

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE  
HELD ON JULY 8, 2021 VIA ZOOM COMMENCING AT 7:00 P.M.

DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

- 1) Call to Order:
- 2) Acceptance of Agenda:
- 3) Adoption of the Previous Minutes:

P 2-6

- a) Minutes of the Regular Meeting – June 10, 2021
- 4) Public Hearings: None scheduled
- 5) Delegations: None scheduled
- 6) New Business:
  - a) Authorization of signing authority for the Summer Village of Ross Haven.  
(Recommendation:
    1. Signing Authority
      - o Banking
        - That individuals with banking signing authority for the Summer Village of Ross Haven shall be as follows:
          - Raymond Hutscal (Ray)
          - Lolita Chadd (Lolly)
          - Dieter E. Brandt
          - Tony Sonnleitner, CAO
- And, that Shari-Anne Doolaege be removed from the summer village signing authority.).
- b) Mechanism / format for public participation at open session as part of the regular meeting of Council.

- 7) Financial Reports:

P 7-8

- a) Financial Statements
- 9) Correspondence:

P 9-10

- a) Letter from residents requesting review of the role of the CAO

P 11-47

- b) Minutes of the Highway 43 East Waste Commission – 22-Jun 2021

- 9) Councillor Reports:

- 10) Administrators Report

- a) CAO Report

- 11) Closed Session - None.

- 12) Adjournment: Next Council Meeting Date: August 12, 2021 at 7:00 pm.

**MINUTES**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF ROSS HAVEN, ALBERTA**  
**JUNE 10, 2021**  
**VIA ZOOM**

**ATTENDANCE**

Official Administrator, Shari-Anne Doolaege  
CAO, Tony Sonnleitner  
17 Residents in the gallery via ZOOM

**CALL TO ORDER**

Official Administrator, S. Doolaege called the meeting to order at 7:03 p.m.

**AGENDA**

Res. A21-058

Moved by Official Administrator, S. Doolaege that the meeting agenda be adopted as presented.

CARRIED

**MINUTES**

Res. A21-059

Moved by Official Administrator, S. Doolaege that the following meeting minutes be approved as presented:

- May 13, 2021 Regular Council Meeting

CARRIED

**DELEGATIONS**

a) None

**NEW BUSINESS**

**a) Drainage Project**

Res. A21-060

Moved by Official Administrator, S. Doolaege that the following additional components be approved for the Drainage Upgrade project, within the overall project budget:

- 2<sup>nd</sup> Street Berm Work estimated at \$9,200.00; including a new culvert, regrading, and shut off valve installation; pending approval from Alberta Environment and Parks.
- 8<sup>th</sup> Street Concrete Catch Basin estimated at \$3,200.00.
- 2020 local improvements valued at \$7,007.
- 2021 local improvements for additional drainage components requested by residents, provided that the work meets the project engineer's approval; and that the benefitting property owner/s pay for any additional costs that exceed the standard project work specifications.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JUNE 10, 2021  
VIA ZOOM**

**b) 2021 Operating Budget**

Res. A21-061                      Moved by Official Administrator, S. Doolaege that the 2021 operating budget be adopted in accordance with the MGA s.242.

CARRIED

**c) Three-Year Operating Plan**

Res. A21-062                      Moved by Official Administrator, S. Doolaege that the three-year financial plan for operations be approved in accordance with the MGA s. 283.1(2).

CARRIED

**d) 2021 Capital Budget**

Res. A21-063                      Moved by Official Administrator, S. Doolaege that the 2021 capital budget be adopted in accordance with the MGA s.245.

CARRIED

**e) Five Year Capital Plan**

Res. A21-064                      Moved by Official Administrator, S. Doolaege that the five-year capital plan be approved in accordance with the MGA s. 283.1(3).

CARRIED

**f) Bylaw 286-2021 Special Wastewater Tax Bylaw**

Res. A21-065                      Moved by Official Administrator, S. Doolaege that the Special Tax Bylaw No. 286-2021 for wastewater services be given first reading.

CARRIED

Res. A21-066                      Moved by Official Administrator, S. Doolaege that the Special Tax Bylaw No. 286-2021 be given second reading.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JUNE 10, 2021  
VIA ZOOM**

Res. A21-067                      Moved by Official Administrator, S. Doolaege that the Special Tax Bylaw No. 286-2021 be presented for third reading.

CARRIED

Res. A21-068                      Moved by Official Administrator, S. Doolaege that the Special Tax Bylaw No. 286-2021 be given third and final reading.

CARRIED

**g) Bylaw 287-2021 Property Tax Bylaw**

Res. A21-069                      Moved by Official Administrator, S. Doolaege that the Property Tax Bylaw No. 287-2021 be given first reading.

CARRIED

Res. A21-070                      Moved by Official Administrator, S. Doolaege that the Property Tax Bylaw No. 287-2021 be given second reading.

CARRIED

Res. A21-071                      Moved by Official Administrator, S. Doolaege that the Property Tax Bylaw No. 287-2021 be presented for third reading.

CARRIED

Res. A21-072                      Moved by Official Administrator, S. Doolaege that the Property Tax Bylaw No. 287-2021 be given third and final reading.

CARRIED

**FINANCIAL**

**a) Financial Statement**

Res. A21-073                      Moved by Official Administrator, S. Doolaege that the May 31, 2021 balance sheet summary be received as information.

CARRIED

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JUNE 10, 2021  
VIA ZOOM**

**CORRESPONDENCE**

Res. A21-074                      Moved by Official Administrator, S. Doolaege that the correspondence items be received as information.

CARRIED

**COUNCIL REPORT**

Official Administrator, S. Doolaege provided a verbal report of recent council role activities.

Res. A21-075                      Moved by Official Administrator, S. Doolaege that the Official Administrator's report be received as information.

CARRIED

**CAO REPORT**

Res. A21-076                      Moved by Official Administrator, S. Doolaege that the CAO report be received as information.

CARRIED

**OFFICIAL  
ADMINISTRATOR  
COMMENTS**

Official Administrator, S. Doolaege thanked the community members for their input and warm welcome during her appointment over recent months. She wished the community and the upcoming council all the best.

**NEXT REGULAR  
MEETING DATE**

July 8, 2021 at 7:00 p.m. Meeting to be held via ZOOM.

**MINUTES  
REGULAR COUNCIL MEETING  
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA  
JUNE 10, 2021  
VIA ZOOM**

**ADJOURNMENT**

Official Administrator, S. Doolaege adjourned the meeting at 9:05 p.m.

These minutes approved this 8<sup>th</sup> day of July 2021.

