



**TOWN OF MAGRATH  
POLICY HANDBOOK  
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## TITLE: AUDIO/VIDEO RECORDING OF COUNCIL MEETINGS

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RESOLUTION NUMBER: 2024-04-15

POLICY #: CP-001

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES: 100-004-19

UP FOR REVIEW: 2028

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### **PURPOSE**

To establish regulations on the recording of Council meetings and to ensure an individual's right to the expectation of privacy while also allowing public participation in Council meetings. This policy applies to all regular and special meetings of the Council or Committee.

### **DEFINITIONS**

**Recording** means any recording made by any electronic device capable of recording sound or picture. This includes but is not limited to recordings made by video cameras, cassette recorders, smartphones, laptops, tablets, digital audio tapes and stored in any format.

**Closed Session** is a private and confidential meeting that is closed to all the public excluding the Board/Council.

**Committee Meeting** is a meeting of the members of the Council who form a committee to discuss the matters of the Town of Magrath.

**Council** means the elected officials of the Town of Magrath.

**Council Meeting** means any regular or special meetings of the Council.

**Town of Magrath** means the municipality of Magrath.

### **POLICY STATEMENTS**

1. The use of cameras, audio, or video recording devices (laptops, smartphones, tablets, etc.), taking photos or transmitting photos, videos, or audio by external users or by a staff or Council member during a public meeting of Council, Committee or public gathering of Council including Open Houses is prohibited unless consent is given in writing before the meeting. Violation of this policy will result in the offending party being asked to excuse themselves from the meeting or gathering immediately.

2. The ability for the public to present at meetings of the Council or Committee will be available through electronic means by contacting the Town Office and registering/requesting an electronic invitation to the meeting. Meetings will not be recorded and saved for future reference or postponed observation.
  
3. All meetings of the Council and Committee are public meetings, and all are invited to attend in person. Under extenuating circumstances, Council Chambers may be closed to the public for health considerations, however, the meetings will be available for observation through electronic means.
  
4. All public participation will be dismissed from Council Chambers and disconnected from electronic observation when a closed session of Council and Committee meetings takes place.

## TITLE: COUNCIL COMPUTER POLICY

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RESOLUTION NUMBER: 2024-04-16

POLICY #: CP-002

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES: 100-02/20

UP FOR REVIEW: 2028

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### **PURPOSE**

The Council of the Town of Magrath recognizes the importance of providing an efficient, “paperless-type” business system, through the use of laptop/tablet computers to improve their ability to govern, while limiting the amount of printed material.

The purpose of this policy is:

1. To identify the responsibilities of the Council and the Town of Magrath regarding the ownership, maintenance, and replacement of the Council’s laptop/tablet computers.
2. To reduce the amount of printed material necessary for communication between the Council and Town Administration by creating and distributing Council Agenda’s and other correspondence through email.

### **POLICY STATEMENTS**

1. Laptop/tablet Supplied by the Town:
  - a) The Town will supply laptop/tablet computers to all Council Members and the total cost per laptop/tablet will be determined at the beginning of each term. These laptop/tablet computers shall meet the current town standards in place at the time of purchase;
  - b) Ownership of the laptop/tablet will be term-specific. If a Councilor, for any reason cannot serve for the full four years, they will have the option of purchasing their laptop/tablet at a pro-rated fee (year 1 – 80%, year 2 – 60%, year 3 – 40% and year 4 – 20%) of the original purchase price, otherwise the laptop/tablet will be returned to the Town;
  - c) If necessary, Council Members who are elected in a by-election will have a new laptop/tablet purchased for their use;
  - d) Council Members may use their assigned laptop/tablet computer for personal use providing Town use is given priority;

- e) Council Members may install personal software on their assigned laptop/tablet computer as long as it does not conflict with software provided and installed by the Town;
- f) Council Members shall take all reasonable steps and precautions to protect their assigned laptop/tablet computer from damage, harm or theft;
- g) The Town shall not be responsible for costs incurred for the maintenance and repair of the assigned laptop/tablet computer. Councillors should consult with the Town prior to any repairs being completed to see if there is any warranty available on their products.

2. Ownership at term's end:

- a) Council Members will own their laptop/tablet at the end of the four-year term;
- b) If the Councilor is re-elected, a new laptop/tablet will be supplied, based upon the new council's discussion as to budget and system requirements.

3. Confidential and Proprietary Information:

“Confidential and Proprietary Information” means all information relating to the operations, assets and affairs of the Town of Magrath and all information supplied to Council Members. All information remains the property of the Town of Magrath and as such, any information stored on a personal laptop/tablet must be removed at the end of the Councilor's service to the Town of Magrath.

This includes all written materials, records, data and other documents (hard and electronic copies) prepared or obtained by the Councilor in the course of their service for the Town of Magrath and they shall not retain, copy or distribute any such information to any third person.

## TITLE: DEALING WITH COMPLAINTS

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RESOLUTION NUMBER: 2024-04-17

POLICY #: CP-003

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

To guide the Town of Magrath Council and Town Employees regarding dealing with complaints within the Town.

### **DEFINITIONS**

**Complaints** means a statement or expression of a situation that is unsatisfactory or unacceptable relating to the Town of Magrath in any way.

**Council** means the elected officials of the Town of Magrath.

**Town Employees** means any person(s) employed by the Town of Magrath and works part-time, full-time, casual or under contract.

**Town of Magrath** means the municipality of Magrath.

### **POLICY STATEMENTS**

#### **Complaints Against Council/Town Staff**

An owner, occupier, resident, or any other person, who feels they have a complaint against the Council or Town Staff, who in performance of their duties, or because of the lack of performance of their duties have created an injustice to any person, may in writing and signed by the complainant, deposit with the Chief Administrative Officer, and/or the Mayor of the Town of Magrath detailing the items of grievance, and any charges or claims which they contend should be reviewed or considered. Any grievance shall be dealt with by Council and/or the Chief Administrative Officer whichever applies to the claim submitted and give a written report back to the Complainant. No claim that is submitted later than ninety (90) days from the date of known occurrence shall be dealt with.

#### **Written Complaints**

1. A complainant, on written notice with a letter and/or using the approved form may make a complaint regarding any matter of Town jurisdiction.

2. Once received, the complaint will be forwarded to the appropriate department head to deal with the complaint.
3. All complaints will be followed up with a report of the action or result being reported to the complainant and the appropriate Council committee if deemed necessary by the Chief Administrative Officer.

### **Verbal Complaints**

All verbal complaints shall be reviewed with the appropriate department head for action. Follow-up will be to the Chief Administrative Officer.

## TITLE: ENCROACHMENTS

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RESOLUTION NUMBER: 2024-04-18

POLICY #: CP-004

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

The Town of Magrath recognizes that encroachments exist and will continue to be discovered on Municipal land. The Town has established this policy to provide a consistent process for evaluating applications for encroachment authorization.

### **POLICY STATEMENTS**

1. The Town recognizes the importance in assisting the public by effectively managing encroachments.
2. The Town recognizes the importance of providing a consistent approach in processing applications for encroachment authorizations.
3. The Town must ensure that encroachments do not adversely affect the Town's ability to maintain services for public use by maintaining sufficient access to the infrastructure located within easements or roads upon which encroachments exist.
4. Encroachments both authorized and not authorized by the Town must be required either by agreement or by order be removed at the expense of the owner of the encroachment as directed.
5. Encroachments on Municipal Lands are to be discouraged where defined curbs or sidewalks don't exist, operations may be affected, or utilities exist.
6. In the case of existing encroachments that cannot practicably be removed, the Town shall obtain compensation to offset the negative effects of an undesirable encroachment.
7. Formal authorization of encroachments will be in the form of an Encroachment Agreement or Letter of Consent to protect the Town, the Utilities, and the public when encroachments are identified on Town-owned parcels, roads, easements, or reserve parcels.

This policy applies to all Town-owned parcels, reserve parcels, roads, and easements within the corporate boundaries of the Town of Magrath.

## Encroachments

1. There is an encroachment when a property owner intrudes on, in, or under the ground space or in the air space of an adjacent Town-owned or managed property, either deliberately or inadvertently and/or the Town land is used by individuals for their own personal purposes. Encroachments are either structural (i.e. construction of decks, pools, retaining walls, fences, etc.), non-structural (i.e. pool drainage, application of pesticides, waste dumping), or vegetative (i.e. planting of vegetable gardens, shrubs, trees, etc.).
2. Encroachments are of concern because they:
  - a. May restrict or limit the use and enjoyment of public lands maintained by the Town for the benefit of all residents;
  - b. May create work obstacles for Town or Utility personnel;
  - c. May pose a safety hazard to the public and give rise to potential liability claims from resultant injuries;
  - d. May damage the natural environment and undermine the Town's stewardship role in protecting natural features;
  - e. May destabilize public lands with resultant damage to adjacent private lands; and
  - f. May result in ratepayers absorbing costs to restore degraded public lands.
3. Encroachments are only to be permitted in circumstances when the encroachment, in the opinion of Administration, has no detrimental effect on the Town or its residents. In these circumstances, consideration may be given to allowing an encroachment to continue if an agreement is entered into between the property owner and the municipality and registered on the property's title.

## Action Taken When Encroachment(s) is Identified:

1. When an encroachment is identified, the CAO or designate(s) shall give written notice to the property owner, who has been identified as encroaching on municipal property. This notice shall include a copy of the encroachment policy for the Town of Magrath.
2. A property owner may request that Administration consider an encroachment agreement, which would allow the encroachment to continue under specific terms and conditions. Each application for encroachment agreement will be adjudicated on a case-by-case basis.

3. Should the property owner not desire to enter into an encroachment agreement they shall have thirty (30) days from the date of the notification to remove the encroachment and shall notify the Town of such removal.
4. Where an encroachment is deemed to be a safety hazard by the Town, the property owner shall remove the hazard in a shorter time schedule deemed appropriate by the Town.
5. If the property owner, within the allotted time, has not rectified the encroachment and restored the property to the satisfaction of the Town, the town shall retain the services of a company and/or other applicable services it deems necessary to remove the encroachment, restore the property and take any other remedial action, as may be required. Town staff shall not provide this corrective work.
6. The property owner shall be responsible for all expenses incurred by the Town in registering and/or remedying the encroachment. These expenses shall be invoiced to the property owner. If the invoice is left unpaid, after 30 days it shall be transferred to the property owner's tax account and be recovered in the same manner as property taxes.

**Encroachment Agreement Criteria:**

1. The following criteria shall be used to determine if an encroachment agreement should be considered by Administration, the encroachment:
  - a. Was constructed inadvertently, contrary to applicable zoning regulations;  
or
  - b. Is structurally sound and does not constitute a public or private nuisance or a threat to public health or safety or to the environment;  
and
  - c. In the view of Administration:
    - i. does not occupy municipal property which will impact municipal or utility operations, or;
    - ii. has been reserved, dedicated, or zoned to provide public access to any of the municipality's properties, unless there has been a significant period of time with no reasonable public access to the area and no plans for public access in the future.

- d. Any other criteria Administration may decide is pertinent to a specific case.
2. Administration may reject any request for an encroachment agreement. A property owner may appeal this decision to Council.
3. Council, at its discretion, may approve or reject any appeal request for an encroachment agreement.

### **Encroachment Agreement Fees and Insurance**

1. The property owner pays the Town the encroachment agreement application fee, land titles registration fees, and shall be responsible for all costs (legal fees, survey fees, etc.). The application fee shall be equal to the application fee for a development waiver as indicated in the current Fees and Rates Bylaw.
2. The property owner shall carry continuous property liability insurance for the duration of the encroachment and agrees to hold the Town harmless and indemnify the Town for any and all claims which might arise from third parties, who are injured as a result of the Owner's use of Town property for private purposes, or from the failure of the Owner's improvements.

### **Adverse Possession**

In all cases, according to the Municipal Government Act (MGA) no person can acquire an estate or interest in land owned by a municipality by adverse or unauthorized possession, occupation, enjoyment or use of the land.

TOWN OF MAGRATH  
ENCROACHMENT AGREEMENT

At \_\_\_\_\_ (Street Address)

THIS AGREEMENT is made by and between the Town of Magrath ("Town") and \_\_\_\_\_ ("Owner") to set forth the terms and conditions under which the Town will permit the Owner to build, maintain, and use certain improvements within the Town's property and/or right-of-way at \_\_\_\_\_ (Street Address), in the Town of Magrath. Subject to the following terms and conditions of this agreement, the Owner shall have the right to construct and/or maintain \_\_\_\_\_ within the Town's right-of-way of \_\_\_\_\_ (street name/location on Town property).

1. This encroachment agreement shall be appurtenant to the following described property:

Lot:  
Block:  
Plan:

This agreement is not transferable to other property but is freely transferable with the title to this lot. The license and conditions as stated in the agreement, are binding on the successors in title or interest of the Owner.

2. The improvements permitted within the street right-of-way shall consist of \_\_\_\_\_. Attach a scaled drawing, labeled as "Attachment A", showing the improvements and the location of all related elements. No modifications to the improvements may be made without prior written permission from the Town.
3. The Town may, at some future date, elect to make improvements at this location and widen the street to full width of the right-of-way and Town property and/or to install utilities (or allow such installation by franchised utilities). To the extent that any improvements or utility work requires the removal, relocation, replacement, and/or destruction of the improvements the Owner may have been using within the Town property right-of-way, the Owner waives any right to compensation for the loss of improvements and loss of the use of the street right-of-way and/or change in the grade and elevation of the street. This waiver of compensation, in the event the improvements are removed for any reason whatsoever in the sole determination of the Town, is the consideration given for the granting of this encroachment agreement.
4. Prior to installing Town improvements in, along or adjacent to the street or installing utilities in a manner that will require the removal or relocation of the improvements, the Town will endeavor to give the Owner sixty (60) days notice, in which time the Owner shall make adjustments and remodel the improvements as necessary to

accommodate the changes in the street width, utilities, and/or grade at the Owner's cost. The Town and its franchised utilities will attempt to save as much of the Owner's improvements as possible but in no way guarantees any salvage value whatsoever.

5. No permanent right, title, or interest of any kind shall vest in the Owner's in the street right-of-way by virtue of this agreement. The property interest hereby created is a revocable license, and not an easement or other perpetual interest. No interest shall be perfected under the doctrines of adverse possession, prescription, or other similar doctrines of law based on adverse use, as the use hereby permitted is entirely permissive in nature.
6. The Owner or his/her successor shall maintain the improvements in a good state of repair at all times, and upon notice from the Town, will repair any damaged, weakened, or failed sections. The Owner agrees to hold the Town harmless and indemnify the Town for any and all claims which might arise from third parties, who are injured as a result of the Owner's use of the right-of-way for private purposes, or from the failure of the Owner's improvements.
7. The Owner, when constructing any improvements, must ensure that the Town and any franchised utilities will maintain access to any easements and equipment installed on, above or under the right-of-way.
8. This agreement shall be in effect until the license is revoked by the Town. Revocation shall be effected by the Town by sending notice to the Owner or the Owner's successor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

TOWN OF MAGRATH

OWNER

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

## TITLE: FLAG POLICY

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RESOLUTION NUMBER: 2024-04-19

POLICY #: CP-005

EFFECTIVE DATE: APRIL 24, 2024

SUPERSEDES: 420-004/22

UP FOR REVIEW: 2028

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### PURPOSE

It shall be the policy of the town of Magrath (“Town”) to provide clarity and direction respecting the flying of flags on municipal property. This policy will

1. establish protocols for flying flags on properties and flag poles owned by the Town of Magrath, and
2. establish protocol for when the Canadian flag will be flown at half-mast.

### POLICY STATEMENTS

1. Protocol and Etiquette for Flag Flying on Municipal Property
  - a. It shall be the policy of the Town of Magrath that no flag, other than those listed on Schedule “A” – Inventory of Flag Poles, will be flown on Municipal Property.
  - b. The National flag, Provincial flag and Municipal flag shall be hung in the Council chamber.
  - c. Flags shall be flown in a manner consistent with flag etiquette of the Federal Department of Canadian Heritage.
2. Protocol for Flying a Flag at Half-Mast

Flags flown at half-mast signify a period of mourning, respect for lives lost, or to commemorate a solemn occasion. When a flag is to be flown at half-mast, the flag is to be raised to the top of the mast, and immediately slowly lowered to half-mast. When one flag is lowered to half-mast, all other flags flown together with it should also be flown at half-mast, following the same protocol. The CAO will advise staff to lower flags on Town-owned flag poles to half-mast.

- a. From the time of notification of death, until sunset on the day of the funeral or memorial service, flags in the Town of Magrath will be flown at half-mast for the following dignitaries:
  - i. The Sovereign, the Governor General, and the Prime Minister
  - ii. The Sovereign’s family
  - iii. Former Governor General
  - iv. Former Prime Minister

- v. Lieutenant Governor
  - vi. The Premier
  - vii. Former Premier
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- b. From the time of notification of death until sunset on the day of the funeral or memorial service, flags in the Town of Magrath will be lowered to half-mast in recognition of persons residing in the Town of Magrath whose duties were in the field of protective services (i.e.: RCMP, Canadian Military personnel, firefighters/first responder) whose lives were lost in the line of duty.
  - c. From the time of notification of death until sunset the day of the funeral or memorial service, flags in the Town of Magrath will be lowered to half-mast out of respect for those who served the Municipality in the following capacities:
    - i. Current Mayor or former Mayor of the Town of Magrath
    - ii. Current Councillor of the Town of Magrath
  - d. Flags will be flown at half-mast to commemorate lives lost in tragic national or international events. In these circumstances, a decision to lower flags, and the duration they will remain at half-mast will be reflective of the practice of the province and/or the Rules for half-masting the National Flag of Canada.
  - e. Other individuals may be recognized by the act of lowering the flags to half-mast at the direction of the Mayor after consulting with all available Council members.
  - f. Any citizen or staff member of the Town of Magrath may advise the CAO's office of the details (individual's names, qualifications for recognition, and date of funeral or memorial service) pertaining to those individuals included in Section 2 of this policy.
  - g. The CAO will arrange for the flags to be lowered to half-mast.
  - h. The public will be advised of the solemn occasion for which the flag is being flown at half-mast through communication efforts on the Town of Magrath social media pages.

**Schedule "A"  
INVENTORY OF FLAG POLES**

<b>Location</b>	<b>Number of Poles</b>	<b>Flag(s) Flown</b>
North Entrance	3	Canada, Alberta, Magrath
South Entrance	3	Canada, Alberta, Magrath
Cenotaph	3	Canada, Alberta, Magrath
Alston Scout Park	5	Canada, Alberta, British, Magrath, Scout

## TITLE: CORPORATE GOLF PASS ADMINISTRATION

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-006

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

The Corporate Golf Pass Administration Policy outlines the guidelines and procedures for the management and allocation of corporate golf passes within the Town of Magrath. This policy aims to ensure transparency, and accountability in the distribution and utilization of corporate golf passes. This policy applies to all employees, elected officials, and individuals involved in the administration, allocation, and use of corporate golf passes provided by the Town of Magrath.

### **POLICY STATEMENTS**

#### **Eligibility**

The corporate golf pass may be allocated to elected officials, employees, or volunteer firefighters of the Town of Magrath who have it for use either on official town business or as a recognition of service. Unless agreed to in advance by the Town's Chief Administrative Officer (CAO) use of the pass is nontransferable and the user should be part of the group golfing.

A day pass may also be donated by the Town of Magrath as a door prize for community group events.

#### **Allocation Process**

The CAO or designated authority shall oversee the allocation and booking of corporate golf passes.

Requests for corporate golf passes must be submitted through an official request form, detailing the purpose and duration of use.

Allocation decisions will be made based on the availability of passes, the nature of the request, and adherence to this policy.

### **Utilization Guidelines**

Corporate golf passes may only be used for official town business purposes, such as meetings with stakeholders, community events, service recognition, or official entertaining purposes.

The pass user is responsible for ensuring their use of the corporate golf pass aligns with the objectives and values of the Town of Magrath.

The pass user and their party must adhere to all rules and regulations set forth by the golf course management.

### **Accountability and Reporting**

The CAO or designate will maintain accurate records of the use of corporate golf passes, including dates, times, and purposes of use.  
Any misuse or unauthorized use of corporate golf passes shall be reported to the CAO.

### **Compliance**

Failure to comply with this policy may result in the revocation of pass privileges and disciplinary action, as per town policies and procedures.

## **Corporate Golf Pass Booking Procedure**

### **Step 1: Check Pass Availability**

- Contact the Town's CAO, at 403-758-3212 between 9:00 am and 5:00 pm, Monday to Friday.
- Ask if the Corporate Golf Pass is available for your desired date.

### **Step 2: Submit Your Request**

- Give your name, organization, and preferred tee time.
- Mention the purpose of your booking.

### **Step 3: Await Approval**

- The Town administration will review your request.

Note: This pass is not allocated on a first-come, first-served basis. It must be approved by scheduling through Town Hall.

### **Step 4: Confirm and Book**

- If approved, you will receive confirmation from the CAO or another representative.
- Book the tee time at the Magrath Golf Course once confirmation has been received.

### **Step 5: Enjoy Your Game**

- Arrive at the course before the confirmed tee time and check in at the Pro Shop.
- All golfers must abide by the Gold Course rules.
- Any misuse or unauthorized use of the corporate golf pass shall be reported to the CAO.
- Failure to comply with the Town's Corporate Golf Pass Policy may result in the revocation of pass privileges and disciplinary action.

## TITLE: BURIAL SERVICES FOR INFANTS

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RESOLUTION NUMBER: 2024-04-20

POLICY #: CP-007

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES: 450-001/20

UP FOR REVIEW: 2028

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### **PURPOSE**

As a compassionate gesture to grieving families of infants up to the age of 24 months, the Town of Magrath will provide burial services free of charge.

### **POLICY STATEMENTS**

The services offered to grieving families will include:

- Burial Plot (when there is not a family plot already purchased)
- Interment Costs

## TITLE: MUNICIPAL RESERVES

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-008

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### PURPOSE

To outline the Town of Magrath's policy establishing standards and guidelines for the management of existing reserves and the establishment of new reserves, to outline the purpose of each reserve and parameters regarding the use of reserves.

The objectives of this policy are to establish, maintain and manage reserve funds that provide for emergent financial needs, stabilize tax and utility rates, set aside funds for the replacement of existing equipment, facilities, and future projects, and minimize the debt financing needs of the Town.

Reserves are vital to municipal financial health. Having healthy levels of reserves enables the town of Magrath to:

- Plan for future operating and capital needs of the municipality,
- Plan for contingencies,
- Help to reduce interest expense for debt,
- Generate investment income,
- Deal with the ebb and flow of cash management throughout the fiscal year.

Healthy reserves result from having a policy surrounding their management as well as effective long-term planning to determine correct reserve levels.

### Definitions

**Capital Reserve** means the portion of unrestricted net assets that the Town maintains, or that the Council has designated for use in maintaining an adequate reserve to acquire or construct new capital assets and replace and rehabilitate major capital infrastructure assets as required.

**Dedicated Reserves** are the portion of unrestricted net assets that the Town has collected from developers to fund specific initiatives and/or projects. The funds may not be used for any other purpose than what they were collected for.

**Depreciation** means the amortization amount of fixed assets, such as buildings and equipment, to allocate the cost over its useful life. It is a process of cost allocation and not valuation. Depreciation increases expenses but does not reduce cash.

Municipal Reserves Policy – Schedule “A”

Fund	Target / Optimum \$ Level	Rationale Used to Establish Levels
<b>Operating Reserves</b>		
Operating Reserve	\$300,000	Reasonable amount to supplement or combine with other reserves for an emergent purpose.
Emergency Reserve	\$150,000	Deemed a reasonable amount for immediate type 3 emergency response/needs.
Irrigation Reserve	\$25,000	Pump replacement costs.
Sewer Line Reserve	\$50,000	Estimated cost of major lift station repair.
Water Line Reserve	\$50,000	Estimated cost of a significant main line break.
<b>Capital Reserves</b>		
Parks Reserve	\$100,000	Cost to replace assets.
Rec Plex Reserve	\$200,000	Estimated ongoing major replacement expenses could include pool liner or ice plant repairs.
Public Works	\$100,000	Potential cost of an emergency replacement of a mid-sized asset
Fire Department	Dependent	Depending on the Fire Department Capital Plan
<b>Dedicated Reserves</b>		
Municipal Reserve	-	Requirement of the MGA, Part 17 for the dedication of land or money for the development of parks, schools and recreational uses.

**Emergency Repair** means a repair to infrastructure or a facility that is urgent in order to prevent further damage or losses or the shutdown of the facility.

**Operating Expenses** means the annual expenditures to fund regular operations for greater certainty, and do not include transfers from operating to fund capital expenditures, transfers to reserves, internal transfers between departments, and funds expended on non-tangible capital assets.

**Operating Reserves** means the portion of unrestricted net assets that the Town maintains, or that Council has designated (or “restricted”) for use in:

- a) Emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases in operating expenses and/or losses in operating revenue, and/or
- b) Funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures, and unanticipated opportunities and/or challenges, and/or
- c) Funding for the mitigation of tax rate increases.

**Program Specific Reserves** means the portion of unrestricted net assets that the Town maintains, or that the Council has designated (or “restricted”) for use in specific initiatives or programs for which the funds are collected.

## **POLICY STATEMENTS**

### **General Guidelines**

1. All reserve transfers, re-designations, revisions, and new account requests must be approved by the Council. Approvals may be in the form of:
  - a) The annual operating or capital budget approval,
  - b) A carryover project that was contained in an approved operating or capital budget, or
  - c) A Council resolution.
2. Transfers to reserves will be restricted to the following sources:
  - a) Transfers from tax base or budget surpluses as approved by Council.
  - b) Direct cash receipts such as grants, sale of fixed assets and land, or any other cash receipts as authorized by the Council.
  - c) Investment income earned on reserve funds.
3. Draws from reserves must not exceed the fund balance unless it can be demonstrated to the Council that future sources of revenue will provide adequate funding to return the fund to a positive balance.

4. All operating and capital reserve funds must be fully described and include a description, optimum or target level, and the rationale used to establish the levels.
5. Before creating a new reserve fund, the option of adding an incremental contribution to an existing fund of a similar nature will be considered.
6. The prescribed fund limits will be reviewed by the Council at least once each term of office.
7. The Town will aim to accumulate reserve funds in accordance with Schedule "A".
8. Program-specific reserve funds are intended to accumulate the money collected for specific initiatives or programs stipulated at the time of collection.

### **Management of the Reserve Funds**

1. Under the direction of the council, the Chief Administrative Officer or their designate will ensure funds are invested according to the guidelines set out by provincial legislation.
2. Reserve funds will be drawn down only under circumstances specific to the individual reserve fund.
3. For reporting purposes, the reserve funds will be listed separately in the Town's financial statements.

### **Responsibilities**

1. Only the Council can approve the drawing down of a fund for normal operating or capital purposes. The CAO may approve the use of funds when a State of Local Emergency (SOLE) has been declared or in the case of an emergency repair without the consultation or approval of Council.
2. The Finance Committee will review the reserves policy at least every term of Council, or sooner if conditions warrant, and provide recommendations for Council approval.
3. The administration will annually provide the Council with:
  - a) Actual year-end reserve fund balances.
  - b) Five-year, projected, uncommitted reserve fund balances.
  - c) Five-year, anticipated reserve contributions and draws.

## TITLE: POLICY DEVELOPMENT

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RESOLUTION NUMBER: 2024-05-18

POLICY #: CP-009

EFFECTIVE DATE: MAY 29, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### PURPOSE

The Town of Magrath shall establish a consistent approach and philosophy for the development and approval of Town of Magrath policies.

### SCOPE

This policy applies to all Town of Magrath employees.

### DEFINITIONS

**Administrative Policy** means written direction of the CAO to staff regarding operational matters and internal administration. Administrative Policies that are created, amended, or made obsolete require the approval of the CAO.

**Administrative Procedures** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.

**Council Policy** means the commitment and direction of the Council regarding matters of governance, public service, programs and standards of performance for the Town, based on the Council's values, priorities and strategic direction. A Council resolution is required to approve Council Policies that are created, amended, or rescinded.

**Guidelines** means written standards, actions and processes that guide staff of a particular department or service area, and may include standard operating guidelines, standard operating procedures or standard work practices. Staff is expected to follow guidelines. Guidelines are approved by a department manager or designate.

**Management** means the Town's Chief Administrative Officer (CAO) or his / her designate, and Department Managers.

## **POLICY STATEMENTS**

### **Responsibilities**

- a) Where Council determines it appropriate, Council will approve policies that address issues within the realm of governance:
  - i. Where authority is being delegated in accordance with legislation;
  - ii. Where access to and/or provision of service is being determined;
  - iii. Where matters have inherent liability risks such as road and infrastructure construction, design standards, maintenance and repair, provision of fire services and the operation of public facilities;
  - iv. For management of the budget process;
  - v. For direction on council roles, responsibilities and conduct;
  - vi. Where Council is providing an official position on plans to govern the people of Magrath;
  - vii. To provide directions for carrying out council's strategic plan, priorities, and the goals of the Magrath Community Plan.
  
- b) The CAO, after consultation with the Mayor if necessary, and in accordance with the direction and intent of this policy, is responsible for determining which policy issues should be brought to the Council for approval as Council Policy. The CAO is responsible for ensuring appropriate Administrative Policies, Administrative Procedures and Guidelines are developed, approved, implemented, and monitored.
  
- c) The Management team is responsible for ensuring employees are aware of, carry out, and comply with Council Policies and Administrative Policies, Administrative Procedures and Guidelines.
  
- d) The Municipal Clerk is responsible for maintaining the record copies of, and a review schedule for, Council Policies, Administrative Policies and Administrative Procedures.

### **Standards**

- a) All policies and procedures shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town bylaws and policies.
  
- b) Policies shall be drafted in a consistent format acceptable to the CAO.

c) Council Policies:

- i. Are developed at the direction of the Council or the CAO;
- ii. Are circulated to the Management team for input before submission to Council;
- iii. May be made available for public input at the discretion of Council;
- iv. Are approved by majority vote of Council unless legislation requires a bylaw for approval (ie., addressing Council conduct);
- v. Are reviewed regularly by Council and amended as necessary;
- vi. May be repealed by a majority vote of Council.

d) Administrative Policies and Administrative Procedures:

- i. Are developed at the direction of the CAO;
- ii. Are reviewed by the Management team;
- iii. Are approved by the CAO in discussion with the manager of the department who drafted the policy or procedure;
- iv. Are reviewed regularly by the CAO and manager of the applicable department and amended as necessary.

e) Development of policies and procedures may include consultation and participation of other departments, staff, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy or procedure. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.

f) Approved policies and procedures will be made accessible to council and staff for information.

g) Access to Information

- i. Council policies will be posted on the Town of Magrath website and otherwise be routinely available to the public on request.
- ii. Administrative Policies, Administrative Procedures and Guidelines will be made available to the public in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

h) Unless specifically noted, these standards do not apply to Guidelines.

## TITLE: DONATIONS AND FUNDRAISING

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RESOLUTION NUMBER: 2024-04-21

POLICY #: CP-010

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

The Town of Magrath accepts and appreciates donations that support its municipal purposes and operational needs. When the Town receives a donation for a specific town program or initiative, the donation will be used to support that program or initiative.

The purpose of this policy is to establish clear guidelines for fundraising activities and donations made to the Town of Magrath, ensuring fair and transparent treatment of donations, and maintaining compliance with all relevant rules, regulations, and legislation.

### **DEFINITIONS**

**Town** – The municipal corporation of the Town of Magrath

**Donation** – a voluntary transfer of cash, cash equivalents, or goods (new or used) with no terms or conditions imposed on the recipient other than the program or initiative that it is to be used for. Grants, Public Relations, Public Sponsorship, and the volunteering of time are not considered a donation.

**Eligible Donation** – a donation that meets the Canada Revenue Agency’s criteria for the issuance of an official donation receipt for income tax purposes.

**Fundraising:** Any activity conducted to collect money, goods, or services from the public for a specific purpose on behalf of the Town of Magrath.

**Gifts In-Kind** – a type of charitable giving where instead of giving money to purchase needed goods or services, the goods or services themselves are given.

**Goods** – an item of property that is non-cash or non-cash equivalent and does not meet the definition of a tangible capital asset.

**Grant** – a sum of money paid out by an organization for a particular purpose. Grants commonly include eligibility criteria, a formal application and selection process, and are usually conditional upon certain qualifications as to the use.

