



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COMMITTEE OF THE WHOLE MEETING AGENDA

Monday January 20, 2020

10:00 AM

DeBolt Public Services Building
DeBolt, AB

- | | | | |
|----|--------------------|---|-----|
| #1 | CALL TO ORDER | | |
| #2 | ADOPTION OF AGENDA | | |
| #3 | MINUTES | 3.1 Committee of the Whole Meeting minutes held December 16, 2019 | 3 |
| | | 3.2 Business Arising from the Minutes | |
| #4 | DELEGATION | 10:15 a.m. 4.1 Wildfire Risk and Prevention | 7 |
| | | 10:30 a.m. 4.2 Ridgevalley Seniors Home | 9 |
| #5 | NEW BUSINESS | 5.1 SECOR Information | 23 |
| | | 5.2 Property Tax Incentives | 123 |
| | | 5.3 Possible Name Change | 139 |
| | | 5.4 Fox Creek Annexation Discussion | 142 |
| #6 | CLOSED SESSION | 6.1 Privileged Information
(<i>FOIPP; Section 27</i>) | |
| #7 | ADJOURNMENT | | |

Minutes of a
COMMITTEE OF THE WHOLE MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
 Grovedale Public Service Building
 Grovedale Alberta, on Monday, December 16, 2019

1:
 CALL TO ORDER

Chair Duane Didow called the meeting to order at 10:00 a.m.

PRESENT

Division 9	Deputy Reeve Duane Didow
Ward 5	Reeve Dale Smith
Ward 1	Councillor Winston Delorme
Ward 3	Councillor Les Urness
Ward 4	Councillor Shawn Acton
Ward 6	Councillor Tom Burton
Ward 7	Councillor Roxie Rutt
Ward 8	Councillor Bill Smith
Division 9	Councillor Tyler Olsen

ATTENDING

Chief Administrative Officer	Denise Thompson
General Manager, Corporate Services	Rosemary Offrey
General Manager, Community Services	Stacey Wabick
General Manager, Infrastructure & Planning	Roger Autio
Manager of Marketing & Communications	Stacey Sevilla
Recording Secretary	Lianne Kruger

ABSENT

Ward 2	Councillor Dale Gervais
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#2:
 AGENDA

MOTION: 19.12.108. Moved by: COUNCILLOR TYLER OLSEN
 That the Monday December 16, 2019 Committee of the Whole agenda be adopted with addition

- Addition - 6.1 Information Harmful to a third party

CARRIED

#3.1
 COMMITTEE OF THE
 WHOLE MINUTES

MOTION: 19.12.109. Moved by: COUNCILLOR ROXIE RUTT
 That the Minutes of the Committee of the Whole meeting held on Monday November 18, 2019 as presented.

CARRIED

#3.2
 BUSINESS ARISING

3.2 BUSINESS ARISING FROM MINUTES:

#4
DELEGATIONS

4.0 DELEGATIONS

4.1 PEMBINA PIPELINE PRESENTATION

PEMBINA PIPELINE

MOTION: 19.12.110. Moved by: COUNCILLOR TOM BURTON
That Committee of the Whole accept the presentation from Pembina Pipeline for information, as presented.

CARRIED

4.2 TURKEY BALLS INC PRESENTATION

TURKEY BALLS INC

MOTION: 19.12.111. Moved by: COUNCILLOR ROXIE RUTT
That Committee of the Whole accept the presentation from Turkey Balls Inc. for information, as presented.

CARRIED

4.3 RIVER OF DEATH AND DISCOVERY DINOSAUR MUSEUM SOCIETY

RIVER OF DEATH AND
DISCOVERY DINOSAUR
MUSEUM SOCIETY

MOTION: 19.12.112. Moved by: COUNCILLOR LES URNESS
That Committee of the Whole accept the presentation from the River of Death and Discovery Dinosaur Museum Society operating as the Philip J. Currie Dinosaur Museum for information, as presented.

CARRIED

4.4 GRANDE CACHE RECREATION AND TRAILS MASTERPLAN PRESENTATION

GRANDE CACHE
RECREATION AND
TRAILS MASTERPLAN

MOTION: 19.12.113. Moved by: COUNCILLOR WINSTON DELORME
That Committee of the Whole accept the Grande Cache Recreation and Trails Masterplan presentation for information, as presented.

CARRIED

#5
NEW BUSINESS

5.0 NEW BUSINESS

5.2 GRANDE CACHE CENSUS REPORT

GRANDE CACHE
CENSUS

MOTION: 19.12.114. Moved by: COUNCILLOR WINSTON DELORME
That Committee of the Whole accept the Hamlet of Grande Cache Census for information as presented.

CARRIED

5.1 BYLAW 19-831 BUSINESS LICENSING BYLAW DISCUSSION

**BYLAW 19-831
DISCUSSIONS**

MOTION: 19.12.115. Moved by: REEVE DALE SMITH
That Committee of the Whole discuss Bylaw 18-831 "Business Licensing Bylaw".
CARRIED

5.3 WARD BOUNDARY REVIEW DISCUSSION

**WARD BOUNDARY
REVIEW**

MOTION: 19.12.116. Moved by: COUNCILLOR TOM BURTON
That Committee of the Whole accept the Ward Boundary Review discussion for
information, as presented.
CARRIED

5.4 RECREATION SERVICES GRANDE CACHE SPECIAL PROJECTS COUNCIL UPDATE

**RECREATION SERVICES
GRANDE CACHE**

MOTION: 19.12.117. Moved by: REEVE DALE SMITH
That Committee of the Whole accept the Recreation Services Grande Cache
Special Projects Update for information, as presented.
CARRIED

5.5 ADMINISTRATION BUILDING EXTENSION

Discussions moved to Closed Session.

5.6 HOSPITALITY SUITE FCM

**HOSPITALITY SUITE
FCM**

MOTION: 19.12.118. Moved by: COUNCILLOR WINSTON DELORME
That Council accept the proposal from Sturgeon County on hosting a Hospitality
Suite while attending the 2019 FCM Conference, for information as presented.
CARRIED

5.7 2020 COMMUNITY GRANT REQUESTS

**2020 COMMUNITY
GRANT REQUEST**

MOTION: 19.12.119. Moved by: COUNCILLOR TOM BURTON
That Committee of the Whole recommend to Council to disperse the 2020
Community Grants as presented.
CARRIED

5.8 CAO ACTION LIST

CAO ACTION LIST

MOTION: 19.12.120. Moved by: COUNCILLOR LES URNESS
That Council accept the CAO Action List for information, as presented.
CARRIED

#6
CLOSED SESSION

6.0 CLOSED SESSION

CLOSED SESSION

MOTION: 19.12.121. Moved by: COUNCILLOR TYLER OLSEN
That the meeting go to Closed Session, at 3:29 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

6.1 DISCLOSURE HARMFUL TO THIRD PARTY

OPEN SESSION

MOTION: 19.12.122. Moved by: COUNCILLOR SHAWN ACTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:52 p.m.

CARRIED

#7
ADJOURNMENT

7.0 ADJOURNMENT

MOTION: 19.12.123. Moved by: COUNCILLOR ROXIE RUTT
That this meeting adjourn at 3:53 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT: Wildfire Risk and Prevention
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: January 20, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept for information the presentation on Wildfire Risk and Prevention form Wildfire Prevention Officer-Grande Prairie Forest Area.

BACKGROUND/PROPOSAL:

We will be presenting a map that shows the Wildfire Risk in the MD of Greenview No. 16.

We will discuss Agriculture and Forestry current planning efforts to mitigate that risk.

We hope to show where the MD of Greenview can assist in mitigation efforts and how the MD of Greenview can benefit from this participation.

The presentation will take 5 minutes and will allow 10 minutes for questions.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on Wildfire Risk and Prevention.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	Ridgevalley Seniors Home	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	COMMITTEE OF THE WHOLE	CAO:	MANAGER:
MEETING DATE:	January 7, 2020	GM:	PRESENTER:
DEPARTMENT:	CAO SERVICES		
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from the Ridgevalley Seniors Home for information, as presented.

BACKGROUND/PROPOSAL:

The Ridgevalley Seniors Home is requesting funds to help build a duplex for “Independent Living” for seniors. A recent study determined that this was the type of housing most needed in the area for the next decade so they have begun this project.

Also requesting funds for re-shingling the roof of the Ridgevalley Seniors Home.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the Council accepting the recommended motion is that Council is aware of the request from the Ridgevalley Seniors Home.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- None

RIDGEVALLEY SENIORS ASSISTANCE SOCIETY

Duplex project presentation
to the
Municipal District of Greenview

- ▶ Ridgevalley Seniors Assistance Society a.k.a. Ridgevalley Seniors Home has been operating in the Crooked Creek area since 1974
- ▶ Non-profit caring for seniors
 - ▶ Through palliative care where possible
- ▶ Originally funded solely by the Mennonite community
- ▶ Currently funded partly by the Mennonite community and various other organizations
 - ▶ Heart River Housing
 - ▶ MD of Greenview
 - ▶ Alberta Health Services

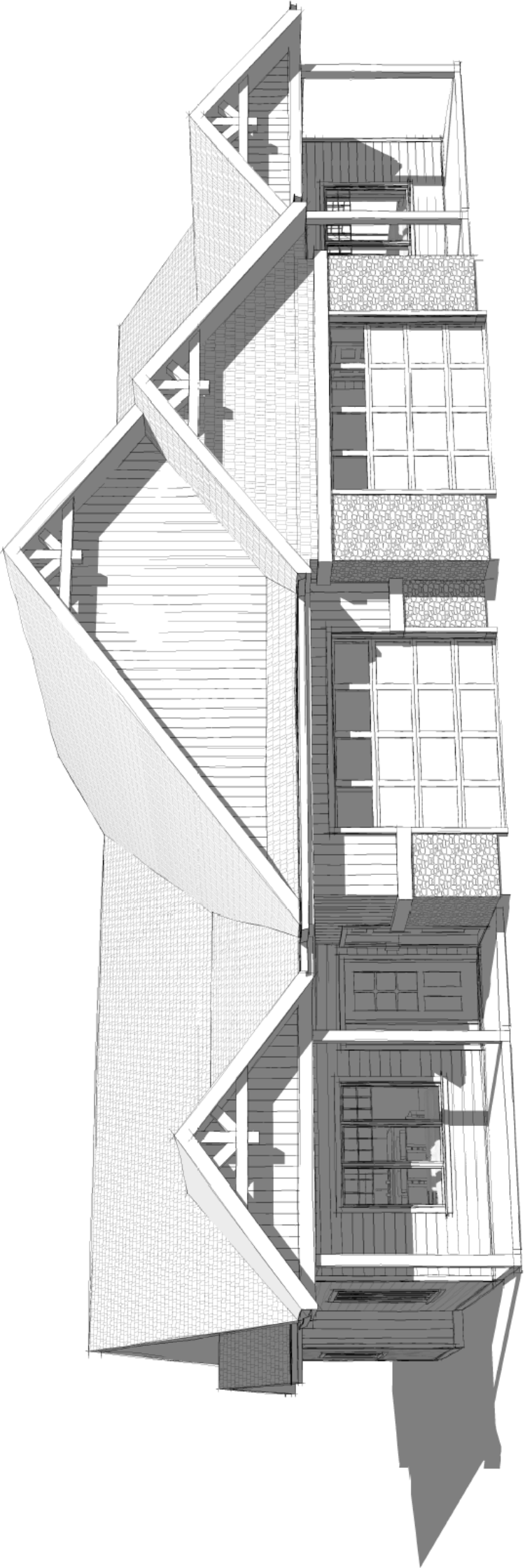
OVERVIEW

- ▶ In fall of 2014 we hired Horizon Strategic Consultants to study seniors housing needs
- ▶ “Develop independent condo-style seniors housing adjacent to current facility”
- ▶ Recognized the need for non-assisted living
- ▶ Increasing need for the next couple of decades

PROJECT NEED

- ▶ Independent living duplexes
- ▶ Open to all area seniors
- ▶ Adjacent to current facility, same property
- ▶ Preparing for up to 14 units (7 duplexes)

DEVELOPMENT PROPOSAL



- ▶ Summer of 2019
 - ▶ Driveway
 - ▶ Water and sewer
 - ▶ Natural gas
 - ▶ Electrical service
- ▶ Fall of 2019
 - ▶ Septic tank
 - ▶ Foundation for first building
- ▶ Winter of 2019-2020
 - ▶ Framing
 - ▶ Sub-trades

DEVELOPMENT PROGRESS

- ▶ Finishing project in early 2020
- ▶ Move in Summer 2020
- ▶ Two tenants already signed up
- ▶ Taking applications for next two units
 - ▶ Some tentative applications received

2020 PLANS

- ▶ \$200,000 for driveway and services
 - ▶ All paid
- ▶ Estimating \$520,000 for finished cost per duplex
 - ▶ \$110,000 from savings
 - ▶ \$150,000 interest-free loan from Mennonite Union Aid
 - ▶ Remaining \$260,000 requested from Municipality

PROJECT COST

- ▶ Long term goal to “not profit” from this development
- ▶ Keep rent as low as possible
- ▶ Use rental income for building more duplexes
- ▶ Financial plan calls for future duplexes to be funded from existing duplexes

FINANCIAL PLANNING FOR PROJECT

- ▶ 50% of first duplex = \$260,000
- ▶ Replace shingles on 19,000 sq/ft of roof = \$39,900
- ▶ Total request \$299,900

FUNDING REQUEST

QUESTIONS?



REQUEST FOR DECISION

SUBJECT: SECOR Information
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: January 20, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: DT

MANAGER: EK
PRESENTER: MM

RELEVANT LEGISLATION:

Provincial (cite) – Occupational Health and Safety Act Part 5

Council Bylaw/Policy (cite) – Policy 4004

RECOMMENDED ACTION:

MOTION: Council Accept information on SECOR as presented from Health and Safety for information, as presented.

BACKGROUND/PROPOSAL:

Included in the information is:

1. When a company is created they create a WCB account and are registered under an industry code, a part of their premium rate that they pay to WCB is paid to their certifying partner for example Alberta Construction Safety Association or Alberta Manufacturing Safety Association ours being Alberta Municipal Safety Association and this is all dependant on their industry code. That premium waives any company membership fees from their certifying partner. Therefore a company would simply have to call their certifying partner and ask for templates on anything they require for their Safety Manual or find them online.

For SECOR auditing a company would only requires internal evaluations yearly. They can access the evaluation tool for free online which outline all the documentation that they require. They have to complete an audit on themselves yearly however only submit to their certifying partner every three years when they are up for renewal.

