



TOWN OF ALAMEDA
Regular Meeting March 16, 2023

The regular meeting of the Council of the Town of Alameda met in the Town Office on Thursday, March 16, 2023. The meeting was called to order at 7:15 pm by Mayor Jennifer Cobham

PRESENT: Mayor Jennifer Cobham, Councillors Dean Copeland, Janelle Dorrance, Alaina Buchanan and Dallas Forseth.
Administrator – Sheri Carritt

ABSENT:

DELEGATIONS: 8:00 p.m. – Tom Frasz

CONFLICT:

AGENDA:

78/03/23

Made by: Councillor Dorrance

That Council approve the Agenda as presented.

CARRIED

MINUTES:

79/03/23

Made by: Councillor Copeland

That the minutes of February 15, 2023, Regular Meeting are approved as presented.

CARRIED

80/03/23

Made by: Councillor Copeland

That the minutes of March 1, 2023, Special Meeting are approved as presented.

CARRIED

81/03/23

Made by: Councillor Dorrance

That the minutes of March 2, 2023, Special Meeting are approved as presented.

CARRIED

CORRESPONDENCE:

- a. SGI-Business Recognition Assessment
- b. Moose Creek Regional Park Minutes – January 24, 2023 & February 28, 2023
- c. Dr. recruitment meeting – March 20th in Oxbow

JC *JD*

ACCEPT AND FILE THE CORRESPONDENCE

82/03/23

Made by: Councillor Forseth

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

CARRIED

ACCOUNTS FOR APPROVAL:

BANK RECONCILIATION

83/03/23

Made by: Councillor Copeland

That the February 2023 Bank Reconciliation is accepted as circulated and forms part of the Minutes of this regular meeting of Council.

CARRIED

FINANCIAL STATEMENT

84/03/23

Made by: Councillor Dorrance

That the Detailed Statement of Financial Activities for February 2023 is accepted as circulated and forms part of the Minutes of this regular meeting of Council.

CARRIED

APPROVED AND ONLINE PAYMENTS

85/03/23

Made by: Councillor Forseth

That the accounts as presented at this meeting are approved for payment from cheques #5914 to #5929 for \$5,757.20 and online payments in the amount of \$18,259.77 and forms part of the Minutes of this regular meeting of Council.

CARRIED

UNFINISHED BUSINESS

ADMINISTRATORS REPORT

VERBAL REPORT

86/03/23

Made by: Councillor Copeland

That we approve the Administrator verbal report.

CARRIED

T. Frasz joined the meeting at 8:20 pm.

JC SK

WATERWORKS DAILY REPORT

87/03/23

Made by: Councillor Dorrance

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

CARRIED

WATERWORKS VERBAL REPORT

88/03/23

Made by: Councillor Copeland

That we approve the Waterworks Operator's verbal report.

CARRIED

T. Frasz vacated the meeting at 8:45 pm.

NEW BUSINESS:

WATER INFRASTRUCTURE

89/03/23

Made by: Councillor Dorrance

That \$5940.00 is transferred from Prairie Pride Credit Union Chequing account to the Water Infrastructure account for the October to December 31, 2022 billing period.

CARRIED

WATER, SEWER AND GARBAGE SHUT OFF

90/03/23

Made by: Councillor Forseth

That the Town approves Roll #141 to shut off the water, sewer, garbage and recycling due to the fact the resident is not living there several months at a time.

CARRIED

MAYOR GIFT

91/03/23

Made by: Councillor Dorrance

That Perry Kinder – past mayor is given a farewell gift of a Town of Alameda jacket.

CARRIED

POLICY NO. 200-1: Office Fire Response Policy

92/03/23

Made by: Councillor Copeland

That Policy No. 200-1, being a Policy that outlines the standards which all office occupants are expected to follow in the case of a fire in the Town of Alameda Office, is adopted and attached to, forming part of these Minutes.

CARRIED

J 4

SNOW REMOVAL

93/03/23

Made by: Councillor Dorrance

That the Town pay Spencer Copeland for 12.5 hours at time and half for removing snow during the snow storm.