**Municipal Purposes** – the purposes of a municipality as defined in Part 1, Section 3 of the Municipal Government Act (MGA).

**Public Relations** – expenses relating to activities associated with public engagement, community development, relationship building, and promoting the interests of the Town.

**Public Sponsorship** – the Town providing funds and/or in-kind support to external causes or initiatives in exchange for Town profile or other benefits to support the delivery of programs or services (i.e., as part of membership such as a professional association to aid in staff recruitment, or to support partners in the delivery of service.)

**Real Property** – any interest in land, including buildings or the improvements to them.

**Tangible Capital Assets** – non-financial assets, including real property, having a physical substance that:

- a) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or the development, construction, maintenance or repair of other tangible capital assets;
- b) Have a useful and economic life extending beyond an accounting period;
- c) Are used on a continuing basis; and
- d) Are not for sale in the ordinary course of operations.

## **POLICY STATEMENTS**

### **Guidelines**

1. This policy is subject to any specific provision of the MGA, Government of Canada tax laws administered by the Canada Revenue Agency and other relevant legislation.
2. Planned or expected receipt or payment of donations shall be identified in the approved budget. A donation is considered to be planned or expected when there is a high likelihood that it will occur.
3. All donations, whether received or paid out, must align with the programs and services delivered by the Town,

### **Donations Received by the Town**

1. The Town will evaluate the compatibility of and need for the donation. The Town may refuse a donation if it:
  - Has no need for it;
  - Creates a financial burden;
  - Presents a conflict of interest;
  - Creates undue risk;
  - Does not align or support programs or services delivered by the Town; or
  - Is from an elected official.

Any donation deemed to meet one of these criteria will be presented to the Council for decision.

2. Gifts of services and volunteering of time are not considered eligible donations and will not be issued an official donation receipt for income tax purposes.
3. The Town will only accept donated goods that:
  - Are of approved Canadian operation standards;
  - Are compatible with existing equipment, unless it can be demonstrated that compatibility is not necessary, and that benefit would be derived from the donated goods; and
  - Before receipt, receive a certified appraisal from an appraiser knowledgeable in the appropriate field at the expense of the donor if the goods have a perceived or estimated value of \$1,000.00 or more. If the donor has purchased the items for donation, a copy of the purchase receipt should accompany the goods.
4. Eligible donations received by the Town will be processed and valued in accordance with Canada Revenue Agency requirements. An official donation receipt for income tax purposes will be issued if requested by the donor, provided the eligible donation has a value of \$20.00 or more.
5. The Town will only issue an official donation receipt for income tax purposes for eligible donations received and used by the Town.
6. Upon acceptance of a donation, it shall become the property of the Town.
7. The Council will be informed annually of all donations received unless otherwise deemed necessary.

**Fundraising on Behalf of the Town**

1. No individual, group, or organization may fundraise on behalf of the Town of Magrath without prior approval from Town Council.
2. Requests for authorization must be submitted to Council and clearly outline the purpose of the fundraising activity, the intended use of funds, and the proposed timelines and fundraising methods.

## TITLE: PUBLIC PARTICIPATION

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-011

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

### **DEFINITIONS**

**CAO** means the Chief Administrative Officer of the Municipality or their delegate.

**Municipal Stakeholders** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

**Municipality** means the Town of Magrath

**Public Participation** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

**Public Participation Plan** means a verbal or written plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.

**Public Participation Tools** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and

- d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

## **POLICY STATEMENTS**

### **General Policy Statements**

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councilors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

### **Responsibilities**

#### **1) Council Responsibilities**

a) Council shall:

- i. request, review, and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

#### **2) Administration Responsibilities**

a) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.

## Public Participation Opportunities

The CAO shall develop and implement a Public Participation Plan when directed by Council in the following circumstances:

- a) when new programs or services are being established;
- b) when existing programs and services are being reviewed;
- c) when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- d) as otherwise requested.

## Expectations

### 1) Legislative and Policy Implications

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- b) All Public Participation will be undertaken in accordance with existing municipal policies.
- c) This Policy shall be available for public inspection and may be posted on the Municipality's website.
- d) This Policy will be reviewed at least once every four years.

### 2) Public Participation Standards

- a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b) Public Participation activities will be conducted in a professional and respectful manner.
- c) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- d) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

## Public Participation Plans

- a) When so directed by Council, the CAO shall develop a Public Participation Plan, as outlined in Schedule A, for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;

- ii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools are utilized, level of engagement and time for input;
- iii. the timing of the decision and time required to gather input;
- iv. what information is required, if any, to participate; and
- v. available resources and reasonable costs.

### **Reporting and Evaluation**

Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to the Council.



**Schedule A**

**Town of Magrath  
Application Form - Request for Making Presentation to  
Council/Committee**

Meetings of Council are held in the Council Chamber at the Town Office, 55 South 1<sup>st</sup> St West, Magrath, Alberta. Please Call the Town office to confirm meeting date(s) at 403-758-3212.

This Form must be returned properly completed, no later than seven (7) days prior to the meeting at which you wish to appear.

1. Name of Presenter: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Reason you wish to appear before Council (brief summary of presentation and identify specific request for funding if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date of Council/Committee meeting in which you wish to appear: \_\_\_\_\_

Are you representing:

a. Yourself: \_\_\_\_\_

b. An organization/Society/Club (Name): \_\_\_\_\_

c. A Business (Name): \_\_\_\_\_

d. Other (Please Specify): \_\_\_\_\_

6. Please attach a copy of your presentation to this application. Your presentation will be circulated to Councilors prior to the meeting to provide Councilors with an opportunity to review your submission.
7. Does your presentation require audio/video equipment? If so, please specify requirements:

**Note: Failure to provide a written copy of your presentation will result in the processing of this request to be delayed until the required information is received by the CAO.**

Please return the completed form to: James Suffredine, CAO

6 North 1<sup>st</sup> Street West

Box 520, Magrath, AB, TOK 1JO

Fax: 403-758-6333 Email: [james@magrath.ca](mailto:james@magrath.ca)

Once you have read the Policy attached to this form, please confirm you agree to the conditions contained therein by signing this form in the space provided below.

***I have read the attached Policy on making Public Presentations and acknowledge and agree to comply with the conditions under which an opportunity to make a presentation to Council of Municipal Committee will be provided.***

\_\_\_\_\_  
Signature

*For Office use only*

*Date Request Received:* \_\_\_\_\_

*Approved:* \_\_\_\_\_ *Not Approved:* \_\_\_\_\_ *Applicant Notified:* \_\_\_\_\_

*Reason Not Approved:* \_\_\_\_\_

*Date of Presentation:* \_\_\_\_\_

## TITLE: PUBLIC PRESENTATION TO COUNCIL

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RESOLUTION NUMBER: 2024-05-18

POLICY #: CP-012

EFFECTIVE DATE: MAY 29, 2024

SUPERSEDES: 100-001

UP FOR REVIEW: 2028

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### **PURPOSE**

The purpose of this policy is to provide a regular opportunity for members of the public to make presentations to the Council or Council Committees and to provide a process to be followed to obtain approval to make a presentation. The policy is intended to guide the CAO when approving or scheduling requests from the public to make a presentation to Council.

### **POLICY STATEMENTS**

#### **Process to be Followed**

One week in advance of a Council/Committee meeting, the applicant shall submit a completed Application Form (attached as Schedule A) – Request for Making Presentation to Council/Committee in writing by letter, fax or email, identifying:

- the nature of the presentation to be made;
- the name, address, and phone number of the presenters;
- the length of time required for the presentation and;
- a written copy of the presentation

This will allow the CAO to determine the most appropriate Council/Committee meeting to accommodate the request and give the request appropriate consideration.

Upon receipt of a properly completed application, the CAO shall review the application. The application may be:

- placed on an appropriate agenda or;
- referred to a staff member or department where the subject matter of the presentation can be adequately addressed by staff or;
- refused, where the subject matter of the presentation is a matter outside the jurisdiction of the municipality or;
- refused; for any other reason, after the consultation with the Mayor, with explanation by the CAO in writing to Council giving the reason for refusal.

Approved presentations placed on Council or Committee agenda shall be scheduled on an “as requested” basis, subject to the following criteria:

- Each presenter shall deal with one (1) topic only.
- Each presentation shall consist of a maximum of two (2) presenters.
- Each presentation shall be allotted a maximum of fifteen (15) minutes including time for questions/answers from Council unless evidence supports additional time is required and is approved by the CAO after consultation with the Mayor.
- The presentation shall be relevant and timely.
- Where an application has previously been addressed by Council, the same matter will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-presented unless specifically approved by Council in advance of the presentation.
- Members of Council may ask questions of clarification of the presenter(s).
- It is understood that there shall be no debate of the subject matter between Council and the presenter(s).
- The Chairperson may interrupt the presentation when the timeframe is exceeded and ask direction from Council/Committee on whether the presentation shall continue.

Upon completion of the presentation, Council/Committee may refer the matter as appropriate for further consideration. If a decision is required, it may not be made on the date of the presentation. Any decision of Council/Committee will be provided in writing to the presenter following the decision.

While most matters can be discussed at a public meeting with Council, a few cannot. These include, but may not be limited to:

- Land sale or purchase
- Legal matters
- Matters that must be kept confidential under the Freedom of Information and Protection of Privacy Act. For example, personnel matters
- Decisions of the Subdivision and Development Appeal Board or the Assessment Review Board



**Schedule A**  
**Town of Magrath**  
**Application Form – Request for Making Presentation to**  
**Council/Committee**

Meetings of Council are held in the Council Chamber at the Town Office, 6 North 1<sup>st</sup> St West, Magrath, Alberta. Please Call the Town office to confirm meeting date(s) at 403-758-3212.

This Form must be returned properly completed no later than seven (7) days prior to the meeting at which you wish to appear.

1. Name of Presenter: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Reason you wish to appear before Council (brief summary of presentation and identify specific request for funding if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Date of Council/Committee meeting in which you wish to appear: \_\_\_\_\_

6. Are you representing:

\_\_\_ Yourself

\_\_\_ An organization/Society/Club (Name): \_\_\_\_\_

\_\_\_ A Business (Name): \_\_\_\_\_

\_\_\_ Other (Please Specify): \_\_\_\_\_

7. Please attach a copy of your presentation to this application. Your presentation will be circulated to Councilors prior to the meeting to provide Councilors an opportunity to review your submission.
8. Does your presentation require audio/video equipment? If so, please specify requirements:

**Note: Failure to provide a written copy of your presentation will result in the processing of this request to be delayed until the required information is received by the CAO.**

Please return the completed form to: James Suffredine, CAO

6 North 1<sup>st</sup> Street West

Box 520, Magrath, AB, T0K 1J0

Fax: 403-758-6333 Email: [james@magrath.ca](mailto:james@magrath.ca)

Once you have read the Policy attached to this form, please confirm you agree to the conditions contained therein by signing this form in the space provided below.

***I have read the attached Policy on making Public Presentations and acknowledge and agree to comply with the conditions under which an opportunity to make a presentation to Council of Municipal Committee will be provided.***

\_\_\_\_\_  
Signature

***For Office use only***

***Date Request Received:*** \_\_\_\_\_

***Approved:*** \_\_\_\_\_ ***Not Approved:*** \_\_\_\_\_ ***Applicant Notified:*** \_\_\_\_\_

***Reason Not Approved:*** \_\_\_\_\_

***Date of Presentation:*** \_\_\_\_\_

## TITLE: RECORDS MANAGEMENT

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-013

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### PURPOSE

To ensure that documents and records of the Town of Magrath are organized, secure, retrievable and are managed efficiently throughout their lifecycle.

The Town of Magrath is responsible for retaining certain records as provided in Schedule "A" *Records Retention Schedule*. Retention of municipal records serves to protect their administrative value, legal value, fiscal value and historical or research value.

This policy applies to all Town of Magrath Employees, Councillors, Organizations, and Facilities and to all documents or records of the Town of Magrath.

### Definitions

**Administrative Value** means records that have value to the municipality if they assist in the performance of current or future actions.

**Archival Review** means the review of documents that have extended past the Minimum Retention Period to determine their administrative value and decide if they may be destroyed.

**Archive** means to store documents or records for a determined period in a specified place known as the Corporate Archive.

**Corporate Archive** is the location of the stored documents

**Councillors** means the elected officials of the Town of Magrath.

**Destroy** means such records may be destroyed without any copy needing to be retained.

**Facilities** means a place, amenity, etc., which works in association with the Town of Magrath.

**Fiscal Value** means these records relate to financial transactions and are required for auditing or any other financial purposes.

**Legal Value** means these records are typically required by legislation.

**Organizations** means a body of individuals who work in association of the Town of Magrath.

**Permanent** means such records must be preserved and never destroyed.

**Record** means a record of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner but does not include software or any mechanism that produces records. (As per section 1.3 (1)(q) of the *Freedom of Information and Protection of Privacy Act*).

**Records Management** means the application of systematic control over records throughout their lifecycle.

**Research or Historical Value** means these records contain useful information on persons, places or events as they relate to the major milestones, history or development of the municipality and its citizens.

**Settlement** means an official agreement has been made to resolve a dispute or conflict.

**Superseded/Obsolete (S/O)** means such records must be disposed of once the record has been expired or replaced.

**Town Employees** means anyone employed by the Town of Magrath who works full-time, part-time, casual, seasonal or contracted.

**Town of Magrath** means the municipality of Magrath.

## **POLICY STATEMENTS**

### **Procedures**

1. **Chief Administrative Officer:**
  - a. Approves any procedure, standards or guidelines relating to the Records Management Policy.
  - b. Approves Record Retention Schedule.

- c. Ensures themselves and all Town employees, Councillors, organizations and facilities, comply with this policy and the *Records Retention Schedule*.
- 2. Town Employees, Councillors, Organizations and Facilities:**
- a. Ensures their activities, decisions and transactions are effectively documented.
  - b. Ensures that all records in their control are not disposed of unless authorized under the approval of the *Records Retention Schedule*.
  - c. Ensures that all records in their control are not removed from the Town of Magrath unless such removal is required to complete Town business and is authorized by their supervisor.

**TOWN OF MAGRATH**  
**Records Retention Schedule**

<b>Item</b>	<b>Description of Record</b>	<b>Minimum Retention Period</b>	<b>Disposition</b>
<b>1. Town Council/Committees</b>			
	Minutes		
	Original Minutes	Permanent	Corporate Archives
	Scanned Minutes	None	Electronic Archives
	By-Laws		
	Original By-Laws	Permanent	Corporate Archives
	Scanned By-Laws	None	Electronic Archives
	Committees/Boards		
	Minutes	Permanent	Corporate Archives
	Authority & Structure	5 S/O	
	Correspondence	5	Archival Review
<b>2. Administration</b>			
	Administration files	5	Archival Review
	Administrative Policies and Procedures	S/O	
	Advertising		
	General	2	Destroy
	As per Legislation	7	Destroy
	Agreements	12 S/O	Archival Review
	Audio Recordings - Council Meetings	Until adoption of minutes	Destroy
	Census		
	Data	Until next Census	Destroy
	Reports	12 then archive	Corporate Archives
	Contracts	12 S/O	Archival Review
	Correspondence	2	Archival Review
	Documents	12	Archival Review
	Election Material		
	Ballot Box Contents	6 weeks after voting	Destroy
	Nomination Papers	Expiration of term	Destroy
	Election Records	1 year after election	Archival Review
	Election Appeals	1 year after appeal order	Destroy
	Oath of Office for Members of Council	Expiration of term then archive	Corporate Archives
	Disclosure of Interests and Assets	6 years	Destroy
	Legal		
	Administration Files	5	Archival Review
	Annexation Records		
	Correspondence	7	Destroy
	Final Order	Permanent	Corporate Archives
	Expropriation Records	Permanent	Corporate Archives
	Litigation Records	6 years after settlement, judgement, discontinuance or dismissal	Archival Review

**TOWN OF MAGRATH**  
**Records Retention Schedule**

<b>Item</b>	<b>Description of Record</b>	<b>Minimum Retention Period</b>	<b>Disposition</b>
	Leases	7 years after expiration S/O	Destroy
	Other Administrative Records	5	Archival Review
	Petitions	10	Destroy
	Administrative Reports	5 then archive	Corporate Archives
	Senior Leadership Meeting Notes	5	Archival Review
<b>3. Financial</b>			
	Accounts Payable	7	Destroy
	Copies of Requisitions	2	Destroy
	Accounts Receivable	7	Destroy
	Agreements	Term +1 year	Archival Review
	Assessment and Taxation	See Section 8	
	Banking Records	7	Destroy
	Reconciliation	2	Destroy
	Budget Working Papers	3	Destroy
	Debentures	Term +1 year	Destroy
	Financial Statements		
	Interim	7	Destroy
	Working Copies	3	Destroy
	Final	10 then archive	Corporate Archives
	Fixed Asset Inventory	20 S/O	Destroy
	Grants		
	Applications	5	Destroy
	Reporting	7	Destroy
	Grants-In-Lieu of Taxes	10	Archival Review
	Insurance		
	Claims	12 after settlement	Destroy
	Policies	12 after expiration	Destroy
	Investment Records	Term +1	Archival Review
	Journals	10	Destroy
	Ledgers		
	General	10 then archive	Corporate Archives
	Other (all subsidiary ledgers)	10	Destroy
	Leases	Term +1	Archival Review
	Loans & Guarantees	Term +1	Archival Review
	Payroll		
	Timesheets	7	Destroy
	Payroll Administration (includes T4's, TD)	7	Destroy
	Garnishees	3	Destroy
	Payroll Registers	Permanent	Corporate Archives
	Employment Insurance Records	5	Destroy
	Tenders/Quotes (successful)	7	Destroy
	Unsuccessful Tenders	2	Destroy

**TOWN OF MAGRATH**  
**Records Retention Schedule**

<b>Item</b>	<b>Description of Record</b>	<b>Minimum Retention Period</b>	<b>Disposition</b>
<b>4. Human Resources</b>			
	Benefits		
	Extended Health	5	Destroy
	Dental	5	Destroy
	Long Term Disability	5	Destroy
	Life Insurance & Beneficiary Forms	1 year after cessation or 6 years after dismissal	Destroy
	Pension Records	3 years after benefit ceases to be paid	Destroy
	Employment		
	Job Posting	3	Destroy
	Competition Files	3	Destroy
	Orientation Programs	Until superseded	Destroy
	Labour Relations		
	Grievance Records	3 years after final decision	Archival Review
	Arbitration Files	Permanent	Corporate Archives
	Labour Contracts	Until superseded then archive	Corporate Archives
	Personnel		
	Employee Files (includes Record of Employment)	1 year after cessation or 6 years after dismissal	Archival Review
	Salary Information	Permanent	Corporate Archives
	Personnel Administration (includes policy and procedures records, policy manual)	2 S/O	Destroy
	Job Descriptions	3 years after position abolished	Destroy
	Training Records	5	Destroy
<b>5. Public Works</b>			
	Claim Files	5 years after settlement	Destroy
	Complaints from Public	5	Destroy
	Contracts/Tenders	5 S/O	Archival Review
	Equipment Records	Lifetime of Unit	Archival Review
	Excavation Permits	Permanent	Corporate Archives
	Facility Files		
	Maintenance Files	5	Archival Review
	Operation Records	2	Archival Review
	Operating Licenses or Permits (lagoon, WTP, etc.)	Lifetime of facility	Archival Review
	Plans and Specifications	5 then archive	Corporate Archives
	Project Files	5 after completion	Archival Review
	Reports and Studies	5	Archival Review
	Work Orders	7	Destroy
	Weed/Mosquito Spraying	Permanent	Corporate Archives

**TOWN OF MAGRATH**  
**Records Retention Schedule**

<b>Item</b>	<b>Description of Record</b>	<b>Minimum Retention Period</b>	<b>Disposition</b>
<b>6. Development/Planning/By-Law</b>			
	Animal Shelter	7	Destroy
	By-Law Enforcement	3	Destroy
	Conditional Use Files	Permanent	Corporate Archives
	Drawings	Permanent	Corporate Archives
	Development Agreements	Permanent	Corporate Archives
	Easement Agreements	Term +7	Archival Review
	Encroachments	Permanent	Corporate Archives
	Land Transactions	Sold +10	Archival Review
	Licensing		
	Animal	5 after expired	Destroy
	Business	5 after expired	Destroy
	Leasing Records	Term +1	Archival Review
	Local Improvement Files	Permanent	Corporate Archives
	Permits		
	Building	Permanent	Corporate Archives
	Electrical	Permanent	Corporate Archives
	Gas	Permanent	Corporate Archives
	Plumbing	Permanent	Corporate Archives
	Property Address Files	Permanent	Corporate Archives
	Property Titles (duplicate certificates)	Permanent	Corporate Archives
	Registered Plans	Permanent	Corporate Archives
	Sub-division Files/Plans	Permanent	Corporate Archives
	Zoning Files	Permanent	Corporate Archives
<b>7. FCSS</b>			
	Adult Programs	3	Archival Review
	Children Programs	3	Archival Review
	Grants	7	Archival Review
	Teen Programs	3	Archival Review
	Counselling Files Client > 18	10 years after file closure	Archival Review
	Counselling Files Client < 18	10 years after turning 18	Archival Review
	Family Services Client Files	10 years after file closure	Archival Review
	Outreach Services Client Files	10 years	Archival Review
<b>8. Assessment and Taxation</b>			
	Appeals	7	Destroy
	Assessment Rolls	Permanent	Corporate Archives
	Assessment Review Board		
	Minutes	Permanent	Corporate Archives
	Working Files	5	Archival Review
	Tax Collection Records		
	Tax Notices	Permanent	Corporate Archives
	Receipts	6	Destroy
	Tax Sale Records		
	Warrant for Sale (tax sale ledger)	10	Corporate Archives

TOWN OF MAGRATH  
Records Retention Schedule

Item	Description of Record	Minimum Retention Period	Disposition
	All other records (list of lands for sale, advertising, tax sale records etc.)	1 year after redemption or registration of title	Destroy
9.	Cemetery - All records	Permanent	Corporate Archives

## TITLE: REFUNDS

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RESOLUTION NUMBER: 2024-05-18

POLICY #: CP-014

EFFECTIVE DATE: MAY 29, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

The Town of Magrath (Town) is required to refund money from time to time for various reasons. This policy develops guidelines and procedures on how refunds will be issued.

### **POLICY STATEMENTS**

#### **Types of Refunds**

For Interac/Debit refunds please see the “Methods of Refunds” section. No dollar limit will be placed on the Interac/Debit refund if it falls within the guidelines specified.

When a refund is due and payable that is higher than \$50.00, the Town will provide the refund by cheque to the entitled payee.

When a refund is due and payable that is from \$10.00 - \$50.00, the Town may refund the amount by Petty Cash or cheque.

If the amount is less than \$10.00 the Town will not make a repayment until a request has been received either verbally or in writing for said refund. The town will then provide a refund by Petty Cash or cheque.

Any refund amount less than \$10.00 not claimed within a year will then become general revenue for the Town.

#### **Methods of Refund**

1. To issue a refund by Interac/Debit

Refunds will only be issued by Interac/Debit if the original transaction was also paid for by Interac/Debit at the same terminal on the same day. If the original transaction was done on a different terminal or day, a refund must be issued by a different method as provided in the policy.

2. To issue a refund from Petty Cash

The Town employee must write up a receipt to go with any other refund documentation (i.e., Pool refund slip). Any refund documentation that the payee may provide must be approved and signed by a Town employee from the applicable department (i.e., Pool employee signature for pool refund) before a refund will be given.

The refund receipt must show the following:

- a) The date of the refund,
- b) The payee's name,
- c) The reason for the refund, and
- d) The amount of the refund.

The payee and Town employee giving the refund must sign the receipt to verify that the cash has been reimbursed and a copy of the receipt will be given to the payee with the cash. The Town employee will then put the proper G.L. number on the Town's copy of the receipt and both the refund documentation and the receipt will go in the Petty Cash box for balancing purposes.

**\* Access to the Petty Cash box is limited to those employees who have authorization.**

In the event that there is not enough money in Petty Cash to issue a refund, a cheque will be issued.

3. To issue a refund by Cheque

Documentation must be provided showing the following:

- a) The payee name,
- b) The payee's mailing address,
- c) The reason for the refund,
- d) The amount of the refund,
- e) The correct G.L. number to pay the refund from, and
- f) The Town employee's signature/initial that is approving the refund.

The required documentation will then be submitted to the A/P Clerk to create a voucher for processing.

The cheque will be processed with the next regularly scheduled cheque run unless unforeseen circumstances arise. In this case, the cheque will still be processed in a timely manner and then forwarded to the entitled payee.

## TITLE: NEW DEVELOPMENT POWER

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-015

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES: 250-001/20

UP FOR REVIEW: 2028

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### PURPOSE

This policy outlines the requirements for supplying power to new developments within the Town of Magrath boundaries.

### DEFINITIONS

**Accessible** means existing power lines in the boulevards of the block fronting the new development.

**Masting** means power lines stretching from the top of power poles to the dwelling.

### POLICY STATEMENTS

New power lines for a subdivision or new construction must be installed underground. No new overhead power lines are allowed.

In areas where power lines are accessible, the power must be taken down the pole and go underground to the dwelling. No masting lines are permitted. The Chief Administrative Officer must approve any use of overhead power line additions at his/her discretion.

All costs associated with installing power lines shall be the responsibility of the developer. The developer must obtain approval from the Town of Magrath for the design and placement of underground lines before installation.

## TITLE: SIGNING AUTHORITY & ONLINE BANKING

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-016

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

The Town of Magrath is committed to establishing controls and procedures for paying the Town's accounts using cheques, electronic funds transfer and online banking systems. This policy outlines the procedures that will be followed and to establish signing authorities for the Town.

### **POLICY STATEMENTS**

The Chief Administrative Officer (CAO) is the signing authority for general accounts, cheques and negotiables together with another member of the Council of the Town of Magrath.

The CAO is the signing authority for agreements and documents along with the Mayor.

### **Assignments and Procedures**

#### 1. General Banking and Investment Accounts

The CAO is the signing authority for establishing general banking and investment accounts along with the Mayor.

#### 2. Cheques

The CAO and one other member of Council shall sign all cheques. In the absence of the CAO, two Council members are authorized to sign on behalf of the Town.

The first signor on the cheques shall review the backup information that the cheque pertains to and shall indicate approval by initialing the invoice.

#### 3. Electronic Funds Transfers (EFT's)/Online Banking

All payroll EFT's shall be authorized by any two of the following: the CAO, the Municipal Clerk, and/or Members of Council.

The CAO and one Council member shall authorize all other Electronic Funds Transfers and Online Banking requisitions. In the absence of the CAO, two members of Council shall authorize EFT's.

When presented with a list of payments to be made by electronic means, both signors shall review and sign the listing as authorization for the payments to be made electronically.

#### 4. Agreements and Documents

The CAO is the signing authority for agreements and documents along with the Mayor.

When external agreements are made on behalf of the Town, once the Council has approved the agreement, the CAO and the Mayor shall sign the agreements and apply the corporate seal where required.

## TITLE: TANGIBLE CAPITAL ASSETS

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RESOLUTION NUMBER: 2024-05-18

POLICY #: CP-017

ADOPTED: MAY 29, 2024

SUPERSEDES: 240-001/15

UP FOR REVIEW: 2028

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### **PURPOSE**

The object of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

### **SCOPE**

This policy applies to all Town departments, boards and commissions, agencies and other organizations falling within the reporting entity of the Town.

### **DEFINITIONS**

#### **Tangible Capital Assets:**

Assets having physical substance that;

- a) Are used on a continuing basis in the Town's operations.
- b) Have useful lives extending beyond one year.
- c) Are not held for re-sale in the ordinary course of operations.

#### **Betterments:**

Subsequent expenditures on tangible capital assets that:

- increase previously assessed physical output or service capacity;
- lower associated operating costs;
- extend the useful life of the asset; or
- improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

**Group Assets:**

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally are recorded a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

**Fair Value:**

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

**Capital Lease:**

A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the Town. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met;

- a) There is reasonable assurance that the Town will obtain ownership of the leased property by the end of the lease term.
- b) The lease term is of such duration that the Town will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c) The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

**POLICY STATEMENTS:**

**Capitalization**

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

- a) all land;
- b) land improvements with a unit cost of \$5,000 or greater;
- c) buildings with a unit cost of \$25,000 or greater;
- d) engineered structure systems (built assets such as roads, bridges, sewers, water, parks, etc.) with unit cost of \$25,000 or greater;
- e) all machinery, equipment & vehicles with unit cost of \$5,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

### Categories

A category of assets is a grouping of assets of a similar nature or function in the Town's operations. The following list of categories shall be used:

- land;
- land improvements;
- buildings;
- roads;
- water;
- sewer;
- storm sewer;
- machinery & equipment;
- vehicles.

### Valuation

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

#### 1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

#### 1.2 Acquired, Constructed or Developed assets

Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

### 1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

### 1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

## **Componentization**

Tangible capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

Factors to consider when determining whether to use a component approach include:

- a) Major components have significantly different useful lives and consumption patterns than the related tangible capital asset.
- b) Value of components in relation to the related tangible capital asset.

Engineered structure systems should use the component approach. Major components should be grouped when the assets have similar characteristics and estimated useful lives or consumption rates.

### **Amortization**

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life.

Generally, the Town uses a straight-line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is as follows:

- a) land – no amortization;
- b) land improvements – 15–25 years;
- c) buildings – 25-50 years;
- d) engineered structure systems – 15-75 years;
- e) machinery & equipment – 5-25 years
- f) vehicles – 10-25 years.

Town departments, boards and commissions, agencies and other organizations are responsible for establishing and utilizing an appropriate amortization methodology and rate for assets acquired. Town departments, boards and commissions, agencies and other organizations are responsible for establishing and utilizing an appropriate estimated useful life for assets acquired.

### **Disposal**

Disposal of tangible capital assets that are moveable personal property is the responsibility of the Chief Administrative Officer (CAO) unless delegated to operating departments. Department heads should notify the Manager when assets become surplus to operations.

Disposal of real property will be the responsibility of facilities services.

When other constructed tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify corporate services of the asset description and effective

date. The corporate services department is responsible for adjusting the asset registers and accounting records and recording a loss/gain on disposal.

### **Capital Leases**

Account for a capital lease as acquiring a capital asset and incurring a liability. Account for a lease as an operating lease when the net present value of the future minimum lease payments or fair value, whichever is less, is less than the same threshold amounts listed above for the various tangible capital assets (see Capitalization heading above).

## TITLE: TAX BILLING, PENALTIES, AND ARREARS POLICY

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-018

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### Purpose

To provide all Town of Magrath property owners with clarification of the processes the Town adheres to regarding tax billing, how penalties are applied, and how arrears are dealt with.

### Definitions

**Arrears** – means payments that are overdue.

**Property Owner(s)** – means a person(s) or company that has possession of title for the land, building, house or other items.

### Tax Billing

The Town of Magrath tax notices are mailed out to all property owners on or about the 15<sup>th</sup> day of May each year. The tax notice is a combined Notice of Assessment and Notice of Taxes. Where the property owner has renters on their property, the owner may request a copy of the combined notice be sent to their renters as well, however, the property owner is ultimately responsible for the payment of all taxes assessed to the property.

Taxes are due and payable to the Town of Magrath by the 30<sup>th</sup> of June each year unless prior arrangements for a monthly payment plan have been entered into with the Town of Magrath.

### Tax Penalties

Payments for taxes are due by the 30<sup>th</sup> of June each year. Annual payments made by telephone or online banking must be processed through the bank by the 30<sup>th</sup> to avoid penalties. Any unpaid balance of current year taxes will be charged a one-time penalty on July 1 of 12%. All outstanding balances will be charged a 2% per month penalty after the last day of each month.

For individuals that are on a monthly payment plan, all payments must be processed through the bank by the last day of the month.

If the Town does not receive notification from a bank regarding the payment of taxes and as a result, late payment penalties are applied, upon confirmation from the bank of payment being made by the customer, penalties will be credited back to the customer's tax account.

Any dispute regarding penalties applied to an account must be presented to Council for consideration of removing or relieving the penalties.

### **Tax Arrears**

Any account that is in arrears for more than one year will be placed on the Tax Notification list as required in the Municipal Government Act (MGA) Division 8 – Recovery of Taxes Related to Land. Along with being on the Tax Notification list, a lien will be placed on the property and if after two years of arrears the debt is still outstanding, the Town of Magrath will follow the procedures outlined in the MGA to recover taxes by obtaining the property through a tax sale.

