

COUNCIL MEETING

**MONDAY, SEPTEMBER 23, 2013
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 23, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

| <u>AGENDA ITEM</u> | <u>RECOMMENDATION</u> |
|---|---|
| 1. GENERAL | |
| A) Call to Order | |
| B) Adoption of Agenda * | Adoption |
| C) Accounts Payable * | For Information |
| D) Bank Summary to June 30, 2013 * | For Information |
| 2. DELEGATION | |
| A) Hazards Risk Vulnerability Assessment Final Report * (D. Wolanski and R. Robinson to present) | For Information |
| 3. MINUTES | |
| A) Council meeting held September 9, 2013 * | For Adoption |
| B) Special Council meeting held September 17, 2013 * | For Adoption |
| C) Redcliff and District Recreation Services Board meeting held September 3, 2013 * | For Information |
| D) Redcliff Family and Community Support Services Board notes for meeting held September 10, 2013 * | For Information |
| E) Redcliff Planning Board meeting held September 17, 2013 * | For Information |
| i) Condo Conversion Application 2013-Condo-01 * Lots 31, 32, and 33-34, Block 86, Plan 1117V (5 2 Street NE) | For Consideration |
| F) Municipal Planning Commission meeting held September 18, 2013 * | For Information |
| 4. BYLAWS | |
| A) Bylaw 1756/2013, Procedural Bylaw * | 2 nd / 3 rd Reading |
| B) Bylaw 1757/2013, Fire Services Bylaw * | 1 st Reading |
| 5. STAFF RECOMMENDATIONS | |
| A) Northbound Right Turn Lane Addition Broadway Ave and Mitchell * Street Intersection | For Consideration |

6. POLICIES

- | | | |
|-----------|--|-------------------|
| A) | Policy 059, Sustainable Infrastructure Policy * | For Consideration |
| B) | Policy 086, Computer Policy * | For Consideration |
| C) | Policy 108, Firefighter Training Requirements Policy * | For Consideration |
| D) | Policy 109, Harassment / Workplace Violence Policy * | For Consideration |

7. CORRESPONDENCE

- | | | |
|-----------|---|-----------------|
| A) | Alberta Environment and Sustainable Resource Development * Re: 20 million to protect erosion damages | For Information |
| B) | City of Medicine Hat * Re: Extension of Principle Agreement – Regionalization of Disaster Services | For Information |
| C) | Palliser Economic Partnership – Media Release * Re: Transportation Assessment of Southeast Alberta | For Information |
| D) | Travel Alberta * Re: 2013-2016 Business Strategy | For information |

8. OTHER

- | | | |
|-------------|--|-------------------|
| A) | City of Medicine Hat | |
| i) | Subdivision Application 2013MH010 * | For Information |
| ii) | Subdivision Application 2013MH013 * | For Information |
| iii) | Subdivision Application 2013MH014 * | For Information |
| iv) | Subdivision Application 2013MH015 * | For Information |
| B) | Budget Process * | For Consideration |
| C) | 2 nd Quarter Financial Summary * | For Information |
| D) | Municipal Manager's Report to Council * | For Information |
| E) | Redcliff/Cypress Regional Landfill Graphs to August 31, 2013 * | For Information |
| F) | Letter to Minister on Directives * | For Information |
| G) | Council Orientation Agenda * | For Information |
| H) | Garbage Truck Repairs * | For Information |
| I) | Appointment of Acting Municipal Manager | For Information |

9. RECESS

10. IN CAMERA

A) Labour

11. ADJOURN

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 23, 2013

PROPOSED BY: Robert Osmond, Director of Finance & Administration

TOPIC: Sustainable Infrastructure Policy

PROPOSAL: For approval of a Sustainable Infrastructure Policy (Policy #59)

BACKGROUND:

The proposed policy is in fulfilment of the direction from Council at the September 12th meeting to amend policy #59 – Infrastructure Replacement to reflect Council's position on allowing current local improvements to run their course, prioritizing existing infrastructure for grant funding and the sustainable funding of infrastructure.

After an extensive review of current infrastructure policy in 2013 the Town of Redcliff Council determined that significant revision to the policy was required to insure the ongoing sustainability of capital infrastructure planning. At the heart of this change was a move away from the philosophy that used local improvement taxes to recover the cost of replacing existing infrastructure from the property owner whom it directly affects. Although local improvement taxes are permitted in the Municipal Government Act (MGA), their use for the rehabilitation or replacement of existing infrastructure presents sustainability issues over the long term.