There is no cost associated with becoming recertified except on a safety training course every three years. Therefore the only cost associated with obtaining their SECOR would be any training that they require which is standard first aid, small employer safety management and CSTS (which is free until the end of the year with ACSA). And then every 3rd year they when recertifying they need to take a safety course through their certifying partner.

2. SECOR Safety Manual.
3. Information on certifying partners.
4. Course information required for SECOR.
5. Information from the Alberta Construction Safety Association on SECOR.
6. SECOR Audit Tool.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have an understanding of what it will take for a Contractor/Small Business to obtain their SECOR.
2. The benefit of Council accepting the recommended motion is that Council will have an understanding of what our role is and our due diligence involved in ensuring contractors have a Health and Safety Program.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- SECOR Safety Manual.
- Information on certifying partners.

- Course information required for SECOR.
- Information from the Alberta Construction Safety Association on SECOR.
- Occupational Health and Safety Act Part 5 Program and Practice.
- SECOR Audit Tool.

SECOR

Health and Safety

Manual

AMHSA
Alberta Municipal Health and Safety Association



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Element 1.1 | Health and Safety Policy

Management is committed to providing its employees with the safest and healthiest work environment possible. The purpose and goal of the health and safety program is to provide a positive working environment and an injury free workplace for all employees.

Managers and Supervisors are responsible for:

- Ensuring hazards are identified and appropriately controlled
- Creating an environment that promotes active employee participation in health and safety-related activities
- Ensuring that health and safety-related initiatives are adequately resourced

Workers are responsible for:

- Working safely
- Ensuring their co-workers are protected and work safely
- Assisting in the identification of health and safety issues and concerns
- Participating in activities or programs initiated by the municipality that enhance health and safety

Contractors are responsible for:

- Working safely
- Complying with all municipal policies regarding contract instructors
- Assisting in the identification of health and safety issues and concerns
- Participating in activities or programs initiated by the municipality that enhance health and safety

The _____ is committed to complying with all pertinent legislation including the Alberta Occupational Health and Safety Act, Regulation and Code.

CEO or CAO Signature

Date

Element 1.2 | Employees Aware of Health and Safety Policy Contents

	First Name	Last Name	Phone Number	Years of Service
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Element 1.3 | Assignment of Responsibility and Accountability for Safety

Manager Responsibilities

- Provide direction to supervisory staff to protect the health and safety of all employees
- Enforce the incident prevention policy and Alberta Occupational Health and Safety legislation
- Participate in the incident prevention program
- Provide well-maintained tools and equipment and any special personal protective equipment that may be required
- Provide ongoing safety education programs
- Hold supervisors accountable for their individual safety activities

Supervisor Responsibilities

- Know and comply with the municipal safety policy
- Ensure all employees are competent to perform work in a safe manner
- Ensure employees follow appropriate safe work procedures
- Report all incidents immediately
- Investigate all incidents and advise management on how to prevent similar incidents in the future
- Conduct regular, formal, safe work inspections

Worker Responsibilities

- Comply with the municipality's health and safety policy, safety practices, and procedures
- Wear the appropriate personal protective equipment
- Notify supervisor(s) of any unsafe conditions or acts that may pose a danger
- Report all incidents and injuries to supervisor(s) as soon as possible
- Take every reasonable precaution to protect the safety of themselves and co-workers

Hazards Associated with Tasks or Jobs

Once all tasks/jobs have been identified within the position, identify the hazards associated with each of them. It is critical to clearly identify hazards in order to be able to assess the risks they pose and develop appropriate controls.

Transfer associated hazards to the *Hazard Identification, Assessment and Control Worksheet* and prioritize the risks. A team of individuals comprised of supervisors and workers will use the *Hazard Identification, Assessment and Control Worksheet* to complete this process. A member of the Joint Health and Safety Committee (JHSC) will assist you.

	1	2	3
Severity	First Aid / Minor Damage	Lost Time Injury / Moderate Damage	Fatal / Major Damage
Probability	Unlikely	Probable	Likely
Frequency of Exposure	Rarely (<1/month)	Often (3 times/week)	Every Day

Hazard Identification, Assessment and Control Worksheet – Notes

- **Severity:** How serious would the outcome be if something went wrong?
 - Rate 1, 2 or 3 (worst)
- **Probability:** How likely is it that something will go wrong?
 - Rate 1, 2, or 3 (most likely)
- **Frequency of Exposure:** How many people and how often are they exposed?
 - Rate 1, 2 or 3 (most often, lots of people)
- **Total:** Total the 3 factors (severity, probability, frequency of exposure)
 - 3-4 is low priority
 - 5-6 is medium priority
 - 7-9 is high priority
- The high priority hazards are addressed first, followed by the medium priority hazards. Low priority hazards may not require attention at this time; they may simply require monitoring.
- Review the controls in place and what should be added – consider engineering controls (guards, screens, mufflers, ventilations, etc.) before relying on things like warning signs, pylons, reminder notes, masks, gloves, etc. (administrative controls and PPE).
- Determine how quickly the recommended controls should / can be put in place (is it reasonable?) and who is responsible to ensure it gets done.

Hazard Identification, Assessment, and Control Worksheet												
Department:			Position:				Completed By:			Date:		
Job/Task:	Hazards:	Probability	Severity	Frequency	Total	Priority	Recommended Controls	Type of Control (Engineering, Admin, PPE)	Due Date	Person Responsible	Initial and Date When Complete	Hazard Reviewed (date)

Hazard Identification, Assessment, and Control Worksheet												
Department:			Position:				Completed By:				Date:	
Job/Task:	Hazards:	Probability	Severity	Frequency	Total	Priority	Recommended Controls	Type of Control (Engineering, Admin, PPE)	Due Date	Person Responsible	Initial and Date When Complete	Hazard Reviewed (date)

Element 2.5 | Field Level Hazard Assessment Policy

It is the policy of this municipality that Field Level Hazard Assessments are conducted on a daily basis on all temporary work sites as well as work sites where conditions are regularly changing.

Field Level Hazard Assessments are conducted to:

- Identify hazards
- Control hazards
- Review existing hazards
- Ensure current controls in place are effective

Field Level Hazard Assessments are to be conducted by the supervisor of each area with the assistance from a member of their staff (this should be a rotating position)

Managers are expected to participate in at least one Field Level Hazard Assessment in each area every six months

The municipal manager will participate in at least one Field Level Hazard Assessment in each department every year

All managers, supervisors and Joint Health and Safety Committee (JHSC) members must have training on conducting Field Level Hazard Assessments

All information gathered from Field Level Hazard Assessments conducted must be provided for all affected employees

Field Level Hazard Assessment Form

Date: _____ Project Name: _____

Description of Work: _____

Check off hazards that apply to tasks. List the item # on the other side and identify the plans to eliminate or control the risk.

	PERSONAL LIMITATION HAZARDS	ELECTRICAL HAZARDS	WRITTEN PROCEDURES REQUIRED
ERGONOMIC HAZARDS:			
1. Repetitive motion	<input type="checkbox"/>	44. Shock hazard/GFI's	Lockout <input type="checkbox"/>
2. Heavy lifting	<input type="checkbox"/>	45. Working on/near energized eq.	Confined space <input type="checkbox"/>
3. Awkward positions	<input type="checkbox"/>	46. Hot work/electric permit req'd	Fall protection <input type="checkbox"/>
4. Over exertion	<input type="checkbox"/>	47. Electrical cords inspected	Craning & rigging <input type="checkbox"/>
5. Pinch points	<input type="checkbox"/>	48. Electrical tools inspected	Radiography <input type="checkbox"/>
6. Body in line of fire	<input type="checkbox"/>	49. Explosive hazard/Explosive proof plugs	Excavation <input type="checkbox"/>
7. Working above your head	<input type="checkbox"/>		JHA reviewed <input type="checkbox"/>
WORK AT HEIGHTS HAZARDS		OTHER	ENSURE PPE
8. Barricades, flagging, signs	<input type="checkbox"/>	50. _____	Eye/head protection <input type="checkbox"/>
9. Hole (covering/barriers in place)	<input type="checkbox"/>	51. _____	Hearing protection <input type="checkbox"/>
10. Falling items	<input type="checkbox"/>	52. _____	Limb and body protection <input type="checkbox"/>
11. Powered platforms	<input type="checkbox"/>		Hand protection <input type="checkbox"/>
12. Others working overhead/below	<input type="checkbox"/>		Respirator protection <input type="checkbox"/>
13. Fall (fall arrest/100% tie off)	<input type="checkbox"/>		Additional PPE required <input type="checkbox"/>
14. Tie point identified	<input type="checkbox"/>		<input type="checkbox"/>
15. Ladders	<input type="checkbox"/>		<input type="checkbox"/>
ACCESS/EGRESS HAZARDS		REVIEWED AT TAILBOARD	
16. Aerial lift/man basket (inspected)	<input type="checkbox"/>	Fire extinguisher location	
17. Scaffold (inspected & tagged)	<input type="checkbox"/>	First aid room	
18. Ladders (tied off)	<input type="checkbox"/>	Safety shower/eyewash	
19. Slips/trips	<input type="checkbox"/>	Muster point	
20. Hoisting (tools/equipment)	<input type="checkbox"/>	Emergency response plan	
21. Excavations/trenching	<input type="checkbox"/>	Incident reporting	
22. Confined space	<input type="checkbox"/>	Nearest phone location	
		PERMIT TYPE/NO: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Tools/equipment/PPE inspected and in order <input type="checkbox"/>

Field Level Hazard Assessment Form

FLHA QUALITY AUDIT Yes No

Is the FLHA current and valid for this task?
If no, what action was taken?

Have all hazards been identified?
If no, what action was taken?

Identified controls in place and being followed?
If no, what action was taken?

Are all crew members signed on?
If no, what action was taken?

AUDIT RATING
Excellent
Caching applied
Work Stopped

Date: _____
Time: _____

Supervisor: _____
(Please print legibly)

Worker: _____
(Please print legibly)

All hazards requiring controls **MUST** be listed below along with their hazard number and how you plan to eliminate or control the hazards to safe levels.

HAZARD #	PLANS TO ELIMINATE/CONTROL RISK	INITIAL	WORKER NAME(S) (please print legibly)	JOB COMPLETION	YES	NO	N/A
				Has the area been cleaned up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Has all flagging/tagging been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Are there any hazards remaining?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Were there any incidents or injuries? (if yes to C or D above, explain below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please return FLHA to foreman at end of each shift

Element 3.3 | Equipment/Vehicle Checklist

Rating Legend:

NA – Not Applicable **P** – Passed in good working condition **M** – Passed but maintenance required
R – Rejected, repair necessary before returning to service

Fluid Levels			
Motor Oil		Rear End	Air Filter
Radiator		Brake Fluid	Oil Change Required?
Power Steering		Greasing Required?	Oil Filter Changed?
Windshield Washer			
Driver's Compartment			
Sun Visors		Horn 7 Switches	Steering Power Assist
Windshield Wipers		Windshield Defrost	Windshield
Side Windows		Beam Indicator	Instrument Lamps
Pedal Pads		Fire Extinguisher	Hazard Warning Kit / Flares
Seats & Seatbelts		First Aid Kit	Air Pressure Gauge
Speedometer		Survival Kit	Cellular Phone
Compressor Buildups		Acc. Pedal & Air Throttle	Booster Cable
Air Leakage		Compressed Air	Steering Column Security
Body Exterior			
Head Lamp Operation/Aim		Clearance Lamps	Identification Lamps
Tail Lamps		Stop Lamps	Turn Signal Lamps
Marker Lamps		Hazard Lamps	Reflex Reflectors
Trailer Hitch		TDG Placards	Fenders / Mud Flaps
Trailer Cord		Paint	Air Lines
Tire Pressure		Headache Rack or Chain	Body & Doors
Glad Hands & Air System		Reservoirs, Brackets & Straps	Bumpers & Cabs
Under the Hood			
Hood		Air Compressor Belt	Air Compressor
Power Steering System		Fuel Pump & System	Battery & Wiring
Air Filter		Fan & Belt	Carburetor
Cooling System		Windshield Washer Pump	Distributor
Exhaust System		Windshield Washer Container	
Undercarriage			
Pin & Bushing Wear		Sprocket	Springs
Link Wear		Shock Absorbers	Muffler
Roller Wear		Oil Pan	Pittman Arm
Idler Wear		Drag Link	Differential
Track Wear		Tie Rod	Suspension
Roller Guards		Frame Rails	Axles

Brakes, Tires, Wheels			
Brake Components		Chock Block	Road Clearance
Spring Caging Bolts		Brake Drum Condition	Brake Lining Thickness
Disc Brakes		Brake Lines & Hoses	Brake Failure Indicator
Reservoirs & Valves		Tire Pressure	Park Brake
Wheel Bearings		Vacuum System, Reserve	Emergency Brake
Proportioning Valve		Pump Operator	Brake Operation
Brake Camshafts & Travel		Tire Wear	Jack
Tire Iron		Spare Tire	Chains

Equipment Passed Equipment Failed

Work Required: _____

Assigned to: _____ Completion (Date/Time): _____

Repair Person Signature: _____

Supervisor Signature: _____

Element 3.3 | Housekeeping Checklist

Area:	Shift:	Date:			
			Yes	No	Comments:
Certification					
Are you trained to use this checklist?					
Safety					
Are you wearing all your personal protective equipment? (safety glasses, boots, gloves, respirators and ear plugs, etc.)					
Does everyone working in the area have all safety equipment on while performing duties?					
Have you checked for and identified any hazards prior to performing job functions?					
Are all safety guards on equipment?					
Are materials stored correctly?					
Are there any trip hazards? If yes please correct and eliminate.					
Are all cords, wiring, etc., tied in a neat organized manner?					
Are you trained to operate all equipment relevant to your job?					

	Yes	No	Comments:
Facilities			
Is lighting sufficient? Do bulbs need cleaning or replacing?			
Is the work area clean and orderly?			
Are desks, chairs, tables, phones, and computers clean?			
Are floors swept, clean, and dry?			
Are there uneven or poorly maintained surfaces that could injure personnel?			
Are fans are clean and running?			
Are shutters are clean and opening?			
Check work area to see if cluttered			
Is garbage emptied at the end of each shift?			
Is the area dirty and/or dusty? (shelves, bins, equipment, etc.)			
Are personal items (coats, bags, etc.) are kept in locker room?			
Is there graffiti or other defacement of property?			
Is all cleaning equipment hung up and put away out of view?			
Are all doorways clear and unblocked in case of emergency?			
Are all aisles (marked with yellow lines) clear for workers and equipment to access?			