## TITLE: UTILITY BILLING, PENALTIES, AND ARREARS POLICY

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RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-019

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES: 230-001, 230-002 AND  
230-003

UP FOR REVIEW: 2028

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### Purpose

To provide all Town of Magrath property owners with clarification of the processes the Town adheres to regarding utility billing, how penalties are applied, and how arrears are dealt with.

### Definitions

**Accessory Dwelling Unit** – means a dwelling unit that is secondary to a single-detached dwelling located on the same lot. Accessory dwelling units are represented by two separate uses:

**backyard suites** – means an accessory dwelling unit that is physically detached from a single-detached dwelling on a residential lot. A backyard suite may be located above a garage, attached to a garage at-grade, or detached from any other building.

**secondary suites** – means an accessory dwelling unit that is enclosed within, but physically separate from, a single-detached dwelling. A secondary suite shall have an entrance separate from the entrance to the principal dwelling unit, either from a common indoor landing or directly from the side or rear of the building.

**Arrears** – means payments that are overdue.

**Property Owner(s)** – means a person(s) or company that has possession of title for the land, building, house or other items.

**Unit** – means each single-detached dwelling, accessory dwelling unit, commercial unit or industrial unit on a property.

### Utility Billing

The Town of Magrath bills monthly for water, sewer, garbage, and irrigation services. A statement will be mailed after the end of each one-month period and will be due by the 28<sup>th</sup> of the month that the bill is rendered. All utility bills are sent to the property owner

whether they occupy the property or not. In the case where the property is occupied by a renter, the owner may also have a copy of the utility bill sent directly to the renter. The property owner is ultimately responsible to ensure the bill is paid.

If a property is vacant, the owner may contact the Town to request the utilities be shut off. Upon payment of the shut-off fee, all utilities will be suspended from further billing on the account. When the property is no longer vacant, the owner must contact the Town to request the utilities again be turned on. Again, a utility turn-on fee will be charged when the account is reactivated. If any water was consumed during the vacant period, it will be picked up by the meter read and be billed on the first bill upon account reactivation. (Water shut-off and turn-on fees are as stated in the current fees & rates bylaw.)

**Water** rates are based on two elements: a flat rate charge to cover fixed customer-related costs (routine maintenance, billing, accounting, fire protection [hydrant systems], and debt payments) and a consumption (variable) charge for each cubic meter of water used. The total rate covers the cost of supplying water service and improvements to the Town's water system. The water meters are read every month and are billed per unit. If the property is vacant, water will be billed unless the service is shut off by Town employees.

**Sewer** fees are comprised of a flat rate charge (80% of water flat rate) to cover maintenance, operation, debt payments and improvements to the sewer system. Residential, commercial, and institutional fees are billed per unit.

**Garbage** fees are charged a flat rate based on the number of garbage carts being collected. Where commercial garbage bins are utilized, flat rate fees are based on the number of scheduled pick-ups and bin size.

**Irrigation** fees are comprised of a per acre charge per property with a minimum rate charge to cover maintenance, operation, and improvements of the irrigation system and are only charged to those properties that have the service, whether it is utilized or not.

### **Utility Penalties**

Payments for utilities are due by the 28<sup>th</sup> of the month following the billing period. Payments made by telephone or online banking must be processed through the bank by the 28<sup>th</sup> to avoid penalties.

Any unpaid balance will be charged a 3% per month penalty after the 28<sup>th</sup> of the month.

If the Town does not receive notification from a bank regarding the payment of utilities and as a result, late payment penalties are applied, upon confirmation from the bank of payment being made by the customer, penalties will be credited back to the customer's utility account.

### **Utility Arrears**

In compliance with the *Water, Gas and Electrical Companies Act* Section 25, the Town procedure for dealing with arrears is as follows:

If a Property Owner is in three (3) months of arrears, they will receive written notice. The written notice will state that they have fifteen (15) days to pay off their arrears in full. If their utility account arrears have not been paid off in full within those fifteen (15) days; at the end of the fifteenth (15<sup>th</sup>) day, the Town of Magrath has the option to

- a) shut off the property's water until their account has been paid up to date; plus a fee for shut off as set out in the current Fees and Rates Bylaw;
- b) transfer outstanding water charges to taxes pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 553(1)(b).

Where the water supply has been shut off because of default of payment, the water supply shall not be turned on until all fees and outstanding amounts are paid in full, including a water turn-on fee.

In the case of a water shut-off, the Property Owner has the option of appealing the decision to shut the water off to Council for further review. Council's decision is final. If there is financial hardship and utility account arrears cannot be paid in full, please contact the Town of Magrath administration, where alternative arrangements in some instances may be arranged. A presentation to Council may be necessary if payment arrangements cannot be agreed upon by this means.

Any arrears account that is uncollectable by the above means may be sent to a Collections Agency for further attempts to recover unpaid fees.

## TITLE: WATER SHORTAGE RESPONSE PLAN

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RESOLUTION NUMBER: 2024-05-08

POLICY #: CP-020

PREPARED BY: JAMES SUFFREDINE

EFFECTIVE DATE: MAY 14, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

The Town of Magrath is responsible for managing water resources within the municipality. This document is intended as a management and preparedness plan for water shortages in the supply of raw water from Jensen Reservoir or potable water from the Magrath and District Regional Water Services Commission. This will guide the Town of Magrath staff in managing water shortages.

### **POLICY STATEMENTS**

Water restrictions and water rationing are commonly applied measures to ensure that critically limited water supplies are distributed in a way that sufficient water is delivered to preserve public health and safety. Water restrictions limit certain uses of water and can limit water availability in terms of volume and/or time when it can be used. Water rationing may include a temporary suspension of water supply or a reduction of pressure below that required for adequate supply under normal conditions that affect all water users. The Town of Magrath may demand various levels of reduced water usage to ensure a sufficient supply of water for critical infrastructure and public health and safety.

### **Demand Reduction Strategies**

Depending on the severity of the water shortage, the Town will impose varying levels of water use restrictions. Town Council is designated as the authority for implementing a Level 1 or Level 2 reduction notice. The Chief Administrative Officer is designated as the authority for issuing a Level 3 reduction notice. (See Schedule A – Water Rationing Stages)

1. Level 1 – Voluntary – Demand Reduction Target: 10 - 20%
  - a. The Town will issue a water shortage advisory and provide conservation educational materials.
  - b. The Town will request voluntary conservation.
2. Level 2 – Mandatory – Demand Reduction Target: 30 – 40%
  - a. The Town will issue a water shortage alert.
  - b. The Town will impose restrictions on water use.
  - c. The Town will monitor compliance and enforce restrictions.

3. Level 3 – Emergency – Demand Reduction Target: 40%+

- a. The Town will issue a water shortage emergency.
- b. The Town will ban all non-essential water use.
- c. The Town may temporarily increase the metered rate of water to achieve the target.

**WATER SHORTAGE RESPONSE PLAN  
SCHEDULE "A"**

<b>POTABLE WATER</b>			
<b>Watering Activity</b>	<b>Level 1 - Voluntary</b>	<b>Level 2 – Mandatory</b>	<b>Level 3 - Emergency</b>
Runoff down sidewalks, driveways and streets	Not Allowed	Not Allowed	Not Allowed
Washing down outdoor surfaces	Discouraged	Not Allowed	Not Allowed
Water for decorative features or fountains	Discouraged	Not Allowed	Not Allowed
Irrigation sprinkling for residential and commercial lawns	Discouraged <small>Usage of manual or automatic timers required</small>	Not Allowed	Not Allowed
Hand watering for flower beds, gardens, trees, and shrubs	Allowed	Hand watering only between 6:00 pm and 10:00 am	Not Allowed
Newly planted grass, trees and shrubs (If Level 2 is reached, it is recommended that no new planting occur.)	Allowed	Up to 1 hour between 6:00 pm and 10:00 am	Not Allowed
Water for private pools, water slides, ponds, and hot tubs	Allowed <small>Discouraged where not contained</small>	Not Allowed	Not Allowed
Water for construction purposes	Allowed	Allowed	Not Allowed
Washing vehicles at car washes	Allowed	Discouraged	Not Allowed
Indoor Water Suggestions to reach the reduction targets	Reduce the use of washer and dishwasher (full loads only), shower and bath levels reduced	Reduce flushing of toilets by $\frac{1}{2}$ , shower times and bath levels by $\frac{1}{2}$ , use dishwasher and washer sparingly	Reduce flushing of toilets to only when necessary, shower times and bath levels by $\frac{3}{4}$ , use dishwasher and washer sparingly

## IRRIGATION WATER

Watering Activity	Level 1 - Voluntary	Level 2 – Mandatory	Level 3 - Emergency
Runoff down sidewalks, driveways and streets	Not Allowed	Not Allowed	Not Allowed
Washing down outdoor surfaces	Discouraged	Not Allowed	Not Allowed
Water for decorative features or fountains	Discouraged	Not Allowed	Not Allowed
Irrigation sprinkling for residential and commercial lawns	Allowed <small>Usage of manual or automatic timers encouraged</small>	Allowed <small>Usage of manual or automatic timers encouraged</small>	Not Allowed
Hand watering for flower beds, gardens, trees, and shrubs	Allowed	Allowed	Not Allowed
Newly planted grass, trees and shrubs (If Level 2 is reached, it is recommended that no new planting occur.)	Allowed <small>Usage of manual or automatic timers encouraged</small>	Allowed <small>Usage of manual or automatic timers encouraged</small>	Not Allowed
Water for pools, water slides, ponds and hot tubs	Allowed <small>Discouraged where not contained</small>	Not Allowed	Not Allowed
Water for construction purposes	Allowed	Discouraged	Not Allowed
Water for commercial purposes	Allowed	Discouraged	Not Allowed

**TITLE: ENDEAVOR TO ASSIST**

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RESOLUTION NUMBER: 2024-06-16	POLICY #: CP-021
	EFFECTIVE DATE: JUNE 25, 2024
	SUPERSEDES:
	UP FOR REVIEW: 2028

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**PURPOSE**

Pursuant to the Municipal Government Act, the Town of Magrath’s Municipal Development Plan, Land Use Bylaw and standard Development Agreement contain clauses that provide for developers to be held responsible for costs incurred for any public infrastructure or public infrastructure upgrades that may be required to service a proposed development or subdivision.

The Endeavor to Assist policy may be used in instances when a developer is required to construct and/or install a required public infrastructure, and it has been determined that this infrastructure will benefit future development or subdivision or properties other than the land being subdivided or developed.

**POLICY STATEMENTS**

When a developer is required to provide public infrastructure, once it is approved, the infrastructure is transferred to the Town of Magrath. As a result, all infrastructure is to be built to Town standards and be to the satisfaction of the Town.

A developer that has paid all or a part of the costs of construction of the public infrastructure is eligible to apply for an Endeavor to Assist. The terms and conditions of this application process are as follows:

1. When it has been determined that the infrastructure project may be eligible for an Endeavor to Assist, the developer must submit a written request to the Town indicating the details of the project, the construction complete and acceptance date and a detailed breakdown and verification of the costs incurred.
2. The project will become eligible for an Endeavor to Assist once the Final Acceptance Certificate has been received from the Town.
3. When additional development or subdivision is applied for that will utilize the infrastructure that is the subject of an Endeavor to Assist, the CAO, or their delegate will determine at their sole discretion, the measurable benefit to be derived and the value of a reasonable cost contribution. This calculation will be

based on a per frontage meter cost as determined in the Endeavor to Assist Agreement.

4. The determined cost contribution will be payable to the Town of Magrath as a condition of the development or subdivision and will then be dispersed to the original developer who incurred the costs.
5. The Endeavor to Assist will be made available to only the original developer/applicant and is not transferable.
6. The Endeavor to Assist will be valid for a period of 20 years from the date of approval.
7. The Town of Magrath will not be responsible for any recovery that has not materialized due to lack of development during the cost recovery period.



**FINAL ACCEPTANCE CERTIFICATE**

Subdivision Name: \_\_\_\_\_ Developer: \_\_\_\_\_

Development Agreement Dated: \_\_\_\_\_ Contractor: \_\_\_\_\_

Municipal Improvement(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Application: \_\_\_\_\_

I, \_\_\_\_\_ of the Firm \_\_\_\_\_ "Consulting Engineers", hereby certify that as of the above date, the Municipal Improvements noted herein meet all of the requirements for final acceptance as specified by the Town of Magrath's Development Agreement, Development Permit, Servicing Agreement or Unit Price Contract, and I hereby recommend these Municipal Improvements for final acceptance by the Town of Magrath.

STAMP

\_\_\_\_\_  
Project Engineer (Consulting Engineer)

Date: \_\_\_\_\_

Approved / Rejected

\_\_\_\_\_  
Operations Manager

Date: \_\_\_\_\_

Note: The consulting Engineer is to submit a new Final Acceptance Certificate when cause(s) for rejection have been corrected. See attached report for cause(s) for rejection.

I hereby certify that all items listed as reasons for rejection have been corrected.

\_\_\_\_\_  
Project Engineer (Consulting Engineer)

Date: \_\_\_\_\_

**ENDEAVOR TO ASSIST AGREEMENT**

Made on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**BETWEEN:**

**TOWN OF MAGRATH**  
Of 6 North 1 Street West  
(hereinafter called "the Town")

**OF THE FIRST PART**

-and-

**NAME HERE**  
of Magrath, Alberta  
(hereinafter called "the Developer")

**OF THE SECOND PART**

**Definitions:**

- 1. In this Agreement:
  - 1.1 "The Land" shall mean \_\_\_\_\_ (title and description) \_\_\_\_\_.
  - 1.2 "Underground Utilities" includes water, sewer and/or stormwater improvements.

**Endeavor to Assist:**

- 2. Where the Developer has paid for Municipal Improvements in excess of the requirements of the Development, and where future development will utilize the same, the Town will Endeavor to Assist the Developer to collect the various sums as listed in Appendix "A". The Town does not guarantee the collection of all or any portion of such sums or costs. The Town is not obligated to pay the Developer any sum pursuant to this Endeavor to Assist. The Town agrees to use reasonable efforts to endeavor to assist the Developer in recovering the appropriate portion of the costs to the Developer for the \_\_\_\_\_ (project description) \_\_\_\_\_ (hereinafter referred to as "infrastructure improvements") from any future benefiting development. "Future benefiting development" means projects and improvements made after the date hereof that fall into an area that the Town from time to time in its sole discretion determines will receive a benefit from the infrastructure

improvements. At the date of this Agreement, the benefiting development area is that area outlined on Schedule "C" attached hereto.

3. The Town will endeavor to recover costs for a period not exceeding 20 years from the date of this Agreement, based on the actual cost of construction of the infrastructure improvements, upon presentation by the Developer of an itemized statement of costs and written proof of payment of such costs in form and content satisfactory to the Town.

**General:**

4. This Agreement is entered into as a condition of the Development Permit/Development Agreement/Servicing Agreement attached hereto as Schedule "B";
5. This Agreement shall enure to the benefit of and be binding upon the Town and its successors and assigns and upon the Developer and their heirs, executors, administrators, successors and assigns and, in this Agreement the singular and body corporate shall be deemed to include the masculine and feminine and plural where the context so requires.

**IN WITNESS WHEREOF** the parties have hereto affixed their names and seals at the Town of Magrath, in the Province of Alberta on the date first above written.

**TOWN OF MAGRATH**

(Seal)

Per: \_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Land Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Land Owner

## INDEX TO SCHEDULES

1. Schedule "A"	Project & Costs
2. Schedule "B"	Development Approval
3. Schedule "C"	Benefiting Area Map

## TITLE: PAPER UTILITY BILL ADMINISTRATION CHARGE

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RESOLUTION NUMBER: 2024-09-03

POLICY #: CP-022

EFFECTIVE DATE: JANUARY 1, 2025

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE:**

The purpose of this policy is to reduce administrative costs associated with printing and mailing paper utility bills by implementing an administration charge for each mailed paper bill. The policy also outlines conditions under which residents may be exempt from this fee.

### **POLICY STATEMENTS**

#### **Administration Charge**

An administration charge will be added to each utility bill printed and mailed by the Town Office. The charge is to be set by Council as part of the Fees and Rates Bylaw.

#### **Exemptions**

Town residents who are individuals with disabilities that make electronic billing not possible or who are over the age of 70 are eligible to request an exemption from the administration charge.

#### **Application for Exemption**

Residents who qualify for an exemption must submit a completed Paper Utility Bill Exemption Request Form to the Town Office. Proof of age or documentation supporting the disability claim may be required at the time of application.

#### **Review Process**

The Town Office will review all exemption requests. Approved exemptions will remain in effect unless there are changes in the resident's eligibility status. Any changes to eligibility should be reported to the Town Office within 30 days.

### **Fee Waiver**

Residents approved for an exemption will continue to receive paper utility bills without the administration charge.

### **Responsibility**

The Town's Chief Administrative Officer (CAO) or their Designate is responsible for the implementation and administration of this policy.

## TITLE: DELIBERATE DAMAGE TO MUNICIPAL PROPERTY

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RESOLUTION NUMBER: 2024-09-04

POLICY #: CP-023

EFFECTIVE DATE: SEPT. 10/24

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

This policy outlines the consequences for individuals who cause deliberate damage to municipal property within the jurisdiction. The purpose of this policy is to ensure the responsible use and preservation of public assets and to deter destructive behaviour that negatively impacts the community and its public property.

### **POLICY STATEMENTS**

#### **Enforcement**

##### **First Offense**

Individuals who are identified as causing deliberate damage to municipal buildings or parks for the first time will be given a trespass notice and prohibited from accessing all municipal properties for up to six (6) months and until any restitution agreement has been completed.

##### **Additional Offense or Noncompliance**

An additional offence or noncompliance with a first offence trespass notice will result in being given a trespass notice and up to permanent prohibition from accessing all municipal properties and parks.

#### **Appeal Process**

An individual subject to a prohibition may appeal to the Town's Council. The appeal must be submitted to the Town's Chief Administrative Officer in writing and include a statement explaining the circumstances surrounding the damage, any restitution made, and reasons for the appeal.

The Town Council will review the appeal and decide within a reasonable timeframe. The decision of the Town Council will be final.

#### **Reinstatement**

Individuals who have completed their prohibition period may request reinstatement by submitting a written request to the Chief Administrative Officer. The request should outline steps taken for personal growth and assurances that such incidents will not be

repeated. The Chief Administrative Officer will review the request for reinstatement and may approve or deny it based on the requirements of restitution, time, and any other factors which the CAO may consider relevant.

### **Bonafide Reason**

Individuals who are prohibited from accessing municipal properties may access the Town Hall service window if required for paying a municipal tax or utility bill, requesting utility maintenance services, or applying for reinstatement or appeal of the prohibition order as described in this policy.

### **Notification**

Individuals subject to a prohibition will be formally notified in writing. The notice will include details of the damage, the duration of the prohibition, and information on the appeals process.

## TITLE: CAO & SENIOR MANAGEMENT WAGE BENCHMARKING

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RESOLUTION NUMBER: 2024-11-08

POLICY #: CP-024

EFFECTIVE DATE: NOVEMBER 26, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

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### **PURPOSE**

To establish a fair and competitive compensation structure for the Chief Administrative Officer (CAO), Operations Manager, and Municipal Clerk by benchmarking against comparable Alberta municipalities.

### **POLICY STATEMENTS**

#### **1. Benchmarking of CAO Salary**

The CAO's salary shall be benchmarked against the average CAO salary of 16 comparable Alberta municipalities. These municipalities have been selected based on similar population size, geographic area, economic profile, and/or service scope to ensure relevancy. The Municipalities selected are the Towns of Bow Island, Cardston, Claresholm, Coalhurst, Fort Macleod, Nanton, Nobleford, Picture Butte, Pincher Creek, Raymond, Rimbey, Sexsmith, Sundre, Three Hills, Vulcan, and the Village of Stirling.

#### **2. Calculation of Average CAO Salary**

Annually, a salary review will be conducted to determine the average CAO salary across the selected municipalities using the Audited Financial Statement of each municipality for the previous year. (See Schedule "A")

The previous year's data will be used when a municipality has employed more than one CAO in the reporting year.

#### **3. CAO Salary Range**

The Town of Magrath's CAO salary shall be set within a range of 15% above or below the determined average CAO salary for the municipalities.

- Minimum CAO Salary: 85% of the benchmark average
- Maximum CAO Salary: 115% of the benchmark average

#### **4. Operations Manager and Municipal Clerk Salary Benchmarking**

The Operations Manager and Municipal Clerk salaries will be benchmarked based on the average CAO salary, determined from the 16 comparable municipalities.

The salary range for both the Operations Manager and Municipal Clerk shall be from 65% to 85% of the determined CAO average salary.

Salary adjustments within these limits shall be recommended to the Council by the CAO based on performance, and the role's scope of responsibilities for approval.

**5. Annual Adjustment**

All salaries are to be reviewed and adjusted by the Town Council annually based on performance and budget constraints while remaining within the established range parameters for each role.

In an event where a salary has been approved and the benchmark average range falls below the approved salary, the salary shall not be reduced. However, the position wage is to be frozen until the benchmark range permits any further adjustment.

**Exceptions**

Any deviations from this policy must be approved by the Town Council.

## SCHEDULE 'A'

### Financial Reporting

	Year	Population	Salary
Stirling	2024	1164	\$118,933.00
Nobleford	2023	1438	\$133,000.00
Vulcan	2024	1769	\$125,256.00
Picture Butte	2024	1930	\$126,052.00
Bow Island	2024	2036	\$113,992.00
Nanton	2024	2167	\$134,634.00
Sexsmith	2024	2427	\$152,862.00
Rimbey	2023	2470	\$180,722.00
Sundre	2024	2672	\$191,398.00
Coalhurst	2023	2869	\$160,135.00
Three Hills	2023	3042	\$154,327.00
Fort Macleod	2024	3297	\$160,500.00
Pincher Creek	2024	3622	\$190,906.00
Cardston	2024	3724	\$145,897.00
Claresholm	2024	3804	\$142,904.00
Raymond	2024	4199	\$173,410.00
<b>Average</b>			<b>\$150,308.00</b>

## TITLE: ANNUAL ARENA CLOSURE

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RESOLUTION NUMBER: 2025-02-03

POLICY #: CP-025

EFFECTIVE DATE: FEBRUARY 25, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### PURPOSE

The Town of Magrath is committed to providing a well-maintained ice arena for community use while ensuring efficient facility operations. This policy establishes the annual closing date of the ice arena and the conditions under which an extension may be granted.

### POLICY STATEMENTS

1. **Standard Closing Date:**

The Magrath Ice Arena will close annually on the **second Saturday in March**.

2. **Extension for Playoff Teams:**

If Magrath Minor Hockey anticipates that two or more teams will compete in playoffs beyond the second Saturday in March, the arena closing date may be extended to the **third Saturday in March**.

3. **Request for Extension:**

Magrath Minor Hockey must submit a formal request to the CAO of the Town of Magrath by the **third Friday of February** to keep the arena open for an additional week.

The request must include documentation including the motion from the Minor Hockey Board minutes for the extension request, the current ranking of the teams and confirmation of the number of teams expected to continue in the playoffs.

4. **Cost Responsibility:**

If an extension is granted, Magrath Minor Hockey is responsible for one-half (1/2) of the costs associated with keeping the arena open for the additional week, including but not limited to utilities, staffing, and maintenance.

The Town of Magrath will provide a cost estimate, and payment arrangements must be confirmed before the extension is approved.

5. **Final Decision:**

The Town of Magrath will review the request and confirm the extension based on the eligibility criteria outlined in this policy by the first Saturday in March.

## TITLE: LOCAL IMPROVEMENT PLAN - PAVING

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RESOLUTION NUMBER: 2020-11-12

POLICY #: CP-026

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 250-004/22

UP FOR REVIEW: 2029

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### **PURPOSE**

The Town of Magrath uses Local Improvement Plan charges to recover all or part of the cost of paving streets benefitting abutting property owners. When a street is at a stage where it is possible to pave, the Town has already contributed to the costs by completing coring, basing, and possibly curb, gutter and sidewalks. The complete cost of paving will be paid by the abutting property owners through a Local Improvement Plan and will be applied in a fair and equitable manner, taking into consideration the impact said charges have on its ratepayers, and the impact on benefitting properties.

### **DEFINITIONS**

**Flankage** means the longest side of a rectangle corner lot.

**Frontage** means the shortest side of a rectangular lot.

**Odd Shaped Lot** means a lot in which the front and rear dimensions are not uniform.

**Paving** means hot asphalt paving and does not include road oiling or cold mix paving.

### **POLICY STATEMENTS**

1. Project Proposal
  - a. A Local Improvement Plan project may be initiated by the ratepayers through a petition to the Council.
  - b. Council may propose a Local Improvement Plan project on its own initiative.
  
2. Implementation
  - a. When a Local Improvement project is initiated by an owner's petition or by Council, the rate for which the Town and the benefitting owners will contribute will be determined by council while preparing the Local Improvement Plan.
  - b. If a petition for paving is received before a road is ready for paving (coring, basing, curb, gutter and sidewalks where appropriate, and all deep services installed) the costs for the preparation of the road will also be included in the Local Improvement Plan.

- c. The costs of Local Improvements will be charged based on frontage and/or flankage. This provides a method to allocate the construction cost based on the number of lineal meters in the Local Improvement project. Each parcel abutting or benefitting in the Local Improvement will be a fair, just and equitable proportion.
  - d. The costs of the Local Improvement will be recovered over a period not greater than 10 years unless the Council determines it is equitable or required to extend or shorten the duration.
  - e. The Town will prepare a Local Improvement Plan and accompanying Bylaws following Part 10, Division 7 of the Alberta Municipal Government Act (MGA).
  - f. Under the MGA, if more than two-thirds (2/3) or sixty-seven percent (67%) of the benefitting property owners representing fifty percent (50%) of the assessed value of the Local Improvement area object in writing to a Local Improvement, the Town will not proceed with the Local Improvement project within one (1) year.
3. Procedures:
- a. Frontage, for the front or rear side of a rectangular property, will be determined by the front or rear dimension of the properties abutting the Local Improvements.
  - b. Flankage, for a corner lot, the maximum portion the owner will pay is the first 15.24 meters (50 feet) from any corner (in some instances there would be 2 corners involved – 30.48 meters [100 feet]). The Town will be responsible for the remainder of the flankage side.
  - c. Odd-shaped lot frontage will be determined by calculating the average of the front and rear dimensions of the property abutting the Local Improvements. Frontage for pie-shaped lots will be calculated in the same manner.
4. Payment of Local Improvement Tax:
- a. The Local Improvement assessed value repayment may be either as one lump sum or over a period not to exceed ten (10) years, with interest at the prevailing rate prescribed by the Alberta Government's Loans to Local Authority program.
  - b. If an owner chooses a payment plan, the annual amount will be applied to the tax assessment and will be collected in the same manner as taxes.

## TITLE: CELLPHONE STIPEND POLICY

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RESOLUTION NUMBER:

POLICY #: CP-027

EFFECTIVE DATE: AUGUST 12, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

This policy provides guidance on the provision of a monthly cellphone stipend for employees and Council for the Town of Magrath

### **POLICY STATEMENTS**

#### **Eligibility and Stipend Amounts**

1. Employees may qualify for one of three stipend categories based on their job requirements:

##### **Category A: “Typical Work Use”**

- i. The employee’s position requires the use of the Lone Worker Safety Application on a personal cellphone and the employee regularly uses the application as part of their work duties.
- ii. Those who participate in regular on-call rotations where a phone is necessary.
- iii. Those occasionally required to use their personal cellphone for work tasks.
- iv. Employees in this category receive a monthly stipend of \$30.

##### **Category B: “Extended Work Use”**

- i. Applies to employees who are regularly required to use their personal cellphone for work purposes up to or more than 60 minutes per day who do not have access to a landline at their work location.
- ii. Employees in this category receive a monthly stipend of \$60.

##### **Category C: “Municipal Town Council members”**

- i. Mayor and all Councillors, who use their personal cellphone for Town business.
- ii. Council receives a monthly stipend of \$60.

### **Conditions for All Categories**

1. Stipends are intended to offset a portion of personal cellphone costs, not cover them in full.
2. Employees are responsible for maintaining their own devices in good working order, with adequate service coverage and data availability for required work use.
3. The Town will not be responsible for loss of, or damage to, any personal cellphone or accessory used for work purposes.
4. Employees provided with a Town-issued cellphone are not eligible for a personal cellphone stipend.
5. The stipend will be discontinued if the employee's position or work location changes such that the eligibility criteria are no longer met, or upon termination of employment.

### **Approval and Administration**

1. Payroll will administer all Category A and Category C stipend requests.
2. Supervisors must submit an approval request to the Chief Administrative Officer (CAO) for any Category B eligible employee.
3. Payroll will administer stipend payments once approval is granted.

## TITLE: COMMUNITY GRANTS POLICY

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RESOLUTION NUMBER:

POLICY #: CP-028

EFFECTIVE DATE:

SUPERSEDES:

UP FOR REVIEW:

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### PURPOSE

The purpose of this policy is to provide clear guidelines for the allocation of community grants by the Town of Magrath. Grants are intended to support local non-profit organizations, societies, and community groups that contribute to the social, cultural, recreational, and economic well-being of Magrath residents.

### DEFINITIONS

**Community Grant** – Financial assistance provided by the Town of Magrath to eligible community organizations for programs, projects, or events that benefit residents.

**Eligible Organization** – A non-profit organization, registered society, or community group in good standing with the Town, which demonstrates sound financial management and provides services that directly benefit Magrath residents.

**Good Standing** – The status of an organization that has no outstanding debts, obligations, or compliance issues with the Town of Magrath.

### POLICY STATEMENTS

1. To qualify for a community grant from the Town of Magrath, applicants must:
  - Be located in Magrath or provide a service that benefits the residents of Magrath.
  - Be an eligible organization. (Exceptions may be considered by Council on a case-by-case basis.)
  - Be in good standing with the Town of Magrath.
  - Demonstrate sound financial and administrative management practices.
  - Show a clear and demonstrated need for financial assistance.
  - Be able to provide full financial disclosure upon request.
2. Applications must be provided to council or the Chief Administrative Officer (CAO) and include:

- The name, address, and contact details of the organization, including a primary contact person.
- The purpose of the request.
- A detailed explanation of how the requested funds will be used.
- The specific amount being requested.
- Applicants must provide a timeline of events for which the funds will be used.
- Supporting documentation, including:
  - a. Financial Statements (at the “Notice to Reader” level or equivalent)
  - b. Project Budget (if applicable)

Only complete applications that meet the eligibility criteria will be considered. Incomplete applications will be rejected.

3. All donation requests will be reviewed by Town Council, which has full discretion to approve or reject any application. Approval or rejection of a request will be confirmed by a motion of Council. Administration will notify applicants of Council’s decision. Successful and unsuccessful applicants will be notified of the result of their application.
4. Delegation to CAO
  - The CAO has delegated authority to approve donations of \$500 or less per instance.
  - All donations approved under this authority must still meet the eligibility and reporting requirements of this policy.
  - A record of all CAO-approved donations must be provided to Council for information.
5. Use of Funds and Reporting
  - Any funds not used for the stated purpose must be returned to the Town.
  - A final report must be submitted to Council, outlining:
    - a. How the funds were spent
    - b. How the donation supported the organization’s purpose or project

6. Never Considered

- The Town of Magrath will not consider donations for:
  - a. Events that charge admission for participation or attendance
  - b. Events or projects that have already taken place (retroactive requests)
  - c. Donations to political parties, political candidates, or partisan groups
  - d. Organizations or groups that have failed to uphold responsibilities or reporting requirements for previous Town donations

## TITLE: DEVELOPMENT ASSISTANCE POLICY

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RESOLUTION NUMBER:	POLICY #: CP-029
	EFFECTIVE DATE:
	SUPERSEDES:
	UP FOR REVIEW:

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### **PURPOSE**

The Town of Magrath recognizes that strategic support for developments can promote sustainable growth, bring new business to town, increase the housing supply, and improve local infrastructure. The purpose of this policy is to establish clear guidelines for when and how the Town of Magrath may provide assistance with the installation of municipal utilities or infrastructure within new developments. The policy ensures that such assistance is limited to developments of sufficient scale to provide meaningful community benefit and financial viability, while maintaining fairness, transparency, and responsible use of municipal resources.