Going forward the capital philosophy will be that the network of existing infrastructure represents a benefit to the entire community and as such will be maintained by the community at large. Under this philosophy infrastructure that requires rehabilitation or replacement will no longer be funded using local improvement taxes. Local improvement taxes may still be used to fund new infrastructure such as paving unpaved roads, additional linear assets and capacity improvements.

Infrastructure management in the Town of Redcliff will be completed in such a way that ensures the sustainability of the community's infrastructure, and maintaining at all times a long term focus that will benefit the entire community.

OPTIONS:

1. To approve policy #59 – Sustainable Infrastructure as presented and cancel policy #11 – Frontage Prepayment as it has been incorporated in policy #59.
2. To approve policy #59 – Sustainable Infrastructure as amended and cancel policy #11 – Frontage Prepayment as it has been incorporated in policy #59.

RECOMMENDATION:

That Council considers Option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve policy #59 – Sustainable Infrastructure as presented and further that policy #11 – Frontage Prepayment be cancelled.
2. Councillor _____ moved to approve policy #59 – Sustainable Infrastructure as amended and further that policy #11 – Frontage Prepayment be cancelled.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2013.**

Approved by Council –

SUSTAINABLE INFRASTRUCTURE POLICY

BACKGROUND

After an extensive review of current infrastructure policy in 2013 the Town of Redcliff Council determined that significant revision to the policy was required to insure the ongoing sustainability of capital infrastructure planning. At the heart of this change was a move away from the philosophy that used local improvement taxes to recover the cost of replacing existing infrastructure from the property owner whom it directly affects. Although local improvement taxes are permitted in the Municipal Government Act (MGA), their use for the rehabilitation or replacement of existing infrastructure presents sustainability issue over the long term.

Going forward the capital philosophy will be that the network of existing infrastructure represents a benefit to the entire community and as such will be maintained by the community at large. Under this philosophy infrastructure that requires rehabilitation or replacement will no longer be funded using local improvement taxes. Local improvement taxes may still be used to fund new infrastructure such as paving unpaved roads, additional linear assets and capacity improvements.

Infrastructure management in the Town of Redcliff will be completed in such a way that ensures the sustainability of the community's infrastructure, and maintaining at all times a long term focus that will benefit the entire community.

POLICY

CAPITAL INFRASTRUCTURE PLAN

Administration will regularly evaluate its infrastructure and maintain a funded ten year multi-year capital infrastructure plan (MYCIP) to plan the construction, rehabilitation and replacement of infrastructure within the limits of our financial resources.

Further, administration will ensure that minor repairs or maintenance will not be scheduled for segments of infrastructure that are planned for rehabilitation or replacement.

FUNDING EXISTING INFRASTRUCTURE REHABILITATION AND REPLACEMENT

Projects for existing infrastructure previously funded using local improvement taxes will be not be adjusted or changed but allowed to run their course. To limit the impact of the move away from local improvement taxes for existing infrastructure, administration will prioritize future rehabilitation and eventual replacement of existing municipal infrastructure for grant funding.

To develop an improved sustainable infrastructure strategy, Council will establish a portion of the Municipal Tax Rate to be set aside for capital infrastructure. This component will be discussed during annual capital budget discussions and be incorporated in the tax rate bylaw.

LOCAL IMPROVEMENT TAXES

Due to the sustainability implications of using local improvement taxes, the Town of Redcliff will only consider the use local improvement taxes to fund capital infrastructure for new infrastructure (paving unpaved roads, additional linear assets, capacity improvements, etc.).

Local improvements taxes are not a funding option for Developers. Developers are expected to prepay any portion of the development project identified as the Developer's in the development agreement.

The Town of Redcliff will re-notify the affected property owners of a local improvement project when tenders received exceed the estimated project costs by 25%. This would apply to local improvement projects that have had plans approved, the affected property owners notified, Bylaw(s) adopted, and the project has not been initiated.

TOWN CONTRIBUTION TO LOCAL IMPROVEMENT PROJECTS

Council accepts that many infrastructure projects have some degree of benefit to the community at large. Within budgetary constraints, the Town will provide funding proportionate to this benefit towards local improvement projects for new infrastructure. This funding may be in the form of municipal labor and equipment, Town at large funding, or by way of grants received from other levels of government.