CARRIED

COMMITTEE REPORTS

94/03/23

Made by: Councillor

That we acknowledge the following committee reports:

Alameda Rec Board – Councillor Dorrance

Alameda School Council Committee – Mayor Cobham

CARRIED


ADJOURNMENT AND NEXT MEETING

95/03/23

Made by: Councillor Forseth

That the meeting adjourns at 8:47 pm and that the next meeting will be held on Thursday, April 20th, 2023, at 7:00 p.m.

CARRIED



Mayor



Administrator

**Town of Alameda
Bank Reconciliation - Detailed**

**General Chequing Account
For Ending Date 02/28/2023**

110-110-120 - Cash - PPCU - Chequing

GL Balance to 02/28/2023 530,564.50

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

Adjusted Book Balance 530,564.50

Bank Statement Balance: 544,917.42

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	01/31/2023	Ch 5889	RMAA Workshop Fund	AP	-200.00
2	02/16/2023	Ch 5891	Alameda Ventures	AP	-165.92
3	02/16/2023	Ch 5900	RAKS Plumbing Ltd.	AP	-310.80
4	02/16/2023	Ch 5904	UMAAS	AP	-583.00
5	02/28/2023	Ch 5906	Clartech Industries Inc.	AP	-91.42
6	02/28/2023	Ch 5907	House Of Stationery	AP	-59.68
7	02/28/2023	Ch 5908	Irwin's Machining & Welding	AP	-849.38
8	02/28/2023	Ch 5909	Jake Dyck	AP	-174.60
9	02/28/2023	Ch 5910	J.P's Plumbing & Heating Ltd.	AP	-224.78
10	02/28/2023	Ch 5911	Redhead Equipment Ltd.	AP	-4,000.00
11	02/28/2023	Ch 5912	Saskatchewan Health Authority	AP	-149.75
12	02/28/2023		Frasz - Net Pay		-1,862.44
13	02/28/2023		Copeland - Net Pay		-555.76
14	02/28/2023		Drummond - Net Pay		-667.23
15	02/28/2023		Young - Net Pay		-118.34
16	02/28/2023		Carritt - Net Pay		-1,294.46
17	02/28/2023	Oth 627793	Mun Employees Pension Plan	AP	-1,088.10
18	02/28/2023	Oth 631335	Canada Revenue Agency	AP	-1,855.22
19	02/28/2023	Oth 623209	Ministry of Finance	AP	-102.04
				Subtotal:	-14,352.92