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Mayor

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Chief Administrative Officer

# Summer Village of Ross Haven

## Balance Sheet Summary

As of June 30, 2021

	TOTAL
<b>Assets</b>	
Current Assets	984,711.39
Cash and cash equivalents	147,261.08
Accounts receivable (A/R)	-10,626.17
<b>Total Current Assets</b>	<b>1,121,346.30</b>
Non-current Assets	
Property, plant and equipment:	3,276,272.16
<b>Total Non-current Assets</b>	<b>3,276,272.16</b>
<b>Total Assets</b>	<b>\$4,397,618.46</b>
<b>Liabilities and Equity</b>	
Current Liabilities	457,645.72
Accounts Payable	0.00
Credit Cards	784.98
<b>Total Current Liabilities</b>	<b>458,430.70</b>
Non-current liabilities:	0.00
Equity	3,939,187.76
<b>Total Liabilities and Equity</b>	<b>\$4,397,618.46</b>

# Summer Village of Ross Haven

## Profit and Loss by Month

June 2021

	JUN. 2021	TOTAL
INCOME		
4-9318 ACP Mediation Grant	511.00	\$511.00
4-9400 Interest Income	38.83	\$38.83
<b>Total Income</b>	<b>\$549.83</b>	<b>\$549.83</b>
<b>GROSS PROFIT</b>	<b>\$549.83</b>	<b>\$549.83</b>
EXPENSES		
6-2159 Administrator Fee	3,500.00	\$3,500.00
6-2510 Office & Misc Expense	589.00	\$589.00
6-2511 Bank Charges	5.65	\$5.65
6-3230 Interest expense	12.11	\$12.11
6-3540 Utilities	1,909.29	\$1,909.29
6-4512 Public works - Supplies	618.61	\$618.61
6-4516 Parkways/Drainage	12,700.00	\$12,700.00
6-5510 Garbage Disposal	685.43	\$685.43
6-6201 Development/Safety Codes expense	950.25	\$950.25
Expenses	1.20	\$1.20
wages	10,215.31	\$10,215.31
<b>Total Expenses</b>	<b>\$31,186.85</b>	<b>\$31,186.85</b>
<b>PROFIT</b>	<b>\$ -30,637.02</b>	<b>\$ -30,637.02</b>



July 2<sup>nd</sup>, 2021

To the newly elected Council,

We the undersigned, ratepayers of the Summer Village of Ross Haven (SVRH), have great concerns about the administration of the SVRH and the circumstances surrounding the multiple by-elections over the past term and subsequent appointment of Official Administrator, Shari-Anne Doolaege. We believe that the role of our Chief Administrative Officer needs to be reviewed; and we ask that Council research and proceed with replacing our current CAO, Tony Sonnleitner with a new CAO so this newly elected Council has opportunity to reset the direction of Village administration to better serve the ratepayers. We feel this will allow the Village to move forward on outstanding issues with a fresh outlook, unbiased by past perspectives.

**Full Legal Name**

**Ross Haven Address**






**AGENDA**  
**Highway 43 East Waste Commission**  
**Tuesday, June 22, 2021**  
**Lac Ste. Anne County Office 9:30 AM**

	Page
<b>1. CALL TO ORDER</b>	
<b>2. ADDITIONS TO AGENDA</b>	
<b>3. ACCEPTANCE OF AGENDA</b>	
3.1. Acceptance of 06-22-2021 Agenda	
<b>4. ADOPTION OF MINUTES</b>	
4.1. 04-19-2021 Meeting Minutes	3 - 6
<a href="#">AIR - 2201 : 04-19-2021 Meeting Minutes - Pdf</a>	
<b>5. ADMINISTRATION</b>	
5.1. 04-19-2021 To-Do-List	7 - 8
<a href="#">AIR - 2202 : 04-19-2021 To-Do-List - Pdf</a>	
5.2. 04-19-2021 Letter to Alberta Environment Minister	9 - 11
<a href="#">AIR - 2203 : 04-19-2021 Letter to Alberta Environment Minister - Pdf</a>	
5.3. Omni-McCann Geoscience groundwater monitoring estimates	13 - 15
<a href="#">AIR - 2204 : Omni-McCann Geoscience groundwater monitoring estimates - Pdf</a>	
5.4. Discussion on Bulldozer under carriage	17 - 18
<a href="#">AIR - 2205 : Discussion on Bulldozer under carriage - Pdf</a>	
5.5. May 2021 Budget Report	19 - 22
<a href="#">AIR - 2218 : May 2021 Budget Report - Pdf</a>	
<b>6. BYLAWS &amp; POLICIES</b>	
6.1. Policy 003-060-015 Code of Ethics	23 - 29
<a href="#">AIR - 2160 : Policy 003-060-015 Code of Ethics - Pdf</a>	
6.2. Policy 03-060-008	31 - 37
<a href="#">AIR - 2161 : Policy 03-060-008 - Pdf</a>	





## Highway 43 East Waste Commission

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**Title:** 04-19-2021 Meeting Minutes

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Action Item

**RECOMMENDATION:**

that the Highway 43 East Waste Commission board approve the 04-19-2021 meeting minutes as presented.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[DRAFT Highway 43 East Waste Commission - 19 Apr 2021](#)



**MINUTES**  
**Highway 43 East Waste Commission**

Highway 43 East Waste Commission held a board meeting on April 19, 2021 commencing at 9:30 a.m. in the Council Chambers of the Lac Ste. Anne County Administration Building in Sangudo, Alberta.

Board Present: Lorne Olsvik, Councillor  
Bud Love, Village of Alberta Beach  
Pat Hagman, Town of Mayerthorpe  
Pat St. Hilaire, Town of Onoway  
George Vaughan, Councillor  
Harry Kassian, Summer Village Lac Ste. Anne County East  
Russ Purdy, Summer Village Lac Ste. Anne County East

Board Absent:

Administration Present: Joe Duplessie, GM of Utilities & Special Projects  
Trinity Hindes, Finance Clerk  
Tony Sonnleitner, CAO of Ross Haven

Also Present: Curtis Friesen Metrix Group LLP - Via Zoom

**CALL TO ORDER**

**ADDITIONS TO AGENDA**

**ACCEPTANCE OF AGENDA**

18-2021 MOVED BY Town of Mayerthorpe Pat Hagman that the Highway 43 East Waste Commission accept the 04-19-2021 meeting Agenda as presented. Carried.

**ADOPTION OF MINUTES**

**02-22-2021 Highway 43 East Waste Commission meeting Minutes**

19-2021 MOVED BY Summer Village of Yellowstone Russ Purdy that the Highway 43 East Waste Commission approve the 02-22-2021 meeting minutes as presented. Carried.

**DELEGATIONS & PRESENTATIONS**

9:40 a.m. Appointment - Mr. Curtis Friesen with Metrix Group LLP regarding the Highway 43 East Waste Commission Audited Financial for the 2020 Calendar year.