### **DEFINITIONS**

**Developer:** Any individual, partnership, or corporation undertaking the subdivision and construction of new residential lots within the Town.

**Development:** A new residential subdivision, non-residential project, or other development within the Town of Magrath that requires municipal infrastructure.

**Eligible Residential Development:** A residential development that proposes the construction of 15 or more residential lots or units within the municipal boundaries of the Town of Magrath.

**Infrastructure Assistance:** Any direct or indirect municipal contribution to the installation of infrastructure, including but not limited to water, sewer, stormwater, and roadway systems. Assistance may be in the form of labour, equipment, materials, or cost-sharing.

**Non-Residential Development:** Any commercial, industrial, institutional, or mixed-use development within the Town of Magrath. Non-residential developments may be considered for assistance on a case-by-case basis.

## **POLICY STATEMENTS**

### **Residential Developments:**

1. The Town may, at Council's discretion, provide infrastructure or utility installation assistance for Eligible Developments (15 or more residential lots).
2. Assistance will not be considered for developments proposing fewer than 15 residential lots.
3. Any municipal participation must be approved by Council through resolution and formalized by a Development Agreement that outlines the scope, costs, and responsibilities of each party.
4. The Town will require appropriate recompense for any assistance provided. Compensation may include direct payment, land dedication, off-site infrastructure improvements, or the transfer of developed lots. Such lots may be used by the Town for resale, future municipal development (such as parks, playgrounds, or public facilities), or for the placement of utility or community infrastructure.
5. Municipal contributions will be subject to available budget, alignment with the Town's development objectives, and demonstrated community benefit.
6. The Town will not assume responsibility for any portion of a private development's costs or liabilities beyond what is expressly authorized by Council.
7. This policy does not guarantee assistance but provides the framework under which requests may be reviewed and considered.
8. Assistance will only be considered for projects that meet engineering and construction standards and are ready to proceed according to approved timelines and comply with the Land Use Bylaw.

### **Non-Residential Developments:**

1. The Town may, at Council's discretion, provide infrastructure or utility installation assistance for non-residential developments on a case-by-case basis, without a minimum development size threshold.
2. Any municipal participation for non-residential developments must be approved by Council through resolution and formalized by a Development Agreement that outlines the scope, costs, and responsibilities of each party.

3. Municipal contributions will be subject to available budget, alignment with the Town's development objectives, and demonstrated community benefit. Council retains the discretion to approve or deny assistance for each non-residential development individually.
4. The Town will not assume responsibility for any portion of a non-residential development's costs or liabilities beyond what is expressly authorized by Council.
5. Assistance will only be considered for projects that meet engineering and construction standards, are ready to proceed according to approved timelines, and comply with the Land Use Bylaw.



**TITLE: CORPORATE CREDIT CARD**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-001
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

To establish authorities and accountabilities for issuing and use of corporate credit cards by designated staff. In addition, the policy will outline the responsibilities of those individuals who have the authority to use Town of Magrath corporate credit cards and specify rules and limitations for use while conducting affairs of the organization.

**POLICY STATEMENTS**

The Council authorizes the Chief Administrative Officer (CAO) to obtain corporate credit cards on behalf of the Town of Magrath. The CAO is authorized to approve the allocation of a credit card to individual staff as deemed necessary. Before being issued a credit card, all cardholders shall sign the attached Cardholder Agreement.

A maximum limit of funds on the credit card will be \$35,000 for the accumulated total of all cards issued.

Use of corporate credit cards is to be limited to expenditure when other payment methods are found to be untimely or inconvenient and include payments to companies who do not invoice or accept purchase orders and for confirming reservations for conferences and meetings. Cash advances are not allowed.

Receipts for all credit card payments are to be submitted to the Accounting Clerk. Purchases not accompanied by receipts will be the responsibility of the cardholder. The monthly billing statement will be reviewed by the CAO, and then forwarded to the Accounting Clerk for reconciliation with the authorized receipts before payment.

All expenditures shall correspond to an approved budget item and shall be charged to the appropriate general ledger account.

Corporate credit cards shall not be intended for personal use. Usage shall be restricted for Town of Magrath business purposes only. The cardholder shall be responsible for any personal expenses and shall report immediately to the CAO for any personal use. Continuous personal use of the card may lead to forfeiture of the card and disciplinary action.

Lost or stolen corporate credit cards shall be reported immediately to the Credit Card Company and to the CAO.



**TOWN OF MAGRATH  
CORPORATE CREDIT CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of a Town of Magrath corporate credit card.

I understand that improper use of this card may result in disciplinary action, as outlined in the policy, as well as personal liability for any improper purchase. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Town of Magrath Corporate Credit Card Policy.

I acknowledge receipt of the said policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Town.

I will strive to obtain the best value for the Town when purchasing merchandise and/or services with this card.

As a holder of this Town card, I agree to accept responsibility and accountability for the protection and proper use of the card. I will return the card to the CAO upon demand during the period of my employment. I further agree to return the card upon termination of employment.

I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or purchases for any other entity, the Town will be entitled to reimbursement from me for the said purchases. The Town shall be entitled to pursue legal action, if required to recover the cost of such purchases, together with the costs of collection and reasonable attorney fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**TITLE: CELL PHONE USE**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-002
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to provide uniform guidelines for the use of cell phones by the Administration and Staff of the Town of Magrath.

**POLICY STATEMENTS**

The Town of Magrath utilizes cell phones to enhance staff communications in the day-to-day functioning of their job. As such, personal cell phones are utilized extensively throughout the day.

**Cell Phone Use**

Employees shall adhere to distracted driving laws, particularly regarding cell phone usage. Use of personal Cell phones while driving any vehicle or piece of equipment is prohibited. The use of a cell phone or similar device while driving includes placing calls, text messaging, surfing the internet, responding to email, checking for phone messages, or any other purpose while driving. To dial, or otherwise initiate a call the driver will leave the road and safely park the vehicle or equipment unless the device is connected through Bluetooth or similar hands-free equipment. The use of the Town’s radio system while driving is not restricted as long as caution is used, and the drivers remain alert to all driving and traffic conditions.

The use of cell phones for personal calls should be limited to lunchtime and coffee breaks.

**Remuneration**

Each employee and elected official of the Town will be provided with monthly remuneration to supplement their personal cell phone plans for using their phones for Town purposes. The amount of remuneration is reviewed annually by the Town Council and is set for the upcoming year.

## **TITLE: COLLECTION OF DOUBTFUL ACCOUNTS**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-003
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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### **PURPOSE**

To outline the procedure to collect outstanding accounts receivable due to the Town of Magrath that have become doubtful accounts.

### **POLICY STATEMENTS**

1. When a general accounts receivable has become 30 days or more in arrears, a reminder notice will be mailed to the debtor in the form of a monthly statement stamped "past due".
2. For accounts receivable 60 days or more in arrears, the accounts receivable clerk will attempt to phone the debtor to remind them of the amount due and request payment.
3. For accounts receivable that relate to a property and are billed to the property owner(s), under the MGA, Section 553(1), the amount of the outstanding receivable can be applied as a charge against the property. A notice shall be mailed to the debtor indicating that they must contact the office within 2 weeks to make payment arrangements or advise them that the debt will be transferred to their tax account. Any account which falls under this section may be transferred from the outstanding accounts receivable ledger to the tax receivable ledger.
4. For accounts receivable that do not relate to a property applicable to Section 553(1) of the MGA, after the account has been outstanding for 90 days, or sooner if deemed necessary by the Chief Administrative Officer, a notice will be sent to the debtor indicating that they must contact the office within 2 weeks to make payment arrangements of the outstanding debt.
5. Once an account is in arrears for 6 months, or more, from the date of the original invoice, the previous steps have been utilized, and the account has not been paid in full or satisfactory payment arrangements made by the debtor, a "Final Notice" letter will be sent. This letter will inform the debtor that, unless they contact the office within the next 2 weeks, the account will be forwarded to a collection agency. If, after 6 months, the account is less than \$20 (including penalties), the "Final Notice" letter will not be sent, and the amount will be written off.

6. Three weeks after the letter is sent, and payment has not been received or arrangements made for a payment plan, the account is to be forwarded to the collection agency to assist in the collection of the debt.
7. After the account is more than one year in arrears, and payment arrangements have not been made, or have not been kept up as agreed, the account may be set up in the Town's books as a doubtful account.
8. When the account is more than two years in arrears and payment arrangements have not been made, or have not been kept up as agreed, the Chief Administrative Officer, after exhausting all avenues for collection, may present the account to Council for authorization to write off the receivable and remove it as a doubtful account.

COMPLIANCE REPORT POLICY  
SCHEDULE "A"

Date, Day, Year

Our File # ### ####

<Name>  
<Address>  
<City>, <Province>  
<Postal Code>

RE: <Property Owner>  
<Civic Address>  
<Legal Address>  
Your file #: #####

Please be advised that the above mentioned property is designated \_\_\_\_\_ within the Town of Magrath Land Use Bylaw No. \_\_\_\_\_. Within this land use district, a \_\_\_\_\_ (is / is **NOT**) a permitted use.

A review of the Real Property Report, dated \_\_\_\_\_ and signed by \_\_\_\_\_ of \_\_\_\_\_, Alberta Land Surveyor, attached hereto and forms part of this letter, shows that:

- a) The location of the \_\_\_\_\_ as shown (**does / does not comply**) with the Town of Magrath current Land Use Bylaw No. 1092.
- b) The location of the \_\_\_\_\_ (e.g. accessory building, detached garage) as shown on the above noted Real Property Report (**does / does not comply**) with the Town of Magrath current Land Use Bylaw No. 1092.
- c) The \_\_\_\_\_ is located \_\_\_\_\_ m from the (front / rear / side) property line whereas a minimum (front / rear / side) yard of \_\_\_\_\_ m is required.
- d) However, as the \_\_\_\_\_ was built prior to the current and previous Land Use Bylaws coming into force, the \_\_\_\_\_ is a non-conforming (building / use) as defined in Section 616 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended. As an on-conforming (building / use), it is subject to section 643 of the Municipal Government Act, and as such may remain in a non-conforming status until such time that application is made for additions, changes or demolition at which time it will be required to adhere to the land use bylaw.
- e) To bring the property into compliance with the current land use bylaw, application may be made to the Town of Magrath Municipal Planning Committee (MPC) for a development permit for a setback distance waiver.
- f) However, application \_\_\_\_\_ granted a waiver of the (front / rear / side) yard setback.

The position of the Town of Magrath is based solely on the information contained in the Real Property Report. Only compliance or non-compliance of the principal and accessory buildings within the subject property shown on the survey document has been addressed in this letter. It is noted that the location of fences has not been verified or addressed in this compliance review. The Town of Magrath makes no representation as to buildings, improvements or measurements incorrectly shown or not shown on the survey document.

The Town advises that it has not in any way verified, checked or reviewed any documents, plans, affidavits, statutory declarations or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided. Additionally, this letter does not relate to requirements of any federal, provincial or other municipal legislation, including Safety Codes, nor to terms or conditions of easement, covenant, agreement or other document affecting the building(s) or land.

Yours truly,  
Town of Magrath

<Name>  
<Title>

Encl.

## TITLE: COMPLIANCE REPORT POLICY

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-004
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 250-003/22
	UP FOR REVIEW: 2029

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### **PURPOSE**

The purpose of this policy is to establish a consistent method for dealing with compliance review requests.

### **POLICY STATEMENTS**

1. The fee for compliance review shall be as prescribed by Council and is payable prior to the commencement of compliance review.
2. The Development Officer, or a designate authorized by the CAO, shall be responsible for the issuance of all compliance letters.
3. A Real Property Report (RPR) with the signature of the Alberta Land Surveyor clearly shown must accompany the request for a compliance letter.
4. If the RPR is older than one (1) year from the date submitted for compliance review it must be accompanied by an affidavit, executed within 30 days of submission for compliance, signed by the vendor that no additions of structures or changes to existing structures have occurred since the date of the survey.
5. If the RPR submitted is not legible or is missing any information required to determine compliance, a letter stating that the compliance could not be conducted due to the applicable reason will be sent to the person that submitted the compliance request.
6. All measurements shown on the RPR are deemed to be accurate within a tolerance of 0.10 m (10 cm or 3.94 inches)
7. The compliance review shall pertain to the compliance of the use and setback requirements of principal and accessory buildings with the land use bylaw in effect. Fences that are shown on the RPR will not form part of the compliance letter.
8. Land files will be reviewed by the municipality to verify when the structure was built and if a development permit was issued, and if any waivers (setback relaxations) were granted. If the municipality granted setback waivers at the time a

development permit was issued and those correspond to the buildings on the RPR, then the structure is deemed to be in compliance.

9. The letter of compliance shall be based solely on the information contained in the RPR supplied by the applicant. The CAO or the Development Officer is not mandated to verify any document, plan, affidavit, statutory declaration or any other information provided, or to conduct an on-site evaluation. The letter and compliance review is based exclusively upon the accuracy and legitimacy of the information provided by the applicant.
10. The basic format of the letter is established in Schedule "A". Additional phrases may be added, or the format of the letter may be modified, as circumstances require.
11. A compliance certificate is not a development permit.

**TITLE: COMMUNICATIONS**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-005
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

This policy aims to establish guidelines to ensure that communication with the stakeholders and residents of the Town of Magrath is efficient, effective, consistent, timely, and open. This policy will apply to all internal and external communications of the Town of Magrath.

**POLICY STATEMENTS**

1. It is the policy of the Town of Magrath to:
  - a) Inform citizens about the Town’s policies, programs, services, projects, and initiatives through effective, timely, accurate, and consistent communication.
  - b) Consult and inform stakeholders when establishing or developing priorities, policies, programs, and services where reasonable and practical.
  - c) Anticipate the needs of the community, council and Administration for timely and relevant information.
  - d) Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.
  - e) Respond to Requests for Information in accordance with privacy legislation.
  - f) Ensure the Town is visible and responsive to the citizens it serves.

**2. Guidelines**  
a) Responsibilities

ROLE	RESPONSIBILITIES
Employees (all)	<ul style="list-style-type: none"> <li>• Communicate in a transparent, timely, efficient, and courteous manner at all times.</li> <li>• Receive information requests and direct inquiries to the appropriate party for response.</li> <li>• Participate in responding to external inquiries upon request of the CAO.</li> </ul>
Communications Clerk	<ul style="list-style-type: none"> <li>• Create and deliver external communications in consultation with the CAO.</li> <li>• Develop and coordinate information campaigns and public events.</li> <li>• Manage electronic communications in consultation with the CAO.</li> </ul>
Chief Administrative Officer	<ul style="list-style-type: none"> <li>• Facilitate targeted and general public consultations where required.</li> <li>• Manage responses to external inquiries in accordance with the Policy and the Freedom of Information and Protection of Privacy Acts.</li> </ul>

b) Information on the Town’s policies, programs, services, projects, and initiatives should be available to the public in a variety of formats, subject to available resources.

**3. External Inquiries**

- a) In general, external inquiries shall be answered as follows:
- i. Information is provided by trained and knowledgeable staff.
  - ii. Service is timely, courteous, and efficient.
  - iii. Information is clearly identified as being from the Town of Magrath.
  - iv. When information is unavailable, a prompt and clear explanation is provided.
- b) For inquiries made by representatives of the media; inquiries regarding legal issues, Town personnel, municipal elections; or requests for information which cannot be granted routinely, the following procedures must be followed:
- i. Media
    - All media inquiries shall be directed to the CAO.

- The CAO shall direct all appropriate inquiries regarding Council matters to the mayor.
- ii. Legal, Personnel, Election, and other Requests for Information
  - All such inquiries; including, but not limited to litigation, video surveillance footage, personnel-related matters, municipal elections and campaign issues, and FOIP information requests shall be directed to the CAO.
  - The CAO may require such inquiries to be submitted in writing on the form of their choosing.

#### 4. **External Communications**

##### a) General Guidelines

- i. Town Council shall be informed about proposed policies, major new services, programs, or initiatives before the general public or media.
- ii. All external communications shall align with the will of Council.
- iii. External communications shall not speak to matters
  - In draft form,
  - Under investigation,
  - Before the courts, or
  - Under the jurisdiction of another authority.

##### b) Information Campaigns and Public Events

- i. Information campaigns and public events shall conform to the following procedure:
  - Determine whether individual departments will arrange or participate.
  - Prepare a communications plan which accounts for appropriate recognition of partners and funders, such as the inclusion of corporate names and logos.
  - Provide an advance copy of the agenda and briefing notes, as well as any available media advisories, releases, or backgrounders to the CAO and other Council representatives expected to attend.
  - Coordinate participation through the CAO when multiple municipal departments, community partners, or other levels of government are involved, or as requested by the mayor or CAO.

##### c) Public and Stakeholder Consultations

- i. Inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes (such as

surveys, town hall meetings, public hearings, open houses, committees' meetings, etc.) including dates, times, and locations.

- This may be done through the Town's website, social media, letters of invitation, posted notices, media notices, advertisements, and other formats.
  - Clearly identify public information materials as being from the Town.
- ii. Report back to Council on the results of the public consultation.
  - iii. Inform participants in summary form of the results of the public consultation and outcomes.
    - This may be done through the Town's website, social media, letters of invitation, posted notices, media notices, advertisements, and other formats.

## **5. Internal Communications**

### **a) Council and Administration**

- i. Formal communication between Council and Administration shall be
  - Clear, concise, and relevant; and
  - In the form of Request for Decision or information packages.

### **b) Department Heads, Managers, Supervisors, and Employees:**

- i. Department Heads, Managers, and Supervisors shall communicate with employees transparently, often, and before information is made public, whenever possible.
- ii. Employees shall proactively inform other employees.
- iii. To inform and engage employees, a variety of formats may be used; including, but not limited to:
  - Personal communications, such as oral presentations and staff meetings.
  - Electronic/digital platforms, such as email, text, and the Town website.
  - Published materials, such as memoranda, notices, and employee newsletters.

### **c) Inter-departmental**

- i. When a department's actions are likely to disrupt the workflow of other employees, the department responsible will strive to notify those who may be affected.

**6. Internet and Electronic Communication**

- a) Internet and electronic communication channels shall be utilized for:
- i. Presenting routinely requested and general information concerning the operation of the municipality.
  - ii. Introducing new policies, programs, services, projects, or initiatives.
  - iii. Receiving and responding to public inquiries.
  - iv. Communicating news of general public interest; particularly in regard to health and safety.
- b) Website Standards
- i. Pages shall be reviewed and updated regularly to ensure that policies, programs, services, projects, initiatives, and related third-party links are accurate, organized, and easy to understand.
  - ii. Content shall conform to a consistent look across all pages.
- c) Third-party content and links
- i. Subject to CAO approval, third-party content and links may be posted on the Town website or social media platforms.
  - ii. Guidelines for inclusion or removal include:
    - Relevance to the Town,
    - Technical or legal considerations, and
    - Content standards consistent with Town values as determined by the CAO.
  - iii. Allowance of third-party content or links on its electronic platforms does not imply the Town's
    - Endorsement of the third party or their content, or
    - Responsibility for damage incurred by visiting a third-party site.

**TITLE: DISPOSITION OF SURPLUS ASSETS,  
INVENTORY AND OTHER ITEMS**

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-006

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to establish guidelines for the disposal of Town of Magrath surplus assets, inventory and other items such as salvage.

The Town of Magrath is committed to disposing of its surplus assets, inventory and other surplus items in a fair, consistent, and transparent manner that maximizes value and return to the Town. The Town recognizes that having a comprehensive asset management system is best practice in municipal governance. Asset management allows the Town to make more informed and better decisions that will ultimately allow it to better serve its residents.

**POLICY STATEMENTS**

**Determination of Value, Asking Price, or Charge-out Price**

The Town will offer surplus assets, inventory and other items at an asking price that reflects a fair market value that maximizes value and return to the Town. The asking price must be approved by the Chief Administrative Officer (CAO).

**Methods of Disposal**

The CAO will exercise discretion as to the disposal of surplus assets, inventory and other items and will set the conditions of the sale. Items with a perceived value exceeding \$1,000 will be dealt with in the following manner:

When the pre-defined offering time has elapsed, one of two alternatives will ensue:

1. If an offer has been received and it equals or exceeds the asking price then the highest offering price will be accepted. If this results in a tie, the winner will be determined through an unbiased draw process, as determined by the CAO.

2. If no offer equal to or greater than the asking price was received, then the process will be repeated either at a new asking price or at the previous asking price, subject to the approval of the CAO.

Items with a perceived value of less than \$1,000 will, at the discretion of the CAO, be listed to the public on a first-come, first-served method. For example, items may be listed on the Town website or social media sites with a predetermined price and be available until the inventory has been exhausted. Other examples of appropriate venues or methods to advertise any type of disposal may include:

- Classifieds or newspaper posting, including online or print.
- Sale through public tender.
- Sale by auction.

Any items such as scrap metals, pallets, wire, oil, or other goods that become available for salvage, or sale through the capital or operations projects of the Town, remain the property of the Town. All funds derived from the salvage or sale of these goods are to be deposited by the Town for recording as revenue. Wherever possible, Town staff will request payment for scrap or salvage in the form of a cheque instead of cash to ensure that the payment and corresponding deposit can be tracked. Not all methods of disposal are equally suitable for all disposals; the most appropriate method of disposal must be approved by the CAO.

### **Related Party Transactions**

Town of Magrath employees and any related or non-arms length parties may not submit an offer if they are involved in the tendering process; such persons must not receive preferential treatment or an advantage in the purchase process because of their relationship with the Town. Determination of whether such conflict exists will be at the discretion and judgment of the CAO.

## **TITLE: EGOV POLICY – SECURITY AND PRIVACY**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-007
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 240-002/23
	UP FOR REVIEW: 2029

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### **POLICY**

The Town of Magrath is committed to providing security standards to ensure that the privacy and confidentiality of an individual's personal information are maintained through their usage of the Town of Magrath's eGov portal.

### **DEFINITIONS**

**ATIA** means the Access to Information Act, S.A. 2024 Ch. A-1.4

### **POLICY STATEMENTS**

1. Responsibilities
  - a) Chief Administrative Officer
    - i. Shall review and revise this policy as necessary.
  
2. Guidelines
  - a) All personal information is managed according to the Freedom of Information and Protection of Privacy Act. This means that:
    - i. Users will be informed, at the point of collection, that their personal information is being collected and the purpose for which it is being collected.
    - ii. Users have a right of access to their personal information.
    - iii. Users have control over how the Town of Magrath obtains, uses, and discloses their personal information.
    - iv. All uses of information are subject to you not having refused or withdrawn consent unless disclosure is made for legal purposes.
  
  - b) The Town of Magrath automatically gathers and stores certain information about every user's visit. This information does not identify the user personally, nor does it track or record information about individuals and their visits. The Town of Magrath uses this information to help us make our site more useful to visitors, to learn about the number of visitors to the website and the types of technology being utilized. Only the following information is stored and collected from a visit:
    - i. The internet domain and Internet Protocol (IP) address from which the user accessed the Town's website.

- ii. The type of browser and operating system used to access the Town's site.
  - iii. The date and time the user accessed the Town's site.
  - iv. The pages you visited on the Town's site.
- c) The Town of Magrath eGov website may contain links to other sites including its own. The Town is not responsible for the content and privacy practices of other websites and may itself have different privacy and terms of use for websites outside of the eGov portal for other Town services. The Town of Magrath encourages you to examine the privacy policy and disclaimer of each site to make a decision regarding the disclosure of your personal information on that site.
- d) The Town of Magrath uses electronic "cookies". A cookie is a small amount of data that is transferred to your browser by a web server.
  - i. A cookie cannot be executed as code, nor can it deliver viruses.
  - ii. A session ID, time and date, and other information may be placed in a cookie.
    - a) This information is used to provide the user with an enriched experience while using the Town's site.
  - iii. Once the user leaves the website, the session is considered done, and the cookie expires.
    - a) The Town of Magrath does not build profiles of users with the use of cookies and does not attempt to track individual users through the use of cookies.
  - iv. For a cookie to be written to a computer, cookies must be enabled by your browser.
    - a) Most browsers are initially set up to accept cookies. Users can set their browser to notify them when a cookie is received, giving the user the chance to decide whether to accept it. If the user chooses to refuse the cookie, the website may not behave as originally designed.
- e) If a user chooses to provide the Town of Magrath with personal information in an email or by filling out an electronic form and submitting it through the website, the Town of Magrath will use that information to respond to the message and to assist with providing the necessary information or service to the user.
- f) Email messages are subject to the ATIA.
  - i. The personal information shared is provided only to those areas that are responsible for carrying out the request.

- ii. All email messages sent or received are property of the Town and may be accessed by managers or their designate without further consent of the author.
  - iii. All email messages required to be retained by law will be printed and maintained through a records management process.
- g) Security measures have been implemented to ensure that web services remain available to all users. The Town of Magrath computer system employs software programs to monitor network traffic, to identify attempts to tamper with information or to otherwise cause damage.
- h) This policy is subject to change without notice.

## TITLE: COMMUNITY CALENDAR

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-008

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### PURPOSE

The Community Calendar is a platform for publicizing and sharing information about tournaments, games, and community events. It is designed to help promote and support community engagement. This calendar is hosted for the benefit of the community, and it is important that all events are managed and maintained in an accurate and respectful manner.

### POLICY STATEMENTS

#### 1. Event Responsibility:

- Event organizers are responsible for **keeping their events up to date** on the Community Calendar. The host does not update, manage, or modify event details.
- All event details, including date, time, location, and description, must be accurate and current. **Event organizers must update their event listings** if any changes occur (e.g., schedule changes, cancellations, location updates).

#### 2. Types of Events:

- Only **public tournaments, games, and community events** are to be listed on the calendar. This platform is not for practices, private events, or any non-public activities.
- Events listed should be open to the community, encouraging broad participation and inclusiveness.

#### 3. Appropriate Language and Content:

- All event descriptions and titles must adhere to **appropriate language standards**. Vulgar, offensive, or discriminatory language is strictly prohibited.
- Content must be respectful, inclusive, and aligned with community values. The calendar is meant to promote positive engagement and respect among all participants.

**4. Event Promotion:**

- While the Community Calendar serves as the platform for event visibility, The Town of Magrath does not **endorse, sponsor, or take responsibility** for the events listed. Event organizers remain fully responsible for planning, promoting, and executing their events.

**5. Calendar Maintenance:**

- **Event organizers are responsible for maintaining their own listings.** If an event is cancelled or changed, organizers must update or remove the event promptly. The calendar host will not make any changes on behalf of the organizer.
- The host reserves the right to remove any events that do not meet the community standards or guidelines outlined in this policy.

**6. Event Cancellations:**

- If an event is cancelled, the organizer must **immediately remove or update the listing** to reflect this change. Failure to do so may result in event details being incorrect for community members.

**7. Content Regulation and Event Removal:**

- The Town of Magrath reserves the right to remove any event or user that fails to adhere to the guidelines and policies outlined in this document. If an event or user violates the standards set forth, it may be removed from the Community Calendar, and repeated violations could result in the permanent removal of event posting privileges.
- Users may not post promotional content for commercial purposes or content that serves primarily personal or political interests.
- Any concerns regarding posted content or misuse of access should be directed to the Town Office for review and appropriate action.

**8. User Access:**

- Access to post or edit events on the Community Calendar will be granted exclusively to approved individuals, organizations, or community groups, with permissions managed by the Recreation Committee and Administration.

## **TITLE: EQUIPMENT USE POLICY**

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-009

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

The Town provides employees with company equipment required to perform their job.

The Company Equipment Policy (the "Policy") ensures proper care and accountability in handling company equipment.

### **POLICY STATEMENTS**

#### **Scope**

This Policy applies to all employees of the Town who have been provided with company equipment.

#### **Ownership Of Equipment**

All equipment issued to employees remains the property of the Town.

#### **Employee Responsibilities**

Employees who are issued equipment by the Town are responsible for the following:

- Safekeeping and properly caring for the equipment;
- Limiting use of the equipment to themselves;
- Limiting their use to work-related purposes for which the equipment was assigned,
- except when otherwise directed by management;
- Promptly reporting to their manager any loss of, damage to, or unserviceable condition of any equipment;
- Not attempting to repair any damaged or malfunctioning equipment without prior approval of a manager (unless it is part of their job);
- Not discarding or selling damaged or malfunctioning equipment without management written approval; and,
- Securing equipment during transit.

### **Loss/Theft of Equipment**

Lost or stolen equipment must be immediately reported to management. If the equipment is stolen outside the Town's premises, the employee must also report it to the police.

### **Intentional Damage to Equipment**

Intentionally damaging company equipment (including the hardware or software) in any way may result in the loss of privileges and/or other discipline up to and including dismissal.

The Town reserves the right to recover expenditures associated with intentional damage to equipment, in accordance with applicable laws.

An employee may voluntarily reimburse the Town for damaged equipment, which may be considered a mitigating factor in determining the extent of disciplinary action.

### **Contraventions Of the Policy**

Contraventions of the Policy may lead to disciplinary action up to and including dismissal.

**TITLE: SOCIAL MEDIA POLICY**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-010
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The Town of Magrath supports the use of online social media to enhance two-way communications with the community. This procedure establishes guidelines and standards for the acceptable use of the Town’s social media sites as well as guidelines and standards for Town staff participating in external online social media sites when it relates to discussing, sharing or commenting on Town business.

**POLICY STATEMENTS**

1. This policy applies to all Town and any program-specific social media sites as well as to Members of Council and Town staff discussing Town business on any external non-Town online social media sites.
2. Social media are powerful communications tools that can create immediate and widespread social interaction. These tools are highly accessible and easy-to-use and because they often blur the lines between the professional and personal life, they can have a significant impact on both organizational and individual reputations. Examples of social media include, but not limited to, LinkedIn, Twitter, YouTube, and Facebook.
3. Staff must ensure that Town-owned social media sites:
  - a. Be implemented in a manner that positively enhances the Town’s reputation.
  - b. Provide a consistent and professional voice so that residents can be assured that the information they are receiving is official information from the Town of Magrath.
  - c. Be effectively managed to ensure that they provide timely and accurate information and responses.
  - d. Have guidelines in place to address controversial or sensitive online content about the Town, its business, its Members of Council or its employees.

- e. Adhere to established records retention, privacy, and accessibility requirements.
4. Official Town social media sites must not be used to promote individual political opinions or campaigns
  5. General Use Guidelines:
    - a. The establishment and use by any Town department of Town social media sites are subject to approval by the Chief Administrative Officer (CAO) or his/her designees. All Town of Magrath social media sites shall be administered by Town of Magrath staff.
    - b. Town social media sites should make clear that they are maintained by the Town of Magrath and that they follow the Town's Social Media Policy.
    - c. Wherever possible, Town social media sites should link back to the official Town of Magrath website for forms, documents, online services and other information necessary to conduct business with the Town of Magrath.
    - d. The Town staff will monitor content on Town social media sites to ensure adherence to both the Town's Social Media Policy and the interest and goals of the Town of Magrath.
    - e. The Town reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law.
    - f. The Town will approach the use of social media tools as consistently as possible.
    - g. The Town of Magrath's website at [www.magrath.ca](http://www.magrath.ca) will remain the Town's primary and predominant internet presence.
    - h. All Town social media sites shall adhere to applicable federal, provincial and local laws, regulations and policies.
    - i. Any content maintained in a social media format that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.

- j. Comments on topics or issues not within the jurisdictional purview of the Town of Magrath may be removed.
  - k. Employees and Councilors representing the Town of Magrath via Town social media sites must conduct themselves at all times as a representative of the Town and in accordance with all Town policies.
  - l. This Social Media Policy may be revised at any time.
6. Commenting Guidelines:
- a. As a public entity the Town must abide by certain standards to serve all its constituents in a civil and unbiased manner.
  - b. The intended purpose behind establishing Town of Magrath social media sites is to disseminate information from the Town, about the Town, to its citizens.
  - c. Comments containing any of the following inappropriate forms of content shall not be permitted on Town of Magrath social media sites and are subject to removal and/or restriction by the CAO or his/her designees:
    - Comments not related to the original topic, including random or unintelligible comments;
    - Profane, obscene, violent, or pornographic content and/or language;
    - Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
    - Defamatory or personal attacks;
    - Threats to any person or organization;
    - Comments in support of, or in opposition to, any political campaigns or ballot measures;
    - Solicitation of commerce, including but not limited to advertising of any business or product for sale;
    - Conduct in violation of any federal, provincial or local law;
    - Encouragement of illegal activity;

- Information that may tend to compromise the safety or security of the public or public systems; or
  - Content that violates a legal ownership interest, such as a copyright, of any party.
- d. A comment posted by a member of the public on any Town of Magrath social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Town of Magrath, nor do such comments necessarily reflect the opinions or policies of the Town of Magrath.
- e. The Town of Magrath reserves the right to deny access to Town of Magrath social media sites for any individual, who violates the Town of Magrath's Social Media Policy, at any time and without prior notice.
- f. All comments posted to any Town of Magrath Facebook site are bound by Facebook's Provincialment of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the Town of Magrath reserves the right to report any violation of Facebook's Provincialment of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

## **TITLE: CONDOLENCES AND CONGRATULATIONS**

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-011

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

To provide directions to administration with consistent practice to follow regarding the sending of flowers or gifts, using public funds, for condolence and congratulations.