Total Uncleared: -14,352.92

Adjusted Bank Balance 530,564.50

Notes

**Town of Alameda
Bank Reconciliation - Detailed**

Investments

For Ending Date 02/28/2023

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

GL Balance to 02/28/2023 **92,276.44**

Service Charges: 0.00

Interest Charges: 0.00

Interest Revenue: 0.00

Adjusted Book Balance **92,276.44**

Bank Statement Balance: **92,276.44**

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance **92,276.44**

Notes

**Town of Alameda
Bank Reconciliation - Detailed**

Water Infrastructure
For Ending Date 02/28/2023

110-110-140 - Cash - Special Savings

GL Balance to 02/28/2023 **125,772.72**

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

Adjusted Book Balance **125,772.72**

Bank Statement Balance: **125,772.72**

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 **125,772.72**

Notes

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-230 - GG - Salaries - Administrator	4,179.15	8,354.63		(8,354.63)	
510-110-330 - GG - Salaries - Assistant	1,475.53	2,464.68		(2,464.68)	
510-110-530 - GG - Contract Admin		1,938.00		(1,938.00)	
	5,654.68	12,757.31	0.00	(12,757.31)	0.00
Benefits					
510-130-230 - GG - Benefits - Administrator	1,040.15	2,070.13		(2,070.13)	
510-140-330 - GG - Benefits - Assistant	593.78	1,105.62		(1,105.62)	
	1,633.93	3,175.75	0.00	(3,175.75)	0.00
	7,288.61	15,933.06	0.00	(15,933.06)	0.00
Professional/Contract Services					
510-200-150 - GG - Cont. - SAMA and Assessment E	5,838.00	5,838.00		(5,838.00)	
510-210-150 - GG - Council - Convention Hotels/Reg.	1,500.00	1,500.00		(1,500.00)	
510-210-170 - GG - Admin. - Training	692.00	892.00		(892.00)	
510-240-100 - GG - Cont. - Memberships & Subscript	306.19	1,319.54		(1,319.54)	
510-280-130 - GG - Donations, gifts	50.00	50.00		(50.00)	
510-290-100 - GG - Cont. - Bank Charges	120.08	249.35		(249.35)	
	8,506.27	9,848.89	0.00	(9,848.89)	0.00
Utilities					
510-300-110 - GG - Utility - Heat	156.81	336.26		(336.26)	
510-300-120 - GG - Utility - Power	105.31	232.58		(232.58)	
510-300-140 - GG - Utility - Telephone	162.19	325.68		(325.68)	
	424.31	894.52	0.00	(894.52)	0.00
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Postage	49.92	49.92		(49.92)	
510-410-140 - GG - Maint. - Office Supplies		220.75		(220.75)	
510-420-100 - GG - Maint. - Janitor Supplies	21.18	21.18		(21.18)	
	71.10	291.85	0.00	(291.85)	0.00
TOTAL GENERAL GOVERNMENT SERVICES	16,290.29	26,968.32	0.00	(26,968.32)	0.00
PROTECTIVE SERVICES					
FIRE PROTECTION					
Professional/Contractual Services					
525-220-100 - PS - Fire - Travel, Meals & Subsistence	387.29	387.29		(387.29)	
525-230-100 - PS - Fire - Insurance		2,720.30		(2,720.30)	
	387.29	3,107.59	0.00	(3,107.59)	0.00
Utilities					
525-300-110 - PS - Fire - Utility - Heat	187.28	414.18		(414.18)	
525-300-120 - PS - Fire - Utility - Power	326.76	505.37		(505.37)	
525-300-140 - PS - Fire - Utility - Telephone	76.50	153.00		(153.00)	
	590.54	1,072.55	0.00	(1,072.55)	0.00

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
TOTAL FIRE PROTECTION:	977.83	4,180.14	0.00	(4,180.14)	0.00
TOTAL PROTECTIVE SERVICES:	977.83	4,180.14	0.00	(4,180.14)	0.00
TRANSPORTATION SERVICES					
MAINTENANCE					
Wages & Benefits					
Wages					
530-110-130 - TS - Maint. - Salaries - Foreman	2,281.95	4,546.57		(4,546.57)	
530-110-150 - TS - Maint. - Salaries - Seasonal	1,365.52	2,489.52		(2,489.52)	
	3,647.47	7,036.09	0.00	(7,036.09)	0.00
Benefits					
530-130-130 - TS - Maint. - Benefits - Foreman	376.64	744.52		(744.52)	
530-150-150 - TS - Maint. - Benefits - Seasonal	24.60	44.86		(44.86)	
	401.24	789.38	0.00	(789.38)	0.00
	4,048.71	7,825.47	0.00	(7,825.47)	0.00
Professional/Contractual Services					
530-200-200 - TS - Maint - Shop Bldg Maintenance	1,258.14	1,258.14		(1,258.14)	
530-220-110 - TS - Maint.- Office Supplies	56.99	251.84		(251.84)	
530-265-100 - TS - Maint - Purchase of Equipment	4,000.00	4,000.00		(4,000.00)	
30-290-100 - TS - Maint. - Contracted Repairs	296.80	296.80		(296.80)	
	5,611.93	5,806.78	0.00	(5,806.78)	0.00
Utilities					
530-300-110 - TS - Maint. - Utility - Heat	187.28	414.19		(414.19)	
530-300-120 - TS - Maint. - Utility - Power	326.75	505.36		(505.36)	
530-300-140 - TS - Maint. - Utility - Telephone	198.14	361.97		(361.97)	
530-310-100 - TS - Maint. - Utility - Street Lights	794.33	1,588.66		(1,588.66)	
	1,506.50	2,870.18	0.00	(2,870.18)	0.00
Maintenance, Materials & Supplies					
530-400-110 - TS - Maint. - Shop Supplies	245.59	636.54		(636.54)	
530-420-100 - TS - Vehicle/Equip. Repair/Parts/Tools	975.05	975.05		(975.05)	
530-420-110 - TS - Maint. - Oil, Gas, Diesel	393.40	819.94		(819.94)	
	1,614.04	2,431.53	0.00	(2,431.53)	0.00
TOTAL MAINTENANCE:	12,781.18	18,933.96	0.00	(18,933.96)	0.00
TOTAL TRANSPORTATION SERVICES:	12,781.18	18,933.96	0.00	(18,933.96)	0.00
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-200-110 - EH - Cont. - Waste Collection/Recycle	2,111.08	2,111.08		(2,111.08)	
	2,111.08	2,111.08	0.00	(2,111.08)	0.00
TOTAL ENVIRONMENTAL SERVICES:	2,111.08	2,111.08	0.00	(2,111.08)	0.00
RECREATION AND CULTURAL SERVICES					
Professional/Contractual Services					
570-250-100 - R&C - Cont. - Campground Expenses	139.23	283.65		(283.65)	
570-290-100 - R&C - Cont -Regional Library Requiriti		9,703.15		(9,703.15)	

