



AGENDA

REGULAR MEETING OF THE RECREATION BOARD OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON April 12, 2018, AT 5:30 PM.

	<u>MOTION</u>
<u>ITEM NO. 1. CALL TO ORDER</u>	
<u>ITEM NO. 2. ADOPTION OF THE AGENDA</u>	X
<u>ITEM NO. 3. DELEGATIONS</u> - None	
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u>	
A) RFD – March 1, 2018	X
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u>	
A) RFD – Recreation Master Plan	X
<u>ITEM NO. 6. ACTION ITEMS</u>	
A) RFD – Workplace Violence & Harassment Policy and Procedure	X
B) RFD - Information for the Recreation Board	X
C) RFD – Recreation Report	X
D) RFD - Recognition Awards	X
<u>ITEM NO. 7. MEDIA INQUIRIES</u>	
<u>ITEM NO. 8. CLOSED SESSION</u> - None	
<u>ITEM NO. 9. OPEN SESSION</u>	X
<u>ITEM NO. 10. CLOSE OF MEETING</u>	X



Recreation Board Request for Decision

Meeting Date: 12/04/2018


Subject: Recreation Board Minutes

Recommendation:	That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on March 1, 2018, as presented
Background:	Minutes of the Regular Meeting of the Recreation Board held on March 1, 2018
Legislation / Authority:	MGA, Section 208(1)(a)(c)
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the Municipal Government Act Section 208
Alternative:	That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on March 1, 2018 as amended

Attachment(s):	Minutes
-----------------------	---------



APPROVALS:

Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

2/2018

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON March 1, 2018 AT 5:30 PM.

PRESENT: Danielle Hansen, Chairperson
Councillor Garth Bekkering
Rene Angermeier
Joel Mills

ABSENT: Councillor John Turcato
Councillor Louis Tams
Darcy Firth, Vice Chairperson

ALSO PRESENT:
Aline Holmen, Director of Recreation
Trent Smith, Recreation Manager
Marty Planger, Recording Secretary
Taber Times

CALL TO ORDER

D. Hansen called the Regular Meeting of the Taber Recreation Board to order at 5:31 PM.

ADOPTION OF THE AGENDA

RES. 10/2018 MOVED by Councillor G. Bekkering to adopt the agenda as amended.

ITEM NO.6. ACTION ITEMS
D) April Meeting

CARRIED UNANIMOUSLY

DELEGATIONS

A) Baseball/Softball Enhancement Society

Rick Popadynetz and Nate Cummins presented the baseball/softball group's plan to enhance ball in Taber. The group is currently in the process at becoming a society. They proposed selling advertising boards for the current ball fields and having the Town provide tax receipts for donations.

There was a question regarding the sponsorship pricing and being consistent with current sponsorship agreements. It was also suggested to stay away from competing businesses having signs on the same field.

Discussion occurred as to possible reasons for the decreased numbers in ball leagues and ways they hope to get those numbers to increase. They believe by offering age appropriate facilities and focusing on the youth, numbers will go up and each year the increases will gravitate to the older levels. Discussion occurred regarding the user fees for soccer being lower than baseball. Historically, fees were set-up this way because of the extra maintenance on baseball fields.

Some benefits for the proposal would be to finish the quad at KMMSC as a softball park to be able to host more tournaments, with more teams (many coming from out of town). The group would also like to make minor league appropriate size diamonds, which would make baseball more exciting to the upcoming youth users. Making a standalone Hardball Park would allow for rep. level development and more Legion League/High School play and tournaments.

This organization is enthusiastic, potentially has a large volunteer pool, and want to get things moving along. They were asking for the Recreation Boards Support to Council. The gentlemen were thanked for their presentation and the group's work and efforts.

RES. 11/2018 MOVED by Councillor G. Bekkering that the Recreation Board accepts the presentation from the Baseball Softball Enhancement Society as presented and supports this initiative.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Regular meeting – February 1, 2018

RES. 12/2018 MOVED by J. Mills that the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on February 1, 2018, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Recreation Master Plan

A Holmen discussed the previous Recreation Master Plan from 1985 and provided a summary of the recommendations and actions. The board then reviewed trends in recreation.

There were two quotes provided and reviewed for the Recreation Master Plan. The first option is to complete the existing Master Plan, considering the Town of Taber's needs only. The second option is encouraging a collaboration with the MD of Taber and consideration be made as to their needs for a Regional Recreation Master Plan. A regional plan aligns with the MGA's future mandate for more collaboration within regions. In 2020 all municipalities will be required to have an Inter-municipal Collaborative Framework in place and this study could assist with development of that framework. It was discussed that the second option had many advantages and seems to make sense, however was definitely more costly.