**Draft Financial Statements**

20-2021 MOVED BY Village of Alberta Beach Bud Love that the Highway 43 East Waste Commission accepts the 2020 Highway 43 East Waste Commission Draft Audit Financial statements for year

ending December 2020 prepared by Metrix Group LLP, and further directs Administration to send back to Metrix Group LLP as approved.

Carried.

ADMINISTRATION

02-22-2021 To-Do-List

- 21-2021

MOVED BY Village of Alberta Beach Bud Love that the Highway 43 East Waste Commission direct Administration to spend up to \$30,000 from unrestricted reserves for gates and fencing to secure the Main landfill site.

Carried.
- 22-2021

MOVED BY Town of Onoway Pat St. Hilaire direct Administration to check into the frequency that the metal contractor is coming to the main landfill, and to increase the frequency.

Carried.
- 23-2021

MOVED BY Summer Village of Nakamun Harry Kassian that the Highway 43 East Waste Commission accept the 02-22-2021 To-Do-List for information.

Carried.

Avery Weigh-Tronix Report

- 24-2021

MOVED BY Councillor George Vaughan that the Highway 43 East Waste Commission accept the Weigh scale report from Avery Weigh-Tronix for information

Carried.

Memorandum of Agreement with Lac Ste. Anne County (Mngmt Support Services)

- 25-2021

MOVED BY Town of Mayerthorpe Pat Hagman that the Highway 43 East Waste Commission accept the Management Support Services Agreement with Lac Ste. Anne County as presented, and direct Administration to execute the Agreement.

Carried.

Correspondence to Lac Ste. Anne County

- 26-2021

MOVED BY Town of Onoway Pat St. Hilaire that the Highway 43 East Waste Commission accept the correspondence dated 02-24-2021 sent to Lac Ste. Anne County for information.

Carried.

Correspondence to the Town of Onoway

- 27-2021

MOVED BY Summer Village of Yellowstone Russ Purdy that the Highway 43 East Waste Commission accept the correspondence dated 02-24-2021 to the Town of Onoway for information.

Carried.

Alberta Recycling HHW Program Update

- 28-2021

MOVED BY Summer Village of Yellowstone Russ Purdy that the Highway 43 East Waste Commission direct Administration to send a letter to the Honorable Jason Nixon Minister of Environment and Parks, and Alberta Recycling as to why the Alberta Recycling HHW program is being cut and where are the funds going that they receive.

Carried.
- 29-2021

MOVED BY Councillor George Vaughan that the Highway 43 East Waste Commission accept the Alberta Recycling HHW Program Update for information.

Carried.

BYLAWS & POLICIES

Bylaw 02-2021-01-2021

- |         |  |                      |
|---------|--|----------------------|
| 30-2021 | MOVED BY Summer Village of Yellowstone Russ Purdy that the Highway 43 East Waste Commission give first reading to Bylaw 02-2021-01-2021 "Rate Bylaw" as presented. | Carried.             |
| 31-2021 | MOVED BY Councillor George Vaughan that the Highway 43 East Waste Commission give second reading to Bylaw 02-2021-01-2021 "Rate Bylaw" as presented.               | Carried.             |
| 32-2021 | MOVED BY Village of Alberta Beach Bud Love that the Highway 43 East Waste Commission give unanimous consent to Bylaw 02-2021-01-2021 "Rate Bylaw" as presented.    | Carried Unanimously. |
| 33-2021 | MOVED BY Town of Onoway Pat St. Hilaire that the Highway 43 East Waste Commission give third and final reading to Bylaw 02-2021-01-2021 "Rate Bylaw" as presented. | Carried.             |
| 34-2021 | MOVED BY Village of Alberta Beach Bud Love that the Highway 43 East Waste Commissionto defer the planning meeting that was scheduled for April 28, 2021.           | Carried.             |
| 35-2021 | MOVED BY Town of Mayerthorpe Pat Hagman that the Highway 43 East Waste Commission next meeting will be held on June 22, 2021 at 9:30 a.m.                          | Carried.             |

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Manager





## Highway 43 East Waste Commission

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**Title:** 04-19-2021 To-Do-List

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Accept for Information

**RECOMMENDATION:**

that the Highway 43 East Waste Commission accept the 04-19-2021 To-Do-List for information.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[04-19-2021 To Do List](#)

**HIGHWAY 43 EAST WASTE COMMISSION  
TO DO LIST – APRIL 19, 2021**

<b>Action</b>	<b>By:</b>	<b>Complete</b>
Ensure Minutes from the February 22, 2021 Board Meeting are signed and implemented into Minute Book	Trin	X
Send approval to Metrix Group LLP for Audited Financials	Carla	X
Administration to spend up to \$30,000 from unrestricted reserves for gates and fencing to secure the Main landfill site.	Joe	X
Check frequency that Metal contractor is coming to site. Increase frequency as well.	Joe	X
Administration to execute the Agreement	Trin	X
Write a letter to Alberta Environment Minister with regard to the cuts to the HHW program.	Lorne/Joe	X
Place Bylaw 02-2021-01-2021 into Bylaw Book	Trin	X
Next Meeting June 22, 2021 @ 9:30 a.m. Lac Ste. Anne County Administration office		



## Highway 43 East Waste Commission

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**Title:** 04-19-2021 Letter to Alberta Environment Minister

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Accept for Information

**RECOMMENDATION:**

that the Highway 43 East Waste Commission board accept the 04-19-2021 Letter to Alberta Environment Minister for information.

**SUMMARY/BACKGROUND:**

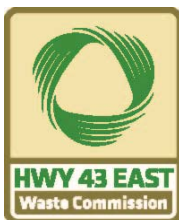
This letter was sent to Honorable Jason Nixon on May 20, 2021 to voice the concerns of the Highway 43 East Waste Commission, and member municipalities of the HHW program changes and costs increases.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[04-19-2021 Letter to Alberta Environment Minister](#)



May 20, 2021

Office of the Minister of Environment and Parks  
323 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB  
T5K 2B6

Honorable Jason Nixon  
via email: [aep.minister@gov.ab.ca](mailto:aep.minister@gov.ab.ca)

***RE: Household Hazardous Waste (HHW) Program***

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On April 16, 2021, the Highway 43 East Waste Commission received correspondence from the Alberta Recycling Management Authority (ARMA) regarding a Household Hazardous Waste Program update.

In this correspondence, they stated that effective June 1, 2021 Swan Hills Treatment Centre will no longer accept HHW. Municipalities and Indigenous communities will have to fund the treatment and destruction of HHW at alternative approved facilities.

The Highway 43 East Waste Commission is very concerned with the repercussions of this funding for treatment and destruction costs being cut, as this could result in the potential of all the HHW being put back into the landfills.