	Yes	No	Comments:
Equipment			
Is all equipment clean?			
Have you checked equipment when red light is on for apparent damage?			
Are the work cell equipment logbooks / process breakdown logbooks up to date?			
Is all equipment in calibration?			
Has equipment been set to default or product specific settings?			
Are cleaning materials (including MSDS, gloves, respirators, safety glasses, etc.) available?			
Are all carts in working order and safe to use?			
Are unused carts placed in an orderly fashion?			
Is preventative maintenance done and a record maintained? (daily, weekly, and monthly)			
Tools			
Did you check for defects on hand tools prior to use?			
Do you have all the check and measurement devices?			
Are the fixtures and tools clean?			
Are all tools stored in an organized fashion?			
Are there loose tools or unmarked tools unattended?			

	Yes	No	Comments:
Tools Cont.			
Are all fixtures and tools calibrated and prior to use?			
Are all chains, hooks, and slings hung up?			
Check to see if all hooks, chains, and slings are free of defects prior to use?			
Material			
Are all chemicals clearly identified?			
Are materials stored so that labels can be read from normal position?			
Are materials stored in designated storage areas?			
Are materials stored on floor or where they can be easily damaged or blocking walkway/aisle?			
Are materials / products stored in proper bins?			
Are materials stored where they are exposed to environmental damage?			
Are material-handling containers clean and safe to use?			
Are empty bins stacked and stored properly?			
Are chemicals disposed in proper disposal containers and not in steel garbage cans?			
Did you check MSDS prior to reusing an empty product container?			

	Yes	No	Comments:
Communication			
Are housekeeping issues recorded on the flip chart?			
Is the flip chart being used for production meetings?			
Is emergency maintenance work documented on the flip chart?			
Have you reviewed most recent point meeting spreadsheet on the flip chart?			
Do you have anything to add on to the flip chart?			

Housekeeping audit completed by:

Signature:

Date completed: _____

Reviewed by supervisor/manager:

Signature:

Element 3.4 | Employee Training on Controls

Date	Type of Equipment	Name of Employee	Description of Training

Element 3.5 | Personal Protective Equipment (PPE) Policy

The following will be observed and practiced by the municipality and its employees:

- All employees, guests and visitors will wear CSA approved safety glasses, CSA Grade 1 safety boots, long trousers, long-sleeved shirts, CSA approved hard hats, and other specialty personal protective equipment required for the job site.
- All PPE use will meet the Occupational Health and Safety (OH&S) legislation and CSA standards.
- All PPE will be maintained and used in accordance with manufacturer’s recommendations and requirements.
- PPE issued will be inspected at the time of issue and before each use by the employee.
- The municipality will maintain appropriate inspection and service loss records for specialty pieces of PPE.
- PPE will not be modified or changed contrary to its manufacturer’s instructions or specifications.
- All employees using PPE will have the appropriate training on the use care and maintenance of the PPE.

Employee: _____

Signature: _____

Date: _____

Element 4.1 | Formal Workplace Inspections Policy

It is the policy of this municipality that formal inspections are carried out regularly in all areas of operation.

- Formal inspections are conducted to:
 - Ensure that methods used to protect staff from health and safety hazards are effective
 - Ensure any other hazards are identified and controlled
- Formal inspections are to be conducted by the supervisor of each area, with assistance from a member of his or her staff (this is a rotating position).
- Managers are to participate in at least one formal inspection in each area they are responsible for every six months.
- The municipal manager will participate in at least one formal inspection in each department every year.
- Formal inspections are to be conducted, at a minimum, as follows:
 - Public works shops and grounds (monthly)
 - Short-term projects (start of project, weekly or more often if needed)
 - Pool, arena, recreation centre (monthly)
 - Parks and recreation projects (start of project, weekly as needed)
 - Administrative buildings (quarterly)
- Operations should also be informally inspected on an ongoing basis to ensure no uncontrolled hazards are evident.
- All supervisors, managers and Joint Health and Safety Committee (JHSC) members must have training in formal inspections.

Elements 4.2 - 4.4 | Workplace Inspection Checklist

Department/Area: _____

Current Date: _____

Date of Last Inspection: _____

Inspection Team:

Reviewed/Approved by: _____

S = Satisfactory U = Unsatisfactory (provide details for all items marked 'U') N/A = Not applicable

Work Environment	S	U	N/A	Comments:
Floors/aisles/stairs free of tripping hazards				
Handrails/guardrails in place				
Floor/ground in good repair (no heaving, cracks, uneven surfaces)				
Adequate lighting in place				
Floor openings/trenches barricaded				
Floors free of slipping hazards				
Underground utilities located				
Room to work around power lines				
Gases/vapors/fumes controlled				
Noise levels acceptable				
Heat/cold extremes controlled				
Aisles/halls free of clutter; exits not blocked				

Work Environment Cont.	S	U	N/A	Comments:
Exits clearly marked				
Materials/equipment stored appropriately				
Shelves are secure and solid				
Garbage disposed properly, garbage not overflowing				
Facility protects staff from violent clients				
Task	S	U	N/A	Comments
Where heavy lifting is required, assists are available				
Jobs have been analyzed to reduce need for manual lifting, awkward postures, and repetitive movements				
Written procedures are in place for critical tasks (CSE, lock-outs, etc.)				
Staff have appropriate training and experience for the work they are doing				
Workers are following appropriate procedures				
No unsafe actions were noted				
Hazardous Materials	S	U	N/A	Comments
Containers are properly and legibly labelled				
Containers are in good condition				
Appropriate safety containers are used (e.g., flammables)				

Hazardous Materials Cont.	S	U	N/A	Comments
Incompatible materials are stored separately				
Hazardous materials are stored below eye level				
Compressed gas cylinders are restrained and capped				
MSDS are available and current				
Equipment	S	U	N/A	Comments
Correct equipment and tools available for tasks				
Equipment maintained as per maintenance program				
Equipment guards in place				
Defective/damaged hand tools not in use				
Power tools maintained properly; damaged tools not used				
Equipment / tools stored appropriately (not blocking exits, access to other materials or equipment)				
Ladders/scaffolds/step stools available to access heights				
Equipment blocked or secured against unplanned energy release				
Personal protective equipment available, appropriate, and maintained				
Maintenance person available to service/repair tools and equipment				
Maintenance program followed				

Emergency Response	S	U	N/A	Comments
Emergency Response Plan in place and appropriate to work site				
Workers know what to do in emergency				
Emergency lighting is in place				
Emergency shower/eyewash is available and in working order				
First aid supplies stocked, staff have appropriate first aid training				
Adequate number of fire extinguishers in place; inspected monthly				
Other specialized plans in place and tested (e.g., confined space rescue)				

What's Working Well

Provide information about conditions, activities, etc., that are working well.

Corrective Actions Required

Action item number: _____

Description of hazard: _____

Location: _____

Priority: _____

Existing controls: _____

Are controls working as planned? _____

Recommended actions: _____

Employee responsible _____

Date required: _____ Date completed: _____

Initialed: _____

Corrective Actions Required

Action item number: _____

Description of hazard: _____

Location: _____

Priority: _____

Existing controls: _____

Are controls working as planned? _____

Recommended actions: _____

Employee responsible: _____

Date required: _____ Date completed: _____

Initialed: _____

Elements 5.1 – 5.2 | Orientation Checklist

Employee: _____

Hire date: _____ Current date: _____

(check items when completed)

Introduction		Safe Work Practices	
	Municipal history		General housekeeping
	Safety policy/rules/enforcement		Scaffolds
			Ladders
Responsibility for Safety			Excavations
	Workers		Cutting/welding
	Supervisors		Power actuated tools
	Managers		Electrical equipment
			Grounding
Emergency Procedures			Working alone
	Fire		Right to refuse unsafe work
	Ambulance		Other:
	First Aid		
	Security/police	Safe Job Procedures	
	Hazard/incident reporting		Overhead power lines
			Confined spaces
General Rules			Excavations
	Alcohol		Working at heights
	Horseplay/fighting		Other critical hazards (list):
	Vehicle operation		
	Theft		
			Other (list):

Personal Protective Equipment (PPE)		Meetings	
	Hard hats		Safety committee
	Safety glasses		Tailgate or toolbox meetings
	Fall protection		
	Respiration	Other (list)	
	Hearing protection		
	Gloves		
	Clothing		

Employee signature: _____ Date: _____

Element 6.1 | Emergency Response Plan

Department: _____

Location: _____

Potential Emergencies (based on hazard assessment)	The following are potential emergencies:
Emergency Procedures	In the event of an emergency (type or general) _____
	Occurring within or affecting the work site, the (designated person) _____
	_____ makes the following decisions
	and ensures the appropriate key steps are taken: _____
Location of Emergency Equipment	Emergency equipment is located at:
	Fire alarm: _____
	Fire extinguisher: _____
	Fire hose: _____
	Panic alarm button: _____
	Other: _____

Workers Trained in the use of Emergency Equipment (list names and equipment)		
Emergency Response Training Requirements	Type of Training:	Frequency:
Location and Use of Emergency Facilities	The nearest emergency services are located at:	
	Fire station: _____	
	Ambulance: _____	
	Police: _____	
	Hospital: _____	
	Other: _____	
Fire Protection Requirements		
Alarm and Emergency Communication Requirements		

First Aid	First aid supplies are located at:
	First aid kit and type: _____
	Location: _____
	Other _____
	First aiders (name, location, shift/hours):

Designated Rescue and Evacuation Workers	Transportation for ill or injured workers is by

Designated Rescue and Evacuation Workers	Call:
	The following workers are trained in rescue and evacuation (name and location):

Completed date: _____

Signature: _____

Element 6.4 | Emergency Response Policy

A major emergency is regarded as a sudden unforeseen occurrence, which may endanger the safety of personnel or the environment. Written emergency procedures should be in place to address specific emergency situations. The _____ due diligence responsibilities outline the necessary training for all staff in their respective divisions.

Each location should be responsible for the following:

1. Determine possible emergency situations, which may include fire, bomb, flood, tornado, spills, or acts of violence.
2. Develop procedures to address such events: evacuation, emergency phone numbers, need for personal protective equipment, clean-up, training, hazard identification and reporting instructions.
3. Train personnel in actions to take in an emergency situation:
 - All emergency procedures are found behind the policy in this manual. Each procedure will outline and identify the proper practices for each emergency and how to apply the procedure and training accordingly.
 - All management and supervisors will be responsible for the implementation of these procedures to ensure all staff members know and understand what to do in the event of an emergency.

The _____ will work hand-in-hand with its employees, along with its clients, to ensure all staff members are protected to the best of its ability.

Element 6.4 | First Aid Record

Complete this form and return it to the office manager for filing.

Date injury or illness OCCURRED:

(day) (month) (year) (time)

Date injury or illness REPORTED:

(day) (month) (year) (time)

Full name of injured or ill worker: _____

Description of injury or illness: _____

Description of WHERE the injury happened or WHEN the illness began: _____

Description of the CAUSE of the injury or illness: _____

Was any first aid provided? Yes No (if yes, complete remainder of first aid record)

Description of first aid provided: _____

Name of first aider: _____

Certificate # _____

First aid qualifications: Emergency first aider Standard first aider

Other: _____

Copy received by worker: Yes No

Workers signature: _____

Completed by: _____

Element 7.1 | Incident Policy

Purpose of reporting/investigating:

All incidents are investigated so that the causes can be determined and corrective actions implemented to prevent similar types of incidents from occurring in the future.

Incidents which must be reported include:

- Internal Reporting Requirements
 - An injury that results in an injury requiring medical aid
 - All incidents resulting in an injury that requires time off
 - All incidents that cause property damage or equipment damage over \$500.00, or interrupt operations
 - All incidents that, under slightly different circumstances, could have resulted in injury or loss
 - Any other incidents that an employee believes requires attention
- Legal Requirements for Reporting
 - An injury or accident that results in death
 - An injury or accident that results in a worker being hospitalized for more than 2 days
 - An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or that has the potential for causing serious injury
 - The collapse or upset of a crane, derrick or hoist
 - The collapse or failure of any component of a building or structure necessary for the structural integrity of the building structure

Responsibilities for reporting are as follows:

- **Management** must review the reports and either approve them or make amendments.
- **Supervisors** are responsible to investigate, determine immediate and underlying causes, and make recommendations for corrective actions. This is to be documented on the municipality's incident investigation report form. Supervisors are also responsible to ensure that the corrective actions are implemented in their area and follow-up to ensure that the actions are effective in a reasonable time frame. Supervisors are responsible to share the results of the investigation with their staff.
- Every municipal **employee** is responsible to verbally report incidents to their supervisor immediately after the incident

Element 7.3 | Investigating Incidents - Procedures

Preparation for incident investigation should begin well before an incident happens.

Pre-Investigation Preparations

Investigators need to make certain preparations before they begin an investigation. Preparations that can be made well in advance include:

- Training in incident investigation
- An “investigation kit” with items such as
 - Investigation report forms
 - Investigation guide or checklist to help with the process
 - Writing paper for notes, statements, sketches, etc.
 - Pencils, pens (have extras)
 - Camera and/or video recorder
 - Testing equipment
 - Measuring tape
 - ‘Do not enter’ ribbon
 - ‘Do not use’ tags

Preparations that may need to be made at the commencement of the investigation include:

- Gathering proper equipment, PPE and clothing for the area(s) likely to be entered
- Procuring any required permits and notification forms

Taking Control of the Scene

When a serious incident occurs the first step is to contact emergency services and take control of the scene.

Taking control of the scene is necessary to ensure that:

- No further injury or damage occurs. You ensure this by identifying and controlling immediate dangers (running equipment, downed power lines, etc.)
- Injured persons are properly cared for
- The scene is secured and physical evidence is not distributed before the investigation team, the police and/or the OH&S officer arrives
- Once the injured have been cared for and the scene is secured, the investigation can begin

Investigating an Incident

The incident investigation process involves 4 stages.

1. **Gathering Facts:** A fact is the expression of something that exists or has actually occurred; in other words, something known by observation or examination to be true or real. Investigation techniques and methods are designed to discover facts. There are 4 elements to the fact-finding phase:
 - Get an overview
 - Gather information at the scene
 - Interview witnesses
 - Check background information

2. **Analyse and evaluate the facts:** In this step, you will make a systematic and thorough study of the facts to determine causes and recommend corrective measures. There are 3 elements to this phase:
 - Determine causes
 - Recommend corrective measures
 - Determine costs
3. **Document and share findings:** In this stage, you will produce a written report to communicate the findings of the investigation to management and affected employees. The report will also make recommendations and serve as a guide for follow up activities.
4. **Follow up:** Proper follow up is essential to ensure that the recommended corrective actions are implemented and are working effectively.