The appropriate percentage of contribution will be based on the proportionate benefit to the community at large as determined by the Town of Redcliff.

PREPAYMENT OF FRONTAGE FOR TOWN OWNED PROPERTY

At times the Town of Redcliff passes frontage Bylaws in areas of Redcliff and at times there are properties owned by the Town of Redcliff in these areas. It is normally easier for accounting and administrative purposes to have these frontages prepaid by the Town. Due to stop loss penalties imposed by the ACFA (Alberta Capital Finance Authority) it is in the best interest of the community to short borrow all frontage levies attributable to all Town owned properties, including those municipal properties leased by non-profitable organizations unless it is prohibitive to do so.

Approved by Council – January 25, 2010

INFRASTRUCTURE REPLACEMENT POLICY**BACKGROUND**

From time to time various infrastructures that directly affect and benefit property owners become aged to where the particular infrastructure is in need of replacement. In the majority of these situations, the infrastructure in question has outlived its reasonable expected life.

The Town has grown on the philosophy that the cost of replacing infrastructure directly affecting and benefiting property should be recovered from the property owner whom it directly affects. Additionally the Municipal Government Act endorses this philosophy, and furthermore legislates public awareness through advertising when maximum funding limits are exceeded by a Municipal Government wishing to construct infrastructure directly affecting private property.

POLICY

The Town of Redcliff will endeavor to regularly evaluate its ageing infrastructure and endeavor to replace aged infrastructure within reasonable limits. Furthermore, the Town will attempt to assist in the replacement of such infrastructure within its budgetary constraints.

As most existing infrastructure to some degree benefits the surrounding developed area, the Town will endeavor to provide assistance of up to 25% of project costs for the replacement of existing aged infrastructure fronting private property. This assistance may be in the form of municipal labor and equipment, Town at large funding, or by way of grants received from other levels of government.

Where Council deems the replacement costs of particular infrastructure benefits the surrounding area to a greater degree, or when infrastructure has severely deteriorated prior to its expected life, Council may authorize additional subsidization, keeping in mind the legislated requirements for any subsidization.

The Town of Redcliff management and staff will further attempt to ensure repairs to various segments of infrastructure are not be made where the particular segment of infrastructure should be considered for and recommended for renewal and replacement.

The Town of Redcliff will re-notify the affected property owners of a local improvement project when tenders received exceed the estimated project costs by 25%. This would apply to local improvement projects that have had plans approved, the affected property owners notified, Bylaw(s) adopted, and the project has not been initiated.

POLICY NO. 011(2013)

Approved by Council - February 11, 2013

FRONTAGE PREPAYMENT POLICY - TOWN OWNED PROPERTY

BACKGROUND

At times the Town of Redcliff passes frontage Bylaws in areas of Redcliff and at times there are properties owned by the Town of Redcliff in these areas.

It is normally easier for accounting and administrative purposes to have these frontages prepaid by the Town. Due to stop loss penalties imposed by the ACFA (Alberta Capital Finance Authority) it is in the best interest of the community to short borrow rather than prepay amounts borrowed from ACFA.

POLICY

The Town of Redcliff will short borrow all frontage levies attributable to all Town owned properties, including those municipal properties leased by non-profitable organizations unless it is prohibitive to do so.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 23, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Policy 86

PROPOSAL: To consider changes to policy

BACKGROUND:

As identified in the Municipal Inspection report, council was to not act contrary to their legislated role. This is specific to the Minister Directive and roles and responsibilities sections of the *MGA*.

I had identified in a previous report that Policy 86 was very much administrative in nature and should be changed or cancelled in order to meet the directive. Upon further review, I believe that there were some areas of the policy that were administrative in nature and should be included in a procedure or employee handbook that we are working on.

Since Council now uses tablets the majority of this policy would also be applicable to councillors. With this in mind, administration is proposing changes to the policy as presented but not full cancellation. References and sections that were mostly administrative in nature (more procedure related to employees) have been removed. Adopting the policy as presented I believe would satisfy the directive.

OPTIONS:

1. Approve Policy 86 as presented.
2. Approve Policy 86 as amended.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt Policy 86 – Computer Policy as presented.
2. Councillor _____ moved to adopt Policy 86 – Computer Policy as amended.

