - Municipal - Tax Receivable - Arrears	(1,250.72)	(18,877.40)	7,145.16		
110-200-180 - Municipal - 5th Ave Paving - Tax Roll		(5.33)	6,359.39		
110-200-190 - Municipal - 6th Street Paving - Tax Rol		2,616.37	2,616.37		
110-200-400 - Municipal 5th Avenue Paving Future		(22,415.82)	18,112.43		
110-200-410 - Municipal - 6th Street Paving Future		(2,997.80)	4,905.32		
110-200-900 - Municipal - Allow. for Uncollected Tax			(3,574.41)		
Total Municipal Taxes Receivable:	(22,060.14)	59,106.80	136,350.82		


Certified correct and in accordance with the records

Presented to council on

October 26, 2022

(Date)


Chief Administrative Officer


Mayor/Deputy Mayor



**TOWN OF ALAMEDA
General Government Policy**

POLICY No. 100-4

ANNUAL FINANCIAL STATEMENT PUBLICATION POLICY

Policy Statement

The purpose of this policy is to establish a procedure for ensuring that the annual financial statement summary is provided to Town property owners in the time frame required, in a manner deemed appropriate by Town Council.

Guidelines

Subsection 185(3) of *The Municipalities Act* states that "A municipality shall publicize its financial statements or a summary of them, and the auditor's report of the financial statements, in the manner council considers appropriate by September 1 of the year following the financial year for which the financial statements and reports have been prepared."

Municipal Policy

The Town of Alameda annual financial statement summary will be published by electronic means prior to September 1st of each year.

Procedures

The administration will be responsible for publishing the annual financial statement summary, including:

- Independent Auditor's Report of the Financial Statements;
- Statement 1 - Summary Statement of Financial Position;
- Statement 2 – Summary of Operations;
- Statement 3 – Summary of Change in Net Assets

These Statements will be posted on the Town of Alameda's webpage, once they are received by the Town of Alameda Auditor and approved by Council.

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PLK. *HL*

Document Revision History:

Document Title:	Revision Date:	Approved By:
Annual Financial Statement Publication Policy		Council

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**TOWN OF ALAMEDA
General Government Policy**

POLICY No. 100-3

PURCHASING AND PROCUREMENT POLICY

1. Policy Statement

The purpose of this policy is to outline administrative procedures and establish general guidelines for all employees to obtain the appropriate authorizations and use appropriate processes for the purchase, acquisition, sale or lease of goods, services, and works for the Town of Alameda.

This policy will provide guidance to all employees and Council members to ensure that goods and services are acquired through fair, open, transparent, and competitive processes that balance the interest of taxpayers with fair and equitable treatment of suppliers.

This policy complies with all applicable trade agreements, including the Agreement on Internal Trade (AIT), Canadian Free Trade Agreement (CFTA), and New West Partnership Trade Agreement (NWPTA), and all other legal obligations, including but not limited to, municipal, provincial and federal law as applicable and as amended.

2. Definitions

The following terms shall have the following meanings:

(a) “**Agreement**” shall mean a written document containing terms and conditions for a contractor or supplier to carry out certain work or provide certain products or services.

(b) “**Agreement Value**” shall mean the total value of an Agreement.

(c) “**AIT**” shall mean the Agreement on Internal Trade, as amended from time to time.

(d) “**Bid**” means a competitive bid received from a supplier in response to a verbal or written Request for Quotation, a Request for Proposal, or an Invitation to Tender.

(e) “**Bid Opportunity**” means a publicly advertised invitation for suppliers to submit bids for the provision of goods or services through a Request for Quotation, a Request for Proposal, or an Invitation to Tender.

(f) “**Budgeted**” shall mean those items (goods and services) that have been pre-determined as justifiable expenses by Administration and subsequently approved by Council in the Town of Alameda Annual Budget following the budgeting process.

(g) “**CFTA**” means the Canadian Free Trade Agreement, as amended from time to time.

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(h) "**Community Project**" shall mean that the goods and/or services to design and build the whole Project originate from and are provided by: i) residents, without cost or fee to the Town; or ii) philanthropic institutions as a donation or grant; or iii) persons with disabilities, or iv) a non-profit organization; or v) any combination of the above.

(i) "**Council**" shall mean the Council of the Town of Alameda.

(j) "**Goods**" means all types of personal property (machinery, office supplies, computer, hardware, land, etc.)

(k) "**Local Provider**" shall mean a business which provides goods or services locally to two the Town of Alameda residents and businesses, and who also pay the Town of Alameda municipal property taxes.

(l) "**NWPTA**" means the New West Partnership Trade Agreement, as amended from time to time.

(m) "**Project**" shall mean any development or facility that: (i) provides a good or service to the public on behalf of, or in conjunction with, the Town; or (ii) is located on lands owned or otherwise controlled by the Town.

(n) "**Proponent**" shall mean any entity or individual who submits a response to a call for competitive procurement, (i.e. an RFP or Tender).

(o) "**Purchase Order**" shall mean a document endorsed by the municipality to formalize a purchase A transaction with a vendor.

(p) "**Request for Expressions of Interest**" or "**REOI**" shall mean a request to entities or individuals to submit confirmation they may be interested in participating in a potential project and in some REOIs to submit details regarding such participation.

(q) "**Request for Proposals**" or "**RFP**" shall mean a non-binding request to entities or individuals to submit proposals for unspecified goods and/or services.

(r) "**Request for Qualifications**" or "**RFQ**" shall mean a pre-qualification stage of the procurement
The process where a formal request is issued by the Town to suppliers or contractors to submit an explanation and outline of their qualifications and ability to carry out the work or provide the goods or services required for a particular project.

(s) "**Resident**" shall mean persons that have their primary dwelling at least two hundred and forty (240) days per year within fifty (50) kilometres of the Town.

(t) "**Services**" means all types of services, including construction (consulting, engineering and design, accounting and auditing services, legal services, maintenance, operation and repair of buildings, or equipment.

(u) "**Tender**" shall mean a request to entities or individuals to submit pricing for the supply of specific goods and/or services.

(v) "**Town**" shall mean the Town of Alameda.

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(w) “Value” shall mean the monetary worth of goods and services as pertaining to this Procurement and Purchasing Policy.

3. Responsibilities

- a) Declaration of Interest
Personal Interests which might be deemed by others to affect the impartiality of an employee in any matter relevant to their duties should be declared by the employee to Council.
- b) Confidentially & Accuracy of Information
Information received in the course of duty must be respected and shall not be used for personal gain. Information given in the course of duty must be true, fair, and not designed to mislead. *The Local Authority of Freedom of Information and Protection of Privacy Act* must be followed.
- c) Gifts
To preserve the image and integrity of employees and the Town, business gifts are discouraged. Only those gifts which have a value of \$100 or less shall be accepted.
- d) Purchases from Employees
The Town shall not purchase any goods or services from an employee or immediate family without the prior consent of the Council.
- e) Professionalism
Employees must maintain professional standards of the resources entrusted to them, as a publicly funded institution.
- f) Value
It is imperative that employees seek to obtain the best value for money for operational spending purposes without exceeding the set spending limits.

4. Purchasing Process

Approval

In accordance with Motion 141/05/20 Public Works and office employees may purchase necessary items up to the amount of \$200.00 without Council approval, and furthermore for items \$201.00 to \$500.00 public works advise the Administrator for approval by Council.

Procurement

All goods and services shall be procured by the Town in a way that is consistent with this Policy and with its goals and objectives.

The value of the goods and services is the total financial commitment resulting from the procurement, including premiums, fees, commission, interest, duty, freight and PST.

Up to \$10,000.00 – Goods and services with a value of up to \$10,000 may be purchased if funds are clearly identified in the Town of Alameda's budget and/or audit.

Handwritten initials 'PLR' and a signature 'J' with 'SL' below it, all in blue ink.

More than \$10,000.00 and less than \$50,000.00 – For the acquisition of goods and services with a value of more than \$10,000.00 and less than \$50,000.00, at least two (2) quotations will be required. These quotations shall be written except during a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed. Two (2) quotations will not be required for major equipment repairs.

More than \$50,000.00 – For the acquisition of goods and services of more than \$50,000.00 the Town of Alameda will provide a bid opportunity.

The Town of Alameda is not required to accept any bid if Council decides not to proceed with the purchase, if all bids are too high, if none meet the needs of the Town, or if the Town's plans change. If tenders are incomplete, unsigned, conditional, illegal, obscure, and illegible or contain conditions not called for, reservations, erasures, alterations, or irregularities of any kind, they **may** be rejected. Late tenders will automatically be rejected based on time default. The owner reserves the right to accept or reject any or all tenders.

All bids, quotations and tenders are required to have proof of W.C.B. insurance or a letter of good standing, if any contractor does not have proper W.C.B. or liability insurance, that quote, bid or tender will automatically be rejected.

5. Methods and Processes of Procurement

The Town of Alameda will use the following methods of procurement:

Sole Source Purchases – Sole source purchases will be used in the following circumstances:

- Where there is only one available supplier of a required product or service that meets the needs of the Town of Alameda.
- During a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.