Discussion occurred regarding completing a regional plan inhouse and was determined as not an option. The completion would help this board and both Councils to make decisions in the future and gives administrative staff direction. The Recreation Board felt this item required more discussion and would like some input from the MD of Taber Recreation Board Member, who was absent.

RES. 13/2018 MOVED by J. Mills that the Recreation Board accepts the presentation regarding the Recreation Master Plan for information and defer the Recreation Master Plan to the next meeting.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Information for the Recreation Board

The members of the Recreation Board reviewed the information given in this agenda item and had no questions at this time.

RES. 14/2018 MOVED by R. Angermeier that the Recreation Board accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

B) Recreation Activity Report

The Recreation Board members reviewed the Recreation Activity Report individually.

It was questioned as to whether or not facilities can be booked online yet and the answer is not yet as the Intelli Representative who has been assigned to the town is off on leave at this time.

The garbage removal at the Dog Park was discussed and inquiries made of the snow removal and because of the design of the park, it's difficult to remove the snow. The parking lot is done and they do their best they can inside.

RES. 15/2018 MOVED by J. Mills that the Recreation Board accepts the Recreation Report for information.

CARRIED UNANIMOUSLY

C) Recognition Awards – None

D) April Meeting

The April Regular Meeting is scheduled over the Easter break and several members would not be able to attend. The members decided April 12th at 5:30pm in the Council Chambers would work better, with the understanding that the agenda would be available later than usual.

RES. 16/2018 Moved by Councillor G. Bekkering that the Recreation Board have the April Meeting moved to the 12th.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES - None

CLOSED SESSION - None

CLOSE OF MEETING

RES. 17/2018 MOVED by J. Mills that this Regular Meeting of the Taber Recreation Board is hereby closed.

CARRIED UNANIMOUSLY AT 6:52 PM

CHAIRMAN

Recreation Board Request for Decision

Meeting Date: April 12, 2018

Subject: Recreation Master Plan

Recommendation:

The Recreation Board recommends Danielle Hansen and Aline Holmen attend a MD of Taber Council meeting for discussion regarding interest in a Regional Recreational Master Plan and cost sharing and if so then approach the Town of Taber Council.

Background:

The Recreation Board expressed interest in completion of the existing Recreation Master Plan to include financial estimates for projects as well as timelines.

While doing some research regarding the completion of the current Recreation Master Plan another option has presented itself and can be viewed in the document provided by RC Strategies. Under the new requirements for the MGA (Municipal Government Act), the Town of Taber will be required to develop an Inter-municipal Collaborative Framework of which Recreation is one of the components. Serious consideration should be given to Option #2 as this would assist the Town of Taber and the MD of Taber with this task in the future.

Administration feels that a Regional Plan could prove beneficial to both the Town and the MD of Taber, however, there are currently no funds available for completion of this plan. A presentation could be made to each Council to gauge the interest and commitment to a partnership.

Legislation / Authority:

Recreation Bylaw 2-2009

Strategic Plan Alignment:

Create and promote all season recreational facilities that are regionally recognized.

Financial Implication:


There are no funds currently budgeted for either Option #1 or Option #2 regarding completion of the Recreation Master Plan.

Service Level / Staff Resource Implication:

Staff resources would be required to prepare the procurement process as well as work with the successful company to complete the Plan.

Justification:	The Recreation Board has asked for information on this subject. Completion of the Recreation Master Plan and specifically a Regional Recreation Master Plan would provide clarity and direction for Administration, the Recreation Board and both Councils, and assist with budgets and planning into the future.
Alternative(s):	<p>The Recreation Board may choose to accept the information regarding the Recreation Master Plan options as presented.</p> <p>The Recreation Board may choose to recommend Council consider completing the existing Recreation Master Plan as identified in Option #1 of the proposal.</p>

Attachment(s):	RC Strategies Correspondence
-----------------------	------------------------------

APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Recreation and Parks Planning Project



February 23rd, 2018

Aline Holmen, Director of Recreation

A – 4900 50 Street,
Taber, Alberta,
Canada, T1G 1T1
P: (403) 223 – 6019
F: (403) 382 – 9521
E: aline.holmen@taber.ca

RE: Recreation and Parks Planning

Aline,

Thank you for your email on February 16, 2018 and subsequent telephone conversations. As per our discussion, the following memo is meant to outline a couple options that we see the Town has in developing more comprehensive recreation and parks planning. Much good work has been done by Town staff in preparing the 2016 Recreation Master Plan; good work that we understand you would like to see supplemented with more focused and detailed planning regarding project priorities, capital costing, and service delivery recommendations.

It is also important to note that since the current Plan was developed in 2016, the planning context has evolved. The Modernized MGA and associated changes coming into effect on April 1, 2018 will require municipalities to explore opportunities for collaboration with municipal neighbors in the provision of recreation services. As well, the endorsements of both the National Recreation Framework and Parks for All initiatives warrant consideration for local level recreation and parks planning. For these reasons, we have provided a high level outline of two different approaches the Town and Recreation Board could take moving forward. Both are outlined as follows with associated costs and benefits.