Generally, these 4 phases do not occur in separate, linear fashion. Instead, they will overlap: analysis and evaluation will begin while the facts are still being gathered and evaluation of the known facts may well send you back to gather more information.

Note: *Be sure to not allow early analysis lead to premature conclusions*

Elements 7.3 – 7.5 | Incident Investigation Report

Date of report: _____ Completed by: _____
Date of incident: _____ Time of incident: _____

Type of Incident:

- | | | |
|--|--|--------------------------|
| <input type="checkbox"/> Lost Time | <input type="checkbox"/> Modified Work | Other (list): |
| <input type="checkbox"/> Injury/ Illness | <input type="checkbox"/> Property Damage | <input type="checkbox"/> |
| <input type="checkbox"/> Spill | <input type="checkbox"/> Vehicle Collision | <input type="checkbox"/> |
| <input type="checkbox"/> Medical Aid | <input type="checkbox"/> Fire/Explosion | <input type="checkbox"/> |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Near Miss | <input type="checkbox"/> |

Name of Employee: _____

Occupation: _____

Nature of Injury: _____

Property Damage: _____

Risk Potential if Not Corrected:

- | | | | |
|---------------------------|-----------------------------------|-------------------------------------|--------------------------------|
| Severity Potential | <input type="checkbox"/> Major | <input type="checkbox"/> Serious | <input type="checkbox"/> Minor |
| Probability of Recurrence | <input type="checkbox"/> Frequent | <input type="checkbox"/> Occasional | <input type="checkbox"/> Rare |

Description of Incident: _____

Diagram of Scene (attach pictures):

Witness(es) - Attach Witness Statement(s)

Name(s): _____

Direct Cause(s) _____

Underlying/Root Cause(s) _____

Corrective Action(s): _____

Assignment of Recommendations

Completed by: _____
Target date for completion: _____
Follow-up date: _____
Completion confirmed by: _____

Supervisor's Signature

Employee's Signature

Element 8.2 | Injury Summary

Month	Lost Time	Medical Aids	First Aids	Totals
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Totals				

CAO/CEO Signature

Date



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SECOR Process

It is important that you understand the requirements needed for your company to become SECOR certified, and familiarize yourself with the process we have in place to help you prepare.

Before you get started, first ensure your company is eligible. SECOR is limited to an employer that has **no more than 10 employees** at any given time. We cannot accept an application for SECOR for employers with more than 10 employees. If you have more than 10, you will need to [apply for a COR](#) instead.

SECOR

10
employees

About SECOR

The Small Employer Certificate of Recognition (SECOR) program is a way for small employers to improve their health and safety performance, create a workplace culture of proactive health and safety, and reduce the risk and costs associated with workplace incidents.

With a validated health and safety management system, your company can identify and assess your workplace risks, then systematically control hazards to protect your employees. This ongoing process will allow you to build a workplace culture of

Download

For full interactive functionality, please download these forms and open in Adobe Reader.

 [SECOR Evaluation Tool](#)

proactive safety complying with occupational health and safety (OH&S) regulations and promoting continuous improvement.

To qualify for the SECOR program your company **cannot have more than 10 employees at any given time within the past 12 months.**

Included in this number are all staff covered under your WCB account (for example, this includes owners, managers, clerical or administrative staff, part-time workers, temporary staff, family members and volunteers.)

Another requirement to qualify for SECOR is that your company must be a member of the ACSA.

Steps to Take

The process to obtaining a Certificate of Recognition for small employers is as follows:

1. Your company will be required to have an active Alberta WCB account.
2. Ensure your company has an [ACSA Membership](#).
3. A [full-time employee](#) at your company must complete the following SECOR courses (*Note: it does not have to be one person completing all three courses, each course can be divided among several employees*):
 - Small Employer Health & Safety Management (SECOR) or Principles of Health & Safety Management (PHSM)
 - Standard First Aid (SFA)
Please visit the Government of Alberta website for approved [first aid training facilities](#). ACSA now offers Saint John Ambulance first aid training at the Edmonton, Rocky View, and Fort McMurray locations.
 - One of the industry-specific safety training classes
 - Construction Safety Training System (CSTS)

- Roadbuilders' Safety Training System (**RSTS**)
 - Electrical Safety Training System (**ESTS**)
 - Pipeline Construction Safety Training (**PCST**)
4. Develop and implement your health and safety program. Once the program is in place and you have gathered a minimum of three months' worth of health and safety documentation, you will complete the SECOR Evaluation Tool (*refer to the Downloads section on this webpage*).

Once a SECOR is achieved, it is typically valid for three years. In the interim two years, the company will have to complete a SECOR maintenance on the SECOR evaluation tool in order to maintain its SECOR certification and be eligible for the PIR refunds.

SECOR Continuing Education

Every three years, at least one [full-time employee](#) must complete any ACSA accredited course to remain eligible for SECOR. This maintenance requirement is no longer restricted to the assessor, and the list of ACSA courses is no longer limited.

It is the company's responsibility to be up-to-date with the SECOR training requirements at the time of evaluation.

SECOR Assessor

The individual who completes the Small Employer Evaluation Tool is known as the assessor. This person can be internal or external to the company and must have a certificate in PHSM.

Anyone in the company, the assessor or someone else, can then choose to attend any ACSA accredited course every three years to be eligible. If an external assessor is chosen, the company will still need to have on the payroll a [full-time employee](#) holding the required training.

Legislation Requirements by Industry

As part of a health and safety program, your company will need to ensure your employees are aware of the legislation that is applicable to the work they are performing. The Small Employer Evaluation Tool requires companies to attach a list of relevant sections, or parts of the occupational health and safety legislation that apply to their workplace, and work activities.

[Click here to access sample information for your industry code.](#)

Please note: These documents are guidelines only. Employers have a responsibility to assess all applicable occupational health and safety legislation for the tasks they are performing.



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marketing@youracsa.ca



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Courses/Online Registrations

Your ACSA runs daily courses at our main training facilities in Edmonton, Calgary, and Fort McMurray, along with specially scheduled courses at our regional partner locations in Canmore, Lloydminster, Lethbridge, Medicine Hat, Red Deer, and Grande Prairie. Across our various locations we run almost 30 classroom courses facilitated by professional instructors. We also provide a range of online e-learning opportunities.

How to Register

Follow these steps to register for a course:

1. [Create an account](#) (or login to your existing account)
2. Click on the **Course Catalogue** or **Course Calendar** button
3. Locate the course you are seeking and click on it
4. Find the date you wish to take the course and click on the **Add to Cart** button
5. Follow the instructions to finalize your registration



You can also register by calling ACSA's toll-free registration hotline: [1.855.SAF.T.REG](tel:1.855.SAF.T.REG) (1.855.723.8734)

If you must cancel your registration, notification must be received at least 48 hours prior to your scheduled course date. You can withdraw from your scheduled training by logging into your student portal or by emailing info@youracsa.ca or calling 1.800.661.ACSA.

The ACSA has a [Student Expectation and Conduct Policy](#) which all students must read and agree to before registering for courses.

Designation Applications & Professional Development Credits

ACSA courses qualify for CRSP applications and professional development credits. [Click here](#) for the information you need to apply for your CRSP designation and professional development credits.

Classroom Courses

Our classroom courses run from 8:00 a.m. to 4:30 p.m. on scheduled dates. **CONTACT US:** info@youracsa.ca or 1.800.661.ACSA

Course Name	Members	Associate Members	Non-Members	Course Length (Days)	Upcoming Weekend Course
Alberta Occupational Health & Safety Legislation Awareness (LEG)	\$100	\$125	\$425	1	Yes
Alberta Temporary Traffic Control Course (ATTC)	\$140	\$165	\$425	2	
Alberta Temporary Traffic Control – Field Application Course (ATTC-FA)	\$60	\$75	\$375	1	
Alcohol & Drugs: Work Site Guidelines (ADWG)	\$75	\$100	\$375	1	Yes
Auditor Training Program Course (ATP)	\$200	\$225	\$450	3	Yes
Auditor Training Program Recertification Course (ATP-R)	\$75	\$100	\$375	1	
Basic Instructional Techniques Course (BIT)	\$140	\$165	\$425	2	
Communication and Ethics for the Safety Leader	\$140	\$165	\$425	2	Yes
	\$75	\$125	\$375	1	

Confined Space Entry/Monitor (OSSA Approved) Course (CSEM)					
Construction Safety Administration Course (CSA)	\$60	\$75	\$375	1	Yes
Contractor Management Course (CM)	\$75	\$100	\$375	1	
Fall Protection	\$190	\$190	\$190	1	
Fall Protection Planning (FPP)	\$60	\$75	\$375	1	
Flagger Train-the-Trainer Course	\$60	\$75	\$375	1	
Hazard Management Course	\$60	\$75	\$375	1	
Health & Safety Committees and Representatives (HSCR)	\$75	\$75	\$75	1	
Leadership for Safety Excellence Course (LSE)	\$140	\$165	\$425	2	Yes
Principles of Health & Safety Management Course (PHSM)	\$140	\$165	\$425	2	Yes
Scaffolding Awareness Course	\$60	\$75	\$375	1	
Silica Awareness Course	\$60	\$75	\$375	1	
Small Employer Health & Safety Management Course (SECOR)	\$140	\$165	\$425	2	Yes
Standard First Aid – with CPR-C-AED	\$145	\$145	\$145	2	Yes
Transportation of Dangerous Goods (TDG) Train-the-Trainer Course	\$60	\$75	\$375	1	
Working Around Powered Mobile Equipment (PME)	Free	Free	Free	1	Yes
Workplace Hazardous Materials Information System 2015 Train-the-Trainer Course (WHMIS)	\$75	\$100	\$375	1	Yes
Worksite Investigation Basics Course (WIB)	\$75	\$100	\$375	1	

Online (e-Learning) Courses

e-Learning programs or web-based (online) programs provide an excellent training alternative to the classroom. e-Learning programs use video, audio, and text, making them adaptable to each learner’s preference for information gathering and speed of comprehension. e-Learning also allows greater mobility of training, removing the barriers of time and location, and are virtually irreplaceable in conducting objective testing.

Safety Training System Courses	Members	Associate Members	Non- Members
Aerial Work Platform (AWP) Certification*	\$79.96	\$79.96	\$79.96
Asbestos Awareness*	\$39.96	\$39.96	\$39.96
Basic Ladder Safety (CSTS 2020)	Free	Free	Free
Basic Scaffold Safety (CSTS 2020)	Free	Free	Free
Chainsaw Safety*	\$63.96	\$63.96	\$63.96
Confined Space Awareness (CSTS 2020)	Free	Free	Free
Construction Safety Training System (CSTS-09) – Online	Free	Free	Free
Construction Safety Training System (CSTS 2020) Fundamentals	Free	Free	Free
Controlling Hazardous Energy and LOTO (CSTS 2020)	Free	Free	Free
Daily Pre-Trip Inspection*	\$71.96	\$71.96	\$71.96
Defensive Driving: 3 Demerits Reduction Program – Online*	\$99.95	\$99.95	\$99.95
Domestic Violence Awareness in Your Workplace	Free	Free	Free
Electrical Safety Training System (ESTS) 2018 – Online	\$95.00	\$95.00	\$95.00
Environmental Protection (CSTS 2020)	Free	Free	Free
First Level Supervisor Training Program (FLST) – Online	\$400.00	\$400.00	\$400.00



– Please contact the ACSA to purchase this course.

Gas Detection*	\$79.96	\$79.96	\$79.96
Ground Disturbance 201 – Online (Proctored)*	\$79.95	\$79.95	\$79.95
Ground Disturbance 201 – Online*	\$79.95	\$79.95	\$79.95
H2S*	\$79.96	\$79.96	\$79.96
Health & Safety Committees and Representatives – Online	\$75.00	\$75.00	\$75.00
Hours of Service*	\$79.96	\$79.96	\$79.96
Load Securement Safety Course (LSSC) – Online	\$25.00	\$25.00	\$100.00
Mobile Equipment Awareness	Free	Free	Free
North American Cargo Securement Core Program*	\$27.96	\$27.96	\$27.96
Pipeline Construction Safety Training (PCST) – Online	\$100.00	\$100.00	\$100.00
– Please contact the ACSA to purchase this course.			
Professional Driver Improvement Course (PDIC)*	\$103.96	\$103.96	\$103.96
Professional Driver Improvement Course (PDIC) (Condensed)*	\$55.96	\$55.96	\$55.96
Professional Driver Improvement Course (PDIC) (Proctored)*	\$119.96	\$119.96	\$119.96
Propane Handling & Exchange*	\$35.16	\$35.16	\$35.16
Propane on the Work Site	Free	Free	Free
Provincial Hours of Service (Alberta)*	\$79.96	\$79.96	\$79.96
Rigging (Basic)*	\$79.96	\$79.96	\$79.96
Rigging (Intermediate)*	\$119.96	\$119.96	\$119.96
Rigging and Slings (Advanced)*	\$159.96	\$159.96	\$159.96
Roadbuilders Safety Training System (RSTS 2012) – Online	\$65.00	\$65.00	\$65.00
Traffic Control Persons for Construction*	\$47.96	\$47.96	\$47.96
Transportation of Dangerous Goods (TDG Online)*	\$27.16	\$27.16	\$27.16

Understanding Our Canadian Model (UOCM) – Online – Please contact the ACSA to purchase this course.	\$40.00	\$40.00	\$40.00
Weights and Dimensions (Alberta)*	\$39.96	\$39.96	\$39.96
WHMIS 2015 (Generic)	Free	Free	Free
Wilderness & Bear Awareness*	\$55.96	\$55.96	\$55.96
Working at Height (CSTS 2020)	Free	Free	Free

* Prices set by owner/distributor of the program.

Ground Disturbance 201 – Online (Proctored) and Professional Driver Improvement Course (PDIC) (Proctored) require a webcam to meet the proctoring requirement

**Course prices are subject to change without prior notice.

Revised January 8, 2020



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Safety associations

Safety associations can help you develop a safe work environment. Improved workplace safety at your site can result in fewer claims and help you lower your premiums.

Industry and safety associations represent the interests of employers and promote workplace safety through education and other initiatives.

Industry and safety associations can provide you with a variety of support by:

- Helping you develop and implement a health and safety program at your company.
- Coordinating audit services (including auditor training) to help you assess your health and safety program.
- Producing industry publications including catalogues, posters and videos.
- Developing and delivering health and safety training for industry members.