Request for Quotation – the Town of Alameda may obtain quotations for the provision of goods and services for which there are specific requirements in the following manner:

- By directly contacting known suppliers. This method will be used for the procurement of minor goods and services such as standard office supplies, repairs, small tools, etc.
- Written quotations will be obtained from at least 2 suppliers. Verbal quotations may be accepted for routine minor purchases. The Town of Alameda will contact only local suppliers if it is determined that sufficient competition exists.
- Through a written Request for Quotations (RFQ) – an RFQ for the procurement of goods and services will be used where the goods and services have specific and detailed requirements but are not considered to be “minor”, and the cost of the good or service does not warrant the time and level of effort required for a formal tender process.

Suppliers will be invited to provide quotations for the sale of goods or services through public advertisement (bid opportunities).

PLK. J
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Request for Proposals (RFP) – an RFP will be used to acquire professional services such as auditors, planning consultants, etc.

Potential suppliers will be asked to describe how their services, methods, equipment or products can address and/or meet the needs of the Town of Alameda.

An award of a contract will be given to the supplier whose proposal is determined to be the most advantageous to the Town of Alameda based on criteria for evaluation set out in the RFP and applied to all proposals.

Formal Tenders – The Town of Alameda will formally tender for competitive bids for the procurement of capital items and capital projects.

Detailed specifications and requirements will be provided in the tender documents. The evaluation of tenders will be against detailed specifications and requirements.

A Formal Tender is a form, of competitive bidding process.

A Formal Tender Opening will be held on a date listed in the tender documents.

Advertise Bid Opportunities

All bid opportunities are solicited through a written Request for Quotation, Request for Proposal, or a Formal Tender for the procurement of goods and services will either be by direct letter, posted on our website, Facebook page, and be posted on SaskTenders.ca.

Award of Contracts

Quotations, proposals, and tenders will be awarded using the evaluation process that is specified in the procurement documents. Generally, the Town of Alameda will award contracts as follows:

- To the bidder whose proposal has met established evaluation criteria, in the case of proposals submitted to the Town of Alameda in response to a Request for Proposal.

When all factors are equal, in terms of price, quality, suitability, service and delivery, the Town may give preference to a "local" or "preferred" supplier.

The Town of Alameda may enter into a contract with the successful bidder. The form of the the contract will be determined by the Town of Alameda.

The Town of Alameda with formal tenders will release the bid results on SaskTenders as well as to any parties that submitted a bid.

Delegation of Approvals

The authority to approve procurements of a good or service is as follows:

Less than \$500.00 – Purchases of small values, under five hundred dollars, may be made by the Administrator or Foreman.

Less than \$1,000.00 – formally designated officer, as long as the expenditure is identified in the Town of Alameda's budget and/or pre-approved by the Administrator and/or Council resolution.

Less than \$10,000.00 – The Administrator, as long as the expenditure is identified in the Town of Alameda's budget or pre-approved by Council resolution.

Handwritten signature and initials in blue ink, including the letters 'PLK' and 'SC'.

Over \$10,000.00 – Council All contracts for professional services – Council

Process for Selling Surplus Capital Assets

Surplus capital assets will be disposed of in one (or in any combination) of the following manners:

- Competitive bid process through a Request for Quotation
- Public auction
- Posted on the Town of Alameda website and/or Facebook page
- Posted in online auction groups on Facebook.

Contracts for the sale of a capital asset(s) to a bidder shall be awarded using the evaluation process that is specified in the invitation to bid. **The Town of Alameda is not required to accept any bid, for any reason. The highest or any bid will not necessarily be accepted.**

The Administrator may, with the approval of the Council, award surplus capital assets without competition or auction to any municipality in limited circumstances, as determined and approved by Council.

Privacy and Confidentiality

Most purchasing transactions are confidential, especially with regard to vendors. A total bid price is public information; however, it is considered unethical as well as damaging to the Town's position to allow unit price information about one vendor's bid to pass on to another vendor unless all vendors are in agreement. In considering privacy and confidentiality, the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* will apply with respect to the release of tender or RFP information.

Personal Guarantees

When creating accounts with suppliers they often request information about the Town staff and Council. This may include a personal guarantee. In no circumstances does the Town require commitment from staff or Council to make a personal guarantee with a supplier.

Initial Deposits and Advances

The Town discourages the payment of deposits on goods or advances on services provided. This is necessary in order to protect the Town in the event that a supplier or contractor ceases business operation and to ensure prudent spending of municipal funds. If ever a situation arises where a deposit or advance is requested, it will be at the discretion of the Council to determine whether or not the Town will oblige.



Document Revision History:

Document Title:	Revision Date:	Approved By:
Purchasing and Procurement Procedures Policy		Council

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**TOWN OF ALAMEDA
General Government Policy**

POLICY No. 100-5

TAX ENFORCEMENT POLICY

Policy Statement

This policy is to provide guidance to the Administration and the public regarding the preferences of the Council in completing the tax enforcement process.

Procedures

List of Lands

- Any property having less than half of the immediately preceding year's taxes outstanding shall be exempted from the List of Lands in arrears prior to the list being presented to the Head of Council.
- As there is no newspaper located in the municipality, the List of Lands shall be published in the *Carlisle Observer*.

Payment Plan before reaching the Provincial Mediation Board

- Council encourages those who are in arrears to make payment arrangements with the Administrator. Payment arrangements will be made to ensure taxes become current.

Provincial Mediation Board

- Payment arrangements do not stop tax enforcement unless the tax arrears are paid in full.

Fees

- All fees are attached to the tax card of the property in tax enforcement. Fees are as described in *The Tax Enforcement Act* of Saskatchewan.

Document Revision History:

Document Title:	Revision Date:	Approved By:
Tax Enforcement Policy		Council



SECTION 4 HUMAN RESOURCES

Objectives

The Human Resource Policy Manual contains the human resource policies and procedures of the Town of Alameda. The objectives of this manual are to:

- Provide a standard reference for councillors, managers and employees in understanding their rights and carrying out their responsibilities.
- Encourage continuity and consistency in the administration and application of human resource policies; and
- Provide direction and authority in the day-to-day administration of human resources.

4.1 EMPLOYEE CODE OF CONDUCT

Every employee will sign the following on an annual basis:

The Town of Alameda - MUNICIPAL EMPLOYEE CODE OF CONDUCT

PRINCIPLES:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal considerations. This Code's references to guidelines and policies, as well as related expectations, re-affirms the Town's commitment to honesty, integrity, and professionalism in delivering services to the public. Maintaining residents' confidence and trust in the municipal government and its employees is of the utmost importance. The high standards of conduct expressed in this document are intended to ensure that this public trust is not compromised.

Every employee is expected to be aware of, and act in compliance with, this Code and its related policies. Employees must not engage in any conduct or activity that contravenes The Town of Alameda's By-laws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise, inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;

- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the Administrator if they are unsure whether their behaviour, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of any employee; or
- (the supervisor must immediately advise the Administrator)
- the Council in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

If the employee fails to disclose a conflict or potential conflict, the following action will be taken:

- disciplinary letter, copy to be placed in the employee’s file;
- employee training (ethics);
- short-term suspension;
- long-term suspension; or
- termination with consultation with a solicitor.

Signed _____ Dated _____

Witness _____

4.2 CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by the Council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person’s private interests.

The Town records are available to employees on a “need-to-know” basis, and the security of such information must be maintained. Personal information controlled by the Town must be used or disclosed in compliance with the MFIPPA (Municipal Freedom of Information and Protection of Privacy Act). The MFIPPA allows employees to use personal information if they require that information to carry out their duties and if the affected individual reasonably expects that their personal information would be used this way.

These guidelines extend beyond an employee's current relationship with the Town. For example, employees should not divulge to the Town any confidential information obtained from their former employer. Similarly, when an employee leaves the employment of the Town, they are not to disclose information that could be detrimental to the Town, individual or firm owning the information.

4.3 CONFLICT OF INTEREST

All employees are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties.

Conflict of interest exists when the duties and responsibilities of an employee are, or potentially could be, compromised by his or her personal and private interests. A conflict of interest may be real, apparent or perceived.

"Real" conflict of interest exists when the employee has knowledge of a private interest economic, pecuniary or otherwise that could influence the exercise of his or her public duties and responsibilities.

"Apparent" or "perceived" conflict of interest exists when the employee is in a situation in which a reasonably well-informed person could properly have a reasonable apprehension that a conflict of interest exists, even when there may not be a conflict.

Employees shall immediately disclose to the Administrator, in writing, any business, commercial or financial interest where such interest might be construed as being in real, apparent, or perceived conflict with their official duties; and immediately disclose to the Administrator in writing any situation that arises during daily operations whereby the duties and responsibilities of an employee were, or potentially could be, compromised by his or her personal and private interests.

Employees may engage in remunerative employment with another employer, volunteer activity, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

- it does not interfere with the performance of their duties;
- it does not bring the Town of Alameda into disrepute;
- they do not have an advantage derived from their employment as a Town employee;
 - it is not performed in such a way as to appear to be an official act or to represent the Town's public position or policies; or
- It does not involve the use of Town premises, services, equipment, or supplies to which the staff member has access under their employment unless official authorization is secured.

4.4 PERSONNEL FILES

The Town of Alameda will maintain personnel file(s) for each employee. Personnel files are the property of the Town of Alameda.

Employee records are maintained for several important reasons:

- to ensure that legal, regulatory, and procedural requirements have been met
- to provide a basis for making personnel decisions (e.g. benefits, salary, termination)
- to assist with human resources management
- to collect information for statistical human resources reports.