SUBMITTED BY: _____
Department Head  Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ **DAY OF** ____ **AD. 2013.**

Approved by Council -

COMPUTER POLICY

BACKGROUND

The Town of Redcliff provides the privilege of computer use to employees and Council who require the access to assist them in support of the overall business objectives of the Town of Redcliff. This includes access to the Internet, local network access and use of electronic mail. Any reference to the term 'Internet' in this policy refers to an employee's or councillor's access to the Internet, use of electronic mail, network access (both local and global) and any other means in which an employee can access other computers or computer systems.

This policy applies to all Town of Redcliff employees, members of council, fire department volunteers, and contractors who are provided computer use and access by the Town of Redcliff.

The purpose of this document is to provide a guideline to achieve security, reliability and consistency of the Town of Redcliff's computer systems.

INTERNET / ELECTRONIC MAIL USAGE

Although the Internet and electronic mail are a valuable resource, it also exposes the Town of Redcliff and its employees to a variety of risks. Accordingly all aspects of the Town of Redcliff's Internet presence must be carefully managed. This ensures that the Town of Redcliff's image is properly protected, its liability limited, internal resources are protected from unauthorized access and that employees Internet use is suitable and cost effective.

The Town of Redcliff computer systems, networks and all related systems are monitored on a regular basis. This is to ensure compliance with the Town of Redcliff's policies and business code of conduct.

POLICY

1. Town of Redcliff employees personnel must comply with corporate rules and all applicable laws regarding computer use. Users shall be responsible for promptly securing any necessary permission in writing
2. Incidental and occasional personal use of the Internet and electronic mail are permitted by the Town of Redcliff during an employee's personal time. It must be done in a manner consistent with Town of Redcliff's standards of business conduct. Use of the Town of Redcliff's Internet system for personal profit or gain is strictly prohibited.
3. As owner and provider of the electronic mail service the Town of Redcliff reserves the right to read, monitor and audit all employees' users of Town of Redcliff

electronic mail accounts.

4. ~~Town of Redcliff employees shall not use the Town of Redcliff's Internet access to retrieve any material that is pornographic or hate-related. Any user found to be intentionally doing so will be subject to disciplinary action, up to and including termination of employment.~~
5. Some activities may constitute a violation as defined under law. Non-compliance of the following may result in **an employee a user** facing disciplinary action in addition to incurring civil and/or criminal liability:
 - i) Using Town of Redcliff time and resources for personal use and/or gain.
 - ii) Failure or refusal to cooperate with a security investigation.
 - iii) Gaining or attempting to gain unauthorized access to information resources.
 - iv) Using or knowingly allowing another individual to use any computer, computer network, computer system, program or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
 - v) Invading the privacy of individuals or entities that are creators, authors, users or subjects of information resources.
 - vi) Violation of Town of Redcliff or third-party copyright, license agreements or other contracts;
 - vii) Deliberate disruption of Town of Redcliff information delivery systems.
6. Electronic mail accounts are assigned by the **Municipal Treasurer Director of Finance and Administration** or designate. Use of another electronic mail account for Town of Redcliff business is prohibited.
7. Purchases made via the Internet must follow the Purchasing Policy (Policy No. 38).
8. All Town of Redcliff **employees personnel** who are authorized to access the Internet or electronic mail shall sign an Internet, Electronic Mail Access and Personal Data Conditions of Use Agreement. This agreement shall be retained in their personal file.

Schedule 'A'

INTERNET, ELECTRONIC MAIL ACCESS AND PERSONAL DATA
CONDITIONS OF USE AGREEMENT

This Conditions of Use Agreement sets out Town of Redcliff's guidelines in regards to an employee's access to the Internet. This also includes access to and disclosure of electronic mail messages sent or received by Town of Redcliff **employees personnel** with use of the Town of Redcliff's computer systems. The Town of Redcliff respects the individual privacy of its **employees people**. However, **employee** privacy does not extend to **the employee's** work-related conduct or to the use of the Town of Redcliff provided equipment, supplies or use of the Internet provided by the Town of Redcliff. Users should be aware that the following guidelines will apply to Internet and electronic mail use in the workplace.

The Town of Redcliff computer systems, networks and all related systems are monitored on a regular basis. This is to ensure compliance with the Town of Redcliff's policies and business code of conduct. Any reference to the term 'Internet' in this agreement refers to an employee's access to the Internet, use of electronic mail, network access (both local and global) and any other means in which an employee can access other computers or computer systems.

