



**COMMITTEE OF THE WHOLE
MEETING AGENDA**
Wednesday, December 6, 2023 at 8:30 a.m.
Council Chambers, Town Hall
Zoom Link

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Sgt. Ryan Hodge – RCMP (Page 2)
4. **Committee Reports**
5. **Administration**
6. **Business Arising from the Minutes**
7. **Policy**
8. **New Business**
 - 8.1 Utility Accounts – Renters (Page 9)
 - 8.2 Safety Policy Statement (Page 12)
 - 8.3 Town Gym Usage (Page 29)
9. **Closed Session Discussion**
 - 9.1 CAO Inquiry (No RFD) FOIP S. 24
10. **Adjournment**



2023-11-14

Mr. Don Anderberg
Mayor-Town of Pincher Creek
Pincher Creek, AB

Dear Mr. Anderberg,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Pincher Creek Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt Ryan Hodge
Detachment Commander
Pincher Creek RCMP



**Pincher Creek Provincial Detachment
Crime Statistics (Actual)
Q2: July to September 2019 - 2023**

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	1	3	N/A	200%	0.7
Sexual Assaults		3	1	1	0	3	0%	N/A	-0.1
Other Sexual Offences		2	1	0	1	0	-100%	-100%	-0.4
Assault		13	22	31	29	19	46%	-34%	1.9
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	2	2	0	N/A	-100%	0.2
Criminal Harassment		1	7	7	6	7	600%	17%	1.1
Uttering Threats		6	8	18	15	11	83%	-27%	1.7
TOTAL PERSONS		25	39	59	54	43	72%	-20%	5.1
Break & Enter		8	10	17	5	14	75%	180%	0.7
Theft of Motor Vehicle		9	3	15	9	8	-11%	-11%	0.4
Theft Over \$5,000		1	0	1	2	4	300%	100%	0.8
Theft Under \$5,000		21	33	34	27	39	86%	44%	3.0
Possn Stn Goods		2	2	7	7	3	50%	-57%	0.7
Fraud		11	7	6	7	10	-9%	43%	-0.2
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		8	24	21	25	36	350%	44%	5.7
Mischief - Other		7	18	20	14	21	200%	50%	2.4
TOTAL PROPERTY		67	97	121	96	135	101%	41%	13.5
Offensive Weapons		1	3	5	10	2	100%	-80%	0.9
Disturbing the peace		25	30	35	38	28	12%	-26%	1.4
Fail to Comply & Breaches		45	7	15	12	8	-82%	-33%	-6.9
OTHER CRIMINAL CODE		6	7	9	8	8	33%	0%	0.5
TOTAL OTHER CRIMINAL CODE		77	47	64	68	46	-40%	-32%	-4.1
TOTAL CRIMINAL CODE		169	183	244	218	224	33%	3%	14.5



Pincher Creek Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	3	0	7	5	400%	-29%	1.2
Drug Enforcement - Trafficking		1	0	2	2	2	100%	0%	0.4
Drug Enforcement - Other		0	2	0	1	0	N/A	-100%	-0.1
Total Drugs		2	5	2	10	7	250%	-30%	1.5
Cannabis Enforcement		0	1	0	1	0	N/A	-100%	0.0
Federal - General		3	6	5	6	3	0%	-50%	0.0
TOTAL FEDERAL		5	12	7	17	10	100%	-41%	1.5
Liquor Act		74	29	37	32	26	-65%	-19%	-9.3
Cannabis Act		0	1	0	1	0	N/A	-100%	0.0
Mental Health Act		14	27	20	20	26	86%	30%	1.7
Other Provincial Stats		27	46	15	26	19	-30%	-27%	-3.6
Total Provincial Stats		115	103	72	79	71	-38%	-10%	-11.2
Municipal By-laws Traffic		1	1	0	0	1	0%	N/A	-0.1
Municipal By-laws		3	3	5	5	6	100%	20%	0.8
Total Municipal		4	4	5	5	7	75%	40%	0.7
Fatals		1	0	2	1	0	-100%	-100%	-0.1
Injury MVC		3	8	5	7	10	233%	43%	1.3
Property Damage MVC (Reportable)		62	87	72	56	58	-6%	4%	-3.9
Property Damage MVC (Non Reportable)		13	12	5	8	7	-46%	-13%	-1.6
TOTAL MVC		79	107	84	72	75	-5%	4%	-4.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		366	462	260	310	325	-11%	5%	-23.4
Other Traffic		1	3	1	1	0	-100%	-100%	-0.4
Criminal Code Traffic		32	39	19	16	25	-22%	56%	-3.7
Common Police Activities									
False Alarms		9	10	10	8	8	-11%	0%	-0.4
False/Abandoned 911 Call and 911 Act		20	26	19	15	9	-55%	-40%	-3.3
Suspicious Person/Vehicle/Property		31	23	39	33	27	-13%	-18%	0.2
Persons Reported Missing		9	14	11	10	7	-22%	-30%	-0.8
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		8	20	13	20	20	150%	0%	2.4
Form 10 (MHA) (Reported)		0	0	2	4	0	N/A	-100%	0.4



RCMP Provincial Policing Report

Detachment	Pincher Creek
Detachment Commander	Sgt. Ryan Hodge
Quarter	Q2
Date of Report	2023-11-14

Community Consultations

Date	2023-07-19
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members attended the Pincher Creek Police Advisory Committee and reported on crime statistics for Q2.