Employee records may include the following, but are not limited to:

- Employee Information Sheet (home address, telephone, emergency contact, birth date)

- Hiring and termination dates
- Benefit status and information
- Job description
- Application form and/or resume
- Employee certifications and training
- Reference check documentation
- Employment letter/contract of agreement
- Special leave request forms and any applicable medical certificates
- Compensation history
- Performance evaluations
- Confidential correspondence with an employee
- Termination information, exit interview (if possible), letter of resignation or termination
- Letters of recommendation which may adversely affect employment or form the basis of disciplinary action, are placed in the employee's personnel files, and employees will be provided with the opportunity to acknowledge the placement of the documents. Employee refusal to acknowledge the placement of the documents does not stop the placement of the document in the file. The information contained in employee files is strictly confidential. Only the employee and the Administrator will have access to an employee's file. Access to specific information (eg: payroll/benefits information), may be obtained by the Administrator. Employees should communicate any changes in personal information such as benefit status, name, address, or phone number to the Administrator.

Employees can review their files at any reasonable time convenient to both the employee and the Employer. The Administrator will be present while employees review their files. No original documents can be removed or copied from a personal file without permission from the Administrator.

Employees can only review their files.

Ex-employees may have access to their files following the above.

Upon an employee's death or termination, a personal file remains the property of the Employer.

4.5 PERFORMANCE MANAGEMENT

The Council of the Town of Alameda conducts annual employee performance evaluations to allow an employee to reflect upon personal relationships on the job, the demands of the position, demonstrated skill, and level of achievement.

The prime purpose of employee performance evaluation is to allow an employee to evolve a method of appraisal and feedback that reflects their relationships, the demands of the job, and current events to improve the employee's value and potential within the Town. The performance of each employee will be reviewed formally and in writing on at least an annual basis. An additional appraisal may be conducted in developmental stages or when performance is not meeting standards.

Objectives;

- To measure and evaluate an employee's job-related attributes, behaviours and results;
- To ensure the employee and the organization are both aware of the goals, performance measures, and results;

- To ensure that goals are realistic and attainable
 - To determine what training and development are required;
 - To continually monitor employee's progress and communicate any ongoing issues to assist the employee in reaching goals and aligning expected performance levels with corporate goals and objectives.
- Distribution Copies of the performance evaluation will be protected due to the confidential nature of this relationship. One original of the Evaluation will be filed in the personnel file and one copy will be given to the employee.

4.6 USE OF INFLUENCE:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

4.7 USE OF ALCOHOL & DRUGS AND/OR EDIBLES:

Employees must abide by applicable laws and regulations governing the possession or use of alcohol, and drugs. The illegal use, sale, purchase, transfer or possession of any restricted or controlled drug, narcotic or any other substance while on Town premises, or during working hours is prohibited and will result in discipline.

It is never permissible for employees to attend to their job duties and responsibilities having consumed alcohol or being under the influence of drugs or other similar substances, which might adversely affect performance on the job.

If employees are using any prescription drug (including medicinal cannabis), they are obligated to provide documentation, from their doctor (which includes the phone number and the name of the doctor) to their supervisor and/or employer for safety purposes. Employees are required to disclose to their supervisor if they are not fit for duty.

The employee acknowledges receipt of the Drug and Alcohol Impairment Policy and agrees to the terms and conditions outlined in it.

4.8 ACCEPTANCE OF GIFTS:

An employee may pay for or accept customary business hospitality, provided:

- The expenses involved are at a reasonable level,
- They are infrequent,
- They can be seen as legitimately serving a definite business purpose, and
- They are appropriately related to the responsibilities of the individual. By way of example, promotional items of nominal value (e.g. mugs, hats, shirts, pens) are considered acceptable.

4.9 FRAUDULENT ACTS:

In general, fraud is an act committed which, through deceit, falsehood and other such behaviour, either deprives the Town of its assets, property or other resources (this includes theft) or causes the Town to act to its detriment or prejudice.

Fraud may include acts committed with the intent to deceive, involving either misappropriation of Town assets, property or other resources or misrepresentation of financial or other information to conceal such misappropriation, by such means as:

- Manipulation, falsification or alteration of records or documents,
- Suppression of information, transactions or documents,
- Recording of transactions without substance, or
- Misapplication of accounting principles.

All employees shall work under both the Town controls established to prevent fraudulent misconduct and all applicable laws, regulations and government guidelines. All employees shall exercise honesty, integrity, objectivity and diligence and shall not knowingly be a party to any fraudulent activity, including theft. Each employee is encouraged to report, in writing, any knowledge or suspicion of fraud to the Administrator.

4.10 SAFE WORK ENVIRONMENT:

Must adhere to Town's Safety Policy

4.11 RESPECTFUL WORK ENVIRONMENT:

Must adhere to the Town's Harassment Policy

4.12 COMMUNICATION:

Communications with the media and the public will be conducted so that all information originates from an authoritative source within the Town. Prior approval from management for any media comments or public relations activities is required.

Facebook is a public forum. Be cautious about what you post there. It's one thing if you're providing your opinion as a private citizen, but if you've identified yourself as a Town employee, it's a problem.

4.13 POLITICAL & COMMUNITY INVOLVEMENT:

To ensure public trust in the Town, employees must be and appear to be, both personally impartial and free of undue political influence in the exercise of their official duties.

The Town encourages employees to take part in community activities. However, it is important to bear in mind that such a service may, at times, place the employee in a real or perceived conflict of interest situation. As a member of a community board or external committee, the employee must continually assess their involvement and expected decision-making responsibilities in light of their employment with the Town. To ensure the existence and appearance of objectivity, employees should abstain from involvement in those decisions or votes that would create, or be seen to create, a conflict of interest. An employee must notify the Town management of such potential or actual conflict of interest situations.

Similarly, employees engaged in political activities must take care to separate those personal activities from their official positions. Employees may participate in political activities at the federal, provincial, and municipal levels providing such activity does not take place during work hours or utilize Town assets, resources or property. Notices, posters or similar material in support of a particular candidate or political party are not to be displayed or distributed by employees on Town work sites or Town property.

4.14 OUTSIDE WORK OR BUSINESS ACTIVITIES:

Employees will not engage in any outside work, private employment, business, or undertaking for any person, group, or organization, which might interfere with the performance of their duties as a Town employee, without the prior approval of the Council.

4.15 ADMINISTRATION DUTIES

The Administrator, being the one employee of the Council, is the Council's connection to the operational organization of the municipality.

The Administrator is responsible for:

1. Serving as the impartial policy advisor to Council;
2. Overseeing and keeping Council informed of the day-to-day operations of the municipality;
3. Implementation of the policies, programs and services that are set by the Council;
4. Ensuring that the administrative practices and procedures are in place to effectively and efficiently carry out Council's decisions;
5. Supporting Council in the development of policies, strategies and other objectives;
6. Holding authority and accountability of all employees of the municipality;
7. All duties as outlined in The Municipalities Act and the Urban Municipal Administrators Act, the Tax Enforcement Act.

4.16 ADMINISTRATION ASSISTANT DUTIES AND HOURS:

The Office Assistant shall perform the duties and exercise the powers and functions that are assigned by the Administrator.

The Office Assistant shall work up to the agreed amount of hours per week, as agreed to by Council and the Administrator and agreed upon between the Administrator and the Office Assistant. It will be a part-time position.

4.17 PERSONNEL POLICY

4.17.0 INTERPRETATION

Town	- means the corporation of the Town of Alameda.
Employee or regular employee	- means any person who is employed by the Town and is not a permanent employee.
Permanent employee	- means any worker, employed for 37.5 to 40 hours per week, who has been assigned to a job which is recognized as a permanent position and has held that job for the required probationary period. The employee is entitled to Municipal Employees Pension Plan.
Part-time employee	- means any worker, employed for less than 37.5 hours per week, who has been assigned a job which is recognized as a part-time position and has held that job for the required probationary period. Employees may be entitled to Municipal Employees Pension Plan at Council's discretion.
Temporary employee	- means an employee who is employed in work of a temporary, non-permanent or seasonal nature and is not eligible for pension or health benefits.
Work Week	- Commences on Sunday at midnight and ends Saturday at 11:59 PM the following week for a total of 40 hours /week.

A worker may request to alter the hours per day worked in a week to accommodate temporary special circumstances and a Committee of the Town Council may agree to alter the hours worked. Such agreement shall be requested in writing and be approved by written consent of the Town Council

Committee Council or town Council - means the council of the Town of Alameda.

4.17.1 NO DISCRIMINATION

The Town, its servants and agents agree that there will be no discrimination, interference, restriction or coercion exercised or practiced against any employee because of race, national or ethnic origin, colour, sex, age, or political or religious affiliation.

4.17.2 ORIENTATION

New employees will be employed on a probation period of three (3) months to a maximum of one (1) year. A personal interview or written appraisal after the probationary period is completed will confirm permanent employment, or if either the employer or the employee is dissatisfied, will terminate employment.

4.17.3 DISCHARGE

An employee may only be discharged upon the authority of the Council. The Mayor may suspend an employee but shall immediately report such actions to the Council. The Council shall advise the employee promptly and in writing the reason for such dismissal.

Should it be found upon investigation that an employee has been unjustly suspended; such employee shall be immediately reinstated in his/her former position and shall be compensated for all time lost.

Hiring and firing of the Town employees will be at the discretion of the Council, and in consultation with the Administrator.