It has been a long educational process to get the residents of our municipalities to divert HHW away from our landfill, and with the cost being put back on the municipalities we are afraid that the programs we have built over the years will fall by the wayside.

The Highway 43 East Waste Commission board and its member municipalities understand that the HHW program is currently solely funded by the municipal and provincial taxes until such time that a permanent HHW program, based on an Extended Producer Responsibility framework, is put in place and shifts the responsibility for program costs to producers, and away from municipalities and Indigenous communities. However, until the EPR program is in place the additional municipal costs for the treatment and destruction off HHW will increase our invoices astronomically.

If you have any questions or concerns, please contact the undersigned via email at [lolsvik@lsac.ca](mailto:lolsvik@lsac.ca) or phone at 780-937-5360.

Regards,



Lorne Olsvik  
Chairman, Highway 43 East Waste Commission

JD/th  
Cc/ Highway 43 East Waste Commission Board





## Highway 43 East Waste Commission

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**Title:** Omni-McCann Geoscience groundwater monitoring estimates

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Accept for Information

**RECOMMENDATION:**

that the Highway 43 East Waste Commission accept the Omni-McCann Geoscience groundwater monitoring estimates as presented.

**SUMMARY/BACKGROUND:**

The board asked Administration to get estimates, for budgeting purposes, for the groundwater monitoring wells as required by the Approval and for engineering services related to design and tendering of a new disposal cell (Cell 3) for the landfill.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[Omni-McCann estimates for groundwater monitoring wells](#)

**From:** Royce Sather <[royce@omnimccann.com](mailto:royce@omnimccann.com)>

**Sent:** April 21, 2021 10:15 AM

**To:** Joe Duplessie <[jduplessie@lsac.ca](mailto:jduplessie@lsac.ca)>

**Cc:** Alan McCann <[alan@omnimccann.com](mailto:alan@omnimccann.com)>; Meaghan Blackburn <[meaghan@omnimccann.com](mailto:meaghan@omnimccann.com)>

**Subject:** Lac Ste. Anne Regional Landfill - Budget for Engineering

Joe,

Further to your request, The following are our estimates, for budgeting purposes, for the groundwater monitoring wells as required by the Approval and for engineering services related to design and tendering of a new disposal cell (Cell 3) for the landfill.

#### **Groundwater Monitoring Wells**

The cost to install 3 gas monitoring wells and 3 water table monitoring wells, as required by the Approval, and to abandon 2 existing monitoring wells is estimated to be in the order of \$10,000. It is assumed that the cost for sampling/testing of the new wells will be part of the annual groundwater monitoring program, which is not expected to change significantly as a result of these new wells. The new wells will need to be tied-in by survey, which would be done in conjunction with other survey work required on-site. In this case, both the sampling and the survey would be included in other budget items and are not expected to have significant additional cost implications.

#### **Design and Tender Cell 3**

The costs to provide Engineering Services for Design and Tender only for the next phase of cell construction (Cell 3) at the Lac Ste. Anne Regional Landfill is estimated to be in the order of \$45,000 to \$50,000. This would include allowances for the following:

- Preliminary site survey
- Subsurface investigation for landfill cells and pond
- Detailed design and specifications for landfill cell construction and pond remediation (if required)
- Tender administration and review of bid prices

The above cost for Cell 3 does not include engineering services related to construction (site inspection, testing and contract administration) or post-construction (QA/QC reporting and as-builts). These costs can not be estimated until the size and scope of the construction work is determined. (i.e. Cell construction may include only ½, or less, of the future cells remaining and the extent of remediation required to the Storm Pond, if any, is yet to be determined.) An estimated cost/budget for the construction work and the construction related engineering services could be provided toward the end of the Detailed Design phase and could be further updated after the close of Tenders for the project.

Trusting the above will assist in budgeting for the Groundwater Monitoring and Cell 3 Engineering services likely to be required in 2021. Please do not hesitate to call if you have any questions or require any further clarification.





**Royce Sather, P.L. (Eng)**

**Lead – Civil Engineering**

2404–96 Street, Edmonton, AB T6N 1J8

T: 780.435.1154

M: 780.984.8311

[www.omnimccann.com](http://www.omnimccann.com)





## Highway 43 East Waste Commission

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**Title:** Discussion on Bulldozer under carriage

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Action Item

**RECOMMENDATION:**

that the Highway 43 East Waste Commission board approve taking the funds out of unrestricted reserves to carry out the replacement for the bulldozer under carriage at the main landfill site.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[655K Undercarriage Quote - Track Group and Sprockets](#)



Undercarriage Estimate Ver. Sep20

Date: 02-Jun-21  
 Quote Number: \_\_\_\_\_  
 Company Name: Lac St Anne County  
 Contact Name: Joe Duplesse  
 Phone Number: 780-785-3411  
 Email Address: [jduplessie@lsac.ca](mailto:jduplessie@lsac.ca)  
 PO Number: \_\_\_\_\_

Customer Number: \_\_\_\_\_  
 Expiration Date: 17-Jun-21  
 Make: John Deere  
 Model: 655K  
 Serial Number: 1T0655KXKJE328797  
 Foreman: Matt Mukli  
 CSA: Adam Zacharuk

Quantity	Part Number	Description	Sell	PARTS
2	CR5465/38	TLA SALT	\$ 3,065.43	\$ 6,130.86
74	CR6020/20	TRACK PAD DOUBLE GROUSER 20"	\$ 63.43	\$ 4,693.82
2	CR6022/20	MASTER TRACK PADS	\$ 63.43	\$ 126.86
296	6V1792	TRACK BOLT	\$ 1.36	\$ 402.56
296	1S1860	TRACK NUT	\$ 0.50	\$ 148.00
2	ASM3	ASSEMBLY LABOUR	\$ 275.00	\$ 550.00
2	T349113ITR	SPROCKET SEGMENTS	\$ 303.67	\$ 607.34
50	T354545ITR	SEGMENT BOLTS	\$ 1.51	\$ 75.50
50	T354546	SEGMENT NUTS	\$ 4.69	\$ 234.50
Quantity	Amount	Description	LABOUR	
			<b>TOTALS</b>	

This is an estimate on the goods named, subject to the conditions noted below:

- 1) Estimate is valid for 15 days.
- 2) Extra labour may apply for cutting and cleaning.