Certifying partners in safety

Many associations also carry the designation of certifying partner. A certifying partner assesses the quality of health and safety programs, and in conjunction with the Partnerships program, also issues Certificates of Recognition (COR) to qualifying employers.

Certifying partners may be funded directly by member contributions or through levies on their WCB premium rates. There are seven industries that are funded by levies on the premium rates—this is based on the majority of that industry being in favour of creating the safety association directly.

WCB collects the funds through a levy which is then distributed to the association through a grant paid in quarterly installments. If you have specific questions regarding the levies, please contact your safety association.

Association name	Website	Contact information
Alberta Construction Safety Association	www.youracsa.ca	1-800-661-2272
Alberta Hospitality Safety Association	www.ahsa.ca	1-800-649-1242
Continuing Care Safety Association	www.continuingcaresafety.ca	780-433-5330
Alberta Municipal Health & Safety Association	www.amhsa.net	1-877-537-9063
Manufacturers Health & Safety Association	www.mhsa.ab.ca	1-888-249-2002
Alberta Motor Transport Association	www.amta.ca	1-800-267-1003
Energy Safety Canada	www.energysafetycanada.com	1-800-667-5557

Attached are tables of industries and their respective rates and levies.

Safety association	2019 grant amount	Industry	Industry title	2019 industry rate	2019 levy
Energy Safety Canada (ESC)	\$9,585,000	Base Energy Safety Canada levy			
		06300	Oil and gas—upstream	\$0.52	\$0.065/100
		06304	Oil field maint/construction	\$1.62	\$0.065/100
		06305	Field production operators	\$0.52	\$0.065/100
		06306	Vacuum removal—wet/dry waste	\$2.03	\$0.065/100
		09600	Drilling—oil/gas wells	\$2.44	\$0.065/100
		09903	Well servicing with service rigs	\$1.85	\$0.065/100
		09927	Mobile oilfield waste treatment svces.	\$2.03	\$0.065/100
		36500	Refining crude oil	\$1.09	\$0.065/100
		36502	Oilfield and industrial hazardous waste mgts	\$1.09	\$0.065/100
		51501	Pipeline transmission—oil/gas	\$0.50	\$0.065/100
		06600	Oilsands operations	\$0.41	\$0.065/100
		Base levy and PSAC			
		06501	Sulphur process	\$1.11	\$0.085/100
		09900	Mud logging services	\$0.26	\$0.085/100
		09904	Drilling—rathole/rig anchor	\$2.56	\$0.085/100
		09911	Oilfield downhole services	\$1.48	\$0.085/100
		09915	Well casing services	\$2.46	\$0.085/100
		09921	Oilfield svces—Christmas tree	\$1.48	\$0.085/100
		50720	Trucking service—oilfield	\$2.67	\$0.085/100
		51502	NDT testing incl visual inspect	\$0.60	\$0.085/100
		Base levy and CAGC			
		09200	Seismic survey	\$1.47	\$0.185/100
		09201	Drilling—shot hole	\$2.57	\$0.185/100

Safety association	2019 grant amount	Industry	Industry title	2019 industry rate	2019 levy
Alberta Municipal Health and Safety Association (AMHSA)	\$1,800,000	95100	Villages	\$1.38	\$0.0375/100
		95101	Towns	\$1.38	\$0.0375/100
		95102	Municipal districts	\$1.58	\$0.0375/100
		95104	Cities	\$1.38	\$0.0375/100
Alberta Motor Transport Association (AMTA)	\$3,900,000	50701	Trucking—specialized	\$2.63	4.45%
		50714	Trucking service—general	\$3.98	4.45%
		57901	Garbage collection/disposal	\$2.93	4.45%
Manufacturers' Health and Safety Association (MHSA)	\$1,203,974	30100	Steel/metal fabrication	\$1.98	\$0.08/\$100
		62500	Steel svce centre—no salvage	\$1.26	\$0.08/\$100
Alberta Hospitality Safety Associaton (AHSA)	\$390,000	87503	Hotels/convention centres	\$0.88	\$0.04/\$100
Continuing Care Safety Association (CCSA)	\$1,097,674	82800	Seniors supportive living/lodges	\$1.62	\$0.07/100
		82808	Continuing care facilities	\$1.62	\$0.07/100
Alberta Construction Safety Association (ACSA)	\$6,880,000	02100	Landscaping	\$1.91	2.25%
		02200	Right-of-way maintenance	\$1.91	2.25%
		30302	Overhead doors—install/repair	\$3.22	2.25%

Safety association	2019 grant amount	Industry	Industry title	2019 industry rate	2019 levy
		31508	Overhead cranes—service only	\$1.65	2.25%
		34800	Transit mix operations	\$1.99	2.25%
		40400	Construction—industrial	\$1.58	2.25%
		40401	Construction trade services—NEC	\$5.11	2.25%
		40405	Residential general contracting	\$1.41	2.25%
		40602	Paving/surfacing	\$1.91	2.25%
		40604	Mobile equipment operation	\$1.91	2.25%
		40901	Power line—construct/remove	\$1.87	2.25%
		40905	Pipeline construction	\$1.87	2.25%
		42102	Brick/masonry contracting	\$3.24	2.25%
		42103	Boring—horizontal/angular	\$2.42	2.25%
		42104	Concrete construction	\$3.24	2.25%
		42105	Erect—sheet/metal structures	\$1.58	2.25%
		42106	Erect—structural steel	\$1.58	2.25%
		42109	Heavy machine/equip—install/svce	\$1.58	2.25%
		42110	Elevators/escalators—Svce/install	\$1.65	2.25%
		42111	Painting/decorating	\$3.09	2.25%
		42113	Tile/terrazzo—sell/install	\$3.66	2.25%
		42117	Heating systems—fab/install	\$1.65	2.25%
		42118	Roofing	\$4.94	2.25%
		42120	Sand blasting	\$3.09	2.25%
		42121	Doors/windows—mfg/install	\$3.22	2.25%
		42122	Mechanical contracting	\$1.65	2.25%
		42124	Electric wiring	\$1.65	2.25%
		42125	Floor coverings—sell/install	\$3.66	2.25%
		42129	Industrial plant maintenance	\$1.58	2.25%
		42133	Cabinets/counters—asmb/install	\$2.10	2.25%
		42135	Drywall/lathe/plaster/stucco/etc.	\$4.99	2.25%
		42139	Industrial coating services	\$3.09	2.25%
		42141	Acoustic materials—sell/install	\$4.99	2.25%

Safety association	2019 grant amount	Industry	Industry title	2019 industry rate	2019 levy
		42143	Framing contractor—cont.	\$5.11	2.25%
		42144	Fire sprinklers—install/svce	\$1.62	2.25%
		42147	Finishing carpentry	\$3.02	2.25%
		42151	Siding/eavestrough—fab./inst.	\$4.94	2.25%
		42155	Move buildings	\$2.78	2.25%
		42156	Erect/dismantle—storage tanks	\$1.58	2.25%
		42159	Caisson operations	\$3.24	2.25%
		42161	Erect—precast concrete	\$1.58	2.25%
		42184	Mechanical insulation—install/svce	\$1.58	2.25%
		51504	Cathodic protection service	\$0.51	2.25%
		62302	Machinery/equip NEC—sales/svce	\$0.81	2.25%
		86911	Staffing svces—labour	\$2.38	2.25%
		89401	Welding	\$1.93	2.25%
		89600	Refrigeration equip—sales/svce	\$1.65	2.25%
		89605	Service station equip—sales/svce	\$1.62	2.25%
		89928	Rent/erect—scaffold/cranes	\$1.58	2.25%

Where indicated as a percentage, the levy is calculated as a percentage of the total of all components comprising the industry rate prior to the application of the off balance adjustment factor. Where shown as a dollar amount, the levy is added as a flat rate per \$100 of insurable earnings.



Part 5
Program and Practice

Health and safety program

37(1) An employer who employs 20 or more workers shall establish, in consultation with the joint work site health and safety committee, a health and safety program that includes, at a minimum, the following elements:

- (a) a health and safety policy that states the policy for the protection and maintenance of the health and safety of workers at the work site;
- (b) identification of existing and potential hazards to workers at the work site, including harassment, violence, physical, biological, chemical or radiological hazards and measures that will be taken to eliminate, reduce or control those hazards;
- (c) an emergency response plan;
- (d) a statement of the responsibilities of the employer, supervisors and workers at the work site;
- (e) a schedule and procedures for regular inspection of the work site;
- (f) procedures to be followed to protect health and safety when another employer or self-employed person is involved in work at the work site, including criteria for evaluating and selecting and for regularly monitoring those employers and self-employed persons;
- (g) worker and supervisor health and safety orientation and training;
- (h) procedures for investigating incidents, injuries and refusals to work;
- (i) procedures for worker participation in work site health and safety, including inspections and the investigation of incidents, injuries and refusals to work;
- (j) procedures for reviewing and revising the health and safety program if circumstances at a work site change in a way that creates or could create a hazard to workers;
- (k) any elements set out in the regulations.

(2) The employer shall implement the health and safety program referred to in subsection (1).

(3) For the purposes of calculating the number of workers in subsection (1), the number of workers must be determined by the average number of full-time and part-time workers employed by the employer at the work site on a daily basis on each working day

(a) over the previous 12 months if operations began at least 12 months prior to the calculation,

(b) since the operations began if operations began less than 12 months prior to the calculation, or

(c) expected to be present over the duration of a new operation lasting 90 days or more but less than 12 months.

(4) A health and safety program must be reviewed every 3 years or more often if there is a change in circumstances at the work site that creates or could create a hazard to workers, and revised as appropriate.

(5) Despite subsection (1), an employer with fewer than 20 workers shall involve affected workers and the health and safety representative, if one exists, in hazard assessment and control or elimination of the hazards identified in accordance with the regulations and the OHS code.



**Partnerships in Injury Reduction
Small Employer
Certificate of Recognition
(SECOR)
Audit Instrument
All-or-Nothing (Y/N) Scoring**



SMALL EMPLOYER CERTIFICATE OF RECOGNITION (SECOR) PROGRAM

Overview

The SECOR Program provides an opportunity for small employers to measure their health and safety management system against a provincial standard, and if successful, achieve a Certificate of Recognition (COR). The program is specifically designed to meet the application and training needs of small employers, while considering their resource limitations.

Employers that want to participate in the SECOR Program must evaluate whether or not their business will continue to fit the definition of a Small Employer over the course of the next 3 years. Once an employer's staffing numbers exceed 10, their COR audit process must move to the next program level for their industry.

What is a Small Employer Certificate of Recognition?

A Small Employer COR (SECOR) is issued to an employer that has a health and safety management system that meets or exceeds the standards of the Partnerships SECOR Program, as evidenced through a successful assessment/audit. Audit success is measured by achieving a minimum audit score of 80% overall, and at least 50% on each individual element.

The SECOR is typically issued for three years, as long as the employer continues to meet the definition of a small employer, has met training and refresher requirements, and completes the annual maintenance assessments/audits required by Partnerships' standards.

Employers who achieve a SECOR are eligible to receive a 5% to 20% WCB premium rebate.

Am I a "Small Employer?"

A "Small Employer" is defined as an employer that has no more than 10 employees at any given time. The owner(s) and any person covered by the employer's WCB account must be included in this number. People who supply a service to a small employer (e.g. material suppliers, inspectors, equipment rental delivery drivers, etc.) are not included in the definition of a Small Employer, though employers may find they are responsible for orienting these individuals to some of their basic workplace health and safety rules, such as personal protective equipment requirements (see the *Occupational Health and Safety Act, Regulation and Code* for specific obligations of the employer).

The definition of a Small Employer will be applied to the employer's whole operation when issuing a SECOR. Therefore, as a general rule, an employer cannot be issued multiple SECORs on the same account and still be categorized as a small employer unless the total number of employees for the whole operation does not exceed 10 employees.



Basic Steps for Achieving a Small Employer Certificate of Recognition

- 1. Contact a Certifying Partner.**
- 2. Take the training necessary to develop a health and safety management system.**
- 3. Develop and implement a health and safety management system.**
- 4. Complete the SECOR assessment and submit it to your Certifying Partner for review and scoring, or conduct an external audit.**



For more information on the SECOR Program and certification requirements, contact your Certifying Partner.

Partnerships Small Employer Audit Instrument

This audit instrument is designed to measure whether or not the small employer has implemented the basics of a health and safety management system. The instrument can be used, by a certified external auditor, to conduct an external audit, or by the owner, a key employee or a trained consultant to submit a SECOR Assessment for review by the Certifying Partner. SECOR Assessments require submission of notes and adequate documentation to allow the CP to verify the status of the small employer's health and safety system and score the questions in the audit instrument. A "yes" score is worth one point, and scores are determined by adding up each "yes" response. A minimum overall score of 80% is required to pass the audit, and each individual element must score at least 50%.

Anyone conducting a SECOR Assessment must have completed the Certifying Partner's Health and Safety Program Building Training prior to completing the assessment. Please contact your Certifying Partner for further information on SECOR training requirements.

Instructions for completing a SECOR Assessment

1. Read each question and the guidelines, and respond to the question in the *Notes* fields provided.
2. Questions marked with "(D)" indicate that documentation/records must be attached. Where attached documents/record samples are required by the guidelines, attach copies of the requested documentation. Records submitted must be sufficient to verify health and safety activities over the previous 12-month period. **DO NOT ATTACH ORIGINAL DOCUMENTATION**, as submissions will not be returned to the employer.
3. Ensure that documentation is submitted in a logical and orderly manner, and avoid submitting more documentation than required by the question guidelines. The CP may reject submissions that are difficult to assess.
4. Questions marked with an "(I)" or an "(O)" indicate that the assessor must explain a process or describe an observation in the "Notes" section. Some questions will require both a written explanation and attached documentation.
5. While completing the audit document, you will likely identify deficiencies in your health and safety system. For each deficiency identified, consider what steps you could take to improve this area of your system, and enter an appropriate action item in the attached Action Plan.

Tips for completing the SECOR Assessment.