4.17.4 STATUTORY AND SPECIAL HOLIDAYS

All new employees shall have the following statutory and special holidays off with pay. Pay will be at the regular rate of pay:

New Years Day	Family Day	Good Friday
Victoria Day	Canada Day	Saskatchewan Day
Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day	

and any other day proclaimed by the Federal, Provincial, or Municipal government. When a statutory or special holiday falls on any employee's day of rest, the employee shall be granted an additional day off.

4.17.5 ANNUAL HOLIDAYS

Holidays will be given as follows:

- 15 working days after one-year continuous employment (3 weeks)
- 20 working days after 10 years' continuous employment (4 weeks)
- 25 working days after 20 years' continuous employment (5 weeks)

Holidays earned may be taken in part or in whole only after time is earned.

The employee must submit a written request for holidays for a minimum of two weeks for each week of holidays requested before the start date of the holidays requested. Vacation time is to be approved by the Administrator first and communicated and agreed upon by Council.

The employee agrees to use all vacation entitlement within the year, with one week of holidays being able to be carried forward if approved by Council. If this holiday time is not used by April 30th, the previous year's outstanding vacation pay will be paid in full to the employee; however, the employee will be eligible to use the week of vacation time without compensation.

4.17.6 RETIREMENT

Every employee may be retired from the Town's service at the end of the month following which he/she attains the age of 65 years. An employee may, upon not less than three (3) months' written notice of intention, voluntarily retire at any time after his/her sixtieth (60) birthday without loss of any rights earned or accrued in respect to pensions, gratuity or service pay. An employee may continue to work in the service of the Town after attaining the age of sixty-five (65) if he/she so desires, is capable and has obtained the approval of the Council.

4.17.7 RECOGNITION OF YEARS OF SERVICE

To be determined at the date of retirement.

4.17.8 PAYMENT OF WAGES

Schedule of Pay:

Employee's wages are paid semi-monthly or for 24 pay periods annually. Council may agree with an employee where special circumstances require a formal agreement for payment of wages.

Method of Payment: The employee's payment for work will be deposited directly to the Prairie Pride Credit Union as per his/her instructions.

Vacation Pay: Employees may, upon giving seven (14) days' notice, receive, on the last office day preceding the commencement of their vacations, any cheque which may fall due during the period of their vacation.

Sick leave without pay may be granted at the sole discretion of the Council.

4.17.9 AUTHORIZED OVERTIME AND CALL-OUT TIME

Where conditions necessitate overtime, work must be authorized by the Administrator, or by a Council member. An employee who is engaged in a job that cannot be completed within a normally scheduled working day shall obtain authorization for additional hours to qualify as overtime hours or such additional hours will be considered banked "lieu" time.

Overtime will be paid out at the time and a half or can be banked. Banked hours are earned after 160 hours in 4 weeks. Any banked time must be used within the next 160 hours or it will be paid out.

4.17.10 BENEFITS

An employee (if not covered under another plan or spouse's plan) will split Accidental Death and Dismemberment, Life Insurance, Extended Health Benefits, Vision and Dental premiums 75/25 with the Employer.

The Town of Alameda will pay 100% for the short-term disability premium and the employee will pay 100% for the long-term disability premium, as well as any optional life insurance premiums.

4.17.11 LEAVE OF ABSENCE

Leave of absence with pay for reasons of pressing necessity will be given to full-time employees when absence from work is necessary. Authorized call-out time shall be paid as an overtime wage rate and shall be a minimum of three (3) hours.

For those occasions when the weekend water plant duties occur on a statutory holiday, the employee will receive two (2) hours of overtime in addition to their EFO.

4.17.12 SICK TIME AND BEREAVEMENT

Sick time will accumulate at a rate of 1.25 days per month to a maximum accumulation of 15 days per year. The annual sick leave may be used in advance but does not carry over from year to year. Any excess sick leave used at the time of departure will be deducted from the final payment owed.

Sick time can be used for medical and sickness of the immediate family. Unused sick time upon termination will not be paid in cash.

An employee's immediate family is defined as:

- the employee's spouse, parent, grandparent, child, grandchild, brother or sister or the spouse of the brother or sister; or
- the employee's spouse's parent, grandparent, child, grandchild, brother or sister or the spouse of the brother or sister.

The term "spouse" means, concerning an employee:

- (i) the legally married spouse of the employee; or
- (ii) a person with whom the employee cohabits and has cohabited as spouse:
 - (A) continuously for not less than two years; or
 - (B) in a relationship of some permanence if the person and the employee are the parents of a child.

For sicknesses of more than two consecutive days, a medical certificate will be required or other report provided by the Administrator and accepted by Council. Sick leave without pay may be granted at the sole discretion of the Council.

Bereavement leave can be granted for up to five days in the case of an immediate family member and must be taken within the period beginning one week before and ending one week after the funeral relating to the death to which the leave is granted.

The Council may grant leave of absence without pay to any employee requesting such leave for a good and sufficient reason. Such requests shall be in writing and submitted to the administrator.

4.17.13 TRAINING

The Town will pay the cost of training needed for any or all Town positions as determined by the Council. If the employee leaves employment within one year of training, training costs may be withheld from the last pay cheque.

As predetermined by Council an employee may receive a wage increase for each class (more than three days in length) completed

4.17.14 TOWN STAFF SERVING AS VOLUNTEER FIREFIGHTERS

Town Staff serving in the volunteer fire department will be given eight hours of rest before reporting to work if called out during non-work hours. That rest period will be paid if a portion of the eight hours falls during the start of a workday.

Town employees must ensure their priority remains as an employee of the Town.

4.17.15 CELL PHONES

Personal Cell phones will be allowed only during authorized breaks if the employee is supplied with a town-issued cell phone.

4.17.16 TOWN KEYS

Keys to town facilities and equipment will be provided to all permanent full-time staff upon hiring. Staff must ensure the safekeeping of the keys at all times.

Keys must be returned upon resignation or termination of employment from the Town.

4.17.17 TERMINATION

Except in the case of dismissal for cause, the Town may terminate the employment of any employee every month by giving one month's written notice and any such employee may resign by giving the Town one month's written notice.

In the case where employment is based upon an hourly basis, and except in the case of dismissal for cause, the notice from or to the Town shall be submitted seven (7) days before termination of employment.

All casual and seasonal employees shall, except in the case of dismissal for cause, be given notice according to The Saskatchewan Employment Act.

4.17.18 CEU UPDATES

All water and wastewater-certified employees must ensure their certification is valid and up to date. Employees must ensure that 1.0 Continuing Education Units (CEUs) are obtained every two years to hold a valid certification.

4.17.19 COPIES OF POLICY

Copies of this policy shall be issued to all Town employees.

4.17.20 COMPLIANCE WITH THE SASKATCHEWAN EMPLOYMENT ACT

This policy is intended to comply with The Saskatchewan Employment Act and where any article is not clear as to conformity, said Act shall prevail.

4.0 PUBLIC WORKS EMPLOYEE CLASSIFICATIONS AND WAGE REVIEW POLICY

Employee classifications indicate qualifications and the skills required to perform the duties of the said position. These classifications are intended to guide employees as to what is expected in their position and to assist Council in evaluating employee performance.

Monetary adjustments will be made based on the performance and completion of tasks and responsibilities. Failure to perform the tasks, responsibilities and duties will be taken into consideration during the annual employee review. Council will consider any unusual events during the year that may affect the successful completion of the tasks.

Advancement and promotions will be recommended by Town Foreman and Administrator to Council for their ratification.

Employees will report and take direction from only the Town Administrator or the Town Foreman daily.

4.1 EMPLOYEE CLASSIFICATIONS

4.1.0 Foreman

This is a supervisory position in the Public Works Department. Under the direction of the Town of Alameda, this position is responsible for the supervision, maintenance, and operation of the Town and its related facilities for the betterment of the community and its residents.

Qualifications

1. Grade 12 education or equivalent.
2. Experience with:
 - a. Supervision of staff
 - b. Leadership
 - c. Organizational Skills
 - d. Record Keeping
 - e. Public relations
 - f. Decision Making
3. Valid Class 5 driver's license. A driver's abstract is required before being hired.
4. Physically fit and able to perform heavy manual labour.
5. Good mechanical aptitude.
6. Experience in the operation of motorized mechanical equipment including tractors, graders, backhoes, mowers and trucks one ton or larger.
7. Be capable of being on call and doing weekend rounds in the water plant.

Duties

1. Perform Tasks & Responsibilities as outlined in the Town of Alameda's job description.
2. Supervise a crew of one or more people depending on the time of year and the employees hired.
3. Plan, organize and schedule work for the staff. Advise the Town Office of the daily work schedule by 9:30 am.
4. Maintain daily, weekly and monthly records of activities for equipment operation, materials and hours worked.
5. Follow policies, procedures, and by-laws as set by the town council.
6. Present proposals for equipment modification, repair, or replacement.

7. Identify and implement training needs for staff and equipment operators.
8. Attend council meetings as requested.
9. Operate and maintain all municipal equipment.
10. Oversee emergencies at all times.
11. Ensure tools and equipment are kept in their proper place and accounted for.
12. Ensure that safety equipment is
14. Report anything missing or damaged to the Town.
15. Maintain a neat appearance at all times.
16. Attend workshops, seminars, conferences, courses, etc. as deemed necessary by the Town.
17. Maintain a good working relationship with fellow employees and Town Council as well as the public.
18. Report any change in driver's license status or driver abstract immediately to your supervisor
19. Perform any other related duties as may be required from time to time

4.1.1 Maintenance Worker

This is an entry-level position in the Public Works Department. Under the general direction of the Town Foreman, this position is responsible for performing various Public Works duties as assigned for the betterment of the community and its residents.