Date	2023-08-19
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Detachment members attended the Pincher Creek parade and interacted with community members during the event.

Date	2023-09-06
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members met with elected officials for regular reporting and information sharing.



Community Priorities

<p>Priority 1</p>	<p>Police / Community Relations - Police Visibility</p>
<p>Current Status & Results</p>	<p>Members have been actively involved in community events such as the rodeo, parade, farmers market, events at the Napi Center and the local fun run. Community members have been leaving great feedback and support of the members increased attendance and visibility.</p> <p>School patrols and visits are started again in September with daily patrols of the school zones and members are frequently stopping in the schools to informally meet with students and attend events they are invited to.</p>
<p>Priority 2</p>	<p>Enhanced Road Safety</p>
<p>Current Status & Results</p>	<p>Members have been actively focusing on traffic safety and have been issuing tickets and warnings where appropriate. More effort needs to be placed on following the traffic calendar for initiatives.</p> <p>Media releases have been regular and are following the traffic calendar.</p>
<p>Priority 3</p>	<p>Crime Reduction - Theft Related Offences</p>
<p>Current Status & Results</p>	<p>Pincher Creek Det saw a noticeable increase in the theft of vehicles and break ins during the second quarter. This was due to several prolific offenders being released back into the community. Members were able to quickly identify these persons and numerous charges were laid. Property crime overall rose for the quarter while overall crime stayed almost unchanged.</p> <p>No members signed up for source handling workshops being offered during the quarter. This initiative will be looked at again next quarter with a different approach taken.</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	218	224	3%	642	581	-10%
<i>Persons Crime</i>	54	43	-20%	173	128	-26%
<i>Property Crime</i>	96	135	41%	330	290	-12%
<i>Other Criminal Code</i>	68	46	-32%	139	163	17%
Traffic Offences						
<i>Criminal Code Traffic</i>	16	25	56%	61	48	-21%
<i>Provincial Code Traffic</i>	310	325	5%	1,034	1,147	11%
<i>Other Traffic</i>	1	0	-100%	1	2	100%
CDSA Offences	10	7	-30%	20	17	-15%
Other Federal Acts	17	10	-41%	31	33	6%
Other Provincial Acts	79	71	-10%	222	216	-3%
Municipal By-Laws	5	7	40%	21	12	-43%
Motor Vehicle Collisions	72	75	4%	281	265	-6%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

It should be noted that Property Crime saw a noticeable increase during this quarter in comparison to last year. When looking at the five year trend this is the highest that Property Crime has been with 284 reported incidents between January and September. For reference this is an increase of 40 reported incidents for the same time in 2022. This increase is almost entirely accounted for in the reported Mischief to Property which saw 33 more reported incidents.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	11	9	2	0
Detachment Support	3	3	1	0

² Data extracted on September 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

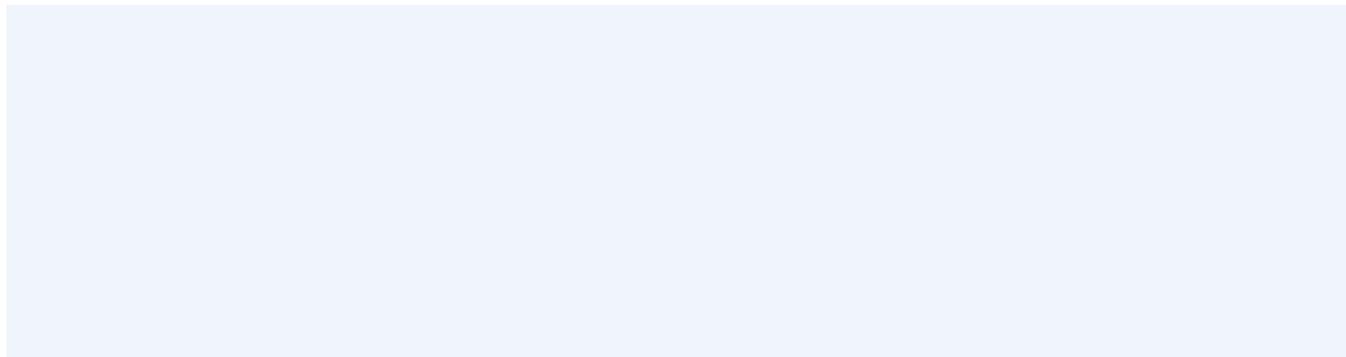
⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the 11 established positions, nine officers are currently working. There are two officers on special leave (One Parental and one Medical leave). There are no hard vacancies at this time.