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
	139.23	9,986.80	0.00	(9,986.80)	0.00
Maintenance, Materials and Supplies					
570-430-170 - R&C - Alameda Library Expenses	3,710.00	3,710.00		(3,710.00)	
	3,710.00	3,710.00	0.00	(3,710.00)	0.00
TOTAL RECREATION AND CULTURAL SERV	3,849.23	13,696.80	0.00	(13,696.80)	0.00
UTILITIES					
WATER					
Wages and Benefits					
580-110-110 - UT - Water - Salaries	2,617.21	5,752.47		(5,752.47)	
580-120-110 - UT - Water - Benefits	391.09	859.52		(859.52)	
	3,008.30	6,611.99	0.00	(6,611.99)	0.00
Professional/Contractual Services					
580-285-150 - UT - Water - Cont. Repairs - Line Rep	214.65	214.65		(214.65)	
580-290-100 - UT - Water - Laboratory Testing	142.60	208.30		(208.30)	
580-295-300 - UT - Water - Contract Position	174.60	174.60		(174.60)	
	531.85	597.55	0.00	(597.55)	0.00
Utilities					
580-300-110 - UT - Water - Heat	169.86	370.22		(370.22)	
580-300-120 - UT - Water - Power	328.84	1,728.16		(1,728.16)	
	498.70	2,098.38	0.00	(2,098.38)	0.00
Maintenance, Materials and Supplies					
580-400-110 - UT - Water - Stationary & Postage	214.99	214.99		(214.99)	
580-430-100 - UT - Water - Materials & Supplies	1,757.48	4,401.24		(4,401.24)	
580-450-100 - UT - Water - Chemicals	87.07	87.07		(87.07)	
	2,059.54	4,703.30	0.00	(4,703.30)	0.00
TOTAL WATER:	6,098.39	14,011.22	0.00	(14,011.22)	0.00
SEWER					
Wages and Benefits					
585-110-110 - UT - Sewer - Foreman -Salaries	1,140.97	2,273.28		(2,273.28)	
585-120-110 - UT - Sewer - Foreman -Benefits	188.32	372.26		(372.26)	
	1,329.29	2,645.54	0.00	(2,645.54)	0.00
Utilities					
585-300-120 - UT - Sewer - Power	250.63	515.24		(515.24)	
585-300-140 - UT - Sewer - Telephone	52.17	104.34		(104.34)	
	302.80	619.58	0.00	(619.58)	0.00
TOTAL SEWER:	1,632.09	3,265.12	0.00	(3,265.12)	0.00
TOTAL UTILITIES:	7,730.48	17,276.34	0.00	(17,276.34)	0.00
TOTAL EXPENDITURES:	43,740.09	83,166.64	0.00	(83,166.64)	0.00