Qualifications

1. Grade 12 education or equivalent.
2. Physically fit and able to perform heavy manual labour.
3. Valid Class 5 driver's license. A driver's abstract is required before being hired.
4. Good mechanical aptitude.
5. Experience in the operation of motorized mechanical equipment including tractors, mowers and trucks one ton or larger.
6. Be capable of being on call and doing weekend rounds in the water plant/arena.

Duties

1. Perform or assist with Tasks & Responsibilities as directed by the Foreman.
2. Operate and maintain all municipal equipment.
3. Assist with emergencies at any time.
4. Ensure tools and equipment are kept in their proper place and accounted for.
5. Ensure that safety equipment is used at all times and attend all safety meetings.
6. Ensure complaints from any Town resident or business are brought to the attention of the Town.
7. Report anything missing or damaged to the Town Foreman.
8. Maintain daily, weekly and monthly records of activities for equipment operation, materials and hours worked.
9. Follow policies, procedures and bylaws as set by the Town Council.
10. Present proposals for equipment modification, repair, or replacement.
11. Maintain a neat appearance at all times.
12. Attend workshops, seminars, conferences, courses, etc. as deemed necessary by the Town.
13. Maintain a good working relationship with fellow employees and Town Council as well as the public.
14. Report any change in driver's license status or driver abstract immediately to your supervisor.
15. Perform any other related duties as may be required from time to time.

4.1.2 Summer Student

To offer students the opportunity to expand their work experience and to help offset their financial commitments. Under the general direction of the Town Foreman, this position is responsible for performing various Public Works duties as assigned for the betterment of the community and its residents.

Qualifications

1. Physically fit and able to perform manual labour.
2. Valid Class 5 driver's license. A driver's abstract is required before being hired.

Duties

1. Perform or assist with Tasks & Responsibilities as directed by the Foreman.
2. Operate and maintain all municipal equipment.
3. Ensure tools and equipment are kept in their proper place and accounted for.
4. Ensure that safety equipment is used at all times
5. Report anything missing or damaged to the Town Foreman.
6. Maintain a good working relationship with fellow employees and Town Council as well as the public.
7. Report any change in driver's license status or driver abstract immediately to your supervisor.
8. Perform any other related duties as may be required from time to time.

4.1.3 Training

The administrator shall register employees on behalf of the Town Council for all required courses, including Confined space/awareness, WHMIS, First Aid/CPR C, Fall Protection, Confined Space Rescue, Powered Mobile Equipment, H2S Alive, Ground Disturbance Level 1 & 2, Water Treatment & Distribution Class 1, and Wastewater Treatment Class 1 as required.

Town Council shall provide the administrator with permission; however, the amounts must stay within the budget.

4.2 TASKS AND RESPONSIBILITIES

1. Streets
2. Roads
3. Lanes
4. Drainage
5. Parking Lots
6. Reserve Areas
7. Materials Inventory
8. Library
9. Cemetery
10. Transfer Site
11. Garbage Disposal
12. Ball Diamonds
13. Campgrounds
14. Maintenance Shop & Grounds
15. Equipment
16. Utilities

- 17. Sewer
- 18. Winter Maintenance
- 19. General

4.2.1 Streets (summer)

- (a) Potholes, breaks, cracked or blocked areas and depressions are to be repaired during the earliest part of spring and not later than June 15th of each year. After June 15th repairs will be done as required.
- (b) Gravel areas between the pavement and private property: will be kept level to provide proper drainage and will be kept free of holes by using the suitable material.
- (c) Sweeping/cleaning: done annually in the spring as a minimum

4.2.2 Lanes

- (a) Lanes will be inspected annually during April and May.
 - Holes and depressions will be gravelled.
 - Muddy and wet areas will be gravelled.
 - Lane work is to be done during the summer and should be completed no later than the end of September.

4.2.3 Drainage (culverts, ditches, manholes, above-ground drainage)

- (a) Regular spring inspections to maintain proper water flow.
- (b) Fall inspections:
 - Washouts are filled by the 1st of October of each year;
 - Broken or crushed culvert ends to be repaired by the end of September of each year;
 - Areas built up with silt, dirt or sand are cleaned out by the end of October of each year.
- (c) Man holes/drains are to be kept clean and in good repair.
- (d) Grass is to be kept cut along ditches and around culverts throughout the summer, April to November.
- (e) All drainage systems are to be kept clean of debris from spring thaw to November.
- (f) Weed control.

4.2.4 Parking Lots

- (a) Public parking lots will be gravelled when necessary.
- (b) Repairs to private parking lots will be done only when requested and after proper arrangements have been made.

4.2.5 Reserve Areas

- (a) Grass is to be cut from May to September and maintained at a height of 4 inches.
- (b) Are to be kept clean of all debris and garbage.
- (c) Weed control

4.2.6 Materials Inventory

- (a) Ensure inventory is maintained.

4.2.7 Library

- (a) Keep the grass cut and trimmed around the building.
- (b) Clear snow from driveway and sidewalk.
- (c) Maintenance as requested.

4.2.8 Cemetery

- (a) Digging of gravesites, if requested.

4.2.9 Town Transfer Site

- (a) Maintain containers as required.
- (b) Bait rat traps as required
- (c) Maintenance as requested

4.2.10 Garbage/Recycle

- (a) Green For Life Environmental (GFL) re: contracted to pick up residential garbage on Tuesday and recycle alternately on Thursday. The commercial collection will be on a call-in basis.
- (b) Town staff will ensure all properties have GFL collection bins.

4.2.11 Ball Diamonds

- (a) Cut the grass as required.
- (b) Weed control
- (c) Trim trees when necessary (fall time).
- (d) Maintenance as requested

4.2.12 Campgrounds

- (a) Cut the grass as required
- (b) Weed control
- (c) Clean bathrooms DAILY
- (d) Trim trees
- (e) Blow out water lines in the fall. Install and remove sewer pumps (spring and fall)
- (f) Winterize shower buildings and offices.
- (g) Maintenance as requested

4.2.13 Maintenance Shop & Grounds

- (a) Building- proper housekeeping will be maintained
- (b) Grounds- will be kept neat in appearance
- (c) Maintenance as requested

4.2.14 Equipment

- (a) Willing and able to train on all town equipment
- (b) Maintain per the manufacturer's recommendation, or by the "circle check" used for daily, weekly and monthly maintenance and servicing

4.2.15 Utilities

- (a) Test water daily and record results.
- (b) Backwash when required.
- (c) Monitor chemicals to maintain standards.
- (d) Flush water lines twice a year.
- (e) Hydrant maintenance checks should be done periodically and antifreeze added in the fall.
- (f) Swab water lines as needed.
- (g) Water meter readings four times per year. List all meters that are out of order and report to the office.
- (h) Check main shut-off valves and sewer pump station valves twice per year, in May and October, and open and close these valves to ensure they are working properly.
- (i) Check curb stops as required.
- (j) Monitor well weekly. Record the date, time, usage and depth while the pump is running and standing.
- (k) Touch-up painting of the lines, filter tanks and floor of the plant room as required.
- (l) Empty the coin box at the water plant every Friday and hand the money into the town office

4.2.16 Sewer

- (a) Drain the lagoon twice per year, spring and fall or when needed. Take water samples at the time of discharge as per instructions from
- (b) Add chemicals to the lift station when needed.
- (c) Add chemicals to the lagoon as required.
- (d) Maintenance and repair of sewer lines.
- (e) Flush sewer lines twice yearly, in coordination with water lines.
- (f) Repair and replace lift station pumps as needed

4.2.17 Winter Maintenance

- (a) Snow removal is to begin immediately following a snowstorm or heavy snowfall.
- (b) Please note this protocol is subject to change at the discretion of the staff.
 - 1. Emergency Vehicle Driveways
 - 2. Town Streets
 - 3. Back Lanes – but only those with commercial garbage pick-up

The Town owns one loader plus a smaller snow blower for doing sidewalks in commercial areas, so it does take time to clear snow throughout the entire town. The loader has a wing that, when lowered, should reduce the amount of snow left on driveway approaches, but it will not eliminate a snow ridge or windrow. Unless this windrow is quite significant (more than 12 inches) staff will not return to remove it. Anything less is the responsibility of the taxpayer.

- (c) Ice conditions on streets and sidewalks should be treated immediately.
- (d) Slippery intersections are to be sanded the first day following snow removal and whenever necessary.
- (e) If homeowners hire a contractor to clear snow on their property, the snow must stay on the homeowner's property in piles OR be hauled away. No snow is to be put on Town-owned property, on neighbour's property without consent, or across the street.

4.3 Safety

(a) Personal Injury:

- Follow first aid procedures
- Report all injuries to Supervisor

(b) All Employees are to follow all safety procedures including the use of: - protective apparel - chemicals – equipment.

(c) Report all unsafe work conditions, and unsafe work practices and keep an updated list of all chemical substances being used.