Detachment Support: Of the three established positions, three resources are currently working. One resource is on special leave (One Leave Without Pay), and the position is backfilled to ensure coverage.

Quarterly Financial Drivers





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Utility Accounts - Renters	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 12/6/2023

PURPOSE:

For Council to decide if Administration can disallow Renters on Utility Accounts.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct Administration to discontinue the practice of adding renters to utility accounts on a go forward basis.

BACKGROUND/HISTORY:

Historically, Renters were able to set up their own utility account. This posed a problem if they did not pay their last bill as the Town had no recourse except to send the account to collections. If the Utility account is in the owner's name and the bill is not paid the Town can apply the amount to taxes. In 2022, the Water Utility Bylaw was rewritten to alleviate this problem. Current Renters would be grandfathered until they moved out.

Water Utility ByLaw #1631-22 section 4.1 subsection b.) i/ii/iii and subsection c.) states that current renters who have made a deposit for utilities and have their own utility account number with the Utility department will be grandfathered. As long as they are currently still an active renter at the civic address, they currently receive their own utility invoice and no invoice is sent to the registered owner.

Upon the “grandfathered” renter ending their lease with the registered owner of the property the ByLaw #1621-22 comes into effect and the registered owner is now fully responsible for the utilities of his/her property. There are many steps the Utility department has to complete to transfer the utility account back into their name.

Renters have still been applying for utility billing on the rental property as this is still an option on the application form or they are being informed by their landlord to do so. The Utility department was listing the renter as a secondary person on the account. This creates very time consuming tasks each time the renter moves out and another renter moves in. We are continually adding customer cards to our files and creating invoices /final billing etc. as the renter turnover here in Pincher is fairly active. Listed below is a brief description of these procedures.

- ☐ when the application is received a new customer card needs to be created for the renter
- ☐ Renter then is being added to the owners utility account
- ☐ Letters were being sent out to both landlord and renter stating all of the information of who has moved in or moved out depending on the application.
- ☐ Billing has to be sent to the owner receiving the original invoice and we are also sending a copy to the renter. This creates some confusion as owners have renters paying utilities using the owner's utility account. Some renters have inquired as to the set up our Deft payment option. This option is a excellent choice for owners not renters. Once a renter moves out and if an administration error happens and the Deft payment is not cancelled there is a chance that the renter will be paying for utilities they no longer have. This in turn creates much work fixing an error that would have been preventable if renters were not listed on utility accounts. It is our opinion, if the owner wishes to make an arrangement with his/her tenant to pay the utility billing either in person or through online banking, then they should provide a copy of their utility bill once received to their tenant. How it is paid should be between the landlord and renter. It eliminates the need for the utility department to be involved in the renter/landlord agreements.
- ☐ This will streamline our processes which will free up time for our department to focus on other tasks having been assigned to us.

Administrations suggestion is to only allow owners on utility accounts going forward which will put the responsibility of the utility account on the owner rather than the Town.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the utility accounts for renters as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Water Utility Bylaw #1631-22 was passed by Council and should be followed as written.

FINANCIAL IMPLICATIONS:

None at this time

PUBLIC RELATIONS IMPLICATIONS:

This was a concession made for landlords but it is a time consuming procedure for the utility department. The Town will need to effectively communicate this change to all residents especially landlords.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports the Town no longer adding Renters to a utility account as the current renters move out.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Safety Policy Statement	
PRESENTED BY: Adam, Recreation Manager	DATE OF MEETING: 12/6/2023

PURPOSE:

To review and provide direction on the Town of Pincher Creek Safety Commitment Statement.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to adopt and sign the updated Safety Commitment Statement and direct administration to update the Safety Policy #500-05 and bring back to a future Council meeting for approval.

BACKGROUND/HISTORY:

The Town of Pincher Creek participates in the Alberta Municipal Health and Safety Association (AMSHA) COR (Certificate of Recognition) program. The first element in the COR audit is to have an 'Organizational Commitment' towards safety. This can be achieved by approving a Safety Policy and making a statement and commitment towards safety in the Workplace.

The policy must be signed by the current senior manager, and must include:

A declaration of management commitment to health and safety that addresses physical, psychological, and social well-being.

General health and safety responsibilities of managers, supervisors, workers, and contractors.

The expectation that employees will comply with applicable legislation and the organization's own health and safety standards.

The existing Safety Policy Statement is from 2019 and was signed by the previous Chief Administration Officer. The proposed new Policy Statement has been updated to include additional information surrounding Harassment and Violence in the Workplace, ensuring workers are trained and competent to perform work and having access to OH&S legislation. The proposed updated Policy Statement should be signed off by the current Chief Administrative Officer.