### **POLICY STATEMENTS**

#### **Condolences**

##### 1. Funeral

- a) Flowers or an equivalent gift (or donation in lieu) will be sent to employees, the mayor, and members of the Council upon the death of an immediate family member. The definition of an immediate family member is:

Spouse, Common-Law Spouse, Father, Mother, Stepparent, Child, Stepchild, Grandchild or Great-Grandchild.

- b) In the event of the death of a retired employee or former Council member, flowers or an equivalent gift or donation in lieu may be sent to the family of the deceased at the discretion of the Chief Administrative Officer or Chief Elected Official.

##### 2. Health/Accident

If an employee or their immediate family member experiences an accident or requires emergency surgery or critical care, the Town may provide a food tray to support the employee or their family during this challenging time.

#### **Congratulations**

##### 3. Significant Life Events

A gift valued at approximately \$75.00 will be sent to an employee, the Mayor, or a member of Council in recognition of a significant life event. Significant events may include:

- a) Birth or adoption of a child
- b) Marriage

4. Years of Service Commendations

The Town will provide a recognition gift of service to permanent full-time employees when they reach the working anniversaries of 5, 10, 15, 20, 25, 30 and 35 years with the gift value based on \$10.00 per year of service.

5. Retirement or End of Service

Employees who retire or resign from Town employment will be recognized for their years of service, provided the employee has been employed for five (5) years or more.

The money allocated to retirement or resignation will be based on \$20.00 per year for each year of service as an employee with the Town.

The funds can be used for any combination of:

- a) Social Function
- b) Gift

## TITLE: HOLIDAY BOOKING

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-012
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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### **PURPOSE**

The Town of Magrath promotes a healthy work-life balance for all its employees while effectively managing the entire scope of municipal responsibilities. This policy is to provide a framework for the equitable distribution of vacation entitlements on an annual basis.

### **DEFINITIONS**

**Supervisor** means the person to who an employee reports as stated in the Job Description, or as outlined on the Town's organizational chart.

**Vacation** means the time an employee is absent from their regular hours of work, including, but not limited to, vacation time, personal days, time off in lieu, or flex time.

### **POLICY STATEMENTS**

1. Employees shall be entitled to vacations earned as provided in the employee's contract.
2. No employee may take vacation without prior approval from their supervisor.
3. When reviewing requests, supervisors will consider:
  - a. Department responsibilities and workloads,
  - b. Staffing levels and coverage capability,
  - c. Past and current vacation allocations within the department.
4. Priority for vacations in any given year shall be determined on a first-come, first-served basis.

## TITLE: HOURS OF OPERATION / HOURS OF WORK

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-013
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 200-001/22
	UP FOR REVIEW: 2029

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### **PURPOSE**

Hours of operation for the Town shall be established, from time to time, by the Town to best serve the interests of the citizens and ratepayers of the Town.

### **POLICY STATEMENTS**

Annual hours of work for full-time employees of the Town shall normally be two thousand and eighty (2080) straight time hours per year. Annual hours of work will normally be scheduled on a weekly schedule of forty (40) hours per week comprised of a daily work schedule of eight and one-half (8½) hours per day, inclusive of a one-half (½) hour unpaid lunch break. Employees may be scheduled, from time to time, to a work week of forty-four (44) straight time hours.

Where practicable, the Town will permit during each full-time daily work schedule two (2) paid rest periods of fifteen (15) minutes each, one (1) rest period to be normally taken during the first half of the daily work shift and the other rest period to be normally taken during the second half of the daily work shift. With the approval of the Employer, a rest period may be taken in conjunction with an Employee's scheduled lunch break. Rest periods are to be taken at an employee's place of work.

Subject to the aforementioned provisions, the following outlines the hours of operations, hours of work, rest periods and lunch breaks associated with the variety of departments, sections and work areas of the Town.

#### **Town Office:**

##### **a) Hours of Operation**

The office will normally be open to the public Monday to Friday from 9:00 am to 5:00 pm. Office staff are expected to stagger their lunch breaks to maintain coverage of telephones and counter services except when only one person is on duty, or the Town office is closed due to staff lunches and/or training.

##### **b) Hours of Work**

Full-time hours of work for office staff shall normally be 40 hours per week scheduled Monday to Friday from 8:30 am to 5:00 pm.

**c) Rest Periods**

Rest periods for full-time office employees will be permitted in accordance with the provisions set out under the general section above.

**d) Lunch**

Full-time Employees must take a one-half (1/2) hour unpaid lunch break each day near the mid-point of the day. The lunch break must not be taken later than 5 hours after the start of an Employee's work shift.

**Family and Community Support Services (FCSS):**

**a) Hours of Operation**

The FCSS will normally be open to the public only when programming is scheduled to take place. Although Employees may be present in the building during times when programming is not taking place, the building may remain closed to the public.

**b) Hours of Work**

Full-time hours of work for FCSS staff shall normally be eight (8) hours per day scheduled on a Monday to Friday basis between the hours of 9:00 am and 9:00 pm. Hours of work for FCSS staff will be based on an eighty (80) hour bi-weekly pay period with shifts as assigned by the department head and according to scheduled programming. Employees in this area may be subject to split-shifts.

**c) Rest Periods**

Rest periods for full-time FCSS staff will be permitted in accordance with the provisions set out under the general section above.

**d) Lunch**

Full-time Employees must take a one-half (1/2) hour unpaid lunch break each day near the mid-point of the day. The lunch break must not be taken later than 5 hours after the start of an Employee's work shift.

**Public Works:**

**a) Hours of Operation**

The Public Works shop will normally operate Monday to Friday from 7:00 am – 3:30 pm.

**b) Hours of Work**

Full-time hours of work for Public Works employees shall normally be 40 hours per week scheduled Monday to Friday from 7:00 am – 3:30 pm. Shiftwork may

be scheduled as needed based on work requirements, special events, emergencies, or on-call duties or to accommodate mosquito fogging, campground checks, etc.

**c) Rest Periods**

Each employee scheduled to work an eight (8) hour shift will be permitted to take two (2) rest periods of fifteen (15) minutes during that work shift. Rest periods are to be taken from 10:00 – 10:15 am and 2:00 – 2:15 pm. Rest periods are to be taken at the employee's place of work. No rest periods will be taken on shifts less than 5 hours.

**d) Lunch**

All employees must take a one-half (1/2) hour unpaid lunch break each day from 12:00 noon to 12:30 pm during an eight (8) hour work day. No lunch break will be taken on shifts less than five (5) hours.

**Parks & Recreation:**

**a) Hours of Operation**

The Parks & Recreation shop will normally operate Monday to Friday from 7:00 am – 3:30 pm.

**b) Hours of Work**

Full-time hours of work for Parks & Recreation employees shall normally be 40 hours per week scheduled Monday to Friday from 7:00 am – 3:30 pm. Shiftwork may be scheduled as needed based on work requirements, special events, emergencies, or on-call duties or to accommodate mosquito fogging, campground checks, etc.

**c) Rest Periods**

Each employee scheduled to work an eight (8) hour shift will be permitted to take two (2) rest periods of fifteen (15) minutes during that work shift. Rest periods are to be taken from 10:00 – 10:15 am and 2:00 – 2:15 pm. Rest periods are to be taken at the employee's place of work. No rest periods will be taken on shifts less than 5 hours.

**d) Lunch**

All employees must take a one-half (1/2) hour unpaid lunch break each day from 12:00 noon to 12:30 pm during a scheduled eight (8) hour work day. No lunch break will be taken on shifts less than five (5) hours.

**Pool:**

**a) Hours of Operation**

Hours of operation of the pool are normally Monday to Saturday, 6:00 am to 9:00 pm, and Sunday, 1:00 pm to 5:00 pm. Due to weather conditions, these hours are subject to change.

**b) Hours of Work**

Full-time hours of work of the pool employees are normally forty (40) hours per week scheduled during Monday to Saturday between 6:00 am to 9:00 pm, and during Sunday between 1:00 pm to 5:00 pm. Due to weather conditions, these hours may be subject to change. Hours of work for pool staff will be based on shiftwork as assigned by the head lifeguard or supervisor.

**c) Rest Periods**

Rest periods shall be taken in accordance with Red Cross Pool Safety Standards.

**d) Lunch**

Lunch breaks shall be taken in accordance with Red Cross Pool Safety Standards.

**Arena:**

**a) Hours of Operation**

Normal hours of operation for the arena are Monday to Friday, 6:00 am to 12:00 midnight, and Saturday 6:00 am to 11:00 pm and Sunday, 7:00 am to 6:00 pm

**b) Hours of Work**

Employees scheduled at the Arena to work a shift greater than five (5) consecutive hours will receive a one-half ( $\frac{1}{2}$ ) hour paid lunch break to be taken at their place of work. The lunch break will be included as part of the eight (8) hour work shift of the employee. The lunch break should be taken as close as possible to the midway point of the employee's work shift. No lunch break will be taken on shifts less than five (5) hours.

**c) Rest Periods**

Rest periods for arena staff scheduled to work a full-time work shift will be permitted in accordance with the provisions set out under the general section above. Rest periods are to be taken at the employee's place of work.

**d) Lunch**

Employees scheduled at the Arena to work a shift greater than five (5) consecutive hours will receive a one-half ( $\frac{1}{2}$ ) hour paid lunch break to be taken at their place of work. The lunch break will be included in the eight (8) hour work shift of the employee. The lunch break should be taken as close as possible to the midway point of the employee's work shift. No lunch break will be taken on shifts less than five (5) hours.

### **Landfill/Transfer Station**

#### **a) Hours of Operation**

The Landfill/Transfer Station is normally open to the public on:

Wednesday	9:00 am to 6:00 pm
Saturday	9:00 am to 6:00 pm

#### **b) Hours of Work**

Full-time hours of work for Employees working at the Landfill/Transfer station are normally forty (40) hours per week scheduled as required to provide the necessary coverage associated with the operational hours of the Landfill/Transfer Station.

#### **c) Rest Periods**

For shifts that are eight (8) hours in length or greater, Employees at the Landfill/Transfer Station will be permitted two (2) fifteen (15) minute paid rest periods as can be permitted within the work schedule – one (1) rest period in each half of their scheduled shift. No rest periods will be taken on shifts less than five (5) hours.

#### **d) Lunch**

Employees scheduled at the Landfill/Transfer Station to work a shift greater than five (5) consecutive hours will receive a one-half ( $\frac{1}{2}$ ) hour paid lunch break to be taken at their place of work. The lunch break will be included as part of the eight (8) hour work shift of the employee. The lunch break should be taken as close as possible to the midway point of the employee's work shift. No lunch break will be taken on shifts less than five (5) hours.

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**TITLE: INFORMATION SECURITY BREACH RESPONSE PROCEDURE**

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-014

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 30, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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**PURPOSE**

This policy outlines the procedures for identifying, reporting, assessing, responding to, and recovering from information security incidents involving the Town of Magrath's information systems, networks, or data. It ensures that such incidents are managed promptly and effectively in compliance with Alberta's Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

**DEFINITIONS**

**Containment:** Steps taken to limit the scope and magnitude of the incident.

**Mitigation:** Actions taken to reduce potential harm resulting from the incident.

**Breach of Privacy:** A situation where personal information is accessed, collected, used, or disclosed in a manner not authorized by ATIA and POPA.

**Personal Information:** Recorded information about an identifiable individual as defined under ATIA and POPA.

**Information Security Incident:** Any attempted or actual unauthorized access, use, disclosure, modification, or destruction of information or interference with information technology operations

**POLICY STATEMENTS**

1. All suspected or actual information security incidents must be reported immediately to the Chief Administrative Officer (CAO) or their designate. Reports must include all known facts available at the time. Staff must not attempt to investigate or resolve incidents on their own unless specifically directed to do so by authorized personnel.
2. Incidents will be classified based on severity. Low-level incidents include minor system issues with no compromise of sensitive or personal data. Medium-level incidents may involve potential compromise of internal information but remain contained within internal systems. High-level incidents involve confirmed or

suspected breaches of personal information or critical systems and require immediate, comprehensive response.

3. The response procedure begins with identification of the incident's nature, scope, and impact. Once identified, containment measures must be initiated to isolate affected systems, disable compromised accounts, and prevent further damage. Where a breach of privacy has occurred, the Town must notify the Office of the Information and Privacy Commissioner (OIPC) of Alberta in accordance with POPA. Notification of affected individuals must occur as soon as possible if there is any risk of harm.
4. Once the incident has been contained, eradication and recovery steps must be taken. This includes removing malicious software, restoring systems from clean backups, applying updates, and validating that systems and data integrity are restored. A formal Incident Report must be completed and submitted to the CAO for records management and future reference.
5. All incidents must be followed by a thorough post-incident review. The CAO or designate will evaluate the root cause of the incident, document lessons learned, and recommend corrective actions such as policy changes, staff training, or system upgrades to prevent recurrence. Confidentiality must be maintained throughout the incident response process. Information related to the incident shall only be shared with authorized individuals, and all records must be managed in compliance with POPA and the Town's Records Retention Schedule.
6. Employees will receive ongoing technology-focused training to develop the skills needed to recognize, prevent, and report information security incidents. The Town will actively promote cyber awareness, safe digital practices, and the responsible use of all information technology systems and resources to safeguard the Town's information systems, networks, and data.+



**TITLE: PETTY CASH**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-015
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

To establish authorities and accountabilities for the use of petty cash by designated staff.

**POLICY STATEMENTS**

The Town Office shall maintain a Petty Cash fund of \$400.00 that is kept in the general safe. Only the designated office clerks shall disburse petty cash from the cash box. At times of small purchases, this fund should be used.

If money is removed from the cash box to purchase something, the clerk obtaining the money must replace it with a note until the receipt for the purchase can be obtained. The note should include the following:

1. The date;
2. The name of the person taking the money;
3. The amount of the money taken;
4. What the money is to be used for;
5. The initials of the clerk.

A receipt must be submitted immediately after the purchase. The clerk dispensing the petty cash should include the following information on the receipt:

1. The correct General Ledger (GL) account number;
2. A description of the purchase (not needed if the receipt clearly shows what was purchased);
3. Initials by both the dispensing clerk and the receiving employee for the amount being returned/reimbursed.
4. If penny rounding occurred, indicate the actual amount returned/reimbursed.
5. If petty cash was given prior to the purchase, the note that was written should be stapled to the receipt with the additional notation made of the change that was returned.

A designated office clerk will balance and replenish the Petty Cash Fund from time to time as needed. If the Petty Cash is found short of funds of less than \$50.00 and no receipt can be found after sufficient due diligence, the amount will be written off at the end of the year and the fund will be replenished to equal \$500.00. If the amount is over \$50.00, Administration will look into the matter and appropriate action will be taken.

**TITLE: FOOTBALL LIGHTS USE POLICY**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-016
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: OCTOBER 31, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to establish clear guidelines for the use of the football field lighting within the Town of Magrath.

**POLICY STATEMENTS**

1. The use of the football field lights is subject to the fees and rates established in the Town of Magrath Fees and Rates Bylaw.
2. Users must receive prior authorization from the Town before operating the football field lights. Unauthorized use is prohibited.
3. The football field lights shall not be operated after 10:00 PM, in accordance with the Town of Magrath Noise Bylaw.
4. Any requests for exemptions to the time restrictions must be submitted to Council for approval in accordance with the Noise Bylaw.
5. Users are responsible for ensuring that all use of the lights is safe, respectful of surrounding properties, and compliant with all relevant municipal bylaws.

**TITLE: PUBLIC KEY MANAGEMENT POLICY**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-017
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 200-003/20
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this Key Management Policy is to help protect the life, property, and security of all Town-owned facilities and property.

It shall serve as the framework by which all keys and access credentials will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for by Management.

This policy shall apply to all keys including those to all facilities, equipment, vehicles, etc. owned, operated, or controlled by the Town of Magrath.

**POLICY STATEMENTS**

All keys shall remain the property of the Town of Magrath.

All keys shall be returned or surrendered when requested.

All persons or organizations permitted a key must ensure that they are safeguarded and properly used.

**Individuals Requiring Keys**

- a. All keys remain the property of the Town of Magrath.
- b. Any key that is no longer required for authorized purposes shall be returned to the Town of Magrath.
- c. No person shall knowingly receive, borrow, or possess any key for any space without receiving permission from the Town of Magrath.
- d. No person shall knowingly alter, duplicate, copy, or make a facsimile of any key to a lock of a facility, building or property.
- e. Keyholders shall use assigned keys for access to authorized locks only.
- f. Keyholders shall take measures to protect and safeguard any facility and property keys issued to them or in their name at all times.
- g. Keyholders shall not loan their key(s).
- h. Keyholders shall not use their key(s) to grant access to non-authorized individuals.
- i. Keyholders shall immediately report any lost, missing, stolen or damaged keys.
- j. Persons requiring a key to Town facilities must complete and comply with a Key Request Form (Schedule A).
- k. Persons requiring a key must submit a key deposit fee at the current rate. Should a key not be returned by the due date, or when requested for surrender, will forfeit their

deposit and any additional costs for rekeying will be invoiced to whom the key was assigned.

- l. Individuals assigned keys entering locked buildings or spaces are responsible for resecuring all doors, shall not prop open any doors, and ensure that all lights are turned off when exiting the building.
- m. Individuals not adhering to these policies may forfeit their opportunity to obtain future access to Town facilities at the discretion of the Town of Magrath.

### **Sports Leagues with signed Seasonal Use Agreements Requiring Keys**

- a. The league is the responsible party to the Town of Magrath for the actions and activities for all keys it is assigned. Including any and all unauthorized activities that may result.
- b. All keys remain the property of the Town of Magrath.
- c. Any key that is no longer required for authorized purposes shall be returned to the Town of Magrath.
- d. The league will ensure that no person shall knowingly receive, borrow, or possess any key for any space without receiving permission from the league.
- e. No league or person assigned a key by a league official shall knowingly alter, duplicate, copy, or make a facsimile of any key to a lock of a facility, building or property.
- f. Only authorized keyholders by the League shall use assigned keys for access to authorized locks only.
- g. The league will ensure its keyholders shall take measures to protect and safeguard any facility and property keys issued to them or in their name at all times and turn off the lights to the facility when finished.
- h. The league will ensure keyholders shall not loan their key(s).
- i. The league will ensure keyholders shall not use their key(s) to grant access to non-authorized individuals.
- j. The league will ensure Keyholders shall immediately report any lost, missing, stolen or damaged keys to the Town of Magrath
- k. Any league requiring a key to Town facilities must complete and comply with their required User Agreement.
- l. Leagues that request keys will be required to turn in all distributed keys at the end of their use agreement or will be required to pay a rekeying fee of \$500.
- m. The league is responsible for all assigned keys entering locked buildings or spaces and is responsible for resecuring all doors, shall not prop open any doors, and turns off all lights when exiting the building.
- n. The league is responsible for maintaining an orderly facility by removing all garbage, recycling, and mud tracked into the facility.
- o. Leagues not adhering to these policies may forfeit their opportunity to obtain future access to Town facilities at the discretion of the Town of Magrath.

**SCHEDULE A**  
**Public Key Request Form**  
(Use one form for each key only)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Key #: \_\_\_\_\_ Key Location(s): \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Date Deposit Received: \_\_\_\_\_

**Key Issue Agreement: In return for the loan of this key, I agree:**

- 1) **not to give or loan the key to others;**
- 2) **not to make any attempts to copy, alter, duplicate, or reproduce the key;**
- 3) **to use the key for authorized purposes only;**
- 4) **to safeguard and store the key securely;**
- 5) **to immediately report any lost or stolen keys;**
- 6) **to produce or surrender the key upon request. I also agree that if the key is lost, stolen, or not surrendered when requested a charge that reflects the cost of changing any and all locks affected may be assessed.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return Due Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

KEY RETURN DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

KEY NOT RETURNED:  LOST  STOLEN  BROKEN  OTHER EXPLAIN

DEPOSIT RETURN DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## TITLE: ROADS – MAINTENANCE AND PAVING

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-018
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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### **PURPOSE**

The purpose of this policy is to provide a clear and consistent framework for road maintenance, dust control, and paving within the Town of Magrath. It ensures infrastructure readiness before paving, outlines the decision-making process for road upgrades, and provides guidelines for citizen-initiated paving requests.

### **DEFINITIONS**

**Infrastructure:** water, sewer, storm systems, and shallow utilities.

**Paving:** the application of asphalt or similar material to a road surface.

**Dust Control:** Application of materials to unpaved roads to reduce airborne dust.

**Local Improvement Plan (LIP):** A formal petition by property owners requesting specific improvements and agreeing to partial cost-sharing.

**Operations Manager:** The individual responsible for overseeing road maintenance and operations in the Town of Magrath.

### **POLICY STATEMENTS**

1. Infrastructure Pre-Requirement:
  - a. Roads within the Town of Magrath will not be paved until all essential underground and surface infrastructure has been fully installed and meets current municipal standards. This includes, but is not limited to, water, wastewater, stormwater, and shallow utility services.

2. Paving Prioritization:

- a. The order and selection of roads to be paved will be determined by Town Council, based on infrastructure readiness, condition assessments, traffic volume, and strategic planning priorities.

3. Local Improvement Plan Requirement for Citizen Requests:

- a. In accordance with Section 392(2) of the *Municipal Government Act* (MGA), residents wishing to initiate the paving of a specific road must submit a Local Improvement Plan (LIP) petition signed by at least two-thirds (2/3) of the property owners who would be directly affected and liable to pay the local improvement tax.
- b. The submitted LIP must clearly define the scope of the proposed improvement and confirm the petitioners' willingness to share associated costs in accordance with applicable municipal bylaws.

4. Town-Initiated Local Improvement Plan

- a. In accordance with Section 393(1) of the *Municipal Government Act* (MGA), the Town of Magrath may initiate a LIP for road paving where such improvements are considered to be in the public interest. Affected property owners must be provided with notice of the proposed local improvement and the estimated costs.
- b. In accordance with Section 396 of the MGA, affected property owners have the right to petition against the proposed local improvement within 30 days. If a valid petition is not received—meaning less than two-thirds (2/3) of the affected property owners oppose the project—the Town may proceed with the improvement.

5. Dust Control Measures:

- a. Dust control on unpaved roads will be applied as needed and as resources allow. The Operations Manager, in consultation with Chief Administrative Officer, will determine the type, frequency, and locations of dust control measures based on resident needs, road usage, and budget availability.

6. Road Maintenance Responsibilities

- a. The Town is responsible for the upkeep of municipal roads, which includes regular maintenance of unpaved roads such as grading, graveling, and seasonal repairs. Paved roads will be periodically inspected and maintained using methods such as patching, crack sealing, and overlays as required. Emergency repairs will be prioritized to ensure public safety and road accessibility.

## TITLE: DEVELOPMENT BOND RELEASE POLICY

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-019

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: OCTOBER 31, 2021

SUPERSEDES:

UP FOR REVIEW: 2029

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### PURPOSE

The purpose of this policy is to establish clear guidelines for the release of development bonds submitted to the Town of Magrath. The policy ensures that bonds are only returned when developers have fulfilled all conditions of their development approvals, adhered to their engineered plans, and met all municipal requirements, thereby protecting the Town's financial and infrastructure interests.

### DEFINITIONS

**Development Bond:** A financial security submitted by a developer to the Town to guarantee the completion of municipal infrastructure, services, and other conditions required under a development approval.

**Developer:** Any individual, partnership, or corporation undertaking a residential, commercial, or industrial development within the Town of Magrath.

**Development Approval Conditions:** All obligations, including engineered plans, municipal requirements, and development permit conditions, as outlined in the Town's Notice of Decision or Development Agreement.

**Release:** The return or partial return of a development bond to the developer once all conditions have been satisfactorily fulfilled.

### POLICY STATEMENTS

1. Development bonds will only be released after the developer has fully satisfied all conditions outlined in their development approval notice and any associated Development Agreement.
2. Developers must demonstrate that the development has been completed in accordance with approved engineered plans, municipal standards, and all relevant bylaws.

3. For new residential construction, a Pre-Occupancy Checklist must be submitted as verification that all municipal requirements have been met. If homeowners occupy the residence before landscaping or other exterior work is completed, 1/2 of the development bond will be retained until the remaining work is finished.
4. The Town will conduct inspections, as necessary, to verify compliance with development conditions before authorizing any bond release.
5. Any deficiencies, non-compliance, or deviations from approved plans must be corrected to the satisfaction of the Town before the bond is released.
6. Developers remain responsible for the ongoing maintenance of completed infrastructure until all municipal acceptance procedures have been completed.
7. Development projects not completed within the timelines specified in the Notice of Decision or Development Agreement are forfeited by the developer and no repayment will be considered.

## TITLE: SECURITY SURVEILLANCE VIDEO

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-020

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

The Town of Magrath recognizes the need to balance an individual's right to protection of privacy against the Town's duty to promote a safe environment for all citizens and to protect Town property. The objective of video surveillance in public areas is to apprehend those who are committing more serious crimes against both people and property, as well as to discourage those who may consider committing crimes.

This policy establishes procedures for operating surveillance systems that comply with the Freedom of Information Act and Protection of Privacy Act thereby ensuring consistency of surveillance measures.

### **DEFINITIONS**

**AITA** means the Access to Information Act, S.A. 2024 Ch. A-1.4

**POPA** means the Protection of Privacy Act, S.A. 2024 Ch. P-28.5

**Personal Information** is defined in Section 1(1)(r) of ATIA as recorded information about an identifiable individual. It includes the individual's race, colour, national or ethnic origin, the individual's age or sex, the individual's inheritable characteristics, information about an individual's physical or mental disability, and any other identifiable characteristics listed in that Section.

**Reception Equipment** refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including a video monitor.

**Record** is defined in Section 1(1)(u) of ATIA as a record of information in any form and includes books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

**Electronic Record** is defined in Section 1(1)(f) of ATIA as a record that exists at the time a request for access is made or that is routinely generated by a public body that can be any combination of texts, graphics, data, audio, pictorial or other

information represented in a digital form that is created, maintained, archived, retrieved or distributed by a computer system

**Storage Device** refers to a videotape, computer disk or drive, CD ROM or computer chip used to store the recorded visual images captured by a surveillance system.

## **POLICY STATEMENTS**

### **General Principles**

1. The use of surveillance cameras is for the collection of personal information for the purposes of law enforcement under Section 4(b) of the POPA to deter both property crimes (i.e. vandalism, theft, etc.) and person crimes (i.e. assaults, prostitution, controlled substances offences, etc.).
2. The Town of Magrath under its mandate contained in the Municipal Government Act has the authority to place and operate the use of surveillance cameras and is accountable for the collection, use, disclosure, security, retention and disposal of information.
3. All personal information and data obtained through surveillance will be the property of the town of Magrath.

### **Procedures**

1. Reception equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.
2. Cameras shall not be directed at or aimed into areas where people have heightened expectations of privacy (i.e. through windows of adjacent buildings, showers, washrooms, etc.).
3. Cameras shall be located in such a way that they only monitor public property.
4. Any serious crime that the reception equipment observes will be reported to the police.
5. Only authorized persons shall have access to the system's controls and to its reception equipment.

6. Reception equipment shall only be in a controlled access area. Only the controlling personnel or those property authorized shall have access to the reception equipment. Video monitors should not be located in a place or in a position that enables public viewing.

### **Public Awareness of Cameras**

1. The public shall be notified that they will be under surveillance through clearly written signs prominently displayed in the surveillance area.
2. A typical notice sign would read: "This area is under 24 hour video surveillance"

### **Use, Disclosure and Retention of Personal Information**

1. All tapes or storage devices shall be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used shall be numbered and dated.
2. Access to the storage devices shall only be by authorized personnel.
3. All images that are captured will be kept for a maximum of 7 days unless requisitioned by a police/peace officer as part of a criminal investigation. If the images are disclosed to a police/peace officer, they shall be retained for a minimum of one year pursuant to Section 6(b) of POPA.
4. An individual who is the subject of the information has a right to access his or her recorded information. Access may be granted in full or in part depending upon whether any of the exceptions in ATIA and POPA apply and whether the excepted information can reasonably be severed from the record.
5. All access requests shall be made to the Chief Administrative Officer of the Town of Magrath, who will consider the request.
6. Old storage devices or recorded images kept for the maximum time period must be securely disposed of by shredding, burning or magnetically erasing the information.

## TITLE: METAL DETECTING ON PUBLIC PROPERTY POLICY

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-021

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: DECEMBER 1, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### POLICY

This policy provides direction for regulating metal detecting activities on Town-owned or Town-managed public land. The purpose is to protect municipal property, preserve recreational amenities, and ensure that metal detecting is conducted safely and responsibly.

### DEFINITIONS

**Metal Detecting:** The use of any electronic or mechanical device intended to locate metal objects beneath or within the ground surface.

**Public Land:** Any land, park, green space, sports field, pathway, facility, or other property owned, managed, or controlled by the Town of Magrath.

**Private Land:** Any land, park, or property owned by an individual or non-Town entity.

**Restricted Zones:** Areas where metal detecting is not permitted due to operational needs, property protection, or public use considerations, including sports fields, cemeteries, memorial areas, and any other Town-owned land designated as non-permissible.

**Written Permission:** Written authorization issued by the Town of Magrath allowing an individual to conduct metal detecting at a specified location, date, or time, and subject to any conditions imposed by Administration.

### POLICY STATEMENTS

1. Metal detecting on public land within the Exclusion Zone (as shown in Schedule A: Metal Detecting Exclusion Map) is prohibited unless the individual has obtained written permission from the Town of Magrath. Written permission will only be granted in exceptional circumstances, at the sole discretion of Administration, and may include additional conditions. Permission is non-transferable and must be available for inspection while detecting.
2. Metal detecting is not permitted in the following Restricted Zones, as shown in Schedule A:

- a. Sports fields (e.g., soccer fields, football fields, baseball fields);
  - b. Cemeteries and memorial areas.
3. Individuals seeking written permission must provide their name, contact information, proposed location(s) of metal detecting, and reasoning why metal detecting is needed in exclusion zone.
4. The Town maintains full discretion to approve or deny any metal detecting request.
5. Metal detecting is permitted on Town-owned or Town-managed public land outside the Exclusion Zone without written permission; however, participants must:
  - a. Restore any disturbed ground to its original condition;
  - b. Ensure no holes, divots, or visible disturbances remain;
  - c. Take all reasonable steps to protect turf and landscaping while digging.
6. This policy in no way grants permission to conduct metal detecting on private land. Permission to detect on private property must be obtained directly from the landowner.
7. Individuals who contravene this policy may:
  - a. Have their written permission revoked
  - b. Be prohibited from future metal detecting on Town property
8. Any disturbed area must be fully restored to its pre-digging condition; no holes or other disturbances may remain.
9. Metal detecting participants must not dig deeper than is safe and reasonable.
10. Participants are fully liable for any damage caused to public or private infrastructure while digging.

**Schedule A: Metal Detecting Exclusion Map**



 = Restricted Areas



**TOWN OF MAGRATH  
ADMINISTRATIVE POLICY**

**TITLE: SIGN BOARD**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-022
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 200-002/22
	UP FOR REVIEW: 2029

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**POLICY**

The electronic sign board on the Town Hall Building is intended for advertising community events.

**POLICY STATEMENTS**

Events for personal gain/profit will have less priority than community events.

Anyone wishing to have their events advertised must submit the information to the Town Office for inclusion in the rotation of current events one week before the start date of advertising.

## **TITLE: SUCCESSION PLANNING**

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-023

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

The Town of Magrath recognizes the importance of effective succession planning to ensure the continuity of leadership and the development of a skilled workforce. The Town of Magrath is committed to developing and retaining a skilled workforce capable of leading the organization into the future.