(d) Report all incidents to Supervisor & Administrator immediately by completing Incident Form

Employee Incident Report

Date

Employee

Name _____
Title/position _____

Manager

Name _____
Title/position _____

Incident

Date _____
Time _____
Location _____

Description of incident

Employee explanation

Witnesses

Action to be taken

- Verbal warning
- Written warning

- Probation
- Suspension

- Dismissal
- Other

Explain

By signing this document, you acknowledge that you have read and understood the information contained herein

Employee

Manager

Date

Date

WCB Informed

 YES

 NO

4.3.0 OPERATOR'S PREVENTATIVE MAINTENANCE CHECKLIST

1. Ensure that equipment is in a safe operating condition.
2. Continuously check to see that the unit is clean, greased and serviced properly.
3. When doing a preventative maintenance check, use your judgment to the best of your knowledge. Indicate worn parts that will need attention soon or will require immediate repairs. Make minor repairs and adjustments. Record and report noted defects.
4. Procedures to Follow Visual check
 - walk around the equipment and observe:
 - Fluid leaks of oil or coolant under the unit.
 - Tires – inflation, cuts or breaks.
 - Structural damage – cracks, missing parts.
 - Foreign materials – in the radiator, around the exhaust.
 - Check cables, hoses, lines, and batteries.

Oil Levels: familiarize locations of all oil points – dipstick, plug, petcock or sight gauge. Crank case, transmission, differentials or planetary systems, Gearboxes and final drive housings, Convertors (if applicable), Filter housings, Breathers and filler openings, Greasing as per operator manual, Filter housings, Breathers and filler openings. Note: when adding be sure of the required type and grade. Do not overfill any compartments.

Cooling systems: examine all cooling system components: level of coolant, fans and shrouds; fan belts and tightness; water pump, hoses and connections; radiator core and radiator cap; all drain plugs.

Air cleaner: Be positive all cleaner systems are in good condition pre-cleaner and dust ejectors. Dust collector bowl, condition of elements, screens, and hoses.

Fuel: Be sure to use the proper weight of fuel-seasonal. Clean around the filler cap before removing it. Check lines and pump mounts. Drain sediment and water (if applicable).

5. Startup and inspection:

(a) Check the clutch clearance-free play. Start the engine and monitor all gauges (engine oil, pressure, fuel, temperature, etc.)

(b) Safety checks. Lights, flashers, mirrors, wipers, fire extinguishers, brakes, flags, exhaust, horn and alarms.

(c) Daily operation checks. Unusual noises, sounds and vibrations—engine, transmissions, differential, tandem cases, gearboxes, wheels, etc.

(d) Equipment shutdown. Allow engine to idle 2 or 3 minutes before shutting down, while doing this do a visual walk-around check. By following these procedures, you ensure early detection and correction of defects that could lead to more serious problems thus minimizing repair costs and that the full expected life of the equipment is attained. If equipment, in your opinion, is not safe to operate notify the Town Foreman immediately.

HALF TONNE MAINTENANCE

DATE:	
TASK	COMPLETE
Engine Oil	
Transmission Oil – ENGINE RUNNING	
Power Assist Oil	
Coolant	
Walkaround inspection	
Tires	
Lights	
Seatbelt	
Kilometres	
INITIALS	

DATE:	
TASK	COMPLETE
Engine Oil	
Transmission Oil – ENGINE RUNNING	
Power Assist Oil	
Coolant	
Walkaround inspection	
Tires	
Lights	
Seatbelt	
Kilometres	
INITIALS	

DATE:	
TASK	COMPLETE
Engine Oil	
Transmission Oil – ENGINE RUNNING	
Power Assist Oil	
Coolant	
Walkaround inspection	
Tires	
Lights	
Seatbelt	
Kilometres	
INITIALS	

DATE:	
TASK	COMPLETE
Engine Oil	
Transmission Oil – ENGINE RUNNING	
Power Assist Oil	
Coolant	
Walkaround inspection	
Tires	
Lights	
Seatbelt	
Kilometres	
INITIALS	

EMPLOYEE REVIEW CHECKLIST:

Quality of Work		
		Follows safety rules and legislation
		Housekeeping
		Reports
		Timeliness
		Thoroughness
		Workmanship

		Follow Instructions
		Able to communicate to the council & residents
		Thinks & acts independently
		Customer Satisfaction
Productivity		
		Punctuality
		Respect for break times
		Reliability
		Makes good use of work time
		Does not abuse sick days
		Makes good use of Town resources
		Minimizes waste
		Able to follow complex instructions
		Able to multi-task
Job Knowledge		
		Understands safety rules & legislation
		Understands job procedures
		Proficient use of work-related tools, equipment and technology
		Willing to learn
		Able to complete tasks with little or no instruction
		Able to complete tasks with little or no supervision
		Able to provide guidance and help to co-workers
Attitude		
		Honest
		Acts with a positive attitude (looks for positives)
		Helps & leads by example
		Demonstrates professionalism
		Does well with constructive criticism
		Takes responsibility for actions
		Shows initiative
		Willing to listen and learn
Adaptability		
		Able to make sound decisions
		Thinks & works through adverse situations
		Asks for help and direction when necessary
		Open to suggestions
Cooperation		
		Able to cooperate with fellow workers and council.
Presentation		

		A professional presentation to Town residents
		Clean, safe and appropriate clothing
		Personal hygiene
		Equipment cleanliness
Management Skills		
	Planning/Organization	Able to prioritize
		Time management
		Self-management
	Judgement	Able to deal with conflicts
		Think things through
	Supervisor & Training	Staff development
		Teamwork
		Leadership skills
		Evaluation skills recognize staff strengths & weaknesses
		Able to motivate & manage staff
		Able to delegate
	Decision making	Considers all options
		Considers repercussions of decisions
		Gets help when needed
		Good track record

Employee Name:

Review Date:

	1	2	3	4	5
	Unsatisfactory	Needs improvement	Satisfactory	Very Good	Excellent
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments					
Cooperation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
OVERALL SCORE _____/35					
Management Skills					
Planning & Organizing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Judgement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Supervision & Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
Decision Making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					
OVERALL SCORE _____/55					

Strengths	
Weaknesses	
Goals/ Training Needs	
Employee Comments	
I have received a copy and understand this review.	
Employee's signature	Date
I declare this review was done with honesty and attention which will determine its value to the employee and the Town. I also understand that all information discussed during this review is a confidential matter and will be treated as such.	
Employer's Signature	Date

4.3.1 Drug and Alcohol Impairment Policy in the Workplace

4.3.1.0 Purpose

1. The Town of Alameda is committed to protecting the health, welfare and safety of all employees. Any form of impairment that may include drugs, alcohol, cannabis (medicinal or recreational), and prescription drugs may have serious effects on the safety of workers, contractors and the general public when used inappropriately. Employees are required to come to work physically and mentally prepared to carry out their job duties. The Town is committed to maintaining zero-tolerance alcohol and drug-free work environment.

2. Council will be required to follow the drug and impairment policy and shall not be under the influence when representing the Town in their duties.

4.3.1.2 Code of Conduct

3. Employees are not permitted to attend to their job duties and responsibilities under the influence of alcohol or drugs or other similar substances which may adversely affect their performance or safety on the job. Employees are required to disclose to their supervisor if they are not fit for duty.

4. Employees using any prescription drugs (including medicinal cannabis) that can affect the employee's ability to perform their job duties and responsibilities shall be disclosed to the Town. For medicinal cannabis, the employee must provide a signed document from their medical doctor authorizing the use of cannabis for medicinal purposes. Employees shall consult with their physician or other health care professionals to ensure that any medications prescribed do not pose any threat to workplace safety or job performance. Employees must abide by all applicable laws and regulations governing the possession or use of alcohol, drugs or other substances.

5. No employees shall possess, use or consume alcohol, cannabis, illegal drugs or uncontrolled substances while at work or on duty, operating a Town vehicle or attending any Town business. No employee shall report for work under the influence of alcohol, cannabis, illegal drugs or prescription drugs.

4.3.1.3 Testing Procedure

6. Where an employee is reasonably suspected to be under the influence of alcohol or drugs, the supervisor shall complete an incident report or Five-Factor Checklist and present it to the administration to initiate the testing process.

7. Where an employee is reasonably suspected to be under the influence of alcohol or drugs, the employee shall be required to comply with testing for the detection or presence of alcohol or drugs. For suspected alcohol impairment, the employee shall be required to perform a breathalyzer test on demand by the Town. The breathalyzer testing shall be completed by an alcohol collections specialist retained by the Town. For suspected drug impairment, the employee shall be required to provide an oral fluids swab and a urinalysis sample on demand from the Town. The oral swab and urinalysis testing shall be completed by a drug collections specialist retained by the Town.

8. Refusal to comply with any demand for alcohol or drug testing by the Town shall be considered a violation of this Policy and shall result in disciplinary action. Results of any drug or alcohol testing shall be provided by the specialist to the Town. The Town will then notify the employee of the result.

4.3.1.4 Penalties for Drug and Alcohol Offences

9. All Offences shall remain permanently in the employee's file for disciplinary action or penalties.

10. For a first offence, the employee shall be suspended for 21 days without pay, which commences when the employee is reasonably suspected to be under the influence of drugs or alcohol.

11. For a second offence, the employee shall be suspended for 3 months without pay, which commences when the employee is reasonably suspected to be under the influence of drugs or alcohol.

12. For a third offence, the employee shall be terminated without pay, which commences when the employee is reasonably suspected to be under the influence of drugs or alcohol.

13. If at any time, the testing results are negative, the employee will be reinstated with back pay and the offence will be removed from their file.