**Thank you for the opportunity to earn your business !**

Brandt Tractor Ltd, 10630 - 176 Street, Edmonton, AB. T5S 1M2

PARTS	\$ 12,969.44
LABOUR	
SHOP SUPPLIES	
ENVIRONMENTAL FEES	
CARBON TAX	
GST	\$ 648.47
<b>ESTIMATE</b>	<b>\$ 13,617.91</b>



## Highway 43 East Waste Commission

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**Title:** May 2021 Budget Report

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Accept for Information

**RECOMMENDATION:**

that the Highway 43 East Waste Commission board accept the May 2021 Budget report as presented.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[20210530 Hwy43 Budget Report](#)

**Highway 43 East Waste Commission  
2021 Budget  
As of May 30, 2021**

Categories		2020 Actual	2021 Budget	2021 Actual	% Used
<b><u>General Administration</u></b>					
<b><u>Executive Committee &amp; Members</u></b>					
2.190.20	Executive Meetings	\$ 6,684	\$ 12,000	\$ 2,446	20.39%
2.191.20	Mileage/Expenses	\$ 1,144	\$ 5,000	\$ 632	12.64%
2.194.20	Membership Meetings	\$ -	\$ 500	\$ -	0.00%
2.195.20	Membership Mileage	\$ -	\$ 300	\$ -	0.00%
2.232.20	Seminars and Educational	\$ -	\$ 5,000	\$ 3,524	70.48%
<b>Total Executive Committee &amp; Members:</b>		<b>\$ 7,828</b>	<b>\$ 22,800</b>	<b>\$ 6,602</b>	<b>28.96%</b>
<b><u>Administration</u></b>					
2.220.00	Advertising	\$ -	\$ 200	\$ -	0.00%
2.231.00	Auditor	\$ 7,000	\$ 7,100	\$ 100	1.41%
2.230.00	Professional Services/Legal	\$ -	\$ 500	\$ 1,618	323.53%
2.118.00	Contracted Office - Lac Ste. Anne County	\$ 64,837	\$ 65,200	\$ 21,612	33.15%
2.511.00	Office Supplies/Copier Lease/Expenses	\$ 1,376	\$ 2,000	\$ 1,315	65.73%
2.271.00	Insurance & Registration	\$ 3,867	\$ 4,000	\$ 3,285	82.11%
2.232.00	Seminars/Educational	\$ 736	\$ 1,000	\$ 290	28.99%
2.191.00	Mileage	\$ -	\$ 500	\$ -	0.00%
2.810.00	Bank Interest and Credit Card Charges	\$ 4,439	\$ 3,600	\$ 1,194	33.17%
2.820.00	Uncollectible Accounts	\$ -	\$ 0	\$ -	0.00%
2.700.30	Recycle Research and Expenses	\$ -	\$ 0	\$ -	0.00%
<b>Total Administration:</b>		<b>\$ 82,255</b>	<b>\$ 84,100</b>	<b>\$ 29,413</b>	<b>34.97%</b>
<b>Total General Administration:</b>		<b>\$ 90,083</b>	<b>\$ 106,900</b>	<b>\$ 36,016</b>	<b>33.69%</b>

Not all final costs for May/21 have been reflected in this report.

Page 1 of 3

**Highway 43 East Waste Commission**  
**2021 Budget**  
**As of May 30, 2021**

Categories		2020 Actual	2021 Budget	2021 Actual	% Used
<b><u>Main Site Operations</u></b>					
<b><u>Landfill Operating</u></b>					
2.250.10	Site Contracted Services	\$ 10,843	\$ 10,000	\$ 19,814	198.14%
2.260.10	Repairs/Maintenance	\$ 21,097	\$ 40,000	\$ 16,093	40.23%
2.257.00	Leachate Removal	\$ 61,016	\$ 65,000	\$ 14,150	21.77%
2.410.10	Shredding Expense	\$ -	\$ 0	\$ -	0.00%
2.258.00	Paint Recycling	\$ 39,422	\$ 35,000	\$ 18,150	51.86%
2.510.10	Materials and Supplies	\$ 6,675	\$ 15,000	\$ 1,008	6.72%
2.500.10	Fuel	\$ 28,771	\$ 30,000	\$ 16,350	54.50%
2.251.10	Engineering	\$ 5,437	\$ 12,000	\$ -	0.00%
2.116.10	Site Wages	\$ 181,150	\$ 163,000	\$ 57,488	35.27%
2.117.10	Site Benefits	\$ 25,865	\$ 27,000	\$ 10,765	39.87%
2.273.00	Workers Compensation	\$ 5,111	\$ 6,800	\$ 1,117	16.42%
2.540.10	Utilities/Telephone/Internet	\$ 11,138	\$ 9,500	\$ 5,854	61.62%
2.191.10	Mileage & Expenses	\$ -	\$ 200	\$ -	0.00%
2.232.10	Seminars & Educational	\$ 276	\$ 600	\$ -	0.00%
2.272.00	Land Leases	\$ 400	\$ 850	\$ -	0.00%
2.630.00	Depreciation on Capital Assets	\$ 56,984	\$ 130,000	\$ 43,333	33.33%
2.600.10	Environmental Monitoring & Consulting	\$ 24,557	\$ 16,000	\$ 6,896	43.10%
<b>Total Landfill Operating:</b>		<b>\$ 478,741</b>	<b>\$ 560,950</b>	<b>\$ 211,016</b>	<b>37.62%</b>
<b><u>Capital</u></b>					
	Capital Projects & Expenses	\$ -	\$ -	\$ -	0.00%
(2018 Cat/2019 Skidsteer)	Capital Equipment/Building/Vehicle	\$ -	\$ 0	\$ -	0.00%
	Capital Land	\$ -	\$ 0	\$ -	0.00%
	Engineering Capital	\$ -	\$ 0	\$ -	0.00%
<b>Total Capital:</b>		<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>0.00%</b>

Not all final costs for May/21 have been reflected in this report.