ALTERNATIVES:

Wait until the Safety Policy #500-05 has been updated prior to adopting the Safety Commitment.

Direct administration to make amendments to the Safety Commitment as discussed, and bring back to a future Council Meeting for discussion.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

Safety is of the utmost importance for Town of Pincher Creek citizens and employees.

ATTACHMENTS:

Town of Pincher Creek - Safety Policy Statement 2023 - 3305

Town of Pincher Creek Safety Policy Statement 2018 - 3305

500-05 Safety Policy - 3305

Health and safety programs - Templates and samples - 3305

Town of P.C. Safety Policy 2019 - 3305

Town of Pincher Creek - Safety Commitment 2023 - 3305

CONCLUSION/SUMMARY:

Administration supports adopting the proposed 2023 Safety Policy Statement.

Signatures:

Department Head:

Adam Grose

CAO:

Angie Lucas



TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: November 28, 2005	Policy Number: #500-05
Reference:	Motion #05-400	Revision Date/by:
Title:	Safety Policy	

Policy Statement

The Town of Pincher Creek is committed to providing a safe environment for the citizens and employees of the Town of Pincher Creek. The Safety Policy will provide guidelines for safety regulations, inspections and meetings within the Town of Pincher Creek.

1. Definitions

- 1.1 CAO shall mean the person appointed as the Chief Administrative Officer for the Town of Pincher Creek.
- 1.2 Director shall mean the Directors of Operations, Community Services and Corporate Services
- 1.3 Treasurer shall mean the person employed as the Municipal Treasurer for the Town of Pincher Creek.
- 1.4 Public Works Superintendent shall mean the person employed as the Public Work Superintendent for the Town of Pincher Creek.
- 1.5 Hazard Assessment shall mean a physical inspection of all town-owned buildings and facilities.
- 1.6 OH&S shall mean Occupational Health and Safety.
- 1.7 WCB shall mean the Worker’s Compensation Board.
- 1.8 Aquatics Manager shall mean the person employed as Aquatics Manager or Pool Manager for the Town of Pincher Creek.

2. Safety Procedures

- 2.1 Hazard Assessment/Formal Inspection
 - 2.1.1 The Public Works Superintendent, with the assistance of the appropriate Directors and staff members, shall conduct a hazard assessment of all town-owned buildings and facilities.
 - 2.1.2 The hazard inspections shall be conducted twice a year, in January and May of each year.
 - 2.1.3 The following Directors and at least one regular employee shall assist the Public Works Superintendent with the inspections:
 - 2.1.3.1 Town Hall – Director of Corporate Services

- 2.1.3.2 Arena/Multi-Purpose Facility/Lebel Mansion/Golf Course/CRC Centre – Director of Community Services
- 2.1.3.3 Public Works Shop/Water Treatment Plant/Sewage Treatment Plant/Sportsfields – Director of Operations.
- 2.1.3.4 Directors shall ensure that formal inspections are being completed.

2.2 Incident Investigation

- 2.2.1 When an incident occurs, or a near miss occurs, it shall be recorded, investigated and recorded by the appropriate Directors, or designee, as indicated under 2.1.3. and reported at the next safety meeting. I
- 2.2.2 The incident shall be investigated immediately upon notification.
- 2.2.3 All incidents shall be reviewed by the Safety Committee.

2.3 Fire Safety Drills

- 2.3.1 A fire safety drill shall be conducted at each Town-owned facility twice a year, the first shall be conducted between January and June and the second between July and December of each year.
- 2.3.2 The fire safety drills shall be organized, by the designated personnel, as follows:
 - 2.3.2.1 Town Hall
 - 2.3.2.2 Town Shop
 - 2.3.2.3 Multi-Purpose/Arena
 - 2.3.2.4 Water Treatment Plant
 - 2.3.2.5 Community Recreation Centre

2.4 Safety Committee

- 2.4.1 A Town of Pincher Creek Safety Committee shall be formed.
- 2.4.2 Terms of Reference for the Pincher Creek Safety Committee shall be developed.
- 2.4.3 This committee shall be comprised of the Director of Operations, Public Works Superintendent and a minimum of one member each from the Town Office, Pool and Public Works Departments.
- 2.4.4 The CAO and Directors of Community Services and Corporate Services will attend on an ‘as required’ basis.
- 2.4.5 The Safety Committee shall appoint one of its members as Chairman and Recording Secretary.
- 2.4.6 Safety Committee Meetings shall be held bi-monthly, commencing at 10:30 a.m.
- 2.4.7 All Directors shall ensure that those employees within their department and who are on the Safety Committee have the time to attend and perform the requirements of the Safety Committee.
- 2.4.8 Make recommendations to the Directors and CAO for prevention required or service delivery changes to ensure safe working practices.