4.3.1.5 Treatment and Counseling for Alcohol, Drug or Substance Abuse

14. Any employee having alcohol, drug, or substance abuse issues shall be required to take such treatment or counselling as may be prescribed by their family physician and/or drug addictions counsellor. The employee shall seek treatment or counselling whenever they believe it is necessary. As much as reasonably possible, the Town shall accommodate any counselling or treatment required by any employee for alcohol or substance abuse. The Town shall provide funds for treatment or counselling when the employee seeks help.

15. An employee shall provide proof to the Town that the treatment or a counselling program was completed.

4.3.1.6 Five-Factor Checklist

This checklist is used when management and/or a supervisor have a reasonable belief that an employee is under the influence of drugs and/or alcohol. The Five-Factor Checklist is to be filled out by management and/or supervisor and kept on the employee's file. Every person is dealt with on a case-by-case basis, as alcohol and drugs affect each person differently.

1. Impairment

- a) Are their facts to indicate that the employee has shown a form of impairment? What are they?
 - b) Is there a change in physical appearance, behaviour, actions or work performance? What are they?
- *Note: Observations may include slurred speech, tardiness, unsteadiness, yelling, odours, or admissions of use.

2. Reliable Facts

- a) Are the facts reliable? How do you know?
- b) Did you witness a situation personally, or are you sure that the witness(es) are reliable and have provided first-hand information? Which one?

3. Reasonable Facts

- a) Can you explain the facts? o Would you be able to describe the observations to another person who does not know the people involved?

4. Documentation

- a) Are the facts capable of documentation?
- b) Can the dates, times, names, and locations are documented? What are they?

5. Timeliness

- a) Is the impairment situation current, today, while on the job or on company property? Which one?
- b) Is this a repeated or ongoing situation?

Conclusion Questions

- a) Is there a safety risk, or a risk of injury, illness, or incident in the workplace? If yes, what is it?
- b) Is the safety risk based on an employee's change in behaviour or ability?
- c) Is the change in the employee's behaviour or ability related to the consumption of alcohol or drugs? If so, can you identify which one?
- d) Does the person have the ability to perform the job or task safely while impaired (i.e. if operating machinery)?
- e) Is there an impact on cognitive ability or judgment while impaired?
- f) Are there other side effects of the medical condition or the treatment that need to be considered (Consult with the employee, ask them)?

Management and/or supervisor have completed this checklist, determining the level of impairment.

Management and/or supervisor have explained the risks associated with the behaviour and why they thought it was unsafe and/or unacceptable. By signing below, the employee acknowledges that they will seek guidance to improve their well-being, so this issue does not repeat itself.

In addition, should drug or alcohol testing be a requirement, the employee agrees to provide an oral-fluids swab, breathalyzer, or urinalysis test to a trained specialist.

Employee's Name

Date

Supervisor's Name

Time of Incident

4.4 RULES OF CONDUCT AND DISCIPLINE POLICY

4.4.0 PURPOSE- Establish rules of conduct and discipline for the employees of the Town of Alameda. Rules are set forth to ensure Town operations run without interruptions and employees are treated fairly and per *The Saskatchewan Employment Act*.

The Town of Alameda Council reserves the right to delete, amend, or correct the policy from time to time.

Rules are general and may not cover all situations. If the situation is not covered by the rules, the Town of Alameda Council shall not be restricted from taking disciplinary action.

The degrees of discipline are progressive to allow employees to correct their performance. Steps may be eliminated or bypassed at Council's discretion depending on:

- Number of offences involved
- Seriousness of offences
- Interval between offences
- Employee response to prior disciplinary action
- Previous work history

4.4.0.1 DISCIPLINE ACTION

All discipline procedures will be documented using the following form.

Employee Name _____

Employee Position _____

Verbal Warning Written Warning Suspension Termination

Issue _____

Employee Response

Further Action Required YES NO

Comments _____

Employees Signature Supervisor Signature

Date Date

Verbal Warning	Receive a verbal warning Noted in the employee file
Written Warning	Formal notice of a serious infraction Document specific details of the infraction, action that is required, consequences if the conduct continues Noted in the employee file

Suspension Off work without pay
Noted in the employee file

Termination Other disciplinary actions not effective

The Town of Alameda recognizes that on occasion an employee may be dismissed from their position.

The Town of Alameda will ensure that the treatment of the individual will be legal, ethical and in compliance with Saskatchewan Labour Standards. If all avenues have been exhausted and there is "just cause" for the termination of an employee, the Administrator before termination will then complete necessary written documentation for the employee who is dismissed and will ensure that clear and adequate reasoning for the dismissal is documented.

The Town of Alameda will pay severance pay following Saskatchewan Labour Standards.

4.4.0.2 MINOR OFFENCES will remain in the employee record for 12 months after which time the offence will no longer be considered for disciplinary action.

Discipline Action 1st offence verbal warning
2nd offence written warning
3rd offence 1-day suspension

Types

- violate safety rules
- create unsafe conditions
- coerce, intimidate, or bully others
- spread false reports -not report injuries or damages immediately -not perform work satisfactory or efficiently
- Do not notify the supervisor of absenteeism
- late for work
- smoke in unauthorized
- excess time spent on personal issues
- use of cell phone when driving
- not following directions

4.4.0.3 MAJOR OFFENCES will remain in an employee's record for 18 months after which time the offence will no longer be considered for disciplinary action.

Discipline Action 1st offence is written & 3-day suspension
2nd offence suspension is to be determined by the type of offence

Types	<ul style="list-style-type: none"> -violate safety rules -unsafe actions -damage town or personal property -assault or threaten others -convicted of the criminal offence -use of intoxicants or narcotics on town property -dishonesty -conduct that is offensive or abusive -unauthorized use of town vehicles -insubordinate to directions/instructions of supervisor
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4.5 HARASSMENT POLICY (February 2019)

4.5.1 POLICY STATEMENT

The Town of Alameda (the "Municipality") is committed to the prevention of harassment in the workplace and promoting a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member, worker, and supervisor.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel and municipality-sponsored social events. The Municipality will make every reasonable, practicable effort to ensure that no individual is subjected to workplace harassment. The Municipality will investigate any incidents of harassment and take corrective action to address the incidents.

4.5.2 SCOPE

This policy applies to all Council members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, agents, applicants and representatives of the Municipality when conducting business or performing duties or services on behalf of the Municipality (regardless of location).

While attending a Municipality workplace, members of the public, visitors and individuals conducting business with the Municipality, including but not limited to contractors, consultants, vendors or delivery persons, are expected to refrain from any form of harassment.

If the alleged harasser is a Council member, please refer to the Municipalities Code of Ethics Bylaw along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

4.6 WHAT IS NOT HARASSMENT

This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action.

The Municipality recognizes that certain conduct while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Municipality, in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

The policy also does not extend to harassment that arises out of matters or circumstances unrelated to the worker's employment. For example, harassment that occurs during a social gathering of co-workers that is not sponsored by the employer is not covered.

Harassment that arises while attending a conference or training session, at the request of the employer is covered by this policy.

Other situations that do not constitute harassment include:

- Physical contact necessary for the performance of the work using accepted industry standards
- Conduct which all parties agree is inoffensive or welcome
- Conflict or disagreements in the workplace, where the conflict or disagreement is not based on one of the prohibited grounds. Harassment can exist even where there is no intention to harass or offend another. Every person must take care to ensure his or her conduct is not offensive to another.

4.7 The Municipality and Worker Responsibility

No individual shall participate in or encourage the harassment of another individual. All individuals must cooperate with harassment complaint investigations and keep all information confidential following this policy.

4.8 COMPLAINT PROCEDURE

4.8.1 Informal Process

An individual who believes that he or she has been the subject of conduct that violates this policy is encouraged, where possible:

- a) to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop, and
- b) to attempt to resolve the issue by direct discussion with the offending individual; and may report the matter to the Administrator. If the Administrator is the accused harasser, then the matter may be reported to Reeve. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the Municipality may first try to resolve the issue informally.

4.8.2 Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment and any witness(es)) and submit a written report to the Administrator. If the Administrator is the accused harasser, then the written report may be submitted to Mayor. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report.

If there is a sufficient basis in the written report or if the Municipality otherwise deems it necessary to do so, the Administrator or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Municipality will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

Where harassment is substantiated, the Municipality will take appropriate corrective action and/or disciplinary action, up to and including termination of employment. Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith. Where, however, a complaint is fraudulent, malicious or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

4.8.3 Council Member Process

If the alleged harasser is a Council member, please refer to the Municipality's Code of Ethics Bylaw for the procedure to be followed and available sanctions.

4.9 TEMPORARY OR INTERIM MEASURES

In the event of an allegation of harassment, the Municipality has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace.

4.10 VARIATION FROM THE GENERAL PROCEDURE

The steps set out above and how an investigation is carried out are intended to be flexible to permit the Municipality to respond to the specific circumstances at issue in each case. The Municipality reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. If an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Municipality may still initiate a formal investigation of the conduct reported if the Municipality determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

4.11 RETALIATION AND FRAUDULENT / MALICIOUS REPORTS

The Municipality does not condone acts of retaliation against an individual who has reported harassment, either informally or formally, or participated in any manner in the investigation or resolution of a report of discrimination or harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective action and/or disciplinary action, up to and including termination of employment.

4.12 CONFIDENTIALITY

The Municipality will not disclose the name of the individual who reported the harassment, the alleged harasser or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including termination of employment.