This policy aims to establish a systematic approach to identifying and developing potential successors for key positions within the municipality.

### **POLICY STATEMENTS**

The primary objectives of the succession planning policy are as follows:

- a. Identify and develop qualified internal candidates for possible key leadership positions.
- b. Ensure a smooth transition of interim leadership roles to maintain organizational stability.
- c. Foster a culture of continuous learning and development among employees.
- d. Enhance employee engagement and retention by providing clear career progression paths.

### **Key Positions for Succession Planning**

The municipality has identified key leadership positions across departments that are critical for the organization's success. These positions may include department heads, managers, and other roles deemed strategically important. They currently include:

- *Chief Administrative Officer*
- *Operations Manager*
- *Municipal Clerk*
- *Parks and Recreation Foreman*
- *Payroll and Benefits Coordinator*
- *Development Officer*
- *Certified Water/Wastewater Utility Operator*
- *FCSS Director*

## **Succession Planning Process**

### **a. Identification of Key Positions**

The CAO in collaboration with department heads, are to identify key positions for succession planning. Criteria for key positions may include strategic importance, specialized skills, and potential impact on departmental or municipal operations.

### **b. Talent Assessment**

The CAO in collaboration with department heads will regularly assess staff teams identify high-potential employees. Assessment of employees is to be based on need, performance, leadership potential, and alignment with organizational values.

### **c. Individual Development Plans**

Department Heads may collaborate with employees to create Individual Development Plans (IDPs) that outline their career goals, skill development needs, and potential growth within the organization. Department Heads in collaboration with the CAO where appropriate will consider providing training, mentoring, and coaching to address identified development areas.

### **d. Vacancy Notification**

Provide timely notification of upcoming vacancies in key positions when vacant positions are posted. Encourage internal candidates to express their interest in such positions.

### **e. Succession**

Strive to maintain at least one qualified internal candidate who would be able to assume the responsibilities of an identified key role in the interim should a vacancy occurs.

## **Employee Development Programs**

### **a. Training and Development**

The Department Head will invest in training programs to enhance the skills and competencies of employees. A secondary focus beyond core primary operational training will be to encourage participation in leadership development courses, workshops, and conferences.

## **b. Mentoring and Coaching**

Implement mentoring and coaching programs to provide guidance and support to potential successors.

## **Monitoring and Evaluation**

### **Regular Review**

Department Head's will conduct periodic reviews of the succession planning program to ensure operational effectiveness and modify the program as needed based on feedback and changing organizational needs.

## **Communication and Transparency**

### **Communication Strategy**

Communicate the succession planning policy and its objectives clearly to all employees. Foster a culture of honesty, transparency, and openness regarding career advancement opportunities within the municipality.

## **TITLE: TAX INSTALLMENT PAYMENT PLAN**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-024
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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### **PURPOSE**

To provide the guidelines for residents to pay annual property taxes in equal payments throughout the year rather than one lump sum payment.

### **POLICY STATEMENTS**

1. To be exempt from penalties, 11 or 12 equal monthly payments must be made.
2. The following methods of payment shall be accepted by the Town of Magrath:
  - a) Cash, Cheque, Debit/Credit in person at the Town office.
  - b) Pre-Authorized Payment Plan
  - c) Postdated Cheques
  - d) Online Banking
  - e) Credit Card via the Town of Magrath website (www.magrath.ca) link to Option Pay
  - f) E-mail payment to [payments@magrath.ca](mailto:payments@magrath.ca)
3. Payment of taxes using a credit card is processed through a third-party payment processing entity and a convenience fee applies to all credit card payments.
4. If an owner wishes to start the pre-authorized payment plan in mid-year, they must be current with prior year taxes and pay the portion of taxes owing for the current year up to the date of enrolment, with the remaining months being on the pre-authorized payment plan.
5. When completing the Agreement Form, the applicants must have the following information:
  - a) Legal Name, address, and phone number
  - b) Financial Institution name, bank, branch number and account number
  - c) Must attach a void cheque or provide banking information from their bank.
6. If an individual signs the Pre-Authorization Payment Agreement Form (see attached) they have agreed to the following Terms and Conditions:
  - a) They authorize the Town of Magrath to debit the account at the indicated branch of the Financial Institution.

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**TITLE: TAX INSTALLMENT PAYMENT PLAN**

**POLICY #: ADM-024**

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- b) The debit amount will be drawn from the account on the 20th day of each month. The Pre-Authorized Installment Plan shall allow the Payee's to pay the debit amount in twelve (12) monthly payments, without penalty, if there is no default on payment by the Payee.
- c) The authorization may be cancelled at any time by notifying the Town of Magrath in writing of any changes in the Financial Institution or account information or termination of this agreement by the 10th day of each month.
- d) Any notices will be sent to the most recent address provided to the Town.
- e) If your payment is returned to us NSF, a \$40.00 fee will be applied to your account and the Town may revoke your pre-authorized payment plan privileges.

**Schedule A  
TOWN HALL ROOM RENTAL AGREEMENT**

RENTAL GROUP / CONTACT INFORMATION			
<b>Organization's Name:</b>		<b>Date(s) of Activity:</b>	
Contact Name:		Time Required:	From:
			To:
Contact Address:		Type of Activity:	
Email Address:		Telephone Number:	

RENTAL FEES			
Description	Number of Hours / Days / Items	Rate	Total
Room Rental			
Paid by: cash _____ chq # _____ debit _____ credit _____		<b>Total Charges</b>	
		GST 5%	
		<b>Invoice Amount</b>	
		Add Damage / Cleaning	
		<b>Balance Owing</b>	

The facility must be left in good repair, to the satisfaction of the Town of Magrath. Any cost of damages caused by the Renter or result from action of members of the group or participants in the activity, must be paid upon receipt of billing for same by the Town of Magrath. I agree to abide by the terms of this contract and agreement as enclosed.

Contact's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

## RENTAL TERMS & CONDITIONS

The terms of the agreement are:

1. A rental agreement must be completed in its entirety for each rental required. Incomplete agreements will not be accepted.
2. The renter will not be permitted to enter the rental area until the rental time stated on the Permit. The renter must vacate the rental area at the time stated on the Permit.
3. The Renter will ensure that all persons in attendance conduct activities in a safe manner and abide by the agreement for use of the facility. Please remember that this is a public facility and children/youth under the age of 18 years must have adult supervision at all times.
4. The premises must be left in good repair, to the satisfaction of the Town of Magrath. Any cost of damages caused by the Renter or result from actions of members of the group, or by the invitees during the rental period will be charged to the Renter and the additional fees must be paid upon receipt of billing for same by the Town Magrath. An hourly fee will be levied if extra clean-up is required.
5. This Agreement is not transferable.
6. The facility must be cleared of all items and personal property which were used by or belonging to the Renter of the facility immediately following the rental.
7. The Renter will indemnify and save harmless to the Town of Magrath for any and all action claims, demands, and losses as a result of the terms of the agreement.

## CHECKLIST

1. Ensure all items are removed and garbage is picked up.
2. Empty all garbage containers and deposit in the blue garbage bin next to SASH.
3. Sweep/vacuum all areas including halls, washrooms, and rooms used.
4. All lights turned off.
5. All doors locked and checked.
6. Keys returned.

**TITLE: TOWN HALL ROOM RENTALS**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-026
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 200-005/22
	UP FOR REVIEW: 2029

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**PURPOSE**

Town of Magrath policies and procedures outline the process for booking and making payment for the available rooms in the basement of the Town Hall.

**POLOCY STATEMENTS**

**General Information**

Parties interested in booking the available space will be required to book it through the Town Office on a first-come, first-served basis with the understanding that the Town of Magrath will not be held liable for loss and/or personal injury.

Rental fees (as outlined in the current Fees and Rates Bylaw) will apply to any individual or group using the facilities for activities where admission/participation charges are collected. Non-profit, community boards and groups will not be charged the rental fees to hold meetings or activities where admission/participation charges are not collected.

**Booking**

1. Rental inquiries may be denied to renters whose previous use has resulted in damages, abuse, or left uncleaned/unsecured.
2. Rental fees shall be paid in full and an agreement (See Schedule "A") to these rental terms shall be provided and confirmed by signature before having access to the facility.
3. The Renter agrees to take the rented facilities as found and assumes all risks of loss and/or injury. The Town will take responsibility for any incidents that occur due to its negligence, however, any incident that is due to the renter's negligence will not be covered by the Town.
4. It is the responsibility of the Renter to return the facility to the condition it was in when rented which includes cleaning the area used. If additional cleaning is required, the Renter will be charged \$25.00/man-hour.

## TITLE: TRAVEL EXPENSE

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POLICY GROUP: ADMINISTRATION

POLICY #: ADM-027

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### PURPOSE

The purpose of this Travel Expense Reimbursement is to establish clear guidelines and procedures for the authorization, reimbursement, and documentation of travel-related expenses incurred by employees, elected officials, and authorized representatives of the Town of Magrath while conducting official municipal business or for the purpose of Professional Development. This policy ensures that public funds are used responsibly, transparently, and efficiently, in alignment with principles of accountability, fiscal stewardship, and compliance with applicable laws and regulations. It is designed to support necessary travel while safeguarding the integrity of municipal operations and maintaining public trust.

### DEFINITIONS

**Accounting Clerk:** The designated municipal staff member responsible for receiving, processing, and maintaining records of expense claims and reimbursements.

**Pre-approval:** Authorization granted from a supervisor or Chief Administrative Officer before travel occurs, confirming the travel is necessary and eligible under municipal policies.

**Receipt:** An original itemized document (paper or electronic) from a vendor or service provider that clearly shows the date, amount, and details of the transaction.

**Reimbursement:** The repayment by the municipality to an employee or elected official for eligible travel expenses incurred personally during authorized municipal travel.

**Travel Expense:** A reasonable and necessary cost incurred by an employee or elected official while traveling to conduct approved municipal business outside their regular place of work. Eligible expenses include mileage, meals, accommodations, and other pre-approved transportation or incidental costs directly related to municipal business.

**POLICY STATEMENTS**

1. All travel outside of the municipality that will be eligible for reimbursement must receive prior approval from the Chief Administrative Officer (CAO) or delegate. Approval must be obtained before any expenses are incurred.
2. When traveling on municipal business, employees and elected officials are expected to manage expenses responsibly — neither incurring personal costs to subsidize the Town nor incurring excessive or unnecessary costs at the expense of taxpayers.
3. Original itemized receipts are required for all reimbursable expenses, except mileage claims.
4. All receipts and supporting documentation must be submitted to the Accounting Clerk within 30 days of completing travel.
5. Expenses without proper receipts or documentation will not be reimbursed.
6. Using personal vehicles for authorized municipal travel are eligible for mileage reimbursement at a rate that is reviewed annually by the Town Council.
  - a. Claims must include the date, purpose of travel, destination(s), and total kilometres traveled.
  - b. Receipts are not required for mileage reimbursement; however, travel logs or equivalent documentation must be submitted to the Accounting Clerk.
  - c. If the traveling party/individual is unable to afford upfront fuel costs for approved travel, they may request a fuel allowance advance. This advance must be approved by the CAO and will be reconciled against actual fuel receipts submitted after travel.
7. Meal expenses incurred while traveling on authorized municipal business will be reimbursed, provided the costs are reasonable and appropriately documented.
  - a. Employees and elected officials are expected to use their discretion and good judgment to ensure meal costs are reasonable and appropriate.
  - b. Reimbursement of alcoholic beverages is strictly prohibited.

8. Hotel expenses for authorized travel will be either prepaid directly by the municipality or reimbursed to the employee or elected official upon submission of itemized receipts.
  - a. If the traveling party/individual is unable to afford the upfront costs of a hotel room and associated expenses, they may request an allowance advance. This advance must be approved by the CAO and will be reconciled against actual hotel receipts submitted after travel.
9. Only time spent traveling during the employee's normal work hours is considered compensable work time. Travel time outside of regular working hours is not eligible for additional compensation or overtime pay.
10. Non-compliance with this policy, including submission of false or misleading expense claims or failure to provide required receipts, may result in denial of reimbursement and/or disciplinary action in accordance with municipal policies.

**TITLE: WATER/SEWER HOOK-UP POLICY**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-029
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to outline the regulations and responsibilities associated with the connection of properties to municipal water and sewer infrastructure in the Town of Magrath. This policy ensures consistent application of service standards, billing practices, and public health and safety requirements.

**POLICY STATEMENTS**

1. All water and sewer hook-up fees are governed by the Town of Magrath's Bylaw 1313, which is subject to change by Council resolution. This policy should be interpreted in conjunction with the Bylaw 1256A, as well as applicable provincial regulations related to water and wastewater services.
2. Billing for water and/or sewer hook-up will be triggered when the foundation of a building is poured, regardless of whether the physical service connection is completed or activated at that time.
3. Municipal water service may only be activated by authorized Town of Magrath staff. Property owners, contractors, or other individuals are strictly prohibited from turning water services on or off.
4. Properties that currently operate on septic systems will be required to connect to the Town's municipal sewer system once services become available at or near the property line.



**TITLE: UNDEVELOPED TOWN RIGHT-OF-WAY**

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POLICY GROUP: ADMINISTRATION	POLICY #: ADM-030
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 250-002/22
	UP FOR REVIEW: 2029

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**PURPOSE**

To regulate the use of Town road right-of-way for installation of infrastructure for new development.

**POLICY STATEMENTS**

In cases where subdividing or individual home builders or property developers require roadway, water or sewer provisions along undeveloped Town rights-of-way, the costs of providing these services shall be the responsibility of these developers.

In all instances, the standards, construction and scope of these services must be approved in advance in writing in a development or site servicing agreement by the administration of the Town of Magrath.

Any disturbed land must be restored or is otherwise approved by the Operations Manager. (See Development Agreement for further details.)

**TITLE: BARBEQUE USE**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-001
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 410-003/18
	UP FOR REVIEW: 2029

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**PURPOSE**

The Town of Magrath has a large barbeque that is available for use by the citizens of Magrath. This policy outlines the procedures and rules applicable to the use of the barbeque.

**POLICY STATEMENTS**

The Town of Magrath barbecue is available for use by citizens of the Town of Magrath. Arrangements for the use of the unit are made through the Town Office on a first-come, first-served basis. The barbecue unit itself may not be taken outside of the Town limits without prior written approval from the Town of Magrath.

The Town will provide the barbecue in good working order with full propane tanks and will be responsible for the cleaning of the unit upon return to the Town. If there is a problem with the unit, the renters shall not attempt repairs. All maintenance and repairs are to be completed by the Town of Magrath. Any tampering with the system may result in the loss of future booking privileges. Any damage to the unit may be billed to the user.

## **TITLE: BOULEVARD TREE CARE & PLANTING**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-002

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 310-002/22

UP FOR REVIEW: 2029

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### **PURPOSE**

The Town of Magrath is responsible for trees planted on the Town's Boulevards. This policy outlines the care, trimming and planting/removal of all boulevard trees on Town land.

### **POLICY STATEMENTS**

#### **BOULEVARD TREE CARE**

The Town of Magrath does not require approval from the landowner to plant trees on the boulevard adjacent to their property. When a new tree is planted on a boulevard, the adjacent resident will be requested to assist with watering the new tree until it is well established.

Residents are not authorized to trim, remove or otherwise alter boulevard trees without prior written consent from the Town. If a resident hires a professional arborist to perform such work, the Town will not reimburse the resident any amount charged to them by the arborist as Town staff have been trained to provide this service.

Unauthorized removal or damage to trees on boulevards or other Town Property will be dealt with by Town administration on a case-by-case basis. The consequence could include, but is not limited to, the full cost of replacing the tree, a \$500.00 fine, or a combination of both.

Any utility company (i.e. FortisAlberta, Shaw, etc.) may trim trees as necessary to protect overhead lines according to their company policies and procedures.

#### **TREE PLANTING GUIDELINES**

Landowners wishing to plant a tree on the boulevard must receive written authorization from the Town and the Town shall specify the species of trees that are acceptable for the particular street it will be planted on.

The Town must approve the proposed location, taking into account the presence of underground utilities. It is the resident's responsibility to contact Alberta One-Call at 1-800-242-3447 or submit a locate request through Click Before You Dig at

<https://utilitysafety.ca/> to ensure all buried utilities are identified before any ground disturbance occurs.

If a landowner requests a boulevard tree, they are responsible for purchasing and transporting the approved tree. The Town will assist by preparing and digging the planting hole; however, the Town will not assume responsibility for watering or ongoing care of the tree after it has been planted.

**Recommended Tree Species:**

1. When planting trees on Town boulevards tree selection will depend on the specific location, including the presence or absence of overhead utility lines.
2. **Suitable for General Boulevard Planting:**
  - a. Schubert Cherry
  - b. Radiant Ornamental Apple
  - c. Thunderchild Ornamental Apple
  - d. Snowy Mountain Ash
  - e. Amur Maple/ Hot Wings Maple
3. **Recommended for Streets Without Overhead Lines (taller species):**
  - a. Dropmore Linden
  - b. Ohio Buckeye
  - c. Bur Oak
  - d. Green Ash
  - e. Brooks Poplar
  - f. Trembling Aspen
  - g. Silver Cloud Maple



# BOULEVARD TREE PLANTING APPLICATION FORM

Applicant: Once this application has been filled in, please return it to the Town Office for further processing. Please note, any trees purchased prior to Town approval, may not qualify for planting.

**OWNER/APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CIVIC ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**REQUESTED DATE OF POTENTIAL PLANTING** \_\_\_\_\_

<p><b>TYPE OF TREE (please check)</b></p> <p><input type="checkbox"/> Schubert Chokecherry</p> <p><input type="checkbox"/> Radiant Ornamental Apple</p> <p><input type="checkbox"/> Thunderchild Ornamental Apple</p> <p><input type="checkbox"/> Snowy Mountain Ash</p> <p><input type="checkbox"/> Amur Maple/ Hot Wings Maple</p> <p><input type="checkbox"/> Dropmore Linden</p> <p><input type="checkbox"/> Bur Oak*</p> <p><input type="checkbox"/> Green Ash*</p> <p><input type="checkbox"/> Brooks Poplar*</p> <p><input type="checkbox"/> Trembling Aspen*</p> <p><input type="checkbox"/> Silver Cloud Maple*</p> <p><input type="checkbox"/> Other**</p> <hr/> <p>* Species suitable where no overhead utilities are present.  ** If the homeowner has another choice of tree, prior approval will be required.</p>	<p><b>Rough Sketch of Property and Tree Placement:</b></p>          
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<p>FOR STAFF USE ONLY: <input type="checkbox"/> APPROVED    <input type="checkbox"/> DECLINED</p> <p>DATE OF PLANTING _____</p> <p>COMMENTS _____</p> <p>_____</p> <p>_____</p> <p>SIGNATURE _____</p>
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## TITLE: CONSTRUCTION IMPACT MITIGATION POLICY

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-003

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### PURPOSE

The purpose of this policy is to outline the Town of Magrath's approach to minimizing the impact of road, sidewalk, underground utility, or other related construction projects on residents, businesses, and the surrounding environment. The Town is committed to maintaining a high standard of communication and mitigation to reduce inconvenience and disruption during both Town-led and contracted construction projects.

### POLICY STATEMENTS

1. When construction is being undertaken by the Town or a contractor (except in cases of emergency) the Town or contractor will notify all anticipated affected parties no later than **7 days prior to the start of construction** or within a reasonable period depending on circumstances. This consultation will include the following information:
  - a. Approximate time frame and duration of construction
  - b. Proposed plans for maintaining property access
  - c. Anticipated impacts including noise, dust, or other environmental concerns
  - d. Temporary easements, rights-of-way, or access agreements if required
  - e. Remediation plans for anticipated site disturbances or damages
  - f. Any other factors that may reasonably affect the property owner or occupant

A log of all communications and consultations with affected parties will be maintained and archived as part of the construction project documentation.

2. For contractor-led projects, the Town will meet with the contractor and/or managing engineer prior to construction commencement to review mitigation strategies and community impact. The contractor may be responsible for conducting direct consultations with affected property owners, as directed by the Town.
3. Worksite Management and Environmental Considerations
  - a. Sites must be maintained in an orderly manner.
  - b. Equipment and materials must not obstruct pedestrian or vehicular access when not in use.
  - c. Dust, noise, and vibration must be mitigated using best practices.

- d. Standard working hours are expected to be followed unless otherwise approved.
- 4. Access and Safety
  - a. Safe access must be maintained for residents, emergency services, and businesses.
  - b. Signage and traffic controls must be used to guide vehicles and pedestrians safely around construction zones.
  - c. Temporary closures or detours must be clearly communicated and implemented with minimal disruption.
- 5. Service Interruptions
  - a. Any planned utility disruptions must be communicated in advance.
  - b. Emergency protocols must be in place for unplanned outages to restore service quickly.
- 6. Site Restoration
  - a. Damaged landscaping, sidewalks, driveways, or public spaces must be restored promptly after construction.
  - b. All restoration work may be reviewed by Town staff to ensure it meets original or better conditions.
- 7. Complaints and Communication
  - a. A project contact must be available for questions or concerns throughout construction.
  - b. All concerns will be recorded, reviewed, and addressed in a timely and professional manner.

## TITLE: CONNECTING TO TOWN OWNED UTILITY LINES

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-004

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 300-002/22

UP FOR REVIEW: 2029

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### **PURPOSE**

Newly subdivided and some existing properties within the Town of Magrath may require utility connections for newly installed services. Where these services have been installed by a private partnership the Town's Endeavor to Assist policy will apply. Where the existing services were installed by the Town of Magrath this *Connection to Town Owned Utility Lines* Policy will apply.

### **POLICY STATEMENTS**

When a developer is seeking to obtain services to a new or un-serviced lot, the infrastructure fees will be billed to the property owner with the following considerations in mind:

1. Mainline (Water or Sewer) installation fees will be calculated on frontage meters.
2. Frontage meter fees will be applied to all lines installed during and after 2017 for 20 years after the year the line was installed.
3. Town lines installed before 2017 will not be billed for installation fees.
4. Water lines and sewer lines (gravity and pressurized) are to be billed at the Town's cost or the current contracted rate.
5. All other dig-in or connection fees, as stipulated in the current Fees & Rates Bylaw, are in addition to the mainline installation fees.

## TITLE: DEAD OR INJURED WILDLIFE OR DOMESTIC ANIMALS

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POLICY GROUP: PUBLIC WORKS  
APPROVAL: CHIEF ADMINISTRATIVE OFFICER

POLICY #: PW-005  
EFFECTIVE DATE: JULY 15, 2025  
SUPERSEDES:  
UP FOR REVIEW: 2029

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### **PURPOSE**

To provide directions to residents, property owners, Town of Magrath Employees and visitors, on dealing with dead or injured wildlife or animals.

### **DEFINITIONS**

**Domestic Animals** means animals that have been domesticated by humans and are in the care of a human(s) or rely on mankind for survival, often animals that live in homes or on farms.

**Livestock or Large Animal** means animals that are not included in the domestic or small animal description, but includes cattle, horses, sheep, pigs, goats, mule, llamas, etc.

**Small Animal** means an animal such as a bird, cat, dog, raccoon, mice, etc. The Town of Magrath does not accept dead skunks at the transfer station.

**Wildlife** means animals such as a deer, coyote, fox, moose, bear, cougar, etc.

### **POLICY STATEMENTS**

1. If it is a Small Animal or a Domestic Animal, it is the responsibility of the owner(s) or spotter(s) to dispose of it, regardless of whether it is on their property or not.
2. When dealing with the Small or Domestic Animal that has died it is recommended to use gloves or other protective material to place the dead animal in a bag and then in the garbage for disposal. The Town of Magrath does not accept dead skunks at the transfer station.
3. If the owner(s) does not want to dispose of the Small Animal or Domestic Animal on their own, it is their responsibility to find someone else to remove it or contact a company that will dispose of it.
4. If it is Wildlife that has died on private property or adjacent boulevard or lane, it is the property owner(s) responsibility to contact Fish and Wildlife (403-381-5266). If Fish and Wildlife is unable to help in a timely manner or give guidance, they may then contact the Town of Magrath where assistance may be available.

5. If the animal owner can be identified by a brand, license tag, or other marking, it is the animal owner's responsibility to dispose of the animal whether it is on their property or on another person's property. If the owner is not identifiable it is the responsibility of the property owner where the animal is found.
  
6. If the animal is injured, Fish and Wildlife must be contacted (403-381-5266).

## **TITLE: CULVERT INSTALLATION POLICY**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-006

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

The purpose of this policy is to establish clear guidelines for the installation of culverts within the Town of Magrath. This ensures proper drainage, safe property access, and protection of municipal infrastructure.

### **POLICY STATEMENTS**

1. Where a property requires access across a drainage ditch or swale, the installation of a culvert is mandatory to facilitate access while maintaining adequate water flow. The size and placement of the culvert must be reviewed and approved by the Operations Manager prior to installation. All culverts must meet the Town's standards for drainage and infrastructure compatibility.
2. Property owners are solely responsible for the full cost of the culvert, including any required materials such as the pipe, bedding, and accessories necessary for a complete and functional installation.
3. Upon request, Town staff may assist with the installation of the culvert; however, such assistance is contingent upon the availability of staff and machinery and is not guaranteed. The decision to provide installation support will be at the discretion of the Operations Manager.
4. Once installation is complete, the culvert may be inspected by the Operations Manager or their designate to ensure it meets the approved specifications and functions as intended.



**TITLE: EXCAVATION PERMIT POLICY**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-007
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to regulate and standardize excavation activities within the Town of Magrath to ensure public safety, protect infrastructure, and maintain the integrity of municipal roads, utilities, and property.

**POLICY STATEMENTS**

1. An excavation permit must be obtained from the Town of Magrath prior to the commencement of any excavation work on public or municipal lands. This includes roadways, sidewalks, boulevards, utility easements, and any Town-owned property. Permits will be issued by the Town Office and must be displayed on site for the duration of the project. "Schedule A", is the Town of Magrath's Excavation Application Form and must be completed and submitted to the Operations Manager for approval before any work begins.
2. All open excavations must be properly barricaded and clearly marked with flashing lights or reflective signage to ensure visibility and protect public safety. No excavation site may be left unattended unless proper traffic control and safety measures are in place. If these safety requirements cannot be met, the excavation must be backfilled and the area made passable before the contractor or crew leaves the site for the day.
3. The contractor is responsible for the condition and performance of the excavation site for a period of one (1) year following the completion of work. Any defects, settlement, or required repairs during this time will be corrected by the Town at the contractor's expense, and the contractor will be billed accordingly.
4. All excavation work must conform to the following Town of Magrath Trenching and Backfilling Specifications:
  - a. Trenching in Roads, Road Crossings, and Driveways
    - Asphalt Cutting: Asphalt must be cut cleanly to create a smooth, straight edge. The contractor must provide the Town with an estimated completion date for patching the trench.

- **Backfill Class:** Backfill using pit run gravel or sand in 6-inch lifts across the entire trench width. Each lift must be compacted to 100% of the maximum dry density at optimum moisture content, as determined by the Standard Proctor Density Test. The top 4 inches must be backfilled using crushed gravel compacted in the same manner.
  - **Surplus Materials:** Contractors are responsible for the removal and disposal of all surplus and excavated material.
- b. **Trenching in Utility Easements, Boulevards, and Roadsides**
- **Backfill Class:** Use native material free of wood, brush, and other objectionable or perishable content. Place in 6-inch lifts and compact to 95% of the maximum dry density per the Standard Proctor Density Test.
  - **Surplus Materials:** All surplus or unsuitable backfill material must be removed and disposed of by the contractor.
- c. **Restoration Requirements**
- **Surface Structures:** All sidewalks, curbs, gutters, landscaping, fences, utility poles, and other structures disturbed or damaged during the work must be restored to their original condition or better, at no cost to the Town.
  - **Surface Restoration:** The surface of all trenches and disturbed areas must be restored to their original grade and surface condition. This includes re-grading, re-graveling, and repaving as necessary to match adjacent areas.
  - **General Site Restoration:** All working areas impacted by excavation must be left clean and level, with no obstructions, debris, or loose material.
- d. **Survey and Geodetic Monuments**
- **Damage Reporting:** Any damage to legal survey markers or geodetic control monuments must be reported to the Town Administrator in writing immediately.
  - **Replacement Costs:** Costs for the replacement of geodetic or legal survey monuments will be billed to the responsible utility or contractor at the current market rate.

e. Maintenance Responsibility

- The contractor or utility company performing the work is responsible for all repairs and maintenance of the excavated area for a period of one (1) year following completion. Any issues reported during this period will be addressed by the Town and charged back to the responsible party



**Schedule "A"**

**Town of Magrath  
Excavation Application**

**Excavation Overview**

An Excavation Application is required for any excavation in Town-owned Right-of-Way (ROW) or Utility ROW to a depth of 0.3m or more. The guidelines ensure proper restoration, safety, and efficient ROW use. Contractors must also complete the pre-qualification checklist for new installations or re-alignments.

**Application Process**

Please submit this form **at least 3 business days before** starting work:

Item	Details
<b>Contractor's Name:</b>	
<b>Site Supervisor's Name:</b>	
<b>Property Owner's Name:</b>	
<b>Detailed Work Plan (Description, Dates, Locations):</b>	
<b>Proof of Insurance (minimum \$2M coverage):</b> Please provide proof of insurance with a minimum coverage of \$2 million. This proof must be submitted along with the application to ensure compliance with the Town of Magrath requirements before the commencement of excavation work.	
<b>Valid Town Business License:</b>	Yes / No
<b>Traffic Accommodation Plan (if applicable):</b>	Yes / No
<b>WCB Coverage in Place:</b>	Yes / No

**Submit to:** Operations Manager - [trevor@magrath.ca](mailto:trevor@magrath.ca) or 587-220-1095

**A copy of the detailed work plan and proof of insurance must be submitted to the Operations Manager with the application. Please notify Trevor before any excavation work begins to ensure proper coordination and approval. Any repairs required by the Town of Magrath due to work performed by the contractor will be the contractor's responsibility and charged accordingly. The contractor must rectify any deficiencies or damage caused during their work, and all associated repair costs will be billed directly to the contractor.**

**Safety Overview**

- **Utility Location:** Use Utility Safety Partners
- **Work Zone Safety:** Maintain traffic safety barriers
- **Safety Plan:** Must be discussed with and approved by the Town of Magrath.

**Project Completion**

- The Town of Magrath must sign off on all work before any backfilling is started.
- Must be backfilled to the original grade.

**Warranty & Remedial Work**

- **Warranty:** 2 years on excavation and repairs; inspections required for installations >100m.
- **Remedial Work:** Complete within 30 days if identified by Town policies.

**General Conditions**

- Notify **relevant public services** before work begins.
- Contractors must **list all subcontractors**.
- Maintain **unrestricted access** to businesses/residences unless approved otherwise.

**Company Acknowledgment**

By signing below, the undersigned confirms that they have read, understood, and agree to the terms of this contractor agreement on behalf of the contractor and their employees. The undersigned is responsible for ensuring compliance by all employees, agents, and subcontractors.

Failure to comply with the agreement may result in removal from the job site. The contractor agrees to hold the company harmless from any claims, demands, liabilities, losses, expenses, lawsuits, or actions (including attorney fees) arising from the contractor's actions or those of their representatives.

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**For Office Use Only:**

**Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## TITLE: FIRE HYDRANTS

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-008

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 320-002/20

UP FOR REVIEW: 2029

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### **PURPOSE**

All fire hydrants connected to the Town of Magrath water supply system must only be used as permitted by this policy. This applies to all Town-owned hydrants.

The primary purpose of a fire hydrant is for emergency use by firefighting personnel. This policy is not intended to govern emergency use.

### **POLICY STATEMENTS**

1. Permission from the Town's Operations Manager is required for any use of a fire hydrant.
2. Maintenance crews will flush hydrants as part of their routine maintenance of the water distribution system. While this form of use is not controlled by this policy, it is an offence to contaminate the drinking water supply, therefore, all reasonable efforts must be made to prevent that from occurring.

If a perceived threat to the drinking water supply is suspected, this must immediately be brought to the attention of the Town of Magrath Operations Manager.

Any time a hydrant is flushed, a de-chlorinator must be installed and used.

3. Hydrants located on private property are the responsibility of the property owner. The Town of Magrath will not provide maintenance, service or inspections of such hydrants, nor will the Town be liable for the malfunction or contamination to the water supply from the property owner or others improper hydrant use.