- Questions can only be marked as "not applicable" (n/a) if the guidelines allow it, and Assessor notes must fully justify why the question should be "n/a."
- Assessors will not assess a "yes" or "no" score for each question, or fill out the Summary Score Sheet at the end of the audit. Scoring will be determined by the CP reviewer.
- Ensure the SECOR Summary Sheet is completed filled out, and signed off as required. Fields highlighted in grey will be filled out by the Certifying Partner reviewer.
- SECOR Assessors internal to the operation are not required to conduct worker interviews, but must fill out the Employee Breakdown and Sampling Details table, except for the sections highlighted in grey.
- Instructions for external auditors are included inside question guidelines. SECOR Assessors should ignore these instructions, as they will not be assigning question scores or conducting interviews.
- Unless this is your first SECOR Assessment, a completed action plan based on the results of your previous year's audit must be included in the SECOR submission.

certified auditors completing an external SECOR Audit

- When this audit is completed by a certified auditor external to the operation, questions marked with a “(D)” indicate that review of relevant documentation is required to assess a score for the question. External auditors are not required to attach sample documentation/records to their audit submission, unless asked to do so by the Certifying Partner.
- Questions marked with an “(I)” indicate that interviews are required. Interview sampling for small employer audits should meet the same criteria as interview sampling for a regular audit. Use the attached sampling tables (including the fields highlighted in grey) to communicate your sampling methodology to the CP reviewer.
- Questions marked with an “(O)” indicate that observations are required to score the question.
- Notes for all questions must fully explain the auditor’s findings and justify the scores awarded.
- External auditors should assess a “yes” or “no” score for each question. Each “yes” response is worth a single point and no half-marks are allowed. The Audit Summary Score Sheet must be completed to reflect the points awarded inside the audit document.
- The question guidelines are designed for the use of SECOR Assessors, but external auditors should use them to identify the documentation they need to review when scoring the audit questions. Special scoring instructions for external auditors are also included in the guidelines where required, and must be followed.
- SECOR audit reports conducted by a certified external auditor are subject to the same quality assurance requirements as a regular audit report.

Partnerships

SECOR SUMMARY SHEET

Employer Legal Name (as registered with WCB):		
Employer Trade Name (if applicable):		
Address:		
WCB Account(s) in scope:	Industry Code(s) in scope:	
Facilities/Work Sites in scope:		
Contact Person:	Phone Number:	
Fax Number:	Email:	
Contact person's original SECOR Training date:	Contact person's last refresher date:	Course taken as refresher session:
Assessor Name:	Assessor most recent training /refresher date:	<input type="radio"/> Code of Ethics signed?
Assessor Phone Number:	Assessor Email:	
Audit/Assessment Start Date:	Audit/Assessment End Date:	
Audit Purpose (certification or maintenance):	Number of employees covered by WCB account:	
Name of the OHS Consultant used to help build the OHS management system (if applicable):		
Consultant Training Date:		
Auditor Name (if applicable):	Auditor Certification # (if applicable):	<input type="radio"/> Code of Ethics signed?
Employer Sign off:		
Assessor/Auditor Sign off:		

Fields in grey are applicable only to external auditors.

Fields asking for information about the "Assessor" are not applicable when the audit is conducted by a certified external auditor.

Employee Breakdown and Sampling Details

Levels	Total Number	Number Interviewed	Departments/Shifts List departments, and (if applicable) shifts below	Dept./shift totals	Total Employees			# Interviewed		
					Full- Time	Part- Time	Casu al	Full- Time	Part- Time	Casu al
Managers										
Supervisors										
Workers										
Total Employees										
Contractors										
Visitors										

Fields in grey are for use only by external auditors.

Document List

The list below contains examples of documentation that can be attached to the SECOR submission to verify the questions listed. External consultants should use the list as a guideline to dictate what should be reviewed to score the listed questions.

QUESTIONS	DOCUMENTATION
1.1	Health and Safety Policy
1.3	Written statement of responsibilities, job descriptions, employee contracts, and program manuals
2.1	Inventory of job positions and job/tasks
2.2, 2.5	Completed formal hazard assessment forms, job safety analysis
2.3	Procedure for rating hazards, hazard rating forms
2.4	Documents outlining process/procedural changes and updated hazard assessment forms, memos directing a hazard control be implemented
2.5	Completed field-level hazard assessment forms, policy, procedures
3.1	Completed hazard assessment and control forms
3.3	Preventative maintenance records for equipment, tools, and PPE. Work order records, maintenance logs, defective equipment tags, written procedures/policy regarding the removal of defective equipment
3.4	Discipline policy, supervisor training records, supervisor and worker responsibilities
3.5	PPE policy and training records
3.6	Copy of the work site health and safety plan developed in consultation with your contracting organization
4.1, 4.4	Inspection policy and process, inspection records, inspection schedule, sample inspection reports
4.2, 4.4	Sample inspection forms, checklists
4.3	Sample inspections checklist(s)
4.5	Hazard reporting policy, sample hazard report forms, blank hazard report forms
5.1, 5.2	Orientation policy /process, sample completed orientation checklists, orientation records
5.3, 5.4, 5.5	Training policy/process, sample training records, sample training certificates
6.1	Emergency response plan, evacuation procedures, emergency numbers, radio codes, emergency communication procedures, list of emergency response personnel/fire wardens.
6.2	Emergency response training records

QUESTIONS	DOCUMENTATION
6.3, 6.4	Records of Emergency Response drills, minutes of h&s meetings, records of emergency response table-top review exercises
7.1	Incident reporting procedure
7.2	Training records
7.3, 7.4, 7.5, 7.6	Investigation procedure, report forms, investigation forms, sample investigation records
8.1	Sample newsletters, sample safety meeting minutes, sample toolbox meeting minutes
8.2	Sample documents showing statistics are reviewed and trends identified
8.4	Action plan reflecting deficiencies identified from this year's audit process
8.5	Completed action plan from previous audit

Interview Questions

For use by external consultant auditors

Question No.	Question	Response	
		+	-
1.2	(All) Does your organization have a Health and Safety Policy? What does it say?		
1.4	(All) Do you have any specific health and safety responsibilities? Could you describe them? (Examples: arranging health and safety meetings, reviewing incident reports, inspections, etc.) What responsibilities do you have under the <i>Occupational Health and Safety Act and Regulation</i> ?		
1.5	(Managers/Owner) What OHS legislation is applicable to your work site? How do you make it available to workers?		
2.5	(All) When are field-level hazard assessments conducted? How often are they completed?		
3.4	(All) How is the use of hazard controls enforced? (PPE use? Use of engineering and administrative controls?)		
3.6	(Managers/Owner) How is the your safety and the safety of your workers ensured when working on a contracted work site?		
3.7	(All) How are you made aware of safety hazards at a contracted work sites? How are you made aware of the rules at a contracted work site?		
4.3	(All) Are formal inspections carried out on a regular basis?		

Question No.	Question	Response	
		+	-
	Do you have any involvement with the inspection process? What is your role?		
4.4	(All) What process is in place to help ensure deficiencies identified during inspections are dealt with in a timely manner?		
4.5	(All) Is there a system in place that allows employees to report unsafe conditions? What is it?		
5.3	(All) What job specific training is given to workers?		
6.3	(All) Are emergency drills conducted? When was the last one?		
7.2	(All) What happens when a work-related incident or illness occurs? (I.e. What is the process? How are incidents or illnesses reported?)		
8.1a	(All) How are you made aware of health and safety issues?		
8.1b	(All) Do you have the opportunity to provide feedback on health and safety issues?		
8.1c	(All) How are the identified issues dealt with?		

**Partnerships in Injury Reduction
Small Employer
Certificate of Recognition
(SECOR)
Audit Instrument
Yes/No Scoring**

1. Management Leadership And Organizational Commitment

Questions	Guidelines	Auditor/ CP Assessed Score
<p>1.1 Is there a written Health and Safety Policy for the organization, signed and dated by the owner? (D)</p>	<p>Attach the policy document. The policy must include:</p> <ul style="list-style-type: none"> - statement of management commitment to health and safety - overall goals and objectives - general responsibilities of managers, supervisors, workers and contractors regarding health and safety - requirement to comply with relevant government regulations - requirement to comply with organization's own health and safety standards 	
Notes:		
<p>1.2 Are employees aware of the policy's content? (I)</p>	<p>Explain how employees are made aware of the policy's content. This question is not applicable (n/a) if the operation does not have any employees. Auditor: Minimum of 70% positive indicators is required to score this question as a "yes."</p>	
Notes:		
<p>1.3 Have specific health and safety responsibilities been written for: (D)</p> <ul style="list-style-type: none"> • Managers? • Supervisors? • Workers? 	<p>Attach documentation, other than the policy (e.g. contracts, job descriptions, and program manuals) that states employee responsibilities at each level. Depending on size or nature of the organization, one or more of these categories may not be applicable (n/a). Where the operation has no workers, the owner will be considered the Manager. Auditor: Responsibilities must be written for all applicable levels to score this question as a "yes."</p>	
Notes:		

1. Management Leadership And Organizational Commitment

Questions	Guidelines	Auditor/ CP Assessed Score
<p>1.4 Are the employees aware of their specific health and safety responsibilities under legislation and employer policy: (I)</p> <ul style="list-style-type: none"> • Managers? • Supervisors? • Workers? 	<p>Explain how employees are made aware of their health and safety responsibilities. Depending on the size and nature of organization, one or more of these employee types may not be applicable (n/a). Where the operation has no workers, the owner will be considered the Manager. Auditor: Minimum of 70% positive indicators is required to score this question as a "yes."</p>	
<p>Notes:</p>		
<p>1.5 Is the most current health and safety legislation related to your operation available at the work site? (I, O)</p>	<p>List the specific legislation (federal, provincial and municipal) applicable to your operation, and explain how it is made available to workers. Auditors: This question should be scored based on results of management /owner interviews and work site observations that verify availability of the relevant legislation.</p>	
<p>Notes:</p>		
<p>TOTAL POINTS POSSIBLE:</p>		<p>/5</p>

2. Hazard Identification and Assessment

Questions	Guidelines	Auditor/CP Assessed Score
2.1 Does the employer have a list of all jobs and tasks carried out at the work site? (D)	<p>Attach a list of all employee jobs, and the tasks within those jobs. Both the jobs and the tasks must be clearly identified.</p> <p>Auditors: Points are awarded based on the percentage completion of the job and task inventories. Minimum of 70% positive indicators is required to score this question as a "yes."</p>	
Notes:		
2.2 Are health and safety hazards identified for the tasks in the inventory? (D)	<p>Attach documentation that identifies the hazards related to the employer's list of tasks (from question 2.1). Both health and safety hazards should be identified to ensure that ergonomic risks, exposure to chemicals, noise, heat stress, road safety, etc. are addressed.</p> <p>Auditors: Minimum of 70% positive indicators is required to score this question as a "yes."</p>	
Notes:		
2.3 Have the health and safety hazards been evaluated according to risk, and have the risks been prioritized? (D)	<p>Hazard assessments should show that the employer used a system to assess hazards for:</p> <ul style="list-style-type: none"> - Severity (how serious an outcome could there be if the hazard resulted in incident) - Probability (how likely is it that an incident could happen) - Frequency (how often workers are exposed to the hazard) <p>The assessment must result in prioritization of work site hazards.</p> <p>Auditors: Score is based on the percentage of identified hazards that have been assessed and prioritized. Minimum of 70% positive indicators is required to score this question as a "yes."</p>	
Notes:		

2. Hazard Identification and Assessment

Questions	Guidelines	Auditor/CP Assessed Score
<p>2.4 Are the formal health and safety hazard assessments reviewed: (D)</p> <ul style="list-style-type: none"> • when changes are made to the operation? • in response to inspection and investigation results? 	<p>Attach documentation that supports ongoing review of formal hazard assessments. This may include meeting minutes, supervisor log books, assessment documents, etc. Describe how and when these reviews occur.</p> <p>Auditors: Both parts of the question must be verified in order to score this question as a "yes."</p>	
Notes:		
<p>2.5 Is a field-level hazard assessment process in use at field sites? (D, I)</p>	<p>Describe when and how this process is used. Attach a copy of the field-level hazard assessment policy/process document, and samples of field-level hazard assessment forms completed over the past 12 months. This question is not applicable (n/a) if the employer does not operate at field sites.</p> <p>Auditors: Score based on review of documentation. Use interview responses to verify worker knowledge of this process. At least 70% of interview responses must support what is found in the documentation review for a "yes" score to be awarded.</p>	
Notes:		
TOTAL POINTS POSSIBLE		/5

3. Hazard Control

Questions	Guidelines	Auditor/CP Assessed Score
<p>3.1 Have hazard controls been identified? (D)</p> <ul style="list-style-type: none"> a. Engineering? b. Administrative? c. Personal Protective Equipment (PPE)? 	<p>Attach hazard assessment documents that show what hazard control methods have been recommended to control the hazards identified.</p> <p>Auditors: Documentation must show a connection between the hazards assessed in question 2.3, and the controls identified in order to award points for this question. Minimum of 70% positive indicators is required to score these questions as "yes."</p>	
<p>Notes:</p>		
<p>3.2 Have identified hazard controls been implemented? (O)</p> <ul style="list-style-type: none"> a. Engineering? b. Administrative? c. Personal Protective Equipment (PPE)? 	<p>For each type of control (engineering, administrative, PPE), give examples of controls that are being used at the work site(s).</p> <p>Auditors: For each type of control identified in question 3.1, at least 70% of the controls identified must have been implemented by the employer in order to score these questions as "yes."</p>	
<p>Notes:</p>		
<p>3.3 Is there a preventative maintenance program for equipment, vehicles and machinery? (D)</p>	<p>Describe the process used for maintaining equipment and preventing the use of defective/broken equipment. Attach sample maintenance records (maintenance logs, work orders, etc.) from the last 12 months. Note that documentation must show a schedule of preventative maintenance.</p>	
<p>Notes:</p>		
<p>3.4 Does the owner ensure health and safety policies are followed and hazard control methods are used? (D, I)</p>	<p>Describe how this is done, and attach applicable documentation/records.</p> <p>Auditors: At least 70% of interview responses must confirm the results of documentation review in order to score this question as a "yes."</p>	
<p>Notes:</p>		