4.13 OTHER LEGAL RIGHTS

Nothing in this policy is intended to prevent or discourage an individual from exercising:

- A. his or her statutory rights as set out in Part III of *The Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- B. his or her statutory rights as set out in *The Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- C. any other legal rights under any other law.

4.14 AVAILABILITY OF THE POLICY

The Municipality will make a copy of this policy readily available for workers' reference and post it in a conspicuous place in the workplace.

4.15 REVISIONS

The Municipality shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

4.16 TOWN OF ALAMEDA HARASSMENT COMPLAINT FORM

Name of Complainant: _____ Contact: _____

Complainant's Supervisor: _____ Contact: _____

Name of Person(s) against whom this complaint is made: _____

Describe the incident(s) or event that is the basis of this complaint: (Indicate dates and location of events).

List names of possible witnesses:

Name	Position	Contact (phone)
_____	_____	_____
_____	_____	_____
_____	_____	_____

What type of resolution do you seek?

(e.g., supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser; apology; workshops or training sessions; mediations; or other)

I hereby confirm that the statements contained in this complaint are true to the best of my knowledge. I understand that a copy of this complaint will be provided to _____ (alleged harasser) for the purpose of investigating this complaint.

Date

Signature of Complainant

I acknowledge receipt of this complaint:

Date

Signature of Administration/Council

4.17 SAFETY POLICY

4.17.1 Health and Safety Statement

The Town of Alameda is vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective.

The Town will make every effort to provide a safe, healthy work environment. All employers and supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury.

The Town of Alameda as the employer is ultimately responsible for worker health and safety. As the Council of the Town of Alameda, we give you our commitment that we will comply with our duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect his or her health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the Council to the workers.

4.17.2 WORKER RIGHTS

Workers have three basic health and safety rights. They are:

- the right to know the hazards at work and how to control them;
- the right to participate in identifying, assessing, eliminating and controlling workplace hazards; and
- the right to refuse work they believe is unusually dangerous to themselves or others.

An unusual danger could be:

- a danger that is not normal for the job;
- a danger that would normally stop work; and
- a situation that a worker isn't trained, equipped or experienced to deal with properly and safely.

Workers have the right to know about the hazards of their job and how to control and handle them safely. A hazard is any activity, situation or substance that could harm a worker. Workers should ask about the hazards at their workplace.

Workers have the right to participate in health and safety at work. Workers can:

- help identify and correct hazards;
- serve on an occupational health committee (OHC); and/or
- serve as a worker health and safety representative.

When a worker has a health and safety concern (or has discovered a hazard they don't have the authority to correct), they should speak to their supervisor. If the worker can't resolve the issue with the help of their supervisor, the worker can re-direct the problem to the workplace's OHC.

A worker has the right to refuse to do any specific job or task which they have reasonable grounds to believe is unusually dangerous to themselves or other workers. Note: Workers can't refuse as a group. The right to refuse is an individual worker's right. Under the Act, workers who use their right to refuse are legally protected. That is, an employer can't fire or discipline a worker who refuses to do unusually dangerous work.

A worker should never do work that they aren't trained, equipped or experienced to do. Workers should follow these steps to refuse work they believe is unusually dangerous.

1. Tell your employer/supervisor that you are refusing the specific job or task because of a health or safety concerns.
2. Your employer/supervisor can re-assign you to a different job or task until the work refusal is resolved. Don't leave the worksite without your employer's permission.
3. If you can't resolve your concern with the employer/supervisor, contact your OHC or representative
4. If the concern can't be resolved within your workplace, contact an Occupational Health and Safety Officer at the OHS Division at 1-800-567-7233. When you call, ask for the Duty Officer.

4.17.2 EMPLOYER & WORKER RESPONSIBILITIES

Employer:

- understand and follow health and safety requirements in the OHS legislation;
- ensure the health, safety and welfare of workers;
- ensure that managers and supervisors are trained, supported and held accountable for fulfilling their workplace health and safety responsibilities; 113 Revised January 2021
- ensure workers have the information, training, certification, supervision and experience to do their jobs safely; and
- provide medical/first aid facilities as needed

Worker:

- understand and follow health and safety requirements outlined in the OHS legislation;
- use safety equipment, machine guards, safety devices and personal protective equipment;
- cooperate with anyone exercising a duty imposed by occupational health and safety legislation; and
- work and act safely.

4.17.3 SAFETY COMMITTEE

A committee consisting of one council and one or two staff members will meet quarterly to discuss any safety concerns. A review of the daily lunchbox meetings held by staff will be reviewed at these meetings. Minutes will be kept of all meetings held, both lunchbox and quarterly meetings.

4.17.4 SAFETY POLICIES

4.17.4.1 HIGH VISIBILITY APPAREL

Town employees shall use protective high-visibility apparel that is appropriate to the risks associated with the worker's employment.

All high-visibility safety apparel shall be under THE Canadian Standards Association. It is defined as protective safety clothing, which includes reflective stripping on apparel that is intended to provide high contrast (fluorescent yellow/green) between clothing and the background during both daytime and nighttime use.

A Town employee may be directed by fellow staff or Town Foreman to wear protective high-visibility apparel at any time when in their opinion there is a risk.

Contractors must abide by this policy.

Employees will abide by *The Occupational Health & Safety Act 1993* and *The Occupational Health & Safety Regulations 1996*.

4.17.2 HEARING PROTECTION

Town employees shall wear hearing protection that is appropriate to risks associated with the worker's employment.

Consideration should be given to work, environment, conditions and noise levels when determining which type of hearing protection to use.

A Town employee may be directed by fellow staff or Town Foreman to wear hearing protection at any time when in their opinion there is a risk.

Contractors must abide by this Policy.

Employees will abide by *The Occupational Health & Safety Act 1993* and *The Occupational Health & Safety Regulations 1996*.

4.17.4.3 BACKUP ALARMS

All vehicles shall require a working backup alarm to be installed to reduce the risk of injury due to vehicle backing up. Contractors must abide by this policy.

4.17.4.4 CHEMICAL RESPONSE PLAN

4.17.4.4.1 Small Spills

The town shall have the appropriate equipment to respond to and contain spills such as a first aid kit, Personal Protective Equipment and emergency eyewash, and fire extinguishers. Town staff shall be trained for onsite chemicals (WHMIS). May need to provide additional ventilation or evacuate the area.

- Refer to MSD sheets for chemical information and spill response measures
- Stop the source (ie: shut off pump).
- Provide and use personal protective equipment during control and clean-up.
- Prevent spills from entering water & sewer sources.
- Contain spill. • Dispose of spilled material appropriately.

4.17.4.4.2 Large Spills

If too large to respond to then:

- Activate the fire alarm
- Notify fellow employees
- Vacate the building
- Notify emergency agencies o Provide time, location, type of substance, cause of the spill, details of spill, name and contact information
- Notify supervisor

Town Foreman shall ensure all safety kits are restocked/repaired on monthly basis.

Employees will abide by *The Occupational Health & Safety Act 1993* and *The Occupational Health & Safety Regulations 1996*.

4.17.4.4.3 CONFINED SPACE

Employees shall receive training in Confined Spaces and will abide by *The Occupational Health & Safety Act 1993* and *The Occupational Health & Safety Regulations 1996*.

4.17.4.4.4 FALL ARREST SYSTEM

Employees shall receive training in Fall Protection and will abide by *The Occupational Health & Safety Act 1993* and *The Occupational Health & Safety Regulations 1996*.

4.17.4.4.5 FIRE SAFETY PLAN

Employees shall abide by the Fire Safety Plan in place as well as *The Occupational Health & Safety Act 1993* and *The Occupational Health & Safety Regulations 1996*.

4.17.4.4.6 POWERED MOBILE EQUIPMENT

Employees shall abide by *The Occupational Health & Safety Act 1993* and *The Occupational Health & Safety Regulations 1996*.

4.17.5 SAFETY COMPLIANCE OF CONTRACTORS

The Town will take all reasonable steps to ensure that individuals and organizations that undertake work for the Town under contract perform the work in a manner that meets or exceeds the requirements set out by:

The Saskatchewan Employment Act,
The Occupational Health and Safety Regulations, 1996, and
The Occupational Health and Safety (Prime Contractor) Regulations

All contracts and agreements must include clauses, which advise a contractor of their obligation to comply with *The Saskatchewan Employment Act, The Occupational Health and Safety Regulations, 1996, and The Occupational Health and Safety (Prime Contractor) Regulations.*

4.17.6 SAFE OPERATING PRACTICES (SOP)

This is a step-by-step description of how to proceed from start to finish performing a task. It must contain:

- Description of task
- Hazards of tasks
- Steps to perform the task
- Personal Protective Equipment List
- Tools & Equipment List
- Reference/Operation Manuals

A Safe Operating Practice (SOP would look like this.

Job Description	
Hazard Identification	Personal Injury bumps, cuts, trips, falls, fatigue, hearing, vision, inhalation, suffocation, drowning, heat exposure, freezing, lifting, muscle strain, burns, electrical shock, corrosive, loss of limb, accident, collision, flying debris, etc
	Vehicle Accident, fire, explosion, equipment failure, property damage, overhead lines, struck, rollover, contact with utilities, etc

	Environment Fire, explosion, weather & road conditions, working alone, visibility, dust, smoke, noise level, chemical, spills, flying debris, wildlife, flowing water, variable terrain
Practices	
Personal Protective Equipment	
Tools/Equipment	
Operating or Reference Manuals	
Date Prepared	Date Revised