2.5 Safety In-Services

2.5.1 Once a month, safety in-services shall be presented to all town personnel. Directors are to ensure as many employees attend as possible.

2.6 Training

2.6.1 The Town of Pincher Creek supports training of all personnel for the necessary safety and OH&S incident investigation courses.

2.6.2 The Treasurer shall be required to obtain the appropriate training on Claims Management and how to properly manage WCB Claims.

3.0 End of Policy

Health and safety programs: Templates and samples

Health and safety policy SAMPLE

This is one example of a health and safety policy. **If you choose to use this sample, make sure you customize it to your work and work site.**

Company name: _____

Company health and safety policy

This company is committed to a health and safety program that protects and maintains the health and safety of workers at our work sites. This company is also committed to the protection and maintenance of the health and safety of other persons in our workplace, including contractors that we engage and the general public.

The employer, supervisors and workers at our company are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that we expect. Health and safety excellence includes promoting and maintaining the highest degree of physical, psychological and social well-being.

Our goal is a healthy, injury-free workplace for all. By working together we can achieve this goal.

The employer will ensure:

- The health, safety and welfare of workers at the work site.
- The health and safety of other persons at or near the work site, who may be affected by hazards from our work site.
- Workers are aware of their occupational health and safety rights and duties.
- Workers are not subject to, and don't participate in, workplace harassment or violence.
- Supervisors are competent, and familiar with the occupational health and safety legislation.
- Workers have the training they need to work in a healthy and safe manner.
- Dangerous work is only carried out by a competent worker, or a worker who is working under the direct supervision of a competent worker.
- That the health and safety committee or representative complies with their legislated requirements.
- Health and safety concerns are resolved in a timely manner.
- Information related to work site hazards, controls, work practices and procedures is readily available to workers, the health and safety committee or representative, and the prime contractor.
- Current occupational health and safety legislation is readily available to workers and health and safety committee or representative.

Supervisors will:

- Take all precautions necessary to protect the health and safety of every worker under their supervision and ensure:
 - The workers they supervise follow procedures and measures required by the occupational health and safety legislation.
 - The workers they supervise are not subject to and don't participate in workplace harassment or violence.
- Advise every worker they supervise about all known or reasonably foreseeable hazards to health and safety in their work area.
- Report health and safety concerns to the employer.

Workers will:

- Protect their own health and safety, as well as that of other people at or near the work site.
- Cooperate with their supervisors and employer to protect their own and others' health and safety.
- Use all devices and wear all personal protective equipment required by the employer or the *Occupational Health and Safety Act* or Code.
- Refrain from causing or participating in workplace harassment or violence.
- Report health and safety concerns to the employer or supervisor.
- Participate in any training provided by the employer.
- Not perform work that may endanger themselves or other, unless they are directly supervised by a worker who is competent to perform the work.

Health and safety policy sample
continues next page ▼

Health and safety programs: Templates and samples

Health and safety programs: Templates and samples

In addition, the employer, supervisors and workers will:

- Cooperate with any person exercising a duty imposed by the *Occupational Health and Safety Act* or Code.
- Comply with the *Occupational Health and Safety Act* and Code and any work site policies, procedures and codes of practice.

The company will ensure, to the best of its ability, that other parties at the work site (e.g. contractors, suppliers, or service providers) comply with the *Occupational Health and Safety Act* and Code, and work site policies.

Workers at every level must be familiar with the rights, duties and requirements of the Alberta occupational health and safety legislation as it relates to their work.

Company signature _____

Date _____

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees, or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.

Health and safety programs: Templates and samples

Health and safety programs: Templates and samples

Formal hazard assessment and control TEMPLATE

This is one example of a formal hazard assessment and control report template. **If you choose to use this template, make sure you customize it to your work and work site.**

Job/position/work type:			Date of assessment:
Assessment performed by:			Reviewed/revised:
Task (List all tasks/activities of the job/position)	Hazard (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented:
		Elimination: Engineering: Administrative: PPE:	

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees, or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.

Health and safety programs: Templates and samples

Emergency response plan TEMPLATE

This is one example of an emergency response plan template. If you choose to use this template, make sure you customize it to your work and work site.

Company:		Date:
Address:		
Completed by:		
Potential emergencies (e.g. medical event, flood, fire, robbery)		
Refer to your hazard assessment to determine which hazards could require rescue or evacuation.		