GENERAL

1. Town of Redcliff **employees- personnel** must be aware that an author's permission may be required to copy, download or distribute (even internally), materials or portions of materials accessed on the Internet. All users shall not use any such materials or portions of materials in reports, articles or other documents without securing the author's prior permission. Proper credit shall be given to the original author(s) when their material is used.
2. Town of Redcliff **employees personnel** shall represent themselves and the Town of Redcliff professionally. They must ensure that none of their actions create legal issues, security exposures or damage the reputation of the Town of Redcliff.
3. Town of Redcliff **employees personnel** should take reasonable care to ensure the accuracy of any information from the Internet. Data retrieved from external sources may be corrupted, forged or intentionally misleading.
4. Town of Redcliff **employees personnel** shall respect the privacy of others. Users shall not copy, access, and modify data or passwords belonging to others without permission.
5. **Use of instant messaging programs such as MSN Messenger, Yahoo Messenger or Google Talk or any form of online chatting is prohibited.**
6. Town of Redcliff **employees personnel** shall abide by the terms set out in this agreement, Policy No.86-2010 (Computer Policy) and Procedure No.119-2010(Computer Procedure).

INTERNET / ELECTRONIC MAIL USAGE

Employees Town personnel are encouraged to use the Internet as an information source when appropriate. This provides the public with effective, high quality service and also allows for staff development. The purpose of electronic mail is to provide a secure, reliable and efficient method of communications amongst Town of Redcliff employees, **members of council**, customers and clients.

MANAGEMENT'S RIGHT TO ACCESS INFORMATION

The Town of Redcliff has installed electronic mail systems and access to the Internet to facilitate business communications. Although each employee has an individual password to access both the Internet and electronic mail, these passwords are to be made available to the Municipal Treasurer from time to time at her request. The contents of both Internet access and electronic mail communications are accessible at all times by the employee's department head via the system administrator. These systems may be subject to periodic unannounced inspections and should be treated as other shared filing systems. Encryption programs may not be installed without being authorized by the Municipal Treasurer. Encryption keys must be provided to the employee's supervisor. All electronic mail messages are Town of Redcliff records. The contents of electronic mail may be discussed within the Town of Redcliff without the employee's permission as is currently the case with other forms of corporate communication such as letters, memos and faxes. One should not assume that messages are confidential. The Town of Redcliff may also maintain backup copies of electronic mail messages.

PERSONAL USE

As the Town of Redcliff provides access to the Internet and electronic mail systems to assist employees in the performance of their job they should use it for official Town of Redcliff business. Incidental and occasional personal use of the Internet and electronic mail during an employee's personal time are permitted by the Town of Redcliff but this information will be treated the same as information obtained for work purposes. The employee may only use web sites that are known to be safe and pose no security risk to the Town of Redcliff's computer systems. Employees who access a personal electronic mail account are also responsible in ensuring that the material they access conforms and abides with the Town of Redcliff's rules and regulations.

The Town of Redcliff reserves the right to access and disclose, as necessary, all messages sent over its computer system without regard to content. Since Town of Redcliff management can access one's personal messages without prior notice, employees should not use the Internet or electronic mail to transmit any messages they would not want read by a third party. Staff may not use these systems for purposes such as soliciting or advocating for commercial ventures, religious or personal causes, outside organizations, or other similar non-job-related solicitations.

Storage of personal data on the Town of Redcliff's computer system is prohibited. Upon termination of employment it is understood that no access to the Town of Redcliff's computer system will be granted to the terminated employee to retrieve personal data.

FORBIDDEN CONTENT

Employees Personnel may not use the Town of Redcliff's access to the Internet or electronic mail systems in any way that may be seen as insulting, disruptive, offensive by other persons, or harmful to morale. Examples of forbidden transmission include but are not limited to: sexually-explicit material, unwelcome propositions, ethnic or racial slurs, or any other files, images or messages that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disabilities, religious or political beliefs.

PASSWORD AND ENCRYPTION KEY SECURITY AND INTEGRITY

Employees Personnel are prohibited from the unauthorized use of the passwords and encryption keys of other **employees users** in order to gain access to that **employee's user's** Internet privileges, electronic mail or local network access.

The Town of Redcliff may modify these Conditions of Use when deemed necessary. **Any employee that violates the Conditions of Use Agreement, misuses the Internet, the Town of Redcliff electronic mail system or the Town of Redcliff network will be subject to disciplinary action, up to and including termination of employment.**

Date: _____

I, _____ have read the above Internet and Electronic Mail Conditions of Use, as well as Policy No. 086-2010 (Computer Policy). I hereby agree to all terms contained within.