Consideration	Approach #1	Approach #2
Overall intent	Update and enrich the current 2016 Master Plan	Develop a new Regional Recreation Master Plan using the 2016 Plan as a starting point.
Tasks included	<ol style="list-style-type: none"> 1. Creation of a prioritization tool to prioritize potential projects. 2. Analyze the current service delivery system and provide recommendations for enhancement. 3. Provide high level capital and operating costs related to #1 and #2 above. 4. Produce a 2018 Recreation Master Plan. 	<ol style="list-style-type: none"> 1. Partner with the M.D. of Taber to develop a regional plan. 2. Conduct thorough public and stakeholder engagement with both Town and M.D. residents and groups. 3. Update related research (trends, benchmarking, planning influences, etc.). 4. Identify priorities for infrastructure, programs, and service delivery. 5. Provide high level capital and operating costs related to #1 and #2 above. 6. Produce a 2018 Regional Recreation Master Plan.

Consideration	Approach #1	Approach #2
Timing	2 – 3 months	6 – 10 months
Budget Range	\$15,000 – \$20,000	\$60,000 – \$90,000
Rationale	<ul style="list-style-type: none"> • Builds upon 2016 effort and brings information to 2018 state. • Completes planning related to Town of Taber specific needs and plans. 	<ul style="list-style-type: none"> • Enables the Town and MD to work together to identify priorities and strategic directions (in alignment with Inter-municipal Collaboration Framework requirements). • Engages all regional residents. • Builds upon 2016 effort and brings information to 2018 state.

We would expect that either approach will help the Town get to a more defined state regarding the future of recreation and parks in the community. Although approach #1 may lead to a more strengthened relationship with the M.D. should they be involved in taking the existing Plan to the next stage, approach #2 would be ideal in getting regional buy-in to a Plan for recreation and parks.

This memo is intended to provide two alternative approaches for the Town and Recreation Board to consider moving forward. RC Strategies+PERC would likely provide a proposal of services via competitive bid process in the event either approach is taken.

The budget ranges outlined are consistent with other similar projects tendered in Alberta over the past 6 months. In other regions, the development of regional recreation and parks plans have been funded by both urban and rural partners and in some cases provincial grants have been available for these types of regional planning exercises. Both cost sharing and grants may ultimately reduce planning costs for the Town.

I hope this helps the Town and the Board with its strategic thinking regarding best next steps. If you need anything else, please do not hesitate to call or email.

Thanks for the opportunity to prepare this memo.

Sincerely,



Michael Roma, Partner
 RC Strategies+PERC
 2004 Sherwood Drive
 Sherwood Park, Alberta
 Canada, T8A 0Z1
 P: (780) 441 – 4263
 C: (780) 292 – 3584
 E: roma@rcstrategies.ca

Recreation Board Request for Decision

Meeting Date: April 12, 2018

Subject: Workplace Violence and Harassment Policy and Procedure

Recommendation:

The Recreation Board accepts the information regarding the Workplace Violence and Harassment Policy and Procedure as presented.

Background:

Council has recently adopted the Workplace Violence and Harassment Policy and Procedure.

The intent of this policy was to enhance the Town of Taber's approach in dealing with harassment within the workplace. Administration brought this policy forward to Council to update the previous policy.

Administration has researched current legislation on this matter and has utilized this research in developing this policy and procedure. The material was compiled between the Harassment Committee and the HR Manager.

This is relevant for the members of the Recreation Board as the policy makes specific reference and includes members of Boards and Commissions.

Administration is updating the Recreation Board at this time so they are aware of the policy and procedure.

Legislation / Authority:

MGA Section 5

Strategic Plan Alignment:

Council, management and staff working together to promote a culture of service, both internally and externally that demonstrate empathy, compassion, helpfulness and professionalism.

Financial Implication:

No financial impact.

Service Level / Staff Resource Implication:

Service level to the Town of Taber employees would increase. This policy will provide a framework to effectively manage issues that employees might be experiencing which may adversely affect their work.

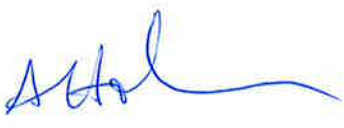
Justification:

This policy helps to ensure that employees undertake responsibility for their actions.