Page 2 of 3

**Highway 43 East Waste Commission  
2021 Budget  
As of May 30, 2021**

Categories		2020 Actual	2021 Budget	2021 Actual	% Used
<b>Revenue</b>					
1.551.00	Interest	\$ (25,166)	\$ (40,000)	\$ (5,107)	12.77%
1.410.00	Disposal Fees	\$ (723,625)	\$ (650,000)	\$ (277,367)	42.67%
1.410.10	Disposal Fees - Furniture with Springs	\$ (19,792)	\$ (17,000)	\$ (11,100)	65.29%
1.410.20	Disposal Fees - Concrete	\$ (4,698)	\$ (5,600)	\$ (1,013)	18.09%
1.510.00	Accounts Receivable Penalties	\$ (2,222)	\$ (2,000)	\$ (681)	34.05%
1.553.00	Recycling	\$ (16,124)	\$ (10,000)	\$ (5,224)	52.24%
1.560.00	Lease Revenue	\$ (2,050)	\$ (2,300)	\$ (2,050)	89.13%
1.552.00	Other Revenue	\$ -	\$ (100)	\$ -	0.00%
1.840.00	Grants (Scale)	\$ -	\$ (0)	\$ -	0.00%
1.700.00	Sale of Equipment	\$ -	\$ (0)	\$ -	0.00%
1.920.00	Transfer from Reserves - New Cat	\$ -	\$ (0)	\$ -	0.00%
<b>Total Revenue:</b>		<b>\$ (793,676)</b>	<b>\$ (727,000)</b>	<b>\$ (302,543)</b>	<b>41.62%</b>
<b>Future Requirements</b>					
2.760.40	Transfer to Site Bldg. & Scale	\$ 5,000	\$ 5,000	\$ -	0.00%
2.763.00	Transfer to Equipment Reserve	\$ 50,000	\$ 50,000	\$ -	0.00%
2.767.00	Transfer to Shredding Reserve	\$ 10,000	\$ 10,000	\$ -	0.00%
2.768.00	Transfer to Concrete Reserve	\$ 10,000	\$ 10,000	\$ -	0.00%
2.762.00	Transfer to Cell Development Reserve	\$ 29,000	\$ 29,000	\$ -	0.00%
2.793.30	Transfer to Cell Closure & Post Closure Reserve	\$ 40,000	\$ 40,000	\$ -	0.00%
2-761-40	Transfers to Unrestricted Reserves	\$ 137,837	\$ 45,150	\$ 98,844	218.92%
<b>Total Future Requirements:</b>		<b>\$ 281,837</b>	<b>\$ 189,150</b>	<b>\$ 98,844</b>	<b>68.64%</b>
<b>Summary:</b>					
<b>Total Expenditures All Categories:</b>		<b>\$ 850,661</b>	<b>\$ 857,000</b>	<b>\$ 345,876</b>	<b>40.36%</b>
<b>Total Revenue All Categories:</b>		<b>\$ (793,676)</b>	<b>\$ (727,000)</b>	<b>\$ (302,543)</b>	<b>41.62%</b>
<b>Total (Surplus)/Deficit:</b>		<b>\$ 56,984</b>	<b>\$ 130,000</b>	<b>\$ 43,333</b>	<b>33.33%</b>
<b>Less Depreciation on Capital Assets:</b>		<b>\$ 56,984</b>	<b>\$ 130,000</b>	<b>\$ 43,333</b>	<b>33.33%</b>
<b>Net Cash Flow (Surplus) Deficit:</b>		<b>\$ -</b>	<b>\$ 0</b>	<b>\$ (0.00)</b>	<b>0.00%</b>





## Highway 43 East Waste Commission

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**Title:** Policy 003-060-015 Code of Ethics

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Adopt Policy/Bylaw

**RECOMMENDATION:**

that the Highway 43 East Waste Commission approves Policy 003-060-015 as presented.

**SUMMARY/BACKGROUND:**

This policy supersedes policy No. 141-9.

The purpose of this policy is to assist Highway 43 East Waste Commission employees in

maintaining standards of behavior related to their employment, such that the employee

neither uses, nor appears to use, his or her position to gain personal benefit not available

to other persons. These standards of behavior must meet Highway 43 East Waste Commission board specifications, while respecting the rights of individual employees.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[Policy 003-060-015 LSAC Code of Ethics Policy](#)

## Code of Ethics for Employees Policy

Policy Name:	Code of Ethics for Employees Policy
Policy No.:	03-060-015
Effective Date:	January 1, 2021
Supersedes Policy No.:	141-9
Accountability:	Commission Manager or Designate
Approver:	Highway 43 East Waste Commission Board
Approval/ Resolution No.:	XXX-2021

### **Purpose**

The purpose of this policy is to assist Highway 43 East Waste Commission employees in maintaining standards of behaviour related to their employment, such that the employee neither uses, nor appears to use, his or her position to gain personal benefit not available to other persons. These standards of behaviour must meet Highway 43 East Waste Commission board specifications, while respecting the rights of individual employees.

### **Policy Overview**

To ensure orderly operation, provide the best possible work environment, and encourage the provision of high quality service to County residents, Highway 43 East Waste Commission expects all employees to conduct themselves in a manner that protects the interests and safety of all employees, County residents, and Lac Ste. Anne County. All employees are expected to further the objectives of the Commission and to abide by the policies, rules, and regulations established and approved by Highway 43 East Waste Commission board. All employees are expected to conduct themselves in a professional manner and fulfill their duties with courtesy, honesty, respect, integrity, diligence, and competency. This includes the requirement of employees to apply themselves fully to the duties of their position during work hours and to respect confidentiality. Employees must refrain from outside activities which bring Highway 43 East Waste Commission directly into disrepute or compromise the reputation of the Commission. All employees are expected to conduct themselves in a manner consistent with the purpose set out within this policy.

The Code of Ethics covers:

- Employment outside of municipal services;
- Other business interests;
- Dealings with relatives;

## HIGHWAY 43 EAST WASTE COMMISSION HUMAN RESOURCES POLICIES

03-060-015

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- The misuse and disclosure of confidential information gained in the course of Commission duties;
  - Criminal offences;
  - Public statements;
  - Acceptance of gifts;
  - Political activity;
  - Use of Commission assets;
  - Discrimination and harassment;
  - Respect for others; and
  - A grievance or appeal procedure regarding any penalties imposed for violation of this Code of Ethics.

### **Guidelines**

#### **1. *Outside Employment/Business Interests***

- 1.1. Commission employees may be employed or operate a business outside of normal working hours, providing that the outside employment or business is not in direct conflict with Highway 43 East Waste Commission and does not interfere with the duties of the employee.
- 1.2. Outside employment or business interests must not overlap with the employee's duties to Highway 43 East Waste Commission.
- 1.3. Employees with a monetary interest in any business that may deal with Highway 43 East Waste Commission must register this interest with the Commission Manager, who, in turn, shall inform the person responsible for purchasing the service or materials.
  - 1.3.1. If said person wishes to utilize the business in which the employee(s) has monetary interest, Commission board approval is required, prior to proceeding with the purchase.
  - 1.3.2. The requirement for Commission Board approval ensures that all dealings with such a business are open to public scrutiny.

#### **2. *Dealings with Relatives***

- 2.1. Commission employees shall not have any monetary dealings with family members (spouse, father, mother, brother, sister, son, daughter, or any in-law or common-law). Any Commission business with an employee's relative shall be conducted by either the employee's supervisor or by another departmental employee.

#### **3. *Misuse of Confidential Information***

- 3.1. An employee may not benefit, personally or financially, from confidential information of which they become aware as a result of their duties of employment.