(Signature of **employee** user)

(Signature of witness)

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 23, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Policy 108 – Firefighter training

PROPOSAL: To cancel policy

BACKGROUND:

As presented earlier in this same meeting of Council, this policy is administrative in nature and needs to be cancelled in order to meet the Minister directives as identified in the Ministerial order. It should be noted that the new proposed Fire Services Bylaw outlines that the Fire Chief will make a determination of training/experience of firefighters based on industry standards and best practices and within the budgetary procedures of the Town of Redcliff. Cancellation of this policy is NOT implying that we won't have trained members of the department rather just that we are appropriately leaving that determination with the Fire Chief and administration.

OPTIONS:

1. To approve Policy 108.

RECOMMENDATION:

This policy needs to be cancelled in order to comply with legislation and Minister directives.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 108 Firefighter Training Requirements be cancelled.

SUBMITTED BY: _____

Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

Approved by Council: April 23, 2007

FIREFIGHTER TRAINING REQUIREMENTS

BACKGROUND

Due to the recent revised changes to the NFPA Firefighter standards, Part I, Part II Firefighter courses and Pumper A course from the Municipal Firefighter series is no longer available. Accordingly the Fire Department must change the requirements to the new standards of NFPA 1001 Firefighter professional qualifications. The purpose of this policy is to define Firefighter Training Requirements for the Town of Redcliff.

POLICY

Town of Redcliff Firefighters must have successfully completed the following courses, within an established time period, as a minimum requirement to hold a position as a Volunteer Firefighter in the Town of Redcliff:

FFTS S-300 course topics include:

General knowledge and skills, SCBA training, exiting hazardous areas, structural search and rescue, and equipment cleaning and checking.

FFTS S-400 course includes:

Interior structure fire, hose cleaning and inspection, fire hydrant flow testing, performing annual service test on firehose.

FFTS S-500 course includes:

Forcible entry, ground ladders, horizontal ventilation, vertical ventilation, overhaul a fire scene, property salvage, emergency scene illumination and utility shut-down.

FFTS S-600 course includes:

Fire apparatus preventative maintenance and operation, driving and operating fire department apparatus, water supplies and hookups, responding on fire department apparatus.

FFTS S-1100 course includes:

Vehicle extrication assist rescue operations teams, maintain power plants and equipment

The above noted courses give the Firefighter the same general qualifications as the previous courses.

Upon completion of the mandatory courses, a Firefighter may be eligible when authorized by the Fire Chief, to attend the FFTS S-200 course, and any other course deemed applicable by the Fire Chief, which would also be a benefit to the Firefighter.

FFTS S-200 course includes

Fire behavior, Building Construction I, Building Construction II, Building Construction III and Fire Department communications.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 23, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Policy 109

PROPOSAL: To consider changes to policy

BACKGROUND:

As identified in the Municipal Inspection report, council was to not act contrary to their legislated role. This is specific to the Minister Directive and roles and responsibilities sections of the *MGA*.

I had identified in a previous report that Policy 109 was very much administrative in nature and should be changed in order to meet the directive. This was confirmed by one of the Municipal Inspector's.

I have presented the policy for approval. Basically, the policy statement and background itself is applicable to Council's role; however, the administration nature of investigations, including discipline and being informed, is not. Those "guidelines" will be incorporated into a Procedure and the policy makes sure to direct administration to have such a procedure. Once the updated policy is adopted by Council the directive will have been met.

OPTIONS:

1. Approve Policy 109 as presented.
2. Approve Policy 109 as amended.

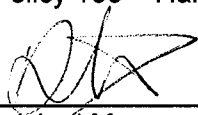
RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt Policy 109 – Harassment/Workplace Violence as presented.
2. Councillor _____ moved to adopt Policy 109 – Harassment/Workplace Violence as amended.

SUBMITTED BY: _____
Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. **2013**.

Approved by Council: May 28, 2007

Harassment / Workplace Violence

Effective: April 30, 2007

Section: Employee Relations

Objective:**BACKGROUND**

The Town of Redcliff is committed to providing a working environment that is safe, comfortable and free from discrimination and any form of harassment.