Alternative(s):	N/A
------------------------	-----

Attachment(s):	Workplace Violence and Harassment Policy Workplace Violence and Harassment Procedure
-----------------------	---

APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	



Workplace Violence and Anti-Harassment Policy

Policy No.: CS-HR-7	Council Resolution No.: 99/2018
Department: Administrative	Authority: Council
Effective Date: February 26, 2018	Revision Date:
Review Date: February 2021	Repealed Date:
Supersedes: N/A	
Related Procedure No.: CS-HR-7	
Related Procedure Name: Workplace Violence and Anti-Harassment	

Purpose

The Town of Taber believes in the prevention of violence and harassment in the workplace and promotes a violence-free and harassment-free workplace. Any act of violence or harassment committed by or against any elected official, employee, or member of the public is unacceptable and such conduct will not be tolerated. The Town believes that all individuals it employs along with elected officials have the right to work in the environment free from violence and harassment.

Policy Statement

- 1) The Town of Taber is committed to:
 - a. Fostering a Violence and Harassment-free workplace where all employees are treated with respect and dignity; and,
 - b. Educating our employees in the recognition of violence and harassment and the operation of our policy and procedures in this regard; and,
 - c. Taking necessary action in response to such reported incidents, utilizing proper investigative procedures; and,
 - d. Providing appropriate support for victims.

- 2) Application
 - a. This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Town of Taber, including full-time, part-time, casual, contracted, permanent and temporary employees.

 - b. This policy applies to all behavior that is in some way connected to work, including during off-site meetings, training and on business trips.



3) Definitions

The *Canadian Human Rights Act* protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

a. Bullying:

Bullying is a form of aggression where there is a power imbalance; the person doing the bullying has power over the person being victimized

- i) Physical bullying: using physical force or aggression against another person (e.g., hitting)
- ii) Verbal bullying: using words to verbally attack someone (e.g., name-calling)
- iii) Social/relational bullying: trying to hurt someone through excluding them, spreading rumours or ignoring them (e.g., gossiping)
- iv) Cyberbullying: using electronic media to threaten, embarrass, intimidate, or exclude someone, or to damage their reputation (e.g., sending threatening text messages).

b. Harassment:

- i) Offending or humiliating someone physically or verbally;
- ii) Threatening or intimidating someone; or
- iii) Making unwelcome jokes or comments about someone's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Examples of harassment that will not be tolerated (and may not be limited to) at the Town of Taber are;

- i) verbal or physical abuse,
- ii) threats, derogatory remarks, jokes, innuendo or taunts related to any employee's someone's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- iii) harassing surveillance (such as stalking)
- iv) taunting or ostracizing behavior
- v) pornographic, racist or offensive signs or images;
- vi) offensive jokes based on race, gender or other grounds protected under the *Human Rights Act* that results in awkwardness or embarrassment and unwelcome invitations or requests, whether indirect or explicit.

c. Sexual Harassment:

- i) Offensive or humiliating behavior that is related to a person's sex;
- ii) Behavior of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- iii) Behavior of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.



Sexual harassment can include (and may not limited to) such things as:

- i) pinching,
- ii) patting,
- iii) rubbing or leering,
- iv) "dirty" jokes, pictures or pornographic materials,
- v) comments, suggestions, innuendoes,
- vi) requests or demands of a sexual nature,
- vii) cyber-bullying and stalking,
- viii) revenge porn and other forms of digital abuse.

Sexual harassment is gender-neutral and can be perpetrated by either males or females against either males or females, including the same gender.

d. Violence:

Defined as any interaction or act of aggression or hostility between individuals that involves; causing physical injury to another person, uttering threatening remarks, creating a reasonable fear of injury, subjecting another individual to emotional distress, damaging employer or employee property, possession of a firearm or dangerous weapon while on Town of Taber property or while conducting Town of Taber business.

4) What is not harassment?

Reasonable actions taken by Managers and Supervisors to help manage, direct, and guide employees or the workplace is not harassment.

5) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- Employee Code of Conduct Policy
- Health and Safety Policy
- Whistleblower Policy





MAYOR

MARCH 8, 2018
DATE



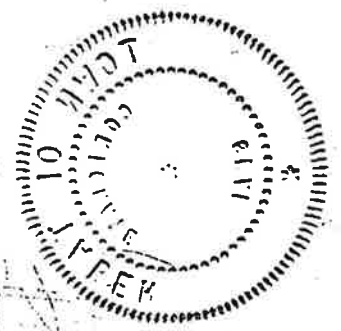


CHIEF ADMINISTRATIVE OFFICER

March 7, 2018
DATE



FOR THE





Workplace Violence and Anti-Harassment Procedure

Procedure No.: CS-HR-7	Council Resolution No.: N/A
Department: Administrative	Authority: CAO
Effective Date: February 26, 2018	Revision Date:
Review Date: February 2021	Repealed Date:
Supersedes: N/A	
Related Policy No.: CS-HR-7	
Related Policy Name: Workplace Violence and Anti-Harassment	

Purpose

The purpose of this procedure is to implement the Workplace Violence and Anti-Harassment Policy and to assist Management and Employees in its effective application. It provides guidelines for addressing a violence or harassment complaint. This includes any employee who; interferes with the resolution of a harassment complaint, retaliates against an individual for filing a harassment complaint, or files an unfounded harassment complaint intended to cause harm.