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears	(282.73)	3,127.24		3,127.24	
410-400-290 - Penalty on Pavement Arrears		473.57		473.57	
	(282.73)	3,600.81	0.00	3,600.81	0.00
TOTAL TAXATION:	(282.73)	3,600.81	0.00	3,600.81	0.00
FEES AND CHARGES					
Sale of Supplies and Gravel					
420-200-900 - F&C - Misc Revenue	10,000.00	10,000.00		10,000.00	
	10,000.00	10,000.00	0.00	10,000.00	0.00
Licenses and Permits					
420-700-210 - F&C - Licenses - Pets		110.00		110.00	
	0.00	110.00	0.00	110.00	0.00
TOTAL FEES AND CHARGES:	10,000.00	10,110.00	0.00	10,110.00	0.00
UTILITIES					
Water					
140-120-100 - Water - Tap Water Sales	455.00	856.00		856.00	
40-130-100 - Water - Sales - Large Volumes	1,509.53	1,621.93		1,621.93	
	1,964.53	2,477.93	0.00	2,477.93	0.00
Other Utilities					
440-330-100 - UT - Refuse and Recycling Revenue	251.39	251.39		251.39	
	251.39	251.39	0.00	251.39	0.00
TOTAL UTILITIES:	2,215.92	2,729.32	0.00	2,729.32	0.00
GRANTS IN LIEU OF TAXES					
Other					
450-800-100 - GIL - Other - SaskPower Surcharge	2,152.87	3,876.68		3,876.68	
450-900-100 - GIL - Other - SK Energy	1,656.19	3,038.05		3,038.05	
	3,809.06	6,914.73	0.00	6,914.73	0.00
TOTAL GRANTS IN LIEU OF TAXES:	3,809.06	6,914.73	0.00	6,914.73	0.00
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue	344.18	832.74		832.74	
470-120-100 - Dividends Revenue		(218.37)		(218.37)	
470-140-100 - Royalty Revenue		48.88		48.88	
	344.18	663.25	0.00	663.25	0.00
TOTAL INVESTMENT INCOME AND COMMIS	344.18	663.25	0.00	663.25	0.00
OTHER REVENUES					
Other Revenue					
480-190-100 - GG- Other revenue	912.98	912.98		912.98	
	912.98	912.98	0.00	912.98	0.00

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
TOTAL OTHER REVENUES:	912.98	912.98	0.00	912.98	0.00
TOTAL REVENUES:	16,999.41	24,931.09	0.00	24,931.09	0.00
CHANGE IN NET-FINANCIAL ASSETS	(26,740.68)	(58,235.55)	0.00	(58,235.55)	0.00
CHANGE IN NET ASSETS	(26,740.68)	(58,235.55)	0.00	(58,235.55)	0.00
CHANGE IN SURPLUS	(26,740.68)	(58,235.55)	0.00	(58,235.55)	0.00

Town of Alameda
Statement of Financial Activities - Detailed
For the Period Ending February 28, 2023

	Current	Year To Date	Budget	Variance	%
ACCOUNT BALANCES					
	Current	Year to Date	Balance		
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	(23,533.99)	(36,484.49)	530,564.50		
110-110-130 - Cash - Bank - Term Deposit	91.93	(149,705.67)	92,276.44		
110-110-140 - Cash - Special Savings	125.30	263.53	125,772.72		
Total Cash and Investments:	(23,316.76)	(185,926.63)	748,863.66		
Municipal Taxes Receivable					
110-200-100 - Municipal - Tax Receivable - Current			18,560.99		
110-200-110 - Municipal - Tax Receivable - Arrears	(515.54)	(5,039.28)	1,872.42		
110-200-180 - Municipal - 5th Ave Paving - Tax Roll		473.57	3,630.70		
110-200-400 - Municipal 5th Avenue Paving Future			20,949.41		
110-200-410 - Municipal - 6th Street Paving Future			5,438.79		
Total Municipal Taxes Receivable:	(515.54)	(4,565.71)	50,452.31		

Certified correct and in accordance with the records

Presented to council on

March 16, 2023
(Date)