3. Hazard Control

Questions	Guidelines	Auditor/CP Assessed Score
<p>3.5 Where Personal Protective Equipment (PPE) is used as a method of control, are employees trained in the use, care, and maintenance of the protective equipment? (D)</p> <p>Notes:</p>	<p>Attach the PPE policy. It should include PPE training requirements. Attach training records to verify training was completed. Where the operation has no workers, describe how the owner is trained.</p>	
<p>3.6 Has a plan been developed in discussions with your contracting organization to ensure the safety of you and your workers? The plan should include: (D or I)</p> <ul style="list-style-type: none"> a. Identification of site-specific hazards and controls b. Ongoing field-level hazard assessment c. Reporting of changes to work site conditions d. Review of emergency response plans e. Process for dealing with worker noncompliance f. On-site supervision of contract workers <p>Notes:</p>	<p>Attach a copy of the plan. Ideally it should be signed by your primary contracting organization.</p> <p>OR</p> <p>Explain how this is done. Notes must address each sub-point specifically. This question is not applicable (n/a) if the operation does not work as a contractor or a sub-contractor.</p> <p>Auditors: Scoring is based on whether or not the plan addresses the sub-points noted in the question. All points must be met in order to score this question as a "yes."</p>	
<p>3.7 Is the plan communicated to all employees? (I)</p> <p>Notes:</p>	<p>Explain how the plan is communicated to your employees.</p> <p>This question is not applicable (n/a) if the operation does not have any employees.</p> <p>This question is not applicable (n/a) if the operation does not work as a contractor or sub-contractor.</p> <p>This question is not applicable (n/a) if no points were awarded for question 3.6.</p> <p>Auditors: Documentation must show communication of all required parts of the plan to employees, or at least 70% of interviewees must confirm communication of the plan.</p>	
TOTAL POINTS POSSIBLE:		/11

4. Ongoing Inspections

Questions	Guidelines	Auditor/CP Assessed Score
<p>4.1 Is there a formal written policy that includes how often formal inspections should be conducted by: (D)</p> <ul style="list-style-type: none"> • Managers? • Supervisors? • Workers? 	<p>Attach a copy of the policy. The employer should consider the risk level of the workplace when determining the frequency of inspections.</p> <p>Depending on the size or nature of the organization, one or more of these employee levels may not be applicable (n/a).</p> <p>If the operation has no employees, the owner will be scored as a Manager.</p> <p>Auditors: In order to score this question as a "yes," the policy must include a frequency of inspections, and require involvement by all applicable levels.</p>	
Notes:		
4.2	Is a site- specific checklist used for inspections? (D)	Attach a copy of checklist(s) in use.
Notes:		
4.3	Are formal, written health and safety inspections carried out as required by the employer's inspection policy? (D, I)	<p>Attach sample inspection records from the past 12 months. These will be used to confirm if the inspection policy/process is being followed.</p> <p>Auditors: In order to award full points, formal documentation must exist, and a minimum 70% of interviewees must verify that inspections are conducted as required.</p>
Notes:		
4.4	Are deficiencies identified in inspections corrected quickly? (D, I)	<p>Explain how identified issues are addressed. Attach samples of completed inspection reports from the past 12 months. Include sample records to confirm that required corrections have been completed (e.g. work orders, purchase orders, memos, etc.).</p> <p>Auditors: A minimum 70% of documentation should reflect a reasonable timeframe for correction (as soon as practical), and who is responsible. If interview responses do not support what is found in the documentation review, a "yes" score cannot be awarded.</p>
Notes:		

4. Ongoing Inspections

	Questions	Guidelines	Auditor/CP Assessed Score
4.5	Is there a system in place that employees can use to report unsafe or unhealthy conditions and actions? (D, I)	Explain/describe how this is done. If a formal process exists, attach it for review by the CP. This question is not applicable (n/a) if the operation does not have any employees.	
Notes:			
TOTAL POINTS POSSIBLE:			/5

5. Qualifications, Orientations and Training

Questions	Guidelines	Auditor/CP Assessed Score
<p>5.1 Does the orientation: (D)</p> <ul style="list-style-type: none"> • Address critical health and safety issues? • Cover employer health and safety policies, procedures, and responsibilities? 	<p>Describe what is covered in the orientation. Explain how the orientation is delivered, and attach documents that outline the orientation process. Critical issues include the following:</p> <ul style="list-style-type: none"> • organization rules/enforcement • right to refuse unsafe work • emergency response • incident reporting • critical hazards • hazard reporting <p>Attach documentation (orientation records, orientation checklists) to show that orientations cover h&s policies/procedures. If the operation does not have any employees, this question is not applicable (n/a).</p> <p>Auditors: In order to score this question as a "yes," the orientation must address both points in the question, and all critical issues listed in the guidelines.</p>	
Notes:		
<p>5.2 Is the new employee orientation completed on or before the first day of work? (D)</p>	<p>Describe how/when this is done. Attach orientations from the past 12 months. Orientations must be dated and signed off by oriented employees. This question is not applicable (n/a) if the operation does not have any employees, or if no new employees have been hired in the past 12 months.</p>	
Notes:		
<p>5.3 Do employees receive the job-specific training required to perform their jobs/assignments in a healthy and safe manner? (D, I)</p>	<p>Attach training records, and describe how job-specific training is conducted. Examples of job specific training include training of safe work procedures, PPE, ergonomics, use of equipment, WHMIS, first aid, defensive driving, TDG, etc.</p> <p>If the operation does not have any workers, consider the owner's own job-specific training in scoring this question.</p> <p>Auditors: Job-specific training conducted must be relevant to the scope of the operation. If less than 70% of interview responses support what is found in the documentation review, a "yes" score cannot be awarded.</p>	

5. Qualifications, Orientations and Training

Questions	Guidelines	Auditor/CP Assessed Score
Notes:		
5.4 Are on-going training/refresher sessions provided as required? (D)	Explain how this is done. Attach documentation that shows on-going training, refreshers, and recertification for job-specific training (e.g. skills upgrading, WHMIS, First Aid, Defensive Driving, TDG, maintenance procedures, respiratory protection, etc.).	
Notes:		
TOTAL POINTS POSSIBLE:		/4

6. Emergency Response

Questions	Guidelines	Auditor/CP Assessed Score
6.1 Is there a written emergency response plan that addresses all possible emergencies, and reflects the hazards at the work site(s)? (D)	<p>Attach the emergency response plan. It must include:</p> <ul style="list-style-type: none"> - Communication procedures - Emergency phone numbers - List of responsible emergency response personnel - Evacuation procedures <p>Note that it is acceptable for a small employer to work under the ERP of the contracting organization, as long as they can show that this plan is communicated to the small employer and their workers.</p>	
Notes:		
6.2 Are employees given emergency response training appropriate to their individual responsibility? (D)	<p>Attach emergency response-related training records from last 12 months.</p> <p>If the operation does not have any workers, the owner's Emergency Response training will be considered to score the question.</p>	
Notes:		
6.3 Are planned emergency response drills conducted annually or more often, as required? (D, I)	<p>Give a description and date of the last drill. Explain how often drills are scheduled and the types of drills held. Participation in drills held by the contracting organization may be appropriate to the needs of the small employer.</p> <p>Auditors: At least 70% of interviewees must confirm that a drill was held in the last year to award a "yes" score.</p>	
Notes:		
6.4 Are emergency response records kept? (D)	<p>Attach policy. Describe what records are kept, and (if available) attach sample records from the past 12 months. Employee names must be removed from sample first aid/medical aid records.</p> <p>This question <i>cannot</i> be marked as "n/a." In the absence of an actual emergency, attach records of participation in drill(s), and a policy requiring ER records to be kept.</p>	

6. Emergency Response

Questions	Guidelines	Auditor/CP Assessed Score
<p>Notes:</p>		
TOTAL POINTS POSSIBLE:		/4

7. Incident Investigation

Questions	Instructions	Auditor/CP Assessed Score
7.1	<p>Is there a written procedure that requires the reporting of workplace incidents, illness and near misses? (D)</p> <p>Attach reporting procedure. It should include legal requirements for incident reporting. Documentation must also require internal reporting of incident, injuries, illness and near misses.</p>	
Notes:		
7.2	<p>Are employees aware of their responsibilities to report work-related incidents, illness and near-misses? (D, I)</p> <p>Attach relevant training documents, and explain how employees are made aware of their responsibility to report incidents/illnesses. This question is not applicable (n/a) if the operation does not have any employees. Auditors: At least 70% of interviewees must confirm awareness of reporting responsibilities for a "yes" score to be awarded.</p>	
Notes:		
7.3	<p>Is there a written procedure and an investigation form for investigating workplace incidents, illness and near misses? (D)</p> <p>Attach the investigation procedure and the investigation form. If the employer's contracting organization requires the use of their form, employers may use this instead of developing their own. Auditors: The form must include fields for a description of the circumstances, identified causes (direct, indirect and root), and corrective actions. The procedure must include a requirement to correct the deficiencies identified.</p>	
Notes:		
7.4	<p>Do investigation reports identify root causes and corrective action? (D)</p> <p>Attach copies of completed investigation report forms from the past 12 months. If no incidents or near misses have occurred, this question is not applicable (n/a). Auditors: if root causes are not correctly identified and proposed actions are not likely to be effective, a "yes" score cannot be awarded for this question.</p>	
Notes:		

7. Incident Investigation

Questions	Instructions	Auditor/CP Assessed Score
<p>7.5 Are corrective actions taken to prevent incidents from happening again? (D, O)</p>	<p>Describe how action is taken as a result of incident investigations, and give examples where possible. Attach documentation that verifies corrective action taken. Auditors: Documentation must show that corrective action was taken in an effort to prevent a recurrence. If no incidents have occurred in the past 12 months, this question may be scored based on written requirements to take corrective action (in employer policy).</p>	
<p>Notes:</p>		
<p>TOTAL POINTS POSSIBLE:</p>		<p>/5</p>

8. Program Administration

Questions	Guidelines	Auditor/CP Assessed Score
<p>8.1 Is there a system to ensure: (D, I)</p> <ul style="list-style-type: none"> • Health and safety issues are communicated to employees? • Feedback on health and safety issues from employees? • Follow-up on health and safety issues? 	<p>Describe how employees are advised of health and safety issues. Attach sample documentation (e.g. records of safety meetings/toolbox meetings, bulletins, etc.). Describe the system used for employees to offer feedback on health and safety issues, and how employees are made aware of the system.</p> <p>Describe how follow-up is done, and explain how employees are made aware of any follow-up completed.</p> <p>This question is not applicable (n/a) if the operation does not have any employees.</p> <p>Auditors: Verify that the required communication systems exist. If interview responses do not support what is found in the documentation review, a "yes" score cannot be awarded.</p>	
Notes:		
8.2 Does the employer review their health and safety performance using statistics? (D)	Attach samples of the statistics maintained by the employer (e.g. first aids, medical aids, claims rates, # of inspections, # of orientations, # of safety meetings, etc.). Describe any trends that were identified.	
Notes:		
8.3 Is the health and safety system evaluated at least annually through the use of an audit process? (D)	Give the date of the last audit. If this is the employer's first health and safety audit, this question is not applicable (n/a).	
Notes:		
8.4 Was an action plan developed to address the deficiencies identified in the previous audit? (D)	Attach the action plan from the previous year. For each item on the action plan, the person responsible should be identified. Target completion dates, and if applicable, actual completion dates and deliverables should be noted for each action item. If this is the employer's first health and safety audit, this question is not applicable (n/a). Auditor: The action plan must include items addressing all of the deficiencies identified in the previous year's audit, and must contain the required components noted above. At least 70% of the action items must have been completed to achieve a "yes" score for this question.	

8. Program Administration

Questions	Auditor/CP Assessed Score
<p>Notes:</p>	
<p>TOTAL POINTS POSSIBLE:</p>	
<p>/4</p>	

Partnerships Small Employer Action Plan

Audit Date: _____

IDENTIFIED DEFICIENCY	ACTION PROPOSED	PERSON (S) RESPONSIBLE	TARGET DATE	ACTION TAKEN	DATE COMPLETED

Use the above template to develop an action plan from the audit results. Deficiencies identified by the assessor, external auditor and/or the Certifying Partner reviewer should be itemized in this plan, and completed before your next audit.

SUMMARY SCORE SHEET

*For use only by external auditors or CP reviewers *

Employer Name: _____ Audit Dates: _____

Auditor Name: _____

Element Number	Total Points Possible	Points N/A	Total Points	Total Points Scored	Percentage
1. Management Leadership and Organizational Commitment	5				
2. Hazard Identification and Assessment	5				
3. Hazard Control	11				
4. Ongoing Inspections	5				
5. Qualifications, Orientation and Training	4				
6. Emergency Response	4				
7. Incident Investigation	5				
8. Program Administration	4				
Total Audit Points	43				



REQUEST FOR DECISION

SUBJECT:	Property Tax Incentives		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	January 20, 2020	CAO:	MANAGER:
DEPARTMENT:	FINANCE	GM:	PRESENTER: MJ
STRATEGIC PLAN:	Quality of Life		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Property Tax Incentives research for information as presented.

BACKGROUND/PROPOSAL:

As requested by Council Administration contacted 12 municipalities to see if they offered any property tax discounts for seniors or if they had any other type of early payment discounts or incentives. The results are on the attached spreadsheet.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is Administration has provided the information Council requested.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Spreadsheet

PROPERTY TAX INCENTIVES/DISCOUNTS

As per the request from Council I contacted 12 other municipalities to find out if they offered property tax discounts to Senior's, had discounts if the taxes were paid early or any other tax incentives. Here are the results:

Municipality	Seniors Discount	Pay Early Discount	Other Discounts
Big Lakes County	None	None	None
Town of High Prairie	None	None	None
County of Grande Prairie	None	None	None
City of Grande Prairie	None	They did offer a discount, in January the City would give them an estimate of what their taxes were going to be and if they paid in January they would get a 1% discount, if paid in February a .75% discount & if paid in March a .05% discount. They no longer offer these discounts	None
Strathcona County	If Seniors qualify they can apply through Family & Community Support Services for a \$100.00 credit	None	None
Sturgeon County	If Seniors qualify they can apply through Family & Community Support Services for a \$100.00 credit	None	None
Regional Municipality of Wood Buffalo	None	None	None
Yellowhead County	None	None	None
Northern Sunrise County	None	None	None
Saddle Hills County	None	They had an early payment discount but it was discontinued in 2019	None
Mackenzie County	None	None	None
Town of Valleyview	None	None	None

If seniors qualify they can apply for financial assistance through the Alberta Provincial Government for the Seniors Property Tax Deferral Program.

Marilyn Jensen,
Finance Coordinator Taxation/Assessment
& Reception Supervisor

Seniors Financial Assistance Programs

November 2019
Information booklet

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Seniors Financial Assistance programs

Who is eligible

This package allows you to apply for the following Seniors Financial Assistance programs:

- Alberta Seniors Benefit
- Dental and Optical Assistance for Seniors
- Special Needs Assistance for Seniors

You are eligible to apply for the Seniors Financial Assistance programs, if you meet all of the following criteria:

- You are 65 years of age or older.
- You have lived in Alberta for at least three months before applying.
- You are a Canadian citizen, or have been admitted into Canada for permanent residency (landed or sponsored immigrant).
- You and your spouse/partner have not chosen to defer receipt of the Old Age Security pension.