Operating Guidelines

Assistance

Any employee or elected official who has been the subject of violence or harassment has the right to access assistance in communicating their objections and, if warranted, in pursuing the complaint more formally. It is recognized that the issue of access to recourse is particularly critical where the alleged offender is in a position of authority over the victim or where there are other communication barriers.

Steps of Harassment Complaint

The victim is required to make his or her feelings known verbally to the alleged offender; either directly or with the assistance of a third party as outlined. This step is very important so that the alleged offender is immediately made aware that their conduct is offensive to the victim and such conduct must stop. Again, it is recognized that it will not always be possible for the victim to make the alleged offender aware of the concern personally.



1) Reporting

An employee or elected official who has been subjected to violence or harassment will refer the concern to:

- i) Union Steward or CUPE representative, or
- ii) Department Manager, or Director, or
- iii) HR Manager, or
- iv) Harassment Committee Member, or
- v) Human Rights Tribunal, or
- vi) Police Service, if you determine there is an immediate risk to your safety, or
- vii) Any combination of the above

2) Options after Reporting

The Town offers two options; mediation and/or filing a formal complaint.

a. Mediation

- i) Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.
- ii) Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.
- iii) The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.
- iv) If the concern is not able to be mediated, the filing of a formal complaint will take place.

Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing. This person must be a Town of Taber employee, such as; union steward or co-worker.

b. Filing a Formal Complaint

- i) The complaint must be in writing, refer to Schedule "A".
- ii) The employee should be prepared to provide as much detail required to carefully record the details of the incident such as the nature of what happened, when it happened, where it happened; how often and who else was present (if applicable).
- iii) Complaints will be made as soon as possible but not later than within twelve (12) months of the last incident of the perceived harassment.
- iv) If there are circumstances that prevented the employee from filing the complaint within that time period, the complainant has opportunity to refer the complaint to the Human Rights Commission.

If either party of a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she may contact the Chief Administrative Officer (CAO) directly.



Investigation

If mediation is inappropriate or does not resolve the issue and a formal complaint reporting form is completed, a harassment investigation will be conducted. Investigations will be handled by the Harassment Committee who have the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

General Investigation Steps will consist of the Following:

- 1) Two members of the Harassment Committee will meet with the person that the harassment complaint has been made against and inform them verbally, and in writing, that a formal harassment complaint has been filed. The formal complaint reporting form will also provide details of the allegations that have been made against him or her.
- 2) Two members of the Harassment Committee will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All individuals who are interviewed will have the right to review their statement, as recorded by the investigating team, to ensure its accuracy.
- 3) After the investigation has taken place, the Harassment Committee will prepare a report that will include;
 - a. A description of the allegations;
 - b. The response of the person the complaint was made against;
 - c. A summary of information learned from witnesses (if applicable); and
 - d. A decision about whether harassment did occur.
- 4) The report will be submitted to the Chief Administrative Officer (CAO) within 20 working days from the Respondent being advised of the complaint, unless otherwise notified as to the reasons this is not possible.
- 5) Both parties to the complaint will be given a copy.
- 6) All Harassment Committee record-keeping files will be held in a confidential file within the Human Resource manager's office.

Substantiated Complaint

- 1) If a harassment complaint is substantiated, the Chief Administrative Officer (CAO) will decide, in consultation with other stakeholders such as the Harassment Committee, what action is appropriate.
- 2) Remedies for the employee who was harassed may include;
 - a. an oral or written apology,
 - b. counselling services through the Town of Taber EAP program,
 - c. compensation for any lost employment benefits such as sick leave.
- 3) Corrective action for the employee found to have engaged in harassment may include;
 - a. a written apology,
 - b. formal discipline,
 - c. a suspension, transfer or reassignment,
 - d. training, counseling, demotion,



- e. limiting access to certain areas or individuals within the organization,
 - f. withholding of step increases,
 - g. suspension without pay,
 - h. advising the local authorities of a potential criminal offence, and/or
 - i. dismissal, or
 - j. other action deemed necessary.
- 4) If the investigation reveals evidence to support the complaint of harassment the incident will be documented in the harasser's personnel file.
 - 5) No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether or not there was a finding of harassment.
 - 6) If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
 - 7) Both parties to the complaint will be advised in writing of the decision.
 - 8) In the event that an investigation determines that any complainant has knowingly made false statements regarding allegations of harassment, immediate disciplinary action will be taken. The Town of Taber strictly prohibits false and/or malicious reports of harassment. As with any case of dishonesty, Progressive disciplinary action may include up to and including immediate dismissal without further notice.