Chief Administrative Officer



Mayor/Deputy Mayor

Town of Alameda
List of Accounts for Approval
Batch: 2023-00038 to 2023-00044

Bank Code: AP - ACCT.S PAYABLE

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
5914	03/22/2023	Alameda Ventures	162.15
5915	03/22/2023	Myrna Babbings	525.00
5916	03/22/2023	House Of Stationery	189.61
5917	03/22/2023	Munisoft	210.90
5918	03/22/2023	Nelson Motors and Equipment	33.57
5919	03/22/2023	Oxbow Agencies	42.40
5920	03/22/2023	RAKS Plumbing Ltd.	1,800.51
5921	03/22/2023	Saskatchewan Health Authority	46.00
5922	03/22/2023	Saskatchewan Health Authority	23.00
5923	03/22/2023	Southern Plains Co-op	125.64
5924	03/22/2023	Southeast College	320.00
5925	03/22/2023	Success Office Systems	129.97
5926	03/22/2023	Taylor's Electric	1,504.23
5927	03/22/2023	Two Canuck's Holding Ltd	335.17
5928	03/22/2023	Western Municipal Consulting	262.50
5929	03/22/2023	Zee Medical Service Co.	46.55
Total Computer Cheque:			5,757.20

OTHER

Payment #	Date	Vendor Name	Payment Amount
608367	03/22/2023	Collabria Mastercard	439.40
614292	03/10/2023	Sask Tel	114.57
614292	03/10/2023	Sask Power/Energy	144.54
614295	03/10/2023	Sask Power/Energy	353.96
614299	03/10/2023	Sask Power/Energy	168.32
614301	03/10/2023	Sask Power/Energy	832.16
614304	03/10/2023	Sask Power/Energy	115.08
614306	03/10/2023	Sask Power/Energy	268.86
614308	03/10/2023	Sask Power/Energy	234.87
614311	03/10/2023	Sask Power/Energy	107.56
614314	03/10/2023	Sask Power/Energy	352.98
615281	03/13/2023	Girard Bulk Services Ltd.	319.50
615539	03/14/2023	Canada Revenue Agency	2,735.51
615702	03/14/2023	Mun Employees Pension Plan	1,349.66
624181	03/06/2023	Sask Tel	384.35
624263	03/06/2023	Collabria Mastercard	2,032.90
624954	03/06/2023	GFL Environmental Inc.	2,235.09
624958	03/06/2023	Girard Bulk Services Ltd.	447.32
624960	03/06/2023	SUMA	1,024.19
Total Other:			13,660.82