To apply for these programs, complete the enclosed application form, attach photocopies of all applicable documents and forward to Seniors Financial Assistance using the enclosed return envelope.

Once your Seniors Financial Assistance application has been processed, a letter will be sent to you to inform you what programs you are eligible for.

Benefit year

Your previous year's income will be used to determine benefits for the benefit year, which runs from July 1 of the current year to June 30 of the next year.

Proof of income

You must provide proof of income to determine if you are eligible for the following Seniors Financial Assistance programs: Alberta Seniors Benefit, Dental and Optical Assistance for Seniors and Special Needs Assistance for Seniors.

With your consent, your income information will be obtained directly from the Canada Revenue Agency. Only the income sources that are needed to determine your eligibility will be collected.

Alberta Seniors Benefit program

The Alberta Seniors Benefit program is a monthly benefit paid to seniors with an annual income of \$28,150 or less, or a senior couple with a combined annual income of \$45,720 or less. These income levels are guidelines only, and are for seniors whose income includes full Old Age Security pension. The benefit is determined by:

- the type of accommodation you live in
- your marital/cohabitation status
- your income (combined with your spouse/partner's income if applicable)
- receiving the federal Old Age Security pension (i.e., having lived in Canada for 10 years)

Maximum benefit available

Accommodation and Marital/Cohabitation Status	Maximum Annual Benefit (if eligible for Old Age Security)
Homeowner, Renter or Lodge Resident	
Single Senior	\$3,431
Senior Couple	\$5,146
Other Residence Categories	
Single Senior	\$2,390
Senior Couple	\$4,779

Supplementary Accommodation Benefit

The Supplementary Accommodation Benefit supports eligible seniors who reside in a designated supportive living or long-term care facility with monthly accommodation charges. The amount received is determined by:

- your personal income from all sources (line 150 of the previous year's income tax return) combined with your spouse/partner's income (regardless of age)
- the maximum monthly accommodation charge in designated supportive living and long-term care as set by Alberta Health
- the monthly disposable income amount of at least \$322 (this amount may be used for personal expenses such as personal hygiene, telephone, cable, etc.)

When a couple is required to live apart for health reasons, a review of eligibility is completed to consider the couple as two single seniors living in separate dwellings. This is done by dividing the couple's total combined income equally (50:50 split) and calculating benefits using the single senior income threshold. Seniors whose monthly income from all sources is less than the current private room rate may receive a benefit.

The Supplementary Accommodation Benefit is combined with the Alberta Seniors Benefit. You will receive one combined payment each month.

Seniors with low income not eligible for the federal Old Age Security pension, who are residents of designated supportive living and long-term care facilities, are considered for the Supplementary Accommodation Benefit.

Benefits begin

You are eligible to begin receiving benefits the month of your 65th birthday. If you are a new Alberta resident, you are eligible to begin receiving benefits on **the later of the following dates**:

- the month of your 65th birthday
- the month following three months of permanent residency in Alberta (for example if you moved to Alberta on July 15, you are eligible to receive benefits on October 1)

Retroactive benefits

Benefits are paid retroactive for up to 11 months before the date your application is received, but not earlier than your 65th birthday or three months of permanent residency in Alberta.

Benefits end

- the month after you leave Alberta to live in another province or country
- the month following a recipient's death

Appeal process

You may appeal a decision regarding your Alberta Seniors Benefit file or benefit amount.

Step 1: Write a letter of appeal

Send information and supporting documentation that will assist with the review of your file to:

Director, Seniors Financial Assistance
Seniors and Housing
PO Box 3100
Edmonton, Alberta T5J 4W3
Fax: 780-422-5954

Step 2: Request a final review

If your concern is not resolved, request a final review by the program by writing to:

Assistant Deputy Minister
Seniors Services Division
Seniors and Housing
PO Box 3100
Edmonton, Alberta T5J 4W3
Fax: 780-422-5954

Step 3: Submit a Notice of Appeal form

Once Step 2 is complete, a Notice of Appeal form will be mailed to you. Follow the instructions provided with the form.

Dental and Optical Assistance for Seniors programs

The Dental Assistance for Seniors Program provides basic dental coverage to a maximum of \$5,000 every five years.

The Optical Assistance for Seniors Program provides assistance to a maximum of \$230 towards the purchase of prescription eyeglasses every three years.

Who is eligible

The amount of coverage you receive is based on your total annual income (line 150 of your personal tax form):

Marital status	Income	Dental	Optical
Single senior	\$0 to \$28,150	Maximum coverage	Up to \$230
	\$28,151 to \$31,675	Partial coverage	Up to \$115
Senior couple	\$0 to \$56,300	Maximum coverage	Up to \$230/senior
	\$56,301 to \$63,350	Partial coverage	Up to \$115/senior

What is covered

Dental

Diagnostic services (examinations and x-rays), preventative services (polishing and scaling), restorative services (fillings, trauma/pain control/pins), extractions (simple and complicated), root canals (endodontics), procedures relating to gum disease (periodontics, root planing), and dentures (prosthodontics, full and partial basic dentures).

You may wish to have your dental provider submit a predetermination to the Alberta Dental Service Corporation before receiving dental services. This process will help to identify any dental costs you may be responsible for paying.

Optical

Prescription eyeglasses, including lenses and frames from a recognized optical provider. The maximum amount covered is based on your eligibility at the time of purchase.

Eye exams for seniors are paid for by Alberta Health, once per year.

How claims are paid

The Alberta Dental Service Corporation processes dental claims for the Dental Assistance for Seniors Program and issues payments to the service provider (dentist/ denturist) or the senior, depending on how the claim is submitted.

Alberta Blue Cross processes optical claims for the Optical Assistance for Seniors Program and issues payments to the service provider or the senior, depending on how the claim is submitted.

If your service provider bills directly, the program will pay the service provider for the amount that is covered by the program. If there is a difference between the amount covered by the program and your bill, you pay the difference.

If your service provider does not bill directly, you pay the full bill and submit a claim form (available from your service provider) to be reimbursed for the eligible amount.

For more information about your claim:

Dental

Alberta Dental Service Corporation
Toll-free: 1-800-232-1997
Edmonton: 780-426-7526

Alberta Dental Service Corporation
200, 17010 103 Avenue NW
Edmonton, AB T5S 1K7

www.albertadentalservicecorp.com

Optical

Alberta Blue Cross
Toll-free: 1-800-661-6995
Edmonton: 780-498-8000
Calgary: 403-234-9666

Alberta Blue Cross
Box 26000 Station Main
Edmonton, AB T5J 2P4

www.ab.bluecross.ca

Special Needs Assistance for Seniors program

The Special Needs Assistance for Seniors program provides a lump-sum payment to eligible seniors with low income towards the cost of appliances and specific health and personal supports. The maximum assistance available is \$5,105 in a benefit year (July 1 to June 30).

Who is eligible

A single senior's or senior couple's total annual income and the expense or item requested are used to determine the amount funded.

Seniors must complete the Seniors Financial Assistance application form to enroll in the program. Once you are notified of your eligibility for Seniors Financial Assistance programs, you can submit an estimate or receipt to apply for assistance towards the cost of an item funded by the program.

Income eligibility

To be eligible for assistance, your total income (line 150) of your tax return needs to meet these levels:

	Primary/Secondary	Primary Only	No Funding
Single Senior	\$0 - \$23,750	\$23,751 - \$28,150	Over \$28,150
Senior Couple	\$0 - \$37,520	\$37,521 - \$45,720	Over \$45,720

What is covered

For a full list of eligible items and program requirements or to apply online, visit alberta.ca/seniors-special-needs-assistance.aspx

Or call the Alberta Supports Contact Centre toll-free at 1-877-644-9992 to request a Special Needs Assistance for Seniors Information Booklet.

Seniors Home Adaptation and Repair Program

The Seniors Home Adaptation and Repair Program provides low-interest home equity loans to help senior homeowners finance home repairs, adaptations and renovations.

The program provides a maximum loan amount of \$40,000. A loan will be repaid upon the sale of the property, or earlier if the senior chooses with no penalty. Monthly repayments are not required.

Who is eligible

To qualify for a loan under this program you must meet all of the following criteria:

- be age 65 years or older
- be an Alberta resident for at least three months
- own a residential property in Alberta
- have an annual household income of \$75,000 or less
- maintain a minimum of 25 per cent equity in your home

What is covered

The Seniors Home Adaptation and Repair Program is designed to help cover the cost of home repairs, adaptations and renovations that help seniors remain safe and secure in their home. Adaptations or repairs will be considered if they improve energy efficiency or increase the physical safety, mobility, independence or health and well-being for the senior homeowner.

Interest charge

Simple interest (not compounded) will be charged once a loan is approved. The interest rate is variable and is reviewed twice a year in April and October and may be adjusted accordingly.

Applying to the program

You must complete and submit a Seniors Home Adaptation and Repair Program application form in order to apply to the program.

To request an application form or for more information on eligible items and current interest rate, visit alberta.ca/seniors-home-adaptation-repair-program.aspx or call the Alberta Supports Contact Centre toll-free at 1-877-644-9992.

Seniors Property Tax Deferral Program

The Seniors Property Tax Deferral Program allows eligible senior homeowners to defer all or part of their property taxes through a low-interest home equity loan. If you qualify, the Government of Alberta will pay your residential property taxes directly to your municipality on your behalf. You re-pay the loan, with interest, when you sell the home, or sooner if you wish. Monthly repayments are not required.

Who is eligible

To qualify for the Seniors Property Tax Deferral Program, you must meet all of the following criteria:

- be age 65 years or older
- be an Alberta resident for at least three months
- own a residential property in Alberta
- have a minimum of 25 per cent equity in your home

Only residential properties are eligible. The home must be your primary residence (that is, the place where you live most of the time).

If you owe arrears from previous years' property taxes, you can still apply to the Seniors Property Tax Deferral program, as long as you have a minimum of 25 per cent equity in your home.

Interest charge

The Seniors Property Tax Deferral Program charges simple interest (not compounded). Interest charges start the day the program pays your residential property taxes to the municipality on your behalf and ends when the loan is paid in full. The interest rate is variable and is reviewed twice a year in April and October and may be adjusted accordingly.

Applying to the program

Complete and submit a Seniors Property Tax Deferral application form in order to apply to the program.

For an application form or for information on the current interest rate, visit alberta.ca/seniors-property-tax-deferral-program.aspx or call the Alberta Supports Contact Centre toll-free at 1-877-644-9992.

Additional information

Collection of personal information

The personal information provided to Alberta Seniors and Housing, including information provided by the Canada Revenue Agency, is collected under the authority of the *Seniors Benefit Act* (RSA 2000) and the *Seniors Benefit Act General Regulation* and managed in accordance with the *Freedom of Information and Protection of Privacy Act* (RSA 2000). The information will be used for the purpose of administering the Seniors Financial Assistance Programs, including the Alberta Seniors Benefit, Special Needs Assistance for Seniors, and Dental and Optical Assistance for Seniors programs.

Alberta Seniors and Housing will share your personal information with Alberta Health to enable that department to administer other programs for seniors.

Contact information

Phone

Alberta Supports Contact Centre
Toll-free: 1-877-644-9992

Deaf or hearing impaired with TDD\TTY units: 1-800-232-7215 or 780-427-9999 in the Edmonton area

Remember to have your Personal Health Number (PHN) ready before calling

Mail

Seniors and Housing
P.O. Box 3100
Edmonton, Alberta T5J 4W3

Fax

780-422-5954

Website

alberta.ca/seniors-financial-assistance.aspx



REQUEST FOR DECISION

SUBJECT: Possible Name Change
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: January 20, 2020
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM:

MANAGER:
PRESENTER: DL

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 98-99.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation on a possible name change for the M.D. of Greenview No. 16 for information as presented.

BACKGROUND/PROPOSAL:

Legislation

In accordance with Section 98 of the Municipal Government Act, “The Lieutenant Governor in Council, on the request of a municipality’s council and on the recommendation of the Minister, may change the name of a municipality.”

Section 99 goes on to say, (1) “the change of a municipality’s name does not affect any obligation, right, action, or property of the municipality. (2) The use of the old name of the municipality in any proceedings, agreements, notices or documents after the name has been changed does not affect the validity of those proceedings, agreements, notices or documents.

The change of a name requires a motion of Council to then be forwarded to the Minister. The Minister will make a recommendation to the Lieutenant Governor to change the name.

There are no requirements for public engagement, or a vote of electors to change the name of a municipality.

Why change the name?

Greenview is no stranger to change and progress. In 1968 Improvement Districts 110, 111, and 126 were amalgamated to establish Improvement District 16. In 1994, the Municipal District of Greenview was formed.

County is becoming a more recognized term. While “Municipal District” is the official classification under legislation, “County” is a more publicly recognized term. “County” is viewed as more modern and contemporary. Changing the name to “County” will not fundamentally alter what Greenview is, but it might make it more accessible and publicly recognized. In accordance with Council’s Strategic Plan, Greenview seeks to be a regional leader and advocate for Northern Alberta. In engaging on more prominent platforms with the Provincial and Federal Government, and increasing Greenview’s public profile, recognition is an important factor to consider.

More and more Municipal Districts are changing their names to “County of _____” or “_____ County” because of the recognition and contemporary view on the term. One of the more recent examples was Big Lakes County. Across the province for municipalities classified as “Municipal Districts”, only 16 are Municipal Districts. The remaining 47 are Counties.

Possible Names

Greenview County or County of Greenview

BENEFITS OF THE RECOMMENDED ACTION:

- 1. Greenview may take on a more publicly recognized name that may better suit the increasing role Greenview has as a representative of the region in Alberta and the rest of Canada.

DISADVANTAGES OF THE RECOMMENDED ACTION:

- 1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose not to change the name of Greenview.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Greenview Administration will bring back an official motion for Council to decide on whether or not to proceed with a name change.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Fox Creek Annexation Discussion**

SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: January 20, 2020 CAO: MANAGER:

DEPARTMENT: CAO SERVICES GM: PRESENTER:

STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the discussion regarding the Fox Creek Annexation for information, as presented.

BACKGROUND/PROPOSAL:

The Town of Fox Creek requested that CAO Thompson share the attached map with Council regarding the Fox Creek Annexation.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the Fox Creek Annexation

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Map of proposed annexation.

- Orange Line—**
Current Municipal Boundary
- Blue Line—**
Intermunicipal Development
Plan Planning Area
- Yellow Line—**
Proposed Annexation Area
- Red Fill—**
Current Application to purchase from the Government