Other Redress

1) Right to Representation

- a. The Town recognizes that nothing in this policy or procedures takes away from the complainant's right to file a complaint with the Alberta Human Rights Commission, or commence proceedings in a civil or criminal court. Any individual has the right to pursue their concerns through alternate forums, including the exercise of rights through any law of Alberta or Canada.

An employee who is not satisfied with the outcome of the harassment complaint process may file a harassment grievance with their union CUPE Local 2038.

Victim Support

The Town understands that victims or other workers who may have been exposed to violence or harassment may require support. The Town will ensure that victims as well as others exposed to violence or harassment are advised to consult a health professional of their choice for treatment or referral. The Town will also advise affected employees or elected officials of the ability to access Employee Assistance Programs if they wish.

The Town is dedicated to engaging in a process by which follow-up with the victim is done in order to ensure that their needs are being met post-incident.

Below is a listing of the agencies, programs and materials which are available to assist in seeking support in addition to the EAP and personal professional service providers.



Who	Contact(s)	What
Alberta Human Rights Commission Southern Regional Office 200 J.J. Bowlen Building 620 7 Ave SW Calgary, AB T2R 0Y8	Confidential inquiry line: 403 297 6571 Fax: 403 297 6567 To call toll free within Alberta, dial 310 0000 enter the area code and phone number	To make a human rights complaint or if there is a question about specific situations, call the Commission's confidential inquiry line. A written complaint can also be sent through regular mail.
Alberta Labour Employment Standards in Branch	Phone: 1 877 427 3731 Fax: 780 422 4349	Information relating to rights and obligations of Alberta labour standards.
Canadian Human Rights Commission 344 Slater Street, 8 th Floor Ottawa, ON K1A 1E1	Toll Free: 1 888 214 1090 Fax: 613 996 9661	The Commission protects the core principle of equal opportunity and promotes a vision of an inclusive society free from discrimination.
Employee Assistance Program (EAP) Shepell	Toll Free: 1 800 387 4765	Employee and Family Assistance Program provides employees with immediate and confidential help for any work, health or life concern.
Taber / Vauxhall Victim Services 5700 50 Ave Taber, AB T1G 2H7	Phone: 403 223 8991 Fax: 403 223 5540	Providing assistance to victims of crime and/or misfortune by offering information, support, referrals, or personal assistance.
Victim Impact Statement Program	Information is available through police, Crown Prosecutor's Office, the Courts and other agencies providing services to victims. Forms may be obtained from the Police.	Victims of crime are provided with the opportunity to express in writing to the courts, the harm done or loss suffered as a result of the crime.



Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussions of a harassment complaint to those that need to know.

Freedom of Information and Protection of Privacy Act

The Town of Taber and all individuals involved in the harassment complaint process, will comply with all requirements to the *Freedom of Information and Protection of Privacy Act* (FOIP) to protect personal information.



CHIEF ADMINISTRATIVE OFFICER



DATE



Schedule "A"
Workplace Violence and Anti-Harassment Procedure
Formal Complaint Reporting Form

Complainant Information		
Last Name Click here to enter text.	First Name Click here to enter text.	Phone Number Click here to enter text.
Date/Month/Year of Incident Click here to enter a date.		Time of Day of Incident Click here to enter a date.

Alleged Abuser(s)	
Name (if known) Last Name Click here to enter text.	First Name Click here to enter text.
<input type="checkbox"/> Employee <input type="checkbox"/> Member/Customer <input type="checkbox"/> Elected Official <input type="checkbox"/> Supervisor/ Manager <input type="checkbox"/> Other: Click here to enter text.	

Witnesses	
Name of witnesses and/or those providing assistance:	
<input type="checkbox"/> Employee <input type="checkbox"/> Member/Customer <input type="checkbox"/> Elected Official <input type="checkbox"/> Supervisor/ Manager <input type="checkbox"/> Other: Click here to enter text.	<input type="checkbox"/> Employee <input type="checkbox"/> Member/Customer <input type="checkbox"/> Elected Official <input type="checkbox"/> Supervisor/ Manager <input type="checkbox"/> Other: Click here to enter text.

Is/was medical attention required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--



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

The purpose of this form is to document your claim to assist in a thorough investigation of the complaint.

Signature of person reporting incident

[Click here to enter a date.](#)
Date and time of reporting

Upon completion, please forward to a member of the Harassment Committee.