**TITLE: INSPECTION CHAMBER INSTALLATION**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-009
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 330-002/20
	UP FOR REVIEW: 2029

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**PURPOSE**

To outline the conditions pertaining to the installation of sewer line inspection chambers on homeowners' personal property.

**POLICY STATEMENTS**

To assist homeowners in reducing the possibility of sewer backup into their homes and to monitor sewer lines, the Town of Magrath agrees to install sewer inspection chambers on an individual's personal property under the following conditions:

1. The property owner will reimburse the Town \$600.00 for the installation of a Sewer Line Inspection Chamber. The Chamber will be installed at the property line.
2. The Operations Manager/Site Supervisor may decline to install the inspection chamber due to difficult circumstances (trees in the way, concrete driveways etc.) or time constraints of the Town employees.
3. Any damage to personal property is the responsibility of the property owner at their own cost. The Town will take due care and caution to minimize the damage but will not be responsible for restoration to pre-construction conditions. The Town may assist with providing fill dirt/topsoil as required for the repairs.
4. If the property owner prefers to hire another contractor to install the inspection chamber they may do so at their own cost and it must be inspected by the Town before the connection is covered over.
5. A signed letter to this effect must be signed by the property owner prior to any work being completed at the site.

**TITLE: MOVING UTILITIES POLICY**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-010
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to provide clear guidelines regarding the relocation of Town-owned utilities when conflicts arise with new or existing developments. This policy ensures transparency and consistency in managing requests from developers or property owners.

**POLICY STATEMENTS**

1. In the event that Town-owned utilities—such as water, sewer, stormwater, or other municipal infrastructure—are found to be in conflict with a new or existing development, and the property owner or developer requests that the utilities be relocated, the Town may agree to relocate such utilities if it is deemed feasible by the Chief Administrative Officer or designate
2. All costs associated with the relocation of utilities, including planning, materials, labour, and any required restoration work, will be the full responsibility of the requesting property owner or developer.

## TITLE: LANE MAINTENANCE POLICY

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-013

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

This policy outlines the Town of Magrath's approach to the maintenance of public lanes located within the municipality. It clarifies responsibilities and sets expectations for property owners, developers, and Town staff regarding the condition, access, and use of municipal lanes.

### **POLICY STATEMENTS**

1. This policy applies only to Town-owned public lanes. Private driveways or access routes constructed on or across lanes or unimproved road allowances are specifically excluded from this policy. The Town does not formally assume responsibility for the full maintenance or upgrading of public lanes but may perform limited surface maintenance under specific conditions.
2. When new developments are finalized, the following standards shall apply to public lanes:
  - a. All lanes must be graded to ensure proper drainage into approved stormwater systems.
  - b. Developers shall be responsible for applying gravel surfacing to all lanes at their own cost.
  - c. No obstacles may be placed in lanes at any time. This includes, but is not limited to:
    - Vehicles, trailers, play structures, and Stored construction materials or equipment.
3. Residents adjacent to public lanes are expected to maintain the portion of the lane directly behind or beside their property:
  - a. Weed control and general upkeep of the adjoining section of the lane is the responsibility of the property owner.
  - b. No obstacles may be placed in the lane. This includes, but is not limited to:
    - Vehicles, Trailers, Play structures, and Stored construction materials or equipment.

4. The Town does not assume ongoing responsibility for lane maintenance but may, on a request basis, provide limited surface maintenance. Such maintenance will only occur if the following criteria are met:
  - a. Maintenance actions shall not be interpreted as formal assumption or long-term commitment by the Town.
  - b. Maintenance will be minimal in nature and will not include full lane restoration or the installation of underground or surface drainage systems on either public or private property.
  - c. The lane must not be used as a private driveway.
  - d. The lane must be physically accessible by Town equipment without the need to encroach onto private property.
5. Snow plowing and snow removal services are not provided for public lanes and are explicitly excluded from this policy.
6. The Chief Administrative Officer (CAO), or their designate, retains absolute discretion to determine:
  - a. Whether maintenance is necessary or appropriate.
  - b. The manner, extent, and timing of any approved work.
  - c. The priority of the request in relation to other operational demands.

**TITLE: MOSQUITO FOGGING POLICY**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-014
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to establish procedures for efficient and responsive fogging of mosquitoes within the Town of Magrath, in order to protect public health and improve resident comfort during mosquito season.

**POLICY STATEMENTS**

1. The frequency and necessity of mosquito fogging shall be determined by the Operations Manager.
2. Mosquito fogging will occur after 8:00 PM on Tuesdays or Thursdays, as needed and only when weather conditions are suitable. Fogging will not proceed during rain, high winds, or any other conditions that may compromise effectiveness or safety.
3. Residents who do not wish to have fogging conducted on their property must submit a request to the Town Office to opt-out.

**TITLE: PIT METER**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-015
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

To ensure water supplied to a property is being metered and to stimulate action for line repairs where meter readings spike.

**POLICY STATEMENTS**

Water usage in the Town of Magrath is metered so those using the water are billed their portion of the Town costs and is not subsidized by other citizens.

To ensure that the water is being captured by water meters, pit meters are required to be installed at the property line in the following situations:

1. When water services more than one building. i.e. Principal dwelling and accessory building - all water must go through the meter. When there is a connection prior to the house water meter, a pit meter is required to ensure all water use is being captured by the meter.

Services may be extended to accessory buildings, but the water must go through the house meter before branching off to an accessory building. Otherwise, a pit meter is required.

2. When a property has water service and the distance from the tie in to the main is greater than approximately 23 meters (75') a pit meter is required to ensure that all water use is being captured by the meter. This is to ensure that if there is a break in the line, the meter read will notify the property owner of an issue and stimulate the repair of the line.

**TITLE: POTHOLES**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-016
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 310-005/22
	UP FOR REVIEW: 2029

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**PURPOSE**

This policy will outline the process followed by the Town of Magrath in determining the nature and repair of potholes on roads maintained by the Town.

**POLICY STATEMENTS**

The Town of Magrath strives to keep its roads in a reasonable state of repair and fix potholes promptly. Drivers should take particular care to watch for potholes during times of freeze-thaw and in the spring months.

Potholes are an unavoidable occurrence on Magrath streets due to our harsh weather conditions. Unfortunately, potholes can cause damage to tires, rims and vehicles, however the Town is not legally responsible for pothole damage.

**The Nature and Repair of Potholes**

Potholes are generally caused by extreme weather conditions and traffic loads and can occur at any time of year. This typically involves the freezing and thawing of subsurface water from rain or snow runoff that infiltrates into the ground through surface cracking on an asphalt surface. Since dry pavement and warm weather conditions are needed to permanently fix potholes, pothole repair generally begins in the late spring and is completed during the summer months. At other times of the year, gravel or cold asphalt mix products may be applied to potholes on asphalt surfaces at the discretion of the Town’s Operations Manager or their designate if conditions allow and warrant.

The Town’s public works staff inspect the Town’s roadways throughout the year to identify problem potholes and strive to address them as weather and other conditions allow. The Operations Manager or their designated employee will use their discretion to determine both the need and timing of any pothole repair as circumstances warrant. As a general rule, potholes on higher traffic and higher speed streets will take precedence over lower traffic and lower speed streets.

Weather conditions and more urgent public works priorities are key determinants of pothole repair. Repairs will be conducted only when weather conditions do not limit the ability to perform the work or when such work would not endanger the

safety of Town employees and equipment. Factors that may delay repairs are more critical public works priorities, cold temperatures, rain, snow and ice conditions.

### **Warning Signs or Devices**

If the Town knows that a potentially hazardous pothole exists but is not able to repair it, the Town will consider whether warning signs or other devices may be required. These could include warning cones, barricades or other arrangements as the situation warrants at the discretion of the Operations Manager or his designate.

### **Community Reporting**

Members of the community are invited to report significant potholes to Town staff through the Town's general email address at [info@magrath.ca](mailto:info@magrath.ca). Potholes can also be reported directly to the Town office.

**TITLE: PRIVATE PROPERTY TREE CARE**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-017

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 310-003/22

UP FOR REVIEW: 2029

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**PURPOSE**

This policy outlines the responsibility of care and ownership of trees located on private property.

**POLICY STATEMENTS**

1. The Town of Magrath is not responsible for the care, trimming and planting/removal of any trees/shrubs located on private property.
2. When a privately-owned tree encroaches onto Town-owned property, the Town may trim the tree/shrub back to the property line.
3. Should a tree fall onto Town property, the Town may assist with clean-up and removal of the tree, but the costs will be billed to the property owner.
4. Trees that are on a property line will be reviewed on a case-by-case basis to determine the ownership of the tree and the party responsible for the care, trimming and/or removal.

**TITLE: SALE OF EXCESS FILL DIRT, GRAVEL OR TOPSOIL**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-018

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 300-001/22

UP FOR REVIEW: 2029

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**PURPOSE**

To formalize the conditions of selling excess materials to the public.

**POLICY STATEMENTS**

1. The Town of Magrath may sell any of its excess fill dirt, gravel or topsoil to interested citizens at the going rate for such materials.
2. The Town will not be responsible for hauling or loading the materials for the citizens.
3. Any money collected from sale of such materials will be paid to the Town of Magrath and be deposited into the general use funds of the Town.

## **TITLE: SEWER BACK-UP/LINE BREAK**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-020

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 330-001/20

UP FOR REVIEW: 2029

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### **PURPOSE**

Policy to outline the procedures to follow when there is a sewer back-up or line break on private property.

### **POLICY STATEMENTS**

If a homeowner/occupier or business has a sewer back-up problem, the affected parties must call the Town first to see if there is a problem in the main line. If an owner/occupier calls a plumber without first contacting the Town, the owner/occupier is responsible for any fees charged to them by the plumber, even if the problem is in the Town's lines.

The Town will confirm where the blockage has occurred. If the problem is in a main line, the Town will correct the problem at its cost. If the blockage is in the owner/occupier's line (any portion of the line from the main to the affected structure) the owner/occupier will need to contact a journeyman plumber to remove the blockage at their cost.

### **Service Line Responsibility**

The Town assumes responsibility for the sewer service line from the main to the owner/occupier's property line, except in the case of blockages. If the line fails due to age, materials or workmanship on Town property, the Town will repair or replace it.

### **Blockage Clearance Responsibility**

Responsibility for clearing obstructions in the service line from the building to the main rests with the owner/occupier. This is based on the principle that whatever is in the sewer service line must have entered from the owner/occupier's property.

Responsibility for clearing blockages due to tree roots is the owner/occupier's responsibility, unless the offending trees were planted on town property by the Town.

The owner/occupier is always responsible for the costs of removing a blockage from any portion of the sewer line between their structure and their connection to the mainline, unless there is a line break or collapse of the section of their pipe on Town property.

If there is a line break, collapse or blockage that requires the road to be dug up, owner/occupiers must contact the Town which will then arrange for excavation and repairs on Town property to occur. In these instances, the citizen must cover any surface repair costs on their property and the Town will cover the cost of repairs from the owner/occupier's property line to the main line, except in the case of a blockage caused by the resident.

**TITLE: SIDEWALK/CURB REPAIRS**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-021

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 310-004/22

UP FOR REVIEW: 2029

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**PURPOSE**

This policy formalizes the responsibility for repairing damaged sidewalks in the Town of Magrath.

**POLICY STATEMENTS**

**New Construction or Damage Caused by Construction.**

The construction of a sidewalk/curb required in conjunction with new commercial and residential developments shall be at the sole cost of the owner of the property and must be completed in the initial development of the construction area. The Town may require that additional related concrete structures be constructed and paid for by the developer or owner of a subdivision area.

The repair of Town sidewalks/curbs in areas that have been previously developed and damaged due to construction, landscaping etc. shall be at the sole cost of the person/company that damaged the existing sidewalk/curb.

**Maintenance and Repairs**

The Town shall endeavor to keep all sidewalks and other concrete works in a reasonable and safe condition of repair and, apart from the above, will undertake such repairs at its own cost on a priority basis.

## **TITLE: SNOW REMOVAL**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-022

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 310-001/22

UP FOR REVIEW: 2029

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### **PURPOSE**

To formalize the operational procedures for snow removal for the Town of Magrath.

### **POLICY STATEMENTS**

#### **Snow Removal**

Snow removal by Town crews will be carried out in the following order of priority:

- Primary roadways
- School area
- Downtown core
- Secondary roadways and cul-de-sacs
- Trail (original loop only)

The CAO and/or Operations Manager may vary the priorities, timings, work assignments, equipment usage and any other provisions that may be necessary to deal with extraordinary circumstances.

Snow clearing operations will be undertaken by the Public Works Department during normal work hours and work days except in the following circumstances where:

- Snowfall exceeds 15 cm (approximately 6 inches), or
- Wind and drifting create problems for traffic movement.

Should another snow fall occur before all streets are fully cleared, clearing operations will start again with top priority streets.

In the event of a significant snowfall, operations crews have the option of piling the snow to the middle of the street for hauling it away later.

Residents are responsible for the removal of snow on their own sidewalks, driveways and the sidewalks adjacent to the boulevards within 24 hours of the end of the snowfall. Town crews will not remove snow from resident's driveways or sidewalks. Residents must not pile snow on the road in any event as this blocks the drainage systems and

creates ice buildup on the roads. Residents may pile the snow on the boulevard adjacent to their property.

### **Street Sanding**

Assigned staff will inspect the streets once per day including weekends and holidays, more often if weather conditions require, and determine if sanding is required and at what locations.

Streets shall be sanded as required when streets become hazardous to public safety. RCMP and/or Peace Officers may request sanding for hazardous areas.

## **TITLE: VERIFICATION OF WATER METER OPERATION**

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POLICY GROUP: PUBLIC WORKS

POLICY #: PW-23

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

To outline the process for a property owner to request an inspection/verification of their water meter consumption reading and establish the responsibilities for inspection and repair costs. This policy ensures a clear and fair process for both the Town and property owners regarding water meter inspections and related costs.

### **POLICY STATEMENTS**

Property owners may request an inspection of their building's water meter by submitting a written request to the Town's Operations Manager. The following procedures and responsibilities will apply:

#### **1. PROCEDURE**

##### **a. Request Submission**

Property owners who suspect their water meter is malfunctioning may submit a written request to the Operations Manager for an inspection. The request must include the property owner's name, address, contact information, and a brief description of the issue.

##### **b. Inspection Process**

Upon receiving the request, the Operations Manager will review the potential for costs of the inspection with the property owner and arrange for the water meter to be removed and sent to an authorized inspection facility for evaluation. The property owner will be notified of the estimated timeline for the inspection.

**c. Responsibility for Costs**

- **If the water meter is found to be faulty:**

The Town of Magrath will cover the full cost of the inspection, any necessary repairs, and the reinstallation of the water meter.

- **If the water meter is found to be in proper working condition:**

The property owner will be responsible for all costs associated with the inspection, including any shipping, handling, administrative fees, and reinstallation.

**d. Communication of Results**

The Town will provide the property owner with the results of the inspection, including any findings and, if applicable, details of the repairs performed.

**2. PAYMENT OF FEES**

In the event that the water meter is found to be functioning correctly, the property owner will be invoiced as part of their utility bill for the inspection costs. Payment must be made within 30 days of the invoice date to avoid standard penalties.

**3. EXCEPTIONS**

Any Meter suspected of being tampered with or altered will not be eligible for repair costs covered by the Town of Magrath

Any other exceptions to this policy must be approved by the Chief Administrative Officer (CAO) of the Town of Magrath.

## **TITLE: WASTE MANAGEMENT POLICY**

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DEPARTMENT: PUBLIC WORKS

POLICY #: PW-024

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 340-001/20

UP FOR REVIEW: 2029

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### **PURPOSE:**

To establish a systematic and efficient waste management system related to the collection and disposal of waste for businesses, commercial institutions and residents within the Town of Magrath that promotes cleanliness, environmental sustainability, and community well-being.

### **POLICY STATEMENTS:**

The Town of Magrath Waste Management Policy will outline all the requirements, rules and details for businesses, commercial institutions, and residents to dispose of their waste through the Town's collection program and the Transfer Station.

## **1. GENERAL RULES**

No Person shall:

- a) Import waste of any kind into the Town for disposal
- b) Transport waste within the Town unless it is securely covered in such a manner as to prevent the waste from falling out of the vehicle during transportation. If waste does escape during transportation the owner or person driving the vehicle must clean up the waste immediately.
- c) Place waste of any type on a road or other public place.

## **2. WASTE COLLECTION**

The Town will provide one garbage cart for all residents at no cost. If the garbage cart is lost, stolen, or damaged, it will be replaced by the resident at their cost, unless the cart was broken by Town employees while collecting garbage. Residents may choose from two sizes of garbage carts, depending on availability, either 95-gallon or 65-gallon.

Businesses and Commercial Institutions may use the large hydraulic garbage bins or individual garbage carts as best meets their needs. If more than one garbage cart is required, pickup will be charged on a flat rate per bin used basis.

**Procedure:**

To establish a standardized method of collecting waste, all Town businesses, commercial institutions, and residents shall adhere to the following regulations:

- a) Waste includes:
  - Non-recyclable waste or trash created from domestic activities.
  - Wet or dry animal and vegetable matter created from domestic or commercial kitchens, stoves, or ovens.
  
- b) Waste does not include:
  - Automobile bodies
  - Trees and branches
  - Manure
  - Dead Animals
  - Biodegradable waste or trash from lawns and gardens
  - Any larger object that does not fit into a Town supplied garbage cart
  - Dangerous, toxic, or hazardous waste
  - Concrete
  - Dirt

### **3. CURBSIDE PICKUP**

- a) Garbage Pickup Schedule
  - Curbside garbage pickup will occur on a weekly basis.
  - The Town of Magrath will collect waste weekly according to the following schedule:
    - Tuesday: All residential pickups in the area from the east side of 1<sup>st</sup> Street West (Main Street) to the eastern Town boundary and any commercial double pickups.
  
    - Thursday: All residential pickups in the area from the west side of 1st Street West (Main Street) to the western Town boundary.
  
    - Friday: All commercial, institutional, and large container pickups throughout the Town of Magrath.
  - If a scheduled pickup falls upon a statutory holiday, notification of changes to the waste collection schedule will be advertised on the Town of Magrath website.

- b) Garbage Containers
- Residents are required to use town-provided garbage carts for curbside pickup. Containers not provided by the Town of Magrath will not be picked up.
  - Carts must be placed at the curbside by 8:00 AM on the scheduled pickup day.
  - Carts must be positioned with the handles facing the residence and ensure there is nothing that would obstruct the pickup of the garbage cart. This includes ensuring there is nothing located directly in front of nor found within a one-meter circumference of the garbage cart.
- c) Bagging and Containment
- All household garbage must be securely bagged before placing it in the cart.
  - Garbage bags outside of the cart will not be picked up.
  - Garbage bags left on top of the cart create an obstruction and the cart will not be picked up on that day or any other day of the week and will only be picked up on the next scheduled collection day if it conforms to the bagging and containment requirements.
  - Hazardous materials, construction debris, and oversized items will not be collected through curbside pickup and should be disposed of at the designated waste transfer station site or SASH recycling facility.

#### **4. TRANSFER STATION**

The purpose of this section is to outline the hours of operation, to explain what acceptable and non-acceptable waste is, and to set guidelines for the Magrath Transfer Station.

The Transfer Station shall have the following hours of operation:

Wednesday - 9:00 a.m. – 6:00 p.m.  
Saturday - 9:00 a.m. – 6:00 p.m.

Town employees will not be available to open the transfer station at any other time for individual citizens or private contractors.

All waste materials brought to the transfer station or dump site must be approved by the operator onsite and only be deposited where directed.

**Procedure:**

- a) Upon arriving at the transfer station, all patrons must receive approval to unload any of the waste they are transporting. Turn off your vehicle while unloading in the Transfer Station.
- b) Please ensure that all garbage is secured while transporting waste to the Transfer Station. Litter on the way to the Transfer Station is not acceptable.
- c) Children are to remain in the vehicle while unloading.
- d) Domestic Garbage only will be accepted.
- e) Enter at your own risk to the Transfer Station building and lower-level storage piles.
- f) The Transfer Station Operator has the right to inspect any load. The Transfer Station Operator may refuse any waste that in their judgment should be rejected because of unknown content that might be a hazard or material that should be delivered to the recycling centre or regional landfill site.
- g) The following waste products must be placed inside the Magrath Transfer Station building:
  - Domestic Garbage
  - Ashes
  - Burning barrels or contents but only if completely extinguished.
  - Small Animals. Must be sealed in a plastic bag.
  - Large items such as PVC pipe or vinyl siding must be broken into pieces with a maximum length of 4 feet.
  - Asphalt shingles, renovation, and other construction materials. (A limit of one half-ton pickup truck once per day delivered by area residents. Contractors must dispose of construction materials at the regional landfill site.)
  - Couches, mattresses, box springs, rolls of carpet, plastic sheeting such as silage cover, are to be placed inside on the side of the building.

- h) The following waste products must be placed outside, as directed:
- i. White goods
    - a. There will be a charge as specified in the current Fees and Rates Bylaw for each refrigeration unit disposed of. Payment is to be made at the Town office and a receipt must be presented to the operator before the refrigeration unit can be accepted.
    - b. All refrigerators and freezers should be lined up sitting upright with the back of the unit easily accessible to technicians.
  - i) The following waste products will not be accepted at the Magrath Transfer Station:
    - Liquid Wastes
    - Any commercial waste
    - Toxic or hazardous substances including flammable liquids.
    - Car or truck bodies and parts
    - Paint
    - E-Waste. E-waste includes Televisions, Stereos, Mobile Phones, and Computers, including hard drives, mouse, keyboard, and monitor.
  - j) Recyclable goods can be disposed of at the Magrath Recycle Centre. All recyclable goods must be correctly sorted and disposed of in the Magrath Recycling Trailer located within the Magrath Recycle Centre.
  - k) Wood Disposal – Burn Pile
    - The designated burn pile at the Transfer Station is reserved exclusively for the disposal of wood waste, including tree limbs, brush, and lumber. Materials must be free from highly treated wood products such as railroad ties or pressure-treated timbers. Lumber and branches must not exceed 6 feet in length, and stumps or logs with a diameter greater than 12 inches will not be accepted. All burning activities will be carried out by authorized Town personnel in accordance with approved safety protocols.

- l) Organic Yard Waste – Composting Area
  - The composting area is intended for biodegradable yard and garden waste such as grass clippings, leaves, and non-woody plant material. No food waste, plastic, or pet waste will be accepted. Material must be placed only in the designated area.
  
- m) Concrete and Rubble – Hardscape Waste Area
  - This area is designated for the disposal of clean concrete rubble. All concrete must be broken into manageable pieces before being brought to the Transfer Station.
  - Only small-scale concrete waste generated by local residents will be accepted at the Transfer Station. Large volumes of concrete or concrete waste resulting from contractor or commercial activities must be transported to the regional landfill for proper disposal.
  
- n) Tire Disposal – Designated Tire Collection Zone
  - Only unmounted, clean tires are accepted in the designated tire collection area. Tires on rims will not be accepted.
  
- o) Scrap Metal – Metal Recovery Area
  - The metal recovery area is for scrap metal including household metal items and non-refrigerant appliances such as ovens, stoves, and microwaves. Items must be under 6 feet in length and free of non-metal attachments. Refrigerated appliances require proof of pre-payment and special handling, as outlined in the White Goods section of this policy.

## **5. CONSTRUCTION SITE WASTE**

- a) Every owner and occupant, including the general contractor of a construction site shall ensure that:
  - There are sufficient waste receptacles to contain construction waste.
  - A construction site is maintained in a tidy manner and is free of any debris or construction waste.
  - Construction waste does not remain loose, free, or uncontrolled on the premises.
  - Proper disposal of the construction waste at an appropriate disposal site.

- Any waste that escapes from the construction site is retrieved and deposited into a waste receptacle designated for the construction site.
- b) The Town may require the owner, occupant, or general contractor to provide fencing that will prevent construction waste from escaping the construction site.

## **6. HAZARDOUS WASTE**

- a) Any person who produces or possesses any dangerous, toxic, or hazardous waste shall remove, transport, and dispose of such waste following applicable Provincial and Federal statutes and regulations.
- b) No person shall dispose of dangerous, toxic, or hazardous waste into any waste receptacle located on any Town-owned property.

## **7. ANIMAL CARCASSES**

- a) No person shall bring a dead horse, cow, pig, sheep, or other large animal into the Town for disposal.
- b) No person responsible for an animal shall permit an animal carcass to remain on any road for longer than four (4) hours after the carcass is discovered.
- c) A person who is responsible for a dead animal located on a road shall dispose of the animal carcass at their own cost.
- d) An owner of a dead cat, dog or other small animal shall properly dispose of the animal at their own cost.



**TITLE: WATER LINE REPAIRS ON PRIVATE PROPERTY**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-026
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 320-001/20
	UP FOR REVIEW: 2029

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**PURPOSE**

This policy outlines the responsibility for water line repairs on private property.

**POLICY STATEMENTS**

The Town of Magrath does not perform work on private property.

If a leak in a water line on private property is discovered, the property owner is required to make the repair or replace the line at their cost. This must be completed within 7 days of notification or a penalty of \$250.00 will be applied to their utility account to recover costs of lost water.

**TITLE: WATER TURN ON/OFF POLICY**

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POLICY GROUP: PUBLIC WORKS	POLICY #: PW-027
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

To ensure the safe and controlled operation of residential and commercial water services, and to protect municipal infrastructure by regulating the procedures for turning water on or off at any property within the Town of Magrath.

**POLICY STATEMENTS**

1. All water turn-on or turn-off activities must be performed exclusively by authorized Town of Magrath staff. Under no circumstances may property owners, occupants, or third parties operate municipal curb stop valves. All such activities must be coordinated through the Town’s Operations Manager to ensure proper handling and safety.
2. Water turn-on or turn-off requests must be scheduled in advance by contacting the Town Office. The Operations Manager will coordinate the service with the appropriate municipal staff to ensure it is completed safely and in compliance with Town procedures.
3. It is required that the homeowner, occupant, or an authorized agent be present on-site at the time of service. This presence ensures that water is confirmed as fully shut off when being disconnected, or that plumbing systems can be immediately monitored for leaks or damage when the water is being restored.
4. The Town of Magrath will not be held liable for any flooding or damages resulting from unsupervised service connections.
5. A fee for turning water on or off will be charged and added directly to the property's monthly utility bill. The amount charged will be based on the rates outlined in the current year’s Fees and Rates Bylaw.

**TITLE: ARENA ICE MAINTENANCE**

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-001

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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**PURPOSE**

To give guidance to Town of Magrath Employees and Town of Magrath Ice Users to ensure the ice is in a safe condition and to protect Town of Magrath Employees and Town of Magrath Ice Users from any hazards.

**DEFINITIONS**

**Ice Users** means any person who uses the ice in any way (to skate, hold an event, etc.)

**Operator** means any Town of Magrath Employee in charge of the ice arena.

**POLICY STATEMENTS**

1. The Operator will inspect the ice surface for unsafe conditions, chips, ruts and holes that may cause injury between events, rental groups, activities, etc.
2. After heavy usage events or activities, the ice will be flooded. If there are any other maintenance jobs such as repairing ruts or holes or additional flooding, it is the responsibility of the Operator.
3. Ice shall be levelled, flooded and edged regularly as required.
4. Ice thickness will be measured a minimum of once every 2 weeks.

## TITLE: ARENA RENTAL POLICY

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-002

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 410-001/20

UP FOR REVIEW: 2029

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### PURPOSE

The Town of Magrath's policies and procedures outline the process for booking, deposits, and payments. They serve as a clear communication tool between the Town and Renters, while ensuring the safety of patrons and the protection of the facility during all functions.

### DEFINITIONS

1. **Damage Deposit** – A refundable sum of money paid by the Renter to the Town of Magrath to cover potential damages, excessive cleaning, or breaches of contract during the rental period.
2. **Event** – a one-time booking (may be multiple days) of the facility where fees are being charged for participation. Renters of this category must enter into a contract with the Town of Magrath that specifies the fees, conditions of use and terms of the rental.
3. **High-Risk Event** – An event identified by the Town of Magrath as having an elevated risk of property damage, injury, or disruption, which may require higher deposits or additional conditions.
4. **Liability Insurance** – A form of insurance coverage required from all Renters, protecting against claims arising from injuries or damages that occur during the rental period. A Certificate of Insurance naming the Town of Magrath as an Additional Insured must be provided before facility access is granted.
5. **Parks and Recreation Foreman** – The designated staff member of the Town of Magrath responsible for managing facility rentals, enforcing policies, assessing damages, and authorizing facility use.
6. **Rental Agreement** – A legally binding document signed by both the Renter and the Town of Magrath outlining the terms, conditions, responsibilities, and fees associated with the rental of a facility.

7. **Renter** – Any individual, group, organization, or entity that enters into an agreement with the Town of Magrath to rent a facility for a specified period and purpose.

## **POLICY STATEMENTS**

### **General Information**

1. Leagues/Seasonal Renters – must enter into a contract with the Town of Magrath which lays out all the fees, conditions of use and terms.
2. Westwind School – fees, conditions of use and terms are included in the Joint Use Agreement with the Town of Magrath.

### **Booking**

1. Rental inquiries may be denied to Renters whose previous usages have resulted in damage, abuse, and/or outstanding accounts. The Town shall retain the right to increase the facility rental deposit for organizations or individuals that have a past record of damaging and/or not cleaning Town facilities.
2. All rental fees and required deposits shall be paid in full before facility access is granted. (See Fees & Rates Schedule for details).
3. All regularly scheduled rentals and standing bookings will be invoiced on a monthly basis.
4. A Rental Agreement outlining the general rights and responsibilities of the Town of Magrath and The Renter, shall be signed by both parties.
5. The Renter agrees to take the rented facilities as found and assumes all risks of loss and/or personal injury. The Town will take responsibility for any incidents that occur due to its negligence; however, any incident that is due to the Renter's negligence will not be covered by the Town and the Renter is required to have their own insurance in this regard. This may be purchased through <https://duuo.ca/>, or through any other provider of their choice.

**All Renters agree to provide proof of Liability Insurance to the Town of Magrath before any access to the facility is granted.**

6. The facility rented and all grounds surrounding the facility must be returned to the same condition in which they were received.
7. Event cancellation shall follow the stipulations as set out in the contract.
8. The Town reserves the right to cancel any seasonally reserved times to arrange for special events. Every effort will be made to replace such cancelled times.
9. Under no circumstances is the side (West) door to be used by the Renter or any of its participants for accessing or loading/unloading materials and supplies. It is only for an emergency exit or Town staff use.
10. No vehicles are permitted in the arena without prior consent from the Parks and Recreation Foreman.
11. No vehicles are permitted on the grass at the North or East of the driveway at the North end of the arena. Vehicles must remain on the driveway only.

### **Rental Deposits**

Facility rental deposits are collected:

1. To protect the Town against damage and/or losses because of careless treatment of Town facilities during private functions, and
2. To secure bookings and ensure that administration charges have been covered in the event of last-minute cancellations.

All single-event users booking the Garth Veale Ice Arena for an event will be required to provide a damage deposit of \$250 when the User Agreement is signed which will be returned in full within 14 days upon satisfactory inspection of the facility by authorized Town personnel.

### **Miscellaneous Fees**

1. Events that are considered to be high risk may be required to provide a larger damage deposit at the discretion of the Parks and Recreation Foreman.
2. Additional cleaning, throughout the entire facility, if required, shall be classified as damage and will be subject to the hourly cleaning fee of \$25/man-hour, which will

be deducted from the damage deposit. Costs over and above the damage deposit amount will be charged to the Renter.

3. Additional cleaning charges shall be as determined by the Parks and Recreation Foreman.

TITLE: Arena Rental Policy

POLICY #: REC-002

**Schedule A**

**Rental Agreement**

**GARTH VEALE MEMORIAL ICE ARENA  
RENTAL AGREEMENT**

RENTAL GROUP / CONTACT INFORMATION			
<b>Organization's Name:</b>		<b>Date(s) of Activity:</b>	
Contact Name:		Time Required:	From: To:
Billing Address:		Type of Activity:	
Email Address:		Insurance Provider:	
Telephone:		Policy Number:	

RENTAL INFORMATION AND REQUIREMENTS		
Access to facilities will be required for:	Date:	Time:
- Deliveries		From: To:
- Setup		From: To:
- Clean Up		From: To:
Special Requirements / Other Details:		

RENTAL FEES AND ADDITIONAL CHARGES			
Description	Number of Hours / Days / Items	Rate	Total
Ice Rental			
Concessions			
Chairs			
Tables			



**TOWN OF MAGRATH  
ADMINISTRATIVE POLICY**

**TITLE: Arena Rental Policy**

**POLICY #: REC-002**

Paid by: cash _____ chq # _____ debit _____ credit _____  Credit Card # _____  Expiration Date: _____  Name as it appears on credit card _____	<b>Total Charges</b>	
	GST 5%	
	<b>Invoice Amount</b>	
	Less Deposit	
	Add Damage / Cleaning	
	<b>Balance Owing</b>	

The facility/article must be left in good repair, to the satisfaction of the town of Magrath. Any cost of damages caused by the Lessee or result from action of members of the group or participants in the activity, must be paid upon receipt of billing for same by the town of Magrath. I agree to abide by the terms of this contract and agreement as enclosed.