Policy:
POLICY

The Town of Redcliff does not condone or tolerate any unlawful act of discrimination or harassment, or any behavior, which denies individuals their dignity and respect. Through enforcement of this policy and by education of employees Town personnel, the Town of Redcliff will seek to prevent, correct and discipline behaviour that violates this Policy. Prohibited conduct under this policy includes:

- **“Discrimination”** is any attempt to harass an individual, in matters related to employment including but not limited to opportunities, benefits or privileges, working conditions, or evaluation standards, on any of the following prohibited grounds: ancestry or place of origin, race, color, religious beliefs, physical disability, mental disability, gender, age, sexual preference, marital status, family status, and any other criteria contrary to established laws.
- **“Harassment,”** is prohibited by law, and means unsolicited or unwelcome conduct, comment, gesture, or contact which causes offence or humiliation to any individual, which engenders fear or mistrust (bullying), or which compromises an individuals’ dignity or sense of self-worth. It is an attempt by one person to exercise perceived power over another. The harasser knows, or ought to know, that the behavior is unwelcome or coercive.
- **“Sexual Harassment”** is any sexual behavior, which is unwelcome, personally offensive, debilitates morale, and therefore interferes with work effectiveness. It includes: repeated offensive flirtations, unwelcome advances, propositions, continued or repeated verbal abuse of an equal nature, and graphic or degrading verbal comments of a sexual nature about an individual or their appearance. The display of sexually suggestive written or graphic material or objects including calendars, photos or the use of degrading verbal comments creates an offensive atmosphere and is a form of sexual harassment.

In addition, no one should imply or threaten that an applicant or employee’s “co-operation” of a sexual nature (or refusal thereof) will have any effect on the individual’s employment, assignment, compensation, advancement, career development, or any condition of employment. This includes offering work related rewards.

The Town of Redcliff considers harassment, in all its forms, to be a serious offence and shall direct administration to take have appropriate measures and procedures in place to address specific situations.

Disciplinary measures may include suspension or termination against any team member who subjects any other team member to harassment. Procedure ???? identifies the steps to take related to a harassment complaint.

Guidelines:

The Town of Redcliff will take steps to ensure that all individuals including Employees, Management, Councilors, Boards and Commission members, are aware that harassment in the workplace is not tolerated and that there are procedures in place to handle complaints in an expeditious manner. The Town of Redcliff will also ensure that team members have the necessary strategies to combat harassment from the general public.

The Town of Redcliff will investigate all reported incidents of harassment. Disciplinary action will be taken, dependent upon the investigation, against both the offending party as well as any individual in a supervisory role who becomes aware of, but does not act on, a potential violation of the harassment / workplace violence policy.

Any person electing to utilize this complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee, nor will it have an adverse impact on the individual's employment status. While reporting such incidents would be a difficult personal experience, allowing harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, employees are strongly urged to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited, and may be subject to disciplinary action.

Complaint Reporting Procedures

1. The individual who believes they are being harassed is strongly encouraged to:
 - Discuss the situation with their immediate supervisor and if necessary in extreme situations, immediate disciplinary action could be implemented.
 - Exercise protocol and tell the harasser to stop and firmly state that the specific behavior is objectionable and unwelcome.
 - Keep a record of incidents including dates, times, locations, possible witnesses, what happened, etc. Maintaining a record of incidents may strengthen an individual's case and will help the team member remember details over time.
 -
2. If direct communication is ineffective or difficult, the complainant should speak to the Human Resources Clerk without fear of reprisal.
3. A course of action may be initiated by filing a written and signed complaint with the Human Resources Clerk. No formal action will be taken against any person under this Policy unless a written and signed complaint is on file containing sufficient details to allow the Human Resources Clerk and external Human Resources Consultant when deemed necessary and appropriate, to determine if the policy may have been violated. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee coming forward, the supervisor or manager should immediately report it to Human Resources Clerk.

4. The Human Resources Clerk, will investigate the complaint promptly to determine whether the complaint falls within the definition of the harassment / workplace violence policy. If the complaint falls within the definition, the Human Resources Clerk will:

- Advise the alleged offender, hereafter named the respondent, of the complaint received.
- Investigate the complaint, interview the complainant and the respondent and others as appropriate. During these interviews the complaint will be explained, the Town of Redcliff's Harassment / Workplace Violence Policy will be reviewed, and the version of the facts given will be noted in detail.
- Conclude the investigation by documenting a report of findings, with recommendations for resolution including appropriate disciplinary action up to and including suspension or termination, to the Town of Redcliff, the complainant, and the respondent. If a violation of the policy is substantiated, a copy of the report will be provided to the respondent.
- Advise the complainant and respondent of the recommendations and potential outcome.
- If the complaint does not fall within the definition of this policy, the complainant will be so advised and actions may be taken to resolve the issue as deemed appropriate.
- Keep the Town Manager informed of any formal complaints while respecting the protocol and confidentiality of those individuals involved.