Schedule "B"
Workplace Violence and Anti-Harassment Procedure
Harassment Committee Investigation Reporting Form

Complainant Information		
Age <small>Click here to enter text.</small>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Classification <small>Click here to enter text.</small>
Years of Experience <small>Click here to enter text.</small>	Employment Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Relief/Casual <input type="checkbox"/> Elected Official	
Shift Start <small>Click here to enter text.</small>	Shift End <small>Click here to enter text.</small>	

Alleged Abuser(s) Data		
Status <input type="checkbox"/> Employee (co-worker) <input type="checkbox"/> Member/Customer <input type="checkbox"/> Elected Official <input type="checkbox"/> Supervisor/ Manager <input type="checkbox"/> Other: <small>Click here to enter text.</small>	Age <small>Click here to enter text.</small>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female

Incident Data	
Date and time of Incident <small>Click here to enter text.</small>	Date and time of Reporting <small>Click here to enter text.</small>
Type of Incident <input type="checkbox"/> Verbal abuse: <small>Click here to enter text.</small> <input type="checkbox"/> Physical aggression against objects: <small>Click here to enter text.</small> <input type="checkbox"/> Physical abuse: <small>Click here to enter text.</small> <input type="checkbox"/> Sexual harassment: <small>Click here to enter text.</small> <input type="checkbox"/> Other (please specify): <small>Click here to enter text.</small>	
What injury or trauma, if any, resulted from the incident? <input type="checkbox"/> Physical injury (describe): <small>Click here to enter text.</small> <input type="checkbox"/> Emotional injury (e.g. fear, anger, humiliation): <small>Click here to enter text.</small> <input type="checkbox"/> Other (please specify): <small>Click here to enter text.</small>	
Is/was medical attention required?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Action to prevent recurrence (to be completed by worker and supervisor/manager)
Click here to enter text.

Follow-Up (established by worker/supervisor)		
Lost time incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Advised of available counselling? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comprehensive incident review completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law enforcement involved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Workers' Compensation Board form completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Short term disability claim? <input type="checkbox"/> Yes <input type="checkbox"/> No
Long term disability claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation of current policies/procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No	Investigation complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other actions:		

Steps (if any) taken to accommodate: Click here to enter text.

Signature of investigator

Click here to enter a date.
Today's Date

Signature of investigator

Click here to enter a date.
Today's Date



Schedule "C"
Workplace Violence and Anti-Harassment Procedure
Post-Intervention Victim Questionnaire

Date: Click here to enter a date.

Dear Click here to enter text.,

You were recently involved in an incident of violence or harassment. Click here to enter text. discussed the incident and support options with you. We are interested in your perception of what benefits you were able to receive from the support provided to you. We would greatly appreciate your honest response to the following questions.

Thank you.

- 1) How many contacts have you had with the support person regarding the incident/ assault?

Click here to enter text.

- 2) How much time elapsed from the time of your assault/incident to when you met with the support person?

Days: Click here to enter text. **Hours:** Click here to enter text. **Minutes:** Click here to enter text.

Do you feel this was ideal for your situation? Yes No

If not, what would have been preferable?

Click here to enter text.

- 3) In general, do you feel it is most helpful to be familiar with the support person who contacted you, or to see someone you don't know very well?

It is most helpful to be contacted by:

A familiar person Someone I don't know Doesn't matter to me

- 4) The purpose of the Policy and Procedure is to help deal with feelings which accompany traumatic situations in a supportive, constructive manner. Do you feel this was accomplished in your case?

Absolutely Not

Absolutely Yes

1 2 3 4 5 6 7 8 9 10



Please offer any suggestions you feel may aid in our processes:

[Click here to enter text.](#)



Recreation Board Request for Decision

Meeting Date: April 12, 2018

Subject: Information for the Recreation Board

Recommendation:

That the Recreation Board accepts the material received in this Agenda Item, as information.

Background:

This communication is provided simply as information for the Recreation Board and no comment is needed. In some cases, though, the Recreation Board may wish to seek clarification on the matter from Administration, or even challenge the matter through discussion. Placing the information on the Recreation Boards agenda allows these opportunities.

1. Southern Alberta Summer Games – planning continues for the games. The sport chairs have been busy planning for their event and looking for volunteers. We are ramping up to the Regional Director meeting on May 2nd, at which time the registrations will begin for the games. At the May meeting we will provide a full update on the planning thus far.
2. West Trail Extension Project – work recently began again at Trout Pond area. Parking lot posts have been installed as well as security gates. Our contractor is working on development of the launch area currently. The area is still deemed a construction site and as such remains closed to the public.
3. Sportsfields – due to the weather we have been unable to get on the fields for spring preparation work or safety checks. User groups have been made aware that there will be a delay this year and that we will work diligently to be open as soon as is feasible.

Legislation / Authority:

N/A

Strategic Plan Alignment:


General Information therefore does not specifically apply

Financial Implication:

Costs will be associated with various items listed above as per the 2018 Operating budget.