Page 2 of 5

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**4. Release of Confidential Information**

- 4.1. Commission employees shall hold in strict confidence all information concerning matters deemed confidential. Employees shall neither directly nor indirectly release, make public, or in any way divulge any information which is deemed to be confidential, unless expressly authorized by Board, the Commission Manager, or required by law to do so. Confidential information includes:
- 4.1.1. Any aspect of in-camera deliberations;
  - 4.1.2. Information identified as confidential within the provisions of the Freedom of Information and Protection of Privacy Act; and
  - 4.1.3. Information subject to solicitor-client privilege.

**5. Criminal Offenses**

- 5.1. Employees are expected to obey and observe the laws of the Federal, Provincial, and Local Governments. If convicted of an indictable or hybrid criminal offence, an employee must advise the Commission Manager.

**6. Public Statements**

- 6.1. Employees are obligated to put into practice and publicly support all decisions of Commission Board, Management, and Administration. Public Statements made by employees must not criticize or interfere with Commission and/or Commission decisions.

**7. Acceptance of Gifts**

- 7.1. No Commission employee shall solicit or accept a reward, gift, or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of their position. Employees are not precluded from accepting:
- 7.1.1. Rewards, gifts, or benefits not connected with the performance of their employment position;
  - 7.1.2. Political contributions that are accepted in accordance with applicable law;
  - 7.1.3. Reasonable quantities of food and beverages at banquets, receptions, ceremonies, or similar events;
  - 7.1.4. Services provided without compensation by persons volunteering their time;
  - 7.1.5. Food, lodging, transportation, and entertainment provided by other levels of governments or by other local governments, boards, or commissions;
  - 7.1.6. A reimbursement of reasonable expenses incurred in the performance of their duties;

## HIGHWAY 43 EAST WASTE COMMISSION HUMAN RESOURCES POLICIES

03-060-015

7.1.7. Token gifts, such as souvenirs, mementos, and commemorative gifts, that are given in recognition of service or for attending an event; or

7.1.8. Gifts received as an incident of protocol or social obligation, which normally and reasonably accompany the responsibility of office.

7.2. Employees shall not accept invitations from contractors, or potential contractors, to the municipality to attend special events (concerts, sporting events, golf games, etc.) that may be viewed as creating an unreasonable level of access or indebtedness.

### **8. Political Activity**

8.1. An employee's political activity shall not be restricted unless the following applies:

8.1.1. The employee's performance of the official duties of their position are affected by political activity, resulting in a reduction of public confidence in the employee;

8.1.2. The political activity significantly reduces the time available to the employee to devote to his or her municipal duties (e.g. elected to the Legislative Assembly); or

8.1.3. Conflicts of interest arise between the County and another elected body serviced by the employee (i.e. neighboring municipality).

### **9. Commission Vehicles, Equipment, Building, and Materials**

9.1. Employees shall utilize County vehicles, equipment, and buildings for County business only, and not for private or personal use or in the interest of a separate employer or business venture.

9.2. Employees shall not take or give away any County owned materials (new or used).

### **10. Discrimination and Harassment**

10.1. Commission employees shall not discriminate against anyone on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, sexual identity, gender identity, age, record of offences, marital status, same-sex partnership status, family status, or disability.

10.2. For more detailed information regarding bullying and harassment, employees may refer to Respectful Workplaces Policy.

### **11. Respect for Others**

11.1. Commission employees shall, at all times, demonstrate respect for others. "Others" may mean fellow employees or members of the public.

11.2. Treating all people with respect, dignity, and fairness is a fundamental expectation for all Commission employees and contributes to a safe and healthy work environment.

## HIGHWAY 43 EAST WASTE COMMISSION HUMAN RESOURCES POLICIES

03-060-015

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- 11.3. Commission employees will be open, tactful, and respectful in dealings with others, including those who hold different opinions, and will display good interpersonal skills.

### ***12. Consequences for Breach of Policy***

- 12.1. Violation of any aspect of the employee Code of Ethics may result in disciplinary action, in accordance with the Commission's Performance Management and Progressive Discipline Policy.

### **Definitions**

**Family Members** are herein delineated to include spouses, parents, siblings, children, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, and common-law partners.







## Highway 43 East Waste Commission

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**Title:** Policy 03-060-008

<b>PREPARATION DETAILS</b>	
<b>Department Of:</b>	Utilities & Special Projects
<b>Proposed Actions:</b>	Adopt Policy/Bylaw

**RECOMMENDATION:**

that the Highway 43 East Waste Commission approve Policy 03-060-008 Respectful Workplace as presented.

**SUMMARY/BACKGROUND:**

The purpose of this policy is to ensure that Highway 43 East Waste Commission (Main Landfill)

is a harassment-free, violence-free, and bullying-free workplace, and to inform employees of their

rights and obligations to this purpose.

Further, the policy confirms the rights of those reporting, or providing witness, on conduct that

violates the expectations within this policy, including protecting the person(s) making a good faith

disclosure from any punishment.

**PREPARED BY:** Trinity Hindes

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**ATTACHMENTS:**

[Policy 03-060-008 - H43 East Waste Commission Respectful Workplaces Policy](#)

## Respectful Workplaces Policy

<b>Policy Name:</b>	<b>Respectful Workplaces Policy</b>
Policy No.:	03-060-008
Effective Date:	January 1, 2021
Supersedes Policy No.:	
Accountability:	Commission Manager or Designate
Approver:	Commission Board
Approval/ Resolution No.:	XXX-2021

### **Purpose**

The purpose of this policy is to ensure that Highway 43 East Waste Commission (Main Landfill) is a harassment-free, violence-free, and bullying-free workplace, and to inform employees of their rights and obligations to this purpose.

Further, the policy confirms the rights of those reporting, or providing witness, on conduct that violates the expectations within this policy, including protecting the person(s) making a good faith disclosure from any punishment.

### **Policy Overview**

All employees, the general public, and other individuals or stakeholders who interact with Highway 43 East Waste Commission (the Main Landfill) deserve an environment that is respectful to work or do business in. As the Commission is committed to a workplace that is free of discrimination, harassment (sexual, psychological, or physical), bullying, abuse of authority, and violence of any kind, it is important that Commission employees understand the expectations for workplace behaviour, including the rights and responsibilities of employees and the obligations of the Commission and its managers and leaders.

There will be zero tolerance for physical, sexual, verbal, or psychological harassment, violence, or bullying in the workplace.

Harassment is against the law. The *Alberta Human Rights Act* protects employees from harassment, and the *Criminal Code* protects people from physical and sexual assault.

To protect employees from harm, all Highway 43 East Waste Commission employees are encouraged to report conduct that does not meet the Commission's standards or violates this policy or the law.