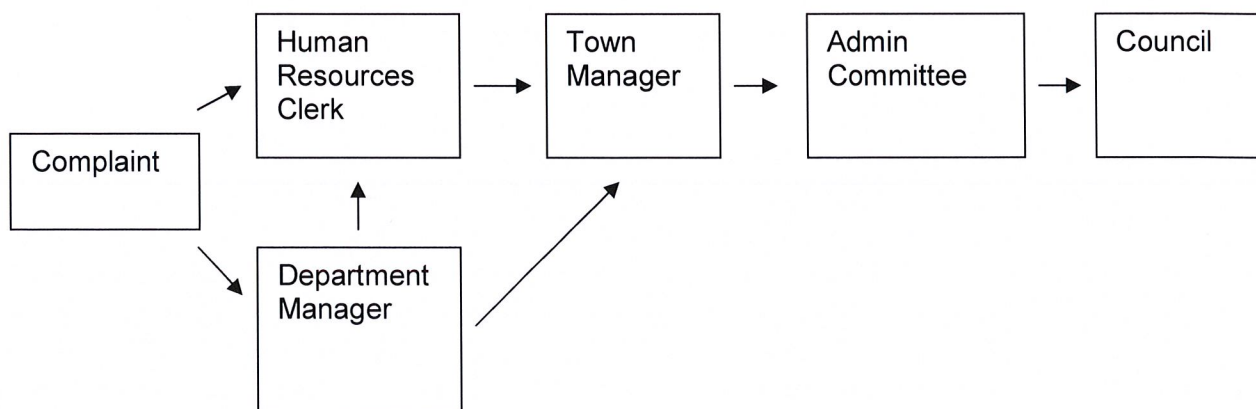
In all cases, details of the incident must be documented in writing so that the complaint can be substantiated. The Town of Redcliff recognizes that individuals may be concerned about the confidentiality of information they share, and will strive to preserve the confidentiality within the guidelines of this policy. The Human Resources Clerk will retain all related documentation. If allegations are confirmed and disciplinary action is taken (including possible termination), the documentation will be placed on the respondent's file as part of that disciplinary action. If the allegations prove to be wholly without merit, and in order to protect the respondent's reputation, no documentation will be reflected in the employee's personnel files, and those individuals who were involved in the investigation will be advised that the complaint was unfounded.

Employees are encouraged to report all incidents that they feel may be considered harassment under this policy. Regardless of the outcome of a complaint, any individual who submits a complaint or provides related information will be protected from any form of retaliation from either co-workers or superiors.

Nothing in this guideline shall prevent the complainant or the respondent from pursuing formal legal remedies or resolutions.

Reporting Protocol

The flow chart below illustrates the normal flow of information within the Town of Redcliff when dealing with this particular policy.



Harassment / Workplace Violence Incident Report Form

Complainant Information

Last Name First Name Phone Number

Date/Month/Year of Incident _____

Time of Day _____

Respondent Information

Name, if known: _____

Relationship: ___ Co-worker ___ Client ___ Supervisor

___ Member of Public ___ Other (Please specify)

Names of Witnesses and /or those providing assistance:

___ Co-worker ___ Client ___ Supervisor ___ Member of Public

Other (Please specify)

Give a thorough description of the incident (what happened, where it occurred, what led up to the incident, who else was present, what action was taken at the time, what impact the incident had on you).

[illegible]

[illegible]

~~Yes~~ ~~No~~

| | | | |
|--|--|--------------|--|
| Signature of person reporting incident | | Today's Date | |
|--|--|--------------|--|

Harassment / Workplace Violence Investigator's Report Form

Complainant Information

Last Name First Name Phone Number

Date/Month/Year of Incident _____

Time of Day _____

Respondent Information

Name, if known: _____

Relationship: ____ Co-worker ____ Client ____ Supervisor

____ Member of Public ____ Other (Please specify)

Description:

Give a thorough description of your investigation, including the individuals that were interviewed and recommended course of action.

FINDINGS:

[illegible]

This image shows a full page of yellow paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Upon completion, please forward to: _____