Service Level / Staff Resource Implication:	Staff resources to be utilized for all items listed above.
Justification:	To keep the Recreation Board informed of current municipal information and correspondences.
Alternative(s):	<ol style="list-style-type: none"> 1. The Recreation Board could seek clarification on any matters from Administration. 2. The Recreation Board could discuss, in depth, any of the matters raised by this communication and take action through a resolution.

Attachment(s):	
-----------------------	--

APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Recreation Board Request for Decision

Meeting Date: April 12, 2018

Subject: Recreation Activity Report

Recommendation: The Recreation Board accepts the Recreation Report for information.

Background: The report is supplied for Recreation Board information. In most cases, this communication is provided simply as information and no comment is needed. In some cases, the Recreation Board may wish to seek clarification on a matter through discussion. Placing the communication on the agenda allows for these opportunities.

Legislation / Authority: MGA, Section 207 (c)

Strategic Plan Alignment: No direct alignment.

Financial Implication: No financial implications.

Service Level / Staff Resource Implication: Not applicable for the purposes of this report.

Justification: To keep the Recreation Board informed of happenings within the Recreation Department.

Alternative(s): The Recreation Board could seek clarification on any of the matters in the report.



Attachment(s):	Recreation Activity Report April 2018
-----------------------	---------------------------------------

APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	



ACTIVITY REPORT

DEPARTMENT: Recreation April 2018

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p style="text-align: center;">Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p style="text-align: center;">Create and promote all-season recreational facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Continue to work on Walking Trail Extension Project.
	<p style="text-align: center;">To improve the quality of life for Town residents and following a recreation master plan, invest in the Town’s recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • Recreation Software continues to be utilized and developed. • Various tenders have been completed for equipment budgeted for in the capital budget.
<p style="text-align: center;">Projects and tasks expected and approved under the 2018 Operational Budget</p>	<p style="text-align: center;">Create a team work environment that is safe, customer focussed and employee friendly</p>	<ul style="list-style-type: none"> • Continue to assist and work with eCompliance Health and Safety Software. • Staff development training has begun for 2018 with staff from all dept.’s taking part in various courses. Aline/Trent recently completed ICS 400. • Continue to share arena safe work procedures with other communities with regards to ammonia leaks. Have recently revised our procedure to reflect coordination with EMS.
	<p style="text-align: center;">Utilize work teams that are vertically and horizontally integrated</p>	<ul style="list-style-type: none"> • Recruiting for full time Lifeguard 2 position and a Casual Lifeguard position. • Recruitment completed for relief Aquatic Supervisor. • Recruitment completed for summer seasonal staff for Recreation..

	<p>Create and promote all-season recreational opportunities and facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Working with Communications to promote Recreation through social media and the website. • Working on tasks associated with requests from the Recreation Board. • Sportsfield prep has not occurred to date due to snow and conditions of the fields. • Ice has been removed from the arenas following a successful run of tournaments and events.
	<p>Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)</p>	<ul style="list-style-type: none"> • Meeting held regarding 2018 summer season working in conjunction with Communities in Bloom. • Continue to maintain exterior garbage's at specific facilities including cemetery and Dog Park.
	<p>To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • Planning and purchasing underway for 2018 Operating and Capital budget allocations for maintenance.
	<p>Seek partnerships within the Taber area for recreational facility development</p>	<ul style="list-style-type: none"> • Working with the Baseball/Softball Enhancement group regarding future facility development. • Discussions have occurred regarding partnerships for future play areas.
	<p>Create an environment for hosting special events in Taber</p>	<ul style="list-style-type: none"> • Midget D Provincials were held at the end of March with a great deal of success. • Working on SASG (Southern Alberta Summer Games). • Working with user groups with regards to Special Events occurring in Taber in 2018.



Recreation Board Request for Decision

Meeting Date: 12/04/2018

Subject: Recognition Awards

Recommendation:

The Recreation Board recommends that the below team/individuals receive Recognition Awards:

Background:

The Following are recommended for performance recognition:

1. Gold – Barnwell Trojans - 2018 South Zone 2J Boys Basketball Championships
2. Bronze – St. Mary's Senior Varsity – 2018 South Zone 1A Boys Basketball Championships
3. Silver – Barnwell Trojan – 2018 South Zone 2J Girls Basketball Championships
4. Gold – WR Myers Rebels – 2018 3A Girls High School Basketball Provincial Championships

Legislation / Authority:

N/A

Strategic Plan Alignment:

N/A

Financial Implication:

N/A

Service Level / Staff Resource Implication:

Staff resources utilized to track awards, create certificates of recognition and ensure they are signed by Mayor and Reeve.



Justification:	Recreation Board driven recognition for local athletes that achieve medal status at a Provincial Level or higher.
Alternative(s):	The Recreation Board recommends that the following teams/individuals be included for Recognition Awards along with the above mentioned (insert here):

Attachment(s):	
-----------------------	--

APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	