List and location of emergency equipment and facilities

Emergency equipment including fire protection requirements (e.g. alarms, sprinklers, fire suppression systems, fire extinguishers, hoses, fire doors)	Equipment	Location	Operating procedures
First aid (e.g. type and location of first aid kit and supplies, first aiders/shift, transportation)	First aid kit:		Location:
	First aid supplies and first aid room: (as applicable)		Location:
	First aiders		
	Morning shift:	Afternoon shift:	Night shift:
	Transportation plan:		

Emergency response plan template continues next page ▼

Health and safety programs: Templates and samples

List and location of emergency facilities (e.g. fire station, hospital, police, walk-in clinic)	Facility name		Address/distance		
Alarm and emergency communication requirements (e.g. type of alarm system, paging or PA system)					
Rescue and evaluation procedures					
Emergency response procedures (Detailed procedures to be followed for each identified emergency, including who is responsible for what)	Emergency situation		Procedures		
Emergency response training and requirements (List the positions or names of workers trained to use each type of emergency equipment and those trained in rescue and evaluation procedures)	Position or name			Training received	Frequency
	Morning shift	Afternoon shift	Night shift		

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees, or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.

Health and safety programs: Templates and samples

Worker orientation record TEMPLATE

Consider using a checklist like this when training new workers on health and safety in your workplace. **If you choose to use this template, make sure you customize it to your work and work site.**

Worker's name:			Date of orientation:		
Date of hire:			Supervisor's name:		
Orientation topics covered	Yes	No	Written work procedures:		
Site orientation	<input type="checkbox"/>	<input type="checkbox"/>			
Rights of workers:					
• Right to know	<input type="checkbox"/>	<input type="checkbox"/>			
• Right to participate	<input type="checkbox"/>	<input type="checkbox"/>			
• Right to refuse	<input type="checkbox"/>	<input type="checkbox"/>			
Work site party responsibilities	<input type="checkbox"/>	<input type="checkbox"/>			
Health and safety committee or representative identification	<input type="checkbox"/>	<input type="checkbox"/>			
Employer's health and safety policies	<input type="checkbox"/>	<input type="checkbox"/>			
Workplace violence prevention plan	<input type="checkbox"/>	<input type="checkbox"/>			
Workplace harassment prevention plan					
How to report harassment and/or violence incidents	<input type="checkbox"/>	<input type="checkbox"/>			
Review of hazards and controls	<input type="checkbox"/>	<input type="checkbox"/>			
How to report unsafe/unhealthy conditions and other health and safety concerns	<input type="checkbox"/>	<input type="checkbox"/>			
How to report incidents	<input type="checkbox"/>	<input type="checkbox"/>			
Review the emergency response plan	<input type="checkbox"/>	<input type="checkbox"/>			
Location of fire exit(s) and fire extinguisher(s)	<input type="checkbox"/>	<input type="checkbox"/>			
How to get first aid treatment	<input type="checkbox"/>	<input type="checkbox"/>			
Location of first aid kit(s) and supplies	<input type="checkbox"/>	<input type="checkbox"/>			
Ergonomics	<input type="checkbox"/>	<input type="checkbox"/>			
WHMIS training (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
Safety data sheet locations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
Use of personal protective equipment (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
<i>(List any other topics relevant to the work site.)</i>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
Worker signature:			Supervisor signature:		

This form is a sample only and is for employer reference. Employers are responsible for complying with any applicable privacy or other legislation concerning the collection of worker information. Employers should review the law and confirm its application related to the collection of personal information of workers (e.g., *Personal Information Protection Act, Electronic Documents Act, Human Rights Act* etc.). Further, completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees, or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.



Town of Pincher Creek SAFETY POLICY STATEMENT

The Town of Pincher Creek depends on its personnel and assets to deliver its vital services to the public and has an obligation to protect employees and the visiting public, preserve the availability of assets and assure the continued delivery of services in an effective, safe and sustainable manner.

Employees at every level, including **Management**, are responsible and accountable for the Town's overall safety initiative, and will insure that every reasonable precaution is taken to promote an effective Health and Safety Program and support a strong and healthy community.

In fulfilling this commitment, **Management and Council** commit to provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and in compliance with legislative requirements and will strive to eliminate any foreseeable hazards which may result in fires, security loss, damage to property and personal illness or injury. We will endeavor to eliminate the spread of germs and infection through proper cleanliness of the workplace and will also encourage all staff to participate in a fitness undertaking of their choosing.

It is the goal of the **Town of Pincher Creek** to have all **employees** actively engaged in the **Health and Safety Program** and working together to identify and control situations that could cause harm as well as to integrate health and safety practices into their daily activities. **Management** will set a good example and provide leadership in the Health and Safety Program, encouraging **Employee** involvement. Loss prevention is the direct responsibility of all **employees**, and the expectation stands that all **employees** will perform their job in accordance with the established procedures and operating philosophy as outlined in the **Town of Pincher Creek's Health and Safety Manual**.

The Safety information in this policy and in the associated Health and Safety Manual does not take precedence over the applicable Occupational Health and Safety legislation. As such, all **employees** must be familiar with and follow the **Alberta Occupational Health and Safety Act, Regulations and Codes**.