### **Guidelines**

- 1. General Expectations of a Respectful Workplace that is Harassment-Free and Bully-Free***

- 1.1. Highway 43 East Waste Commission has zero tolerance for harassment, bullying, psychological harassment, or any form or variation of violence or abuse in the workplace. No form of harassment, bullying, or psychological harassment will be condoned or tolerated. Harassment is against the law. The *Alberta Human Rights Act* protects Employees from harassment. The *Criminal Code* protects people from physical and sexual assault.
  - 1.1.1. **Harassment** is any behavior directed towards an employee that demeans, humiliates, or embarrasses a person. The *Alberta Human Rights Act* prohibits harassment related to race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, age, place of origin, marital status, source of income, family status, and sexual orientation. It may include violence, abuse (physical or verbal), or assault.
  - 1.1.2. **Sexual harassment** includes offensive or humiliating behavior that is related to a person's sex, as well as behavior of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities. It may include violence, abuse (physical or verbal), or assault.
  - 1.1.3. **Workplace bullying and psychological harassment** is defined as unwanted conduct, comments, actions, or gestures that undermine, disrupt, or negatively impact another's dignity, psychological or physical health and well-being, and the ability to do his or her job. Bullying and psychological harassment create a harmful work environment, may involve violence or abuse (physical or verbal), and may result from the actions of one individual towards another, or from the behavior of a group.
    - 1.1.3.1. The County does not condone and will not tolerate any form of harassment, sexual harassment, workplace bullying or psychological harassment, or violence of any kind in the workplace, and is committed to:
      - 1.1.3.1.1. Maintaining a healthy and safe workplace for all employees;
      - 1.1.3.1.2. Education and prevention-oriented practices;
      - 1.1.3.1.3. Addressing bullying behavior as soon as possible; and
      - 1.1.3.1.4. Effective problem-solving processes to address employee concerns, whether related to individual or group behavior.
- 1.2. All aspects of prevention and problem-solving processes will be fair, timely, confidential, professional, impartial, consistently applied, and will aim to preserve the dignity, self-respect, and rights of all parties.
- 1.3. Responses to bullying or harassment will aim to correct identified behaviour and to prevent further occurrences or violations of this Policy. This Policy will be enforced in accordance with the principles of progressive discipline.

1.4. The Commission will not tolerate any individual in a position of authority whose abuse of authority contributes to harassment, violence or abuse, or bullying of any kind.

1.4.1. **Abuse of authority** occurs when an individual uses authority unreasonably to interfere with an employee or the employee's job. This form of harassment includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities, such as counseling, performance appraisals, and discipline, as long as these are not done in a discriminatory manner.

## **2. Employee's Responsibilities and Rights**

2.1. Every employee of the Commission is expected to support the implementation of this Policy by:

- 2.1.1. Conducting themselves in a manner which demonstrates professional conduct, mutual respect for others, and which honors diversity in the workplace;
- 2.1.2. Participating, fully and in good faith, in any resolution process, formal complaint, and investigation process where they have been identified as having potentially relevant information;
- 2.1.3. Reporting any incidents which may be in violation of this Policy;
- 2.1.4. Respecting the rights to personal dignity, privacy, and confidentiality pertaining to this Policy; and
- 2.1.5. Upholding, in good faith, the processes and procedures as outlined by Highway 43 East Waste Commission, updated by management from time to time.

## **3. Management and Highway 43 East Waste Commission's Responsibilities**

3.1. While every employee is responsible for maintaining and contributing to an environment that is free from harassment and bullying, those in positions of authority over staff carry more responsibility than other employees within the organization. Management have additional obligations to make every reasonable effort to establish and maintain a workplace free of harassment, bullying, and violence. Their responsibilities include:

- 3.1.1. Acting as a role model for professional and respectful conduct;
- 3.1.2. Developing processes and procedures to comply with this policy;
- 3.1.3. Ensuring employees have full access to information regarding all employer policies and procedures;
- 3.1.4. Intervening immediately when inappropriate conduct has been brought to their attention or has been observed;
- 3.1.5. Notifying the local RCMP when there are reasonable grounds to believe that a violation of the *Criminal Code* has occurred;
- 3.1.6. Respecting the rights of all parties to a fair, equitable and confidential process for responding to complaints;
- 3.1.7. Support to all those who participate in a problem-solving process; and

3.1.8. Enforcement of corrective and/or disciplinary measures, where applicable.

#### **4. Defining Harassing or Bullying Behaviour**

4.1. Harassing or bullying behaviour can include, but is not limited to:

- 4.1.1. Actions, such as touching or pushing;
- 4.1.2. Comments, such as jokes or name-calling;
- 4.1.3. Displays, such as posters or cartoons;
- 4.1.4. Bullying or psychological harassment, which can take many forms and may occur when the behaviour or conduct:
  - 4.1.4.1. Would reasonably tend to cause offense, discomfort, humiliation, or embarrassment to another person or group;
  - 4.1.4.2. Has the purpose or effect of interfering with a person's work performance; and
  - 4.1.4.3. Creates an intimidating, threatening, hostile, or offensive work environment.
- 4.1.5. Offering an employment benefit (such as a raise, promotion, or assistance with one's career) in exchange for sexual favours, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- 4.1.6. Visual conduct, such as leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, including downloads from the internet, cartoons, or posters;
- 4.1.7. Verbal or written (letters, notes, emails, texts) sexual advances, propositions, requests, or comments;
- 4.1.8. Verbal abuse of a sexual nature, such as graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations;
- 4.1.9. Unwanted physical conduct, such as touching, grabbing, hugging, patting, brushing, kissing, assault, or impeding or blocking movements.

4.2. Violation of this section will subject an employee to progressive disciplinary action, up to and including immediate termination.

#### **5. Protection from Reprisals or Retaliation**

- 5.1. Retaliation against anyone involved in a resolution process through this policy will not be tolerated. Any actions of retaliation or reprisal may result in disciplinary action up to and including termination for just cause.
- 5.2. Protection from retaliation covers both complainants and witnesses who have participated in the policy process. Also protected from retaliation are: facilitators,

mediators, investigators, and the Commission Manager responsible for decision-making functions within this process, acting in accordance with this policy.

**6. Complaint Fabrication**

- 6.1. Because of the serious nature of a complaint, false accusations or abuse of this policy will not be tolerated. Where a formal investigation concludes that a complaint was knowingly frivolous or malicious and was filed in bad faith, disciplinary action will result, up to and including termination for just cause.

**Definitions**

**Participating in good faith** means that any individual employed by Highway 43 East Waste Commission participates in investigations, resolution processes, or formal complaint and investigation processes fully and based on a reasonable belief that is not malicious, frivolous, or vexatious.

**Reprisals or retaliation or punishment** means punitive or negative actions taken against a person for making a disclosure in good faith or participating in good faith, including, but not limited to disciplinary action, termination, adversely affecting employment conditions, or a threat to do any of these listed. Reprisals, retaliation, or punishment will not be tolerated.