Total AP: 19,418.02

Certified Correct

Date Printed
03/22/2023 1:37 PM

Town of Alameda
List of Accounts for Approval
Batch: 2023-00038 to 2023-00044

Page 2



Mayor



Administrator

Office Fire Response Policy

Date Approved by Council: March 16, 2023

Lead Role: Administration

Policy Statement

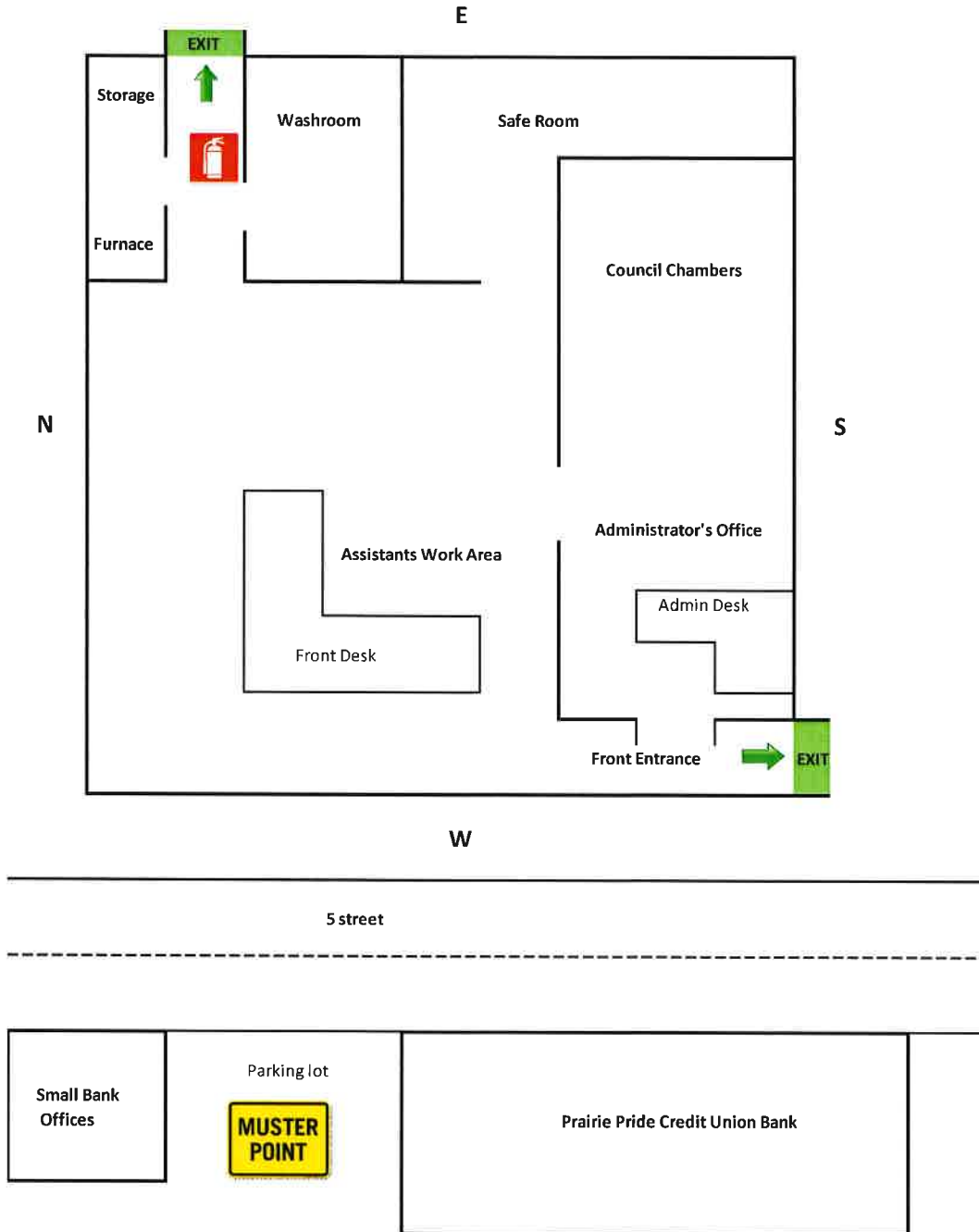
Fire safety is everyone's responsibility. This policy outlines the standards which all office occupants are expected to follow in the case of a fire in the Town of Alameda Office.

Procedures

- 1) Assess the fire situation at hand.
- 2) In the case of a small fire, extinguish the fire, if possible, utilizing the fire extinguisher available within the office building by the washroom. Note their location, marked in red, on schedule "A", attached.
- 3) In the case of a large fire follow these steps:
 - Remain calm;
 - Leave your office, or other location, as quickly as possible, closing the door behind you;
 - Yell, 'FIRE, FIRE, FIRE!', alerting other staff of the emergency situation;
 - The employee nearest to the Safe Room shall close the door, if safe to do so;
 - Proceed to the nearest exit that can be safely accessed. Exit locations are marked in green, on the attached schedule "A";
 - Once safely outside, proceed to the muster point. The muster point shall be across the street at the Prairie Pride Credit Union Bank parking lot at 114-5th street.
 - Call 9-1-1 and provide the address of building;
 - Complete a headcount to ensure all office occupants are accounted for.
- 4) Do not re-enter the building for any reason.



Town of Alameda
Policy 200-1 – Office Fire Response Policy
Schedule “A”



JC
JK

Document Revision History:

Document Title:	Revision Date:	Approved By:
Office Fire Response Policy		Council