**Complete and active participation by everyone, every day, in every job is necessary
for safety excellence**

Signed: _____ Date: 23 July 2018
Mayor

Signed: _____ Date: July 20, 2018
Chief Administrative Officer



Town of Pincher Creek SAFETY POLICY STATEMENT

It is the intention of Management & Council for the Town of Pincher Creek to significantly reduce the risk of Physical, Psychological and Social Harm to the Town’s Employees, Contractors and General Public as indicated and in compliance with legislative requirements. Management will set a good example and provide leadership in the Health and Safety Program through annual review of an active Health & Safety program comprised of policies, procedures, standards, performance and encouraging employee involvement. We will strive to eliminate any foreseeable hazards which may result in fires, security loss, damage to property, personal illness, injury or loss. The Town will endeavor to eliminate the spread of germs and infection through proper cleanliness of the workplace and will also encourage all staff to participate in a fitness undertaking of their choosing.

Safety is the direct responsibility of all Management, Employees and Contractors. It is the goal of the Town of Pincher Creek to have all employees actively engaged in the Health and Safety Program through training, understanding, vigilance and compliance with Health & Safety related programs, policies and standards applicable to their workplace. This responsibility extends to the prompt reporting of workplace hazards to the immediate supervisors. The Town confirms its commitment that no negative consequences will arise for any staff member or to other individuals composing a report. Loss prevention is the direct responsibility of all employees, the expectation stands that all employees will perform their job in accordance with the established procedures and operating philosophy as outlined in the Town of Pincher Creek’s Health and Safety Manual.

The Town requires that contractors, service providers and consultants perform their services at a level and in a manner that meets or exceeds the requirement of this policy.

Everyone who undertakes or has the authority to direct how another person does work or performs a task, is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.

The safety information in this policy and in the associated Health and Safety Manual does not take precedence over the applicable Occupational Health and Safety legislation. As such, all employees must be familiar with and follow the Alberta Occupational Health and Safety Act, Regulations and Codes.

Complete and active participation by everyone, every day, in every job is necessary for an all-encompassing health & safety work culture.

Signed: _____
Mayor

Date: 9 DECEMBER 2019

Signed: _____
Chief Administrative Officer

Date: December 9, 2019



Town of Pincher Creek

SAFETY COMMITMENT

It is the intention of Management & Council for the Town of Pincher Creek to significantly reduce the risk of Physical, Psychological and Social Harm to the Town's Employees, Contractors and General Public as indicated and in compliance with legislative requirements. Management will set a good example and provide leadership in the Health and Safety Program through annual review of an active Health & Safety program comprised of policies, procedures, standards, performance and encouraging employee involvement. We will strive to eliminate any foreseeable hazards which may result in fires, security loss, damage to property, personal illness, injury, or loss in a timely manner. The Town will endeavor to eliminate the spread of germs and infection through proper cleanliness of the workplace and will also encourage all staff to participate in a fitness undertaking of their choosing. Council, Management and Staff at all levels are not subject to and will not participate in workplace harassment or violence.

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The safety information in this policy and in the associated Health and Safety Manual does not take precedence over the applicable Occupational Health and Safety (OH&S) legislation. As such, all employees must be familiar with and follow the Alberta Occupational Health and Safety Act, Regulations and Codes. Current OH&S legislation will be readily available to workers and the Joint Health and Safety Committee or representative.

Complete and active participation by everyone, every day, in every job is necessary for an all-encompassing health & safety work culture.

Signed: _____
Mayor

Date: _____

Signed: _____
Chief Administrative Officer

Date: _____



Town of Pincher Creek

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Complete and active participation by everyone, every day, in every job is necessary for an all-encompassing health & safety work culture.

Signed: _____
Mayor

Date: _____

Signed: _____
Chief Administrative Officer

Date: _____



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Town Office Gym Usage	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 12/6/2023

PURPOSE:

Administration is providing for Council's attention a number of ongoing issues and impacts associated with renting the Town Office Gym to the public and user groups.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct Administration to bring back options to resolve the various issues associated with the use of the Town Office Gymnasium by the public and user groups.

BACKGROUND/HISTORY:

The Town Office gymnasium space is available for rent or at no cost, without any staff supervision, to the public and various user groups seven days per week for a variety of recreational and social uses.

An increasing number of problems and complaints with regards to the use of the Gymnasium, from the public, user groups and from Administration who work in the Town office, have been received over the past 10 months, as outlined below.

The gym users have access to the male and female washrooms in the West Wing which are the washrooms that staff in the Town Office have for their use. The situation with staff coming into contact with the public in the West Wing hallway and in the washrooms does not work well for maintaining Health and Safety for staff and has been commented on by staff more frequently, especially if the washrooms are left in an unclean state by the public during office hours.

A recent problem occurred during a recent rental of the gymnasium when the thermostat was vandalized and completely disconnected from the HVAC system. This resulted in no heating being provided to the gymnasium which staff were unaware of until the gym was rented to the next user who brought up the issue. While staff were able to repair the damage later in the week, this could cause significant damage to the building if left over the weekend during a cold spell.

As user groups are not monitored during gym usage, any damages are difficult to prove when multiple rentals occur on the same day. Even if damage is identified, users only

pay a \$50 deposit (only private bookings are charged deposits) which is not sufficient to cover additional cleaning costs or damage repair. On multiple occasions, youth groups have caused damage to bathroom facilities in the West Wing during their rentals.

The rental of the gymnasium is causing an increased burden on the Operations department staff. On-Call staff are called in after hours multiple times per year to attend to user groups or renters who:

- Forgot to pick-up their key before end of office hours
- Locked themselves out of the gym
- Can't figure out how to lock the doors
- Complain about temperature within the gymnasium

Operations Staff have been called out after hours twice in the past month for items such as above. Each call out costs the Town approximately \$150 in overtime, per the Union Collective Agreement.

Town Office Administration experiences frustration when user groups are booked into the gymnasium while meetings are occurring in the Council Chambers. The noise resonates through the room and leads to a very unprofessional atmosphere, especially when meeting with potential developers, business owners, general members of the public who have come in to meet with a staff member to discuss an issue, and has caused problems when interviewing candidates for vacant Town positions, as there are no other meeting spaces to conduct the interviews.

As the Council Chambers room is the only professional meeting space in the Town Office, administration feels that the function of this room should perhaps be prioritized over Town gym users due to the difficulties the use of the gym is causing as outlined above, however, it is understood that the space is valued by the community as outlined below.

The gymnasium is currently utilized by a variety of user groups including:

- Private Citizen Rentals (birthday parties, etc.)
- Gym Walk is a free program offered by the Town, and usually consists of a Senior's demographic and is currently scheduled 2 times/week. The gym provides a preferable space for exercise for these individuals, particularly during time's of inclement weather.
- Community Keep Fit is a free program offered through the Recreation Department. It has a volunteer instructor and and is currently scheduled 2 time's/week. Demographics for this program are typically Seniors and those with mobility issues. There are typically between 12-15 participants taking part in this program.
- Afternoon Fitness Break is a moderate intensity fitness program. This program has a paid instructor and is booked through the Recreation Department. Participants pay a per/time fee to cover the instructors wages and minor equipment replacement. This program is currently running 2 times/week.
- Pickleball - Is a drop-in program where players pay \$3.00/time. It is currently scheduled 3 times/week and this program has been growing in popularity over the last few years. The Town Hall Gym is only able to accommodate 1 court, and is currently

undersized for this program. There is no other gym space in the town available for daytime use for these players. This group also plays in the evenings at MHHS and Canyon school

- Group Group Youth
- Parent Link

Rentals from the Town Office Gymnasium totaled \$8802.79 in 2022 and \$5717.81 so far in 2023.

Overall, Administration feels that the continuing practice of renting the Town Office Gymnasium on an unsupervised basis is no longer feasible given the potential for damage, complaints from the various users and frustration caused by the noise generated by the gym users and health and safety risk to Administration with the shared washrooms use, and Administration would like the opportunity to bring options back to Council to resolve the issues for all concerned, if possible.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct Administration to continue to offer unsupervised Town Office Gymnasium rentals.

That Council for the Town of Pincher Creek direct Administration to schedule an employee or pay a contractor to be present during all gym rentals.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The construction of a new Climbing Wall and Gym was the number 6 priority in the Regional Recreation Master Plan, however it is doubtful that the impact on the Administration working in the Town Office was fully understood during the preparation of the Regional Recreation Master Plan with regards to the proposed uses of the Gym, or the negative impacts such as damage to the structure that has occurred through these uses.

FINANCIAL IMPLICATIONS:

The booking of the Town Office Gymnasium earns less than \$10,000 annually.

Increased cleaning costs of the gym has added \$2137.30 to the Town Office janitorial contract so far in 2023.

PUBLIC RELATIONS IMPLICATIONS:

There are currently no other gym spaces in the town for these programs to be offered during the day and this could be perceived to have a negative effect on valuable and affordable Recreation Programming within the community.

However, there may be other vacant spaces in the Town that could be adapted for users who are just looking for an enclosed space to meet for social and recreational purposes.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration is bringing these issues to Council's attention so that direction can be provided with regards to resolving the current and ongoing complaints resulting from the renting of the gymnasium space, which includes the increased risks associated with the sharing of washrooms and closed in hallways that staff must walk through and access the washrooms for their own use during work hours, and the noise of the recreational uses taking place in the gymnasium that are impacting the daily work of Administration who need to use the Council Chambers as their only professional meeting space with residents, business owners, potential clients etc. who wish to do business with the Town by arranging and undertaking meetings with Administration.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

Department Head:

Angie Lucas

CAO:

Angie Lucas