Contact's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Certificate of Insurance Received: \_\_\_\_\_

Date: \_\_\_\_\_

Alberta Health Permit Received: \_\_\_\_\_

Date: \_\_\_\_\_

### **RENTAL TERMS & CONDITIONS**

The terms of the agreement are:

1. A rental agreement must be completed in its entirety for each rental required. Incomplete agreements will not be accepted. If a key is required, a Key Request Form and Key Agreement must be completed and complied with.
2. The Renter will not be permitted to enter the rental area until the rental time stated on the Rental Agreement. The Renter must vacate the rental area at the time stated on the Permit. The Parks and Recreation Foreman must be contacted upon entering and leaving the arena either by phone call or text to a number provided upon rental.
3. Access to the arena must only be through North and South doors. No Renters or participants will use the west door for any reason other than as an emergency exit.
4. No vehicles are permitted in the arena without prior authorization from the Parks and Recreation Foreman. When accessing the North doors of the arena, vehicles shall not drive on the grass north or east of the driveway to ensure there is no damage to underground sprinkler systems.
5. In case of any mechanical breakdown or Act of God that would interfere with facility use, fees will not be applied and the Town of Magrath will not be liable for lost rental time.
6. The Renter will ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the facility. Please remember that this is a public facility and children/youth under the age of 18 years must have adult supervision at all times.
7. All Renters must wear appropriate equipment for their activity. The Operators of this Recreation facility strongly recommend that CSA approved safety equipment including head, eye and facial protection be worn by all participants who participate on the ice.
8. The premises must be left in good repair, to the satisfaction of the Town of Magrath Parks and Recreation Foreman. Any cost of damages caused by the Lessee or result from actions of members of the group, or by the invitees during the rental period will be deducted from the damage deposit received. If the costs exceed the amount of the damage deposit, the additional fees must be paid upon receipt of billing for same by the Town Magrath. An hourly fee will be levied if extra clean-up is required.
9. This Agreement is not transferable.
10. The facility must be cleared of all items and personal property which were used by or belonging to the Renter of the facility immediately following the rental, to the satisfaction of the Parks and Recreation Foreman. For leagues/seasonal renters, arrangements may be made with the Parks and Recreation Foreman to store items onsite during the rental season.
11. The Town of Magrath requires all League/Seasonal Renters to carry commercial general liability insurance in the amount of two million dollars (\$2,000,000) inclusive of bodily injury and property damage per occurrence. The Renter is to add the Town of Magrath as an

Additional Named Insured under their Commercial General Liability policy with respect to this agreement & provide the town with a Certificate of Insurance.

12. The Renter will indemnify and save harmless to the Town of Magrath for any and all action claims, demands, and losses as a result of the terms of the agreement.
13. Contract holder shall be responsible for making its members, users and participants aware of these terms and conditions and for making a copy of the terms and conditions for its members, users and participants when required. Non-compliance with the terms and conditions of this contract could result in the immediate suspension of the contract.

**SINGLE USERS** – A deposit consisting of a refundable amount of \$250.00 is required to secure the rental. The allotted time must be paid in full during regular business hours prior to facility access. All cancellations must be made in writing to the Parks and Recreation Foreman.

**CONTRACT USERS** – Facility use will be billed at the end of each month based on booking.

### **CHECKLIST**

#### **ARENA**

1. If a key is required, obtain it from Parks and Recreation Foreman.
2. Notify Parks and Recreation Foreman each time you are entering the facility.
3. Ensure all items are removed and garbage is picked up.
4. Empty all garbage containers and deposit where instructed.
5. Sweep all areas including halls, washrooms, other rooms used, stairs and concrete arena surface.
6. All lights turned off.
7. All doors locked and checked.
8. Notify Parks and Recreation Foreman each time you are leaving the facility.
9. Keys returned.

#### **CONCESSION AREA**

1. If a key is required, obtain it from Parks and Recreation Foreman.
2. Notify Parks and Recreation Foreman each time you are entering the facility.
3. Each Renter of the concession area must obtain a permit from Alberta Health and comply with their rules and standards. A copy of the permit must be submitted to the Parks and Recreation Foreman.
4. Ensure all items are removed and garbage is picked up.

5. Empty all garbage containers and deposit in the bin outside the arena.
6. Clean all cooking appliances, counters, tables and sinks. Renter is responsible for cleaning supplies and towels/cloths, etc. (The Town of Magrath is responsible for the cleaning and certification of the fire system, makeup air unit and exhaust system yearly.)
7. Clean windows in the kitchen overlooking the arena.
8. Sweep all areas including halls, washrooms, seating area and stairs.
9. Vacuum all carpet.
10. Mop non-carpeted floors.
11. All lights turned off.
12. All doors locked and checked.
13. Notify Parks and Recreation Foreman each time you are leaving the facility.
14. Report any problems to Parks and Recreation Foreman.
15. For seasonal rentals, the cooking oil in the fryer must be changed regularly.
16. Keys returned.



# GARTH VEALE MEMORIAL ARENA RENTAL AGREEMENT

## Schedule A

### Rental Agreement

### GARTH VEALE MEMORIAL ICE ARENA RENTAL AGREEMENT

RENTAL GROUP / CONTACT INFORMATION			
<b>Organization's Name:</b>		<b>Date(s) of Activity:</b>	
Contact Name:		Time Required:	From:                      To:
Billing Address:		Type of Activity:	
Email Address:		Insurance Provider:	
Telephone:		Policy Number:	

RENTAL INFORMATION AND REQUIREMENTS		
Access to facilities will be required for:	Date:	Time:
- Deliveries		From:                      To:
- Setup		From:                      To:
- Clean Up		From:                      To:
Special Requirements / Other Details:		

RENTAL FEES AND ADDITIONAL CHARGES			
Description	Number of Hours / Days / Items	Rate	Total
Ice Rental			
Concessions			
Chairs			
Tables			



## GARTH VEALE MEMORIAL ARENA RENTAL AGREEMENT

Paid by: cash _____ chq # _____ debit _____ credit _____	<b>Total Charges</b>	
	GST 5%	
Credit Card # _____	<b>Invoice Amount</b>	
Expiration Date: _____	Less Deposit	
Name as it appears on credit card _____	Add Damage / Cleaning	
	<b>Balance Owing</b>	

The facility/article must be left in good repair, to the satisfaction of the town of Magrath. Any cost of damages caused by the Lessee or result from action of members of the group or participants in the activity, must be paid upon receipt of billing for same by the town of Magrath. I agree to abide by the terms of this contract and agreement as enclosed.

Contact's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Certificate of Insurance Received: \_\_\_\_\_

Date: \_\_\_\_\_

Alberta Health Permit Received: \_\_\_\_\_

Date: \_\_\_\_\_

## GARTH VEALE MEMORIAL ARENA RENTAL AGREEMENT

### RENTAL TERMS & CONDITIONS

The terms of the agreement are:

1. A rental agreement must be completed in its entirety for each rental required. Incomplete agreements will not be accepted. If a key is required, a Key Request Form and Key Agreement must be completed and complied with.
2. The Renter will not be permitted to enter the rental area until the rental time stated on the Rental Agreement. The Renter must vacate the rental area at the time stated on the Permit. The Parks and Recreation Foreman must be contacted upon entering and leaving the arena either by phone call or text to a number provided upon rental.
3. Access to the arena must only be through North and South doors. No Renters or participants will use the west door for any reason other than as an emergency exit.
4. No vehicles are permitted in the arena without prior authorization from the Parks and Recreation Foreman. When accessing the North doors of the arena, vehicles shall not drive on the grass north or east of the driveway to ensure there is no damage to underground sprinkler systems.
5. In case of any mechanical breakdown or Act of God that would interfere with facility use, fees will not be applied and the Town of Magrath will not be liable for lost rental time.
6. The Renter will ensure that all persons in attendance conduct activities in an orderly manner and abide by the posted rules and regulations for use of the facility. Please remember that this is a public facility and children/youth under the age of 18 years must have adult supervision at all times.
7. All Renters must wear appropriate equipment for their activity. The Operators of this Recreation facility strongly recommend that CSA approved safety equipment including head, eye and facial protection be worn by all participants who participate on the ice.
8. The premises must be left in good repair, to the satisfaction of the Town of Magrath Parks and Recreation Foreman. Any cost of damages caused by the Lessee or result from actions of members of the group, or by the invitees during the rental period will be deducted from the damage deposit received. If the costs exceed the amount of the damage deposit, the additional fees must be paid upon receipt of billing for same by the Town Magrath. An hourly fee will be levied if extra clean-up is required.
9. This Agreement is not transferable.
10. The facility must be cleared of all items and personal property which were used by or belonging to the Renter of the facility immediately following the rental, to the satisfaction of the Parks and Recreation Foreman. For leagues/seasonal renters, arrangements may be made with the Parks and Recreation Foreman to store items onsite during the rental season.
11. The Town of Magrath requires all League/Seasonal Renters to carry commercial general liability insurance in the amount of two million dollars (\$2,000,000) inclusive of bodily injury and property damage per occurrence. The Renter is to add the Town of Magrath as an Additional Named Insured under their Commercial General Liability policy with respect to this agreement & provide the town with a Certificate of Insurance.

## GARTH VEALE MEMORIAL ARENA RENTAL AGREEMENT

12. The Renter will indemnify and save harmless to the Town of Magrath for any and all action claims, demands, and losses as a result of the terms of the agreement.
13. Contract holder shall be responsible for making its members, users and participants aware of these terms and conditions and for making a copy of the terms and conditions for its members, users and participants when required. Non-compliance with the terms and conditions of this contract could result in the immediate suspension of the contract.

**SINGLE USERS** – A deposit consisting of a refundable amount of \$250.00 is required to secure the rental. The allotted time must be paid in full during regular business hours prior to facility access. All cancellations must be made in writing to the Parks and Recreation Foreman.

**CONTRACT USERS** – Facility use will be billed at the end of each month based on booking.

### CHECKLIST

#### ARENA

1. If a key is required, obtain it from Parks and Recreation Foreman.
2. Notify Parks and Recreation Foreman each time you are entering the facility.
3. Ensure all items are removed and garbage is picked up.
4. Empty all garbage containers and deposit where instructed.
5. Sweep all areas including halls, washrooms, other rooms used, stairs and concrete arena surface.
6. All lights turned off.
7. All doors locked and checked.
8. Notify Parks and Recreation Foreman each time you are leaving the facility.
9. Keys returned.

#### CONCESSION AREA

1. If a key is required, obtain it from Parks and Recreation Foreman.
2. Notify Parks and Recreation Foreman each time you are entering the facility.
3. Each Renter of the concession area must obtain a permit from Alberta Health and comply with their rules and standards. A copy of the permit must be submitted to the Parks and Recreation Foreman.
4. Ensure all items are removed and garbage is picked up.
5. Empty all garbage containers and deposit in the bin outside the arena.
6. Clean all cooking appliances, counters, tables and sinks. Renter is responsible for cleaning supplies and towels/cloths, etc. (The Town of Magrath is responsible for the cleaning and certification of the fire system, makeup air unit and exhaust system yearly.)

## **GARTH VEALE MEMORIAL ARENA RENTAL AGREEMENT**

- 7.** Clean windows in the kitchen overlooking the arena.
- 8.** Sweep all areas including halls, washrooms, seating area and stairs.
- 9.** Vacuum all carpet.
- 10.** Mop non-carpeted floors.
- 11.** All lights turned off.
- 12.** All doors locked and checked.
- 13.** Notify Parks and Recreation Foreman each time you are leaving the facility.
- 14.** Report any problems to Parks and Recreation Foreman.
- 15.** For seasonal rentals, the cooking oil in the fryer must be changed regularly.
- 16.** Keys returned.

## TITLE: BULLYING & HARASSMENT POLICY FOR USERS OF TOWN FACILITIES

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-003

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

The Town wants to ensure all users of our recreational facilities can participate in a safe and fun environment free of Bullying and Harassment.

### **DEFINITIONS**

#### **Bullying and Harassment**

Bullying and harassment are hurtful behaviour that usually occurs over a period of time. It is behaviour that a reasonable bystander would say was calculated or intended to hurt or upset the victim. It is behaviour that harasses, humiliates, abuses, hurts, or intimidates others. It may take forms such as teasing, verbal criticism and harassment, or unwanted physical contact.

The following list could all constitute claims of bullying or harassment: racism, sexual bullying, negative remarks about appearance, ability, health conditions or home circumstances, nationality, unwanted physical touching, religion or culture, disability, gender or sexuality. This list is only provided as examples and there may be other situations than those listed that could constitute bullying or harassment.

Bullying may cause fear, anger or distress for the victim and may distract him/her from their recreational facility use and enjoyment. It may also affect other facility users who witness it, and it can damage the atmosphere of the recreational facility.

### **POLICY STATEMENTS**

#### **Procedures**

When a patron alerts a staff member of a situation happening at the facility that meets the definition of bullying the following procedures will be followed:

- 1) Junior staff will alert the senior staff member on duty. If no senior staff member is immediately available, they are to call the Parks and Recreation staff member responsible for the facility or the Parks and Recreation Foreman.

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TITLE: **BULLYING & HARASSMENT POLICY  
FOR USERS OF TOWN FACILITIES**

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POLICY #: REC-003

- 2) A senior staff member will inform the perpetrator that their behaviour is against the Town's Bullying and Harassment Policy for Users of Town Facilities and depending on case-by-case circumstances perform one or more of the following actions:
  - a. Warn the perpetrator that their actions are inappropriate and must stop or they will be asked to leave the facility.
  - b. Require the perpetrator to leave the facility for the remainder of the day.
  - c. Require the perpetrator to leave the facility until approved to return by the Parks and Recreation Foreman or Town of Magrath CAO.
  - d. Call the police to any incident where the circumstances appear to be criminal, or the perpetrator refuses to leave.
  
- 3) Following the removal of a person from a facility the staff member will write a detailed incident report outlining the original complaint, actions they took, known names, any response by the perpetrator, and any other important information. This report is to be given to the Parks and Recreation Foreman.
  
- 4) Multiple minor warnings or 1-day removals from Town facilities are grounds for long-term suspension or expulsion to be determined by the Parks and Recreation Foreman and the Town of Magrath CAO.



**TITLE: CAMPING – MAXIMUM STAY**

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POLICY GROUP: PARKS & RECREATION	POLICY #: REC-004
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 420-001/16
	UP FOR REVIEW: 2029

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**PURPOSE**

The Town of Magrath is pleased to offer camping opportunities for visitors, family, and friends at the Jubilee Park Campground.

**POLICY STATEMENTS**

As campsites are available on a first-come, first-served basis through the online registration system, it is necessary to limit the number of days campers are able to occupy a camping spot to provide fair and equitable access to all who wish to use the campground. The Town of Magrath hereby limits any party to remain in the Jubilee Park Campground for a **maximum of 14 consecutive nights**.

## TITLE: ICE SURFACES ON STORM WATER RETENTION PONDS

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-005

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 420-003/20

UP FOR REVIEW: 2029

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### **PURPOSE**

The purpose of this policy is to outline the Town of Magrath's commitment to monitoring and communicating ice thickness conditions on the north storm water retention pond, in order to promote public safety and informed usage.

### **DEFINITIONS**

**Ice Thickness:** The vertical measurement from the surface of the ice to the water beneath it, expressed in inches, used to assess the relative stability and strength of the ice cover.

**Open Water:** Areas of the pond where liquid water is visible and no ice cover is present.

**Standing Water:** Water that has accumulated on top of the ice surface, typically due to melting, precipitation, or overflow, which may compromise ice strength and safety.

### **POLICY STATEMENTS**

1. The north entrance storm water retention pond will be monitored for the ice thickness between November 15<sup>th</sup> and March 1<sup>st</sup>.
2. Town staff will test the ice in 3 locations twice a week and record the ice thickness measurements for each test. Town staff will not perform a test of ice when there is open water or standing water on the surface.
3. Town staff will be responsible for maintaining and updating signage at the north entrance stormwater retention pond to indicate whether skating is allowed or prohibited, based on the measured ice thickness.
4. All advisories or signage regarding existing ice thickness on the north entrance storm water retention pond is provided as information only and is limited to the time and date of measurement and does not indicate that the ice is safe to use for any purpose.

5. Persons using the north entrance storm water retention pond are advised to be aware that the ice may become unstable at any time, and that the ice thickness may change at any time for a variety of reasons, some of which are unpredictable.
6. The surface of the north entrance storm water retention pond will not be prepared or maintained by town staff and is to be left as a natural surface.
7. The north entrance storm water retention pond is unsupervised. Anyone using the ice surface on the north entrance storm water retention pond does so at their own risk.
8. **The south entrance pond known as “the fishpond” in Jubilee Park is not monitored due to water flow safety concerns. It is closed to all winter usage.**
9. Individuals using the north entrance storm water retention pond are advised to adhere to the following prohibitions and recommendations to promote safety and responsible use:
  - a. The use of the north entrance stormwater retention pond is prohibited when ice thickness is measured at less than 8 inches or when no measurement is available
  - b. No paid or organized event may be held on the north entrance storm water retention pond without written permission from the Chief Administrative Officer for the Town of Magrath.
  - c. It is highly recommended that persons do not use the north entrance storm water retention pond when there is open water or standing water on the surface
  - d. Motorized and/or electrically powered equipment and vehicles including, but not limited to, snowblowers, augers, snow mobiles, ATV's, etc, are prohibited on the ice surface.
  - e. The use of protective equipment (helmets, pads, etc.) is strongly recommended for anyone using the ice surface.
  - f. It is strongly recommended that all minors have adult supervision.
  - g. It is strongly recommended no person go on the surface alone.

## TITLE: IRRIGATION SYSTEM

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-006

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### PURPOSE

The Town provides irrigation water as a unique utility to residences in the Town of Magrath. The irrigation water provided by the Magrath Irrigation District is for Municipal recreational uses and residential uses such as watering lawns and gardens. It is not intended for agricultural operations. A policy is required to outline the necessary limits and expectations for appropriate usage of the irrigation system.

### POLICY STATEMENTS

A raw water irrigation system is available to all properties in the Town of Magrath with the following conditions and regulations:

1. The Town will provide one (1) standard standpipe connection per property. If a property owner desires to have additional connections on their property, they may extend from the one standpipe provided to any area on their property but must be at their own cost and maintenance. Additional connections to the Town's main or branch line are prohibited.
2. As of January 1, 2023, a connection is not permitted to draw at more than 25 gallons per minute.
3. Pumps are not permitted to be installed directly onto the irrigation network without the written approval of the Town of Magrath.
4. Use of irrigation water may be limited to ensure sufficient water pressure for all users.
5. Sprinklers that are spraying water onto roadways must be corrected when identified.
6. Residences that fail to abide by the watering restrictions set out in this policy will receive a written warning from the Town alerting them. Fines will not be issued, however, **regular non-compliance with the policy measures may result in irrigation services being disconnected from the property.**

7. If a property owner damages or breaks a section of the irrigation system, it is the responsibility of the property owner to cover the cost of repairs to the system. The Town may assist with the repairs but will bill the property owner for the cost of the repairs.
8. Damage to underground sprinkler heads placed in the boulevard is the responsibility of the property owner.
9. There is no set date to turn the irrigation system on/off and may vary each year. It will be turned on when the Town gets water from Magrath Irrigation District (MID), usually after the May long weekend and gets turned off at the end of September – beginning of October, based on weather. If there is any risk of freezing, the main lines will be shut off and the lines will be drained to prevent breaks in the system.
10. The Town will blow out the main and branch lines of the irrigation system each fall. They will clear out personal underground sprinkler systems as best they can but will not guarantee the lines are completely cleared. It is recommended that property owners hire their own contractors to blow out their personal irrigation systems.
11. Irrigation fees are comprised of a per acre charge per property with a minimum rate charge to cover maintenance, operation, and improvements to the irrigation system and are only charged to those properties that have the adjacent service, whether it is utilized or not.
12. In order to protect from cross-contamination between potable water and irrigation water, any property owners who have connections to underground sprinkler systems capable of using either potable or irrigation water are required to have a physical disconnect between the two and not just a valve switch between the two systems.

## TITLE: NATURE TRAIL PENALTY POLICY

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-007

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 420-002/20

UP FOR REVIEW: 2029

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### **PURPOSE**

The purpose of this policy is to promote the safe, respectful, and responsible use of the Town of Magrath's Nature Trail and surrounding areas by regulating the use of horses, motorized vehicles, and dogs.

### **POLICY STATEMENTS**

#### **Horses & Motorized Vehicles:**

Horse riding and motorized vehicles i.e. dirt bikes and quads, which are not used for servicing the Nature Trail, are not permitted on paved pathways along the Trail. Penalties will be charged to anyone riding a horse or motorized vehicle (not including required motorized mobility devices) on paved Trail pathways:

- First offence will incur a \$30.00 penalty\*.
- Second and subsequent offences will incur a \$150.00 penalty\*.

Please refer to Bylaw #1158 – Traffic Bylaw for further details and penalties.

#### **Dogs:**

Dogs must be leashed at all times when not on the dog owner's private property.

- First offence will incur a \$75.00 penalty\*.
- Second and subsequent offences will incur a \$150.00 penalty\*.

Dog owners must ensure that any defecation by their dog is immediately removed and disposed of in a sanitary manner.

- First offence will incur a \$75.00 penalty\*.
- Second and subsequent offences will incur a \$150.00 penalty\*.

Please refer to Bylaw #1083 – Dog Control Bylaw for further details and penalties.

\* Or such rate as is prescribed by Council according to current applicable bylaws as amended from time to time.

**TITLE: PARKS AND PLAYGROUND INSPECTION POLICY**

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POLICY GROUP: PARKS & RECREATION	POLICY #: REC-008
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES:
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to establish a consistent and proactive approach to inspecting and maintaining parks and playground equipment within the Town of Magrath. Regular inspections are critical to ensuring the safety of park users, reducing liability, and extending the lifespan of municipal recreational assets.

**POLICY STATEMENTS**

1. Town staff will perform informal visual checks of parks and playgrounds regularly during routine duties, especially in the active seasons from spring through fall, to quickly identify any obvious safety concerns such as damaged equipment or vandalism.
2. Once a year a more structured inspection of playground equipment and park infrastructure will take place. These inspections will focus on assessing the overall condition and safety of the equipment and surfacing.
3. If any hazards or deficiencies are identified during an inspection, employees must promptly notify their supervisor. Corrective actions will be initiated as soon as reasonably possible. In cases where immediate hazards pose a risk to public safety, the affected areas shall be closed or cordoned off until the necessary repairs are completed. All inspection findings and subsequent actions will be thoroughly documented and maintained by the Parks and Recreation Department.
4. Inspection timing and frequency may vary based on usage levels, weather conditions, and resource availability, with priority given to addressing any hazards found during inspections in a timely manner.

## TITLE: PUBLIC SKATING POLICY

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-010

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 430-002/20

UP FOR REVIEW: 2029

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### PURPOSE

The purpose of this policy is to guide the safe and effective operation of Public Skating sessions at the Garth Veale Arena. It is intended to assist facility staff in delivering a welcoming, inclusive, and enjoyable recreational experience for all participants, while ensuring the safety and well-being of patrons, staff, and the facility. This policy outlines expectations, procedures, and standards that support the Town of Magrath's commitment to providing high-quality leisure programming for the community. It is essential that the Town of Magrath do all things necessary to ensure a safe and positive environment for both participants and staff.

### DEFINITIONS

**Public Skating:** Regularly scheduled skating program, which is offered to the general public with or without admission being charged for admittance.

**Patrons:** Individuals who participate in public skating sessions, including customers and guests.

**Street Shoes:** Any type of footwear that is not designed for ice skating, including boots, sneakers, sandals, and other non-skate coverings.

**Ice Skates:** Footwear specifically designed for ice skating, consisting of a boot equipped with a steel blade for gliding on ice.

**Cleats:** Non-skating footwear equipped with slip-resistant grips or spikes intended to provide traction on ice surfaces.

### POLICY STATEMENTS

#### **Ice Surface:**

1. As with all other scheduled ice events, ice conditions must be evaluated for safety prior to the program taking place.
2. Poor ice may include deep gouges, paint or paper lines which migrate to the surface, net peg-hole areas, unfrozen areas, dirt from the ice resurfacer tires,

debris dropped by skaters or any other items which may cause a skater to fall and/or hurt themselves or others.

3. Staff must check continuously for deteriorating factors and must monitor ice conditions. Any detection of poor ice must be dealt with immediately.
4. The number of persons participating in the program and ice conditions will dictate flooding requirements.

### **Rink Capacity**

1. To maintain a safe and enjoyable environment, the maximum number of skaters permitted on the ice during a public skating session shall not exceed 160.
2. Public skating sessions may occasionally become informal gathering spaces for youth. While this encourages community engagement, it can also pose supervision and behavior management challenges for staff. Limiting overall capacity and enforcing conduct rules helps ensure a safe and controlled environment for all patrons.

### **Unruly Patrons**

1. **All acts of vandalism, unruliness, violence, injury or general concerns must be recorded.**
2. The following will govern Unruly Patrons during Public Skating; incidents will be recorded in a logbook. Any person causing a disturbance at Public Skating by not adhering to the rules of safe skating, not obeying staff or by jeopardizing the safety of others will be subject to the following
  - a. On the first offense, a verbal warning regarding their behavior and the consequences of any further infractions explained.
  - b. On the second offense, a denial of public skating privileges for a one-week period will be imposed and in the case of a minor, parents or guardians will be notified of the suspension. Parents or guardians must contact the Parks and Recreation Foreman or designate before re-admission is allowed.
  - c. If the third infraction of the rules takes place a six-month suspension of all privileges of the arena will be imposed. A letter of cancellation of privileges will be sent to the offending party.
3. Arena staff may not physically remove skaters who are misbehaving. If a skater must be removed, the arena staff will summon assistance

4. When the parent or guardian returns to pick up the misbehaved skater the arena staff on duty should ask to speak to the parent or guardian to outline the occurrence and the ramifications of future incidents. At all times employees will remain calm, firm and respectful.
5. In all cases where staff has spoken to a parent or guardian, an incident report must be filled out and documented in the Public Skating Logbook. Incident forms will be completed as required by skate patron, when situations warranted.

### **Ice Resurfacing**

1. No person shall be permitted on the ice when the ice resurfacing unit is in operation

### **Skating Aids**

1. No person should enter onto the ice surface during any public skating program unless ice skates are worn. The only exception being that of a parent, guardian or caregiver giving assistance to a child or disabled person in which case it is strongly recommended that cleats be worn to mitigate slips and falls.
2. The use of any skating aids, except for those individuals that are physically challenged or beginning skaters with safety approved skating aids provided by the arena staff, shall not be permitted on the ice during public skating programs.

### **Physically Challenged Persons/Persons with a Disability**

1. Section 1 of the Human Rights Code Act, Chapter H19, R.S.O. 1990 reads as follows:  
  
“Every person has a right to equal treatment with respect to services, goods and facilities without discrimination because of race, ancestry, place of origin, colour ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same sex partnership status, family status or disability.”
2. For the safety of all involved it is permissible to designate a specific area for wheelchair use during public skating; i.e. close to the boards. Wheelchairs must not interfere with the flow of the skaters; i.e. no public skating with hockey, no sleds with public skating, etc.
3. Physically challenged persons who wish to participate in public ice skating programs by using their wheelchair or an ice sledge should be permitted to do so. However, persons accompanying physically challenged persons onto the ice should do so on ice skates (being a skilled skater) or cleats

4. For the safety of all skaters a wheelchair will have their wheels cleaned prior to entering onto the ice surface as to not track dirt or deposit any other foreign matter onto the surface

### **Skaters Code of Ethics**

1. Rules of conduct are positive risk management tools and must be posted.
2. All patrons who participate in ice skating programs must respect the following rules:
  - 1) No food or drink on the ice surface. Garbage must be placed in receptacles provided.
  - 2) Spitting/chewing of tobacco products or sunflower seeds is not allowed.
  - 3) Shooting of pucks, balls or other object in any arena common area is prohibited.
  - 4) No horseplay, games or excessive speed skating on the ice.
  - 5) Running in any part of the arena is not allowed.
  - 6) No carrying children while on the ice.
  - 7) Parents must supervise their own children.
  - 8) Use of profanity or inappropriate language is not permitted.
  - 9) No balls, pucks, chairs, pylons, strollers, sleds nor any other item may be used which might interfere with the safety of any skater while on the ice surface.
  - 10) Skate with the direction of all skaters (counter-clockwise).
  - 11) Listen and adhere to the arena staff at all times.
  - 12) No one is to be on the ice while the Ice Resurfer is being operated. Please wait until the gates are closed before using the ice.
  - 13) The Town of Magrath will have a zero tolerance policy regarding alcohol consumption at the arena or on Town property adjacent to the arena. Anyone under the influence of drugs or alcohol will be denied entry or be required to leave the premises.
  - 14) The Town of Magrath employees will no longer provide candy to children at the arena. Due to choking hazards and allergies, any food brought in to the arena is the responsibility of those who bring and/or distribute it.
3. All participants must be wearing skates (with the exception of those who are caregivers for disabled persons) while on the ice surface and consider the use of a helmet as they are strongly recommended.

### **Music**

1. The music being played as background effect shall be chosen, approved and operated by the arena staff.

## **TITLE: RECREATION FACILITIES RESTRICTED USE**

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-011

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### **PURPOSE**

The Town of Magrath is dedicated to safeguarding the safety and well-being of all individuals using its recreation facilities. To ensure a secure and welcoming environment for everyone, the Town has implemented the following policy restricting specific activities within its facilities.

### **POLICY STATEMENTS**

1. The Town of Magrath prohibits the use of inline skates, skateboards, scooters, roller shoes (“Heelies”), and cleats within all Town-owned indoor recreation facilities and the multi-court complex. This prohibition is intended to reduce the risk of injury and protect both users and the facilities.
2. Patrons found using the prohibited equipment in restricted areas may be asked to leave the premises.

## **TITLE: SHINNY HOCKEY SAFETY POLICY**

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-012

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES: 430-001/20

UP FOR REVIEW: 2029

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### **PURPOSE**

The purpose of this policy is to ensure the safety and well-being of all individuals participating in Shinny Hockey at Town-operated facilities. The Town of Magrath recognizes that recreational hockey carries inherent risks. To mitigate these risks the Town requires appropriate personal protective equipment to minimize the potential for injuries. This policy establishes minimum mandatory equipment standards that align with best practices in recreational sports safety and risk management.

### **POLICY STATEMENTS**

#### **Mandatory Equipment Requirements**

1. All individuals participating in Shinny Hockey at any Town of Magrath-operated facility must wear the following personal protective equipment at all times while on the ice:
  - a. A CSA-approved hockey helmet
  - b. A CSA-approved full facial protection (e.g., cage or full shield)

#### **Applicability**

1. This policy applies to all individuals on the ice during Shinny Hockey, including:
  - a. Players of all ages
  - b. Coaches or supervisors participating or demonstrating on ice

#### **Enforcement and Responsibility**

1. Arena staff are authorized to enforce this policy.
2. Individuals not complying with PPE requirements will be asked to leave the ice surface until they are properly equipped.
3. Repeated non-compliance may result in removal from the facility or suspension of ice privileges.

# WINTER TRAIL MAINTENANCE - CANAL TRAIL



## Legend

- Block Text Line
- Pothole Creek Structures
- Pothole Creek
- Pothole Creek Polygon

1: 18,056



0.9 0 0.46 0.9 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

# WINTER TRAIL MAINTENANCE - NORTH TRAIL



## Legend

- Block Text Line
- Pothole Creek Structures
- Pothole Creek
- Pothole Creek Polygon

1: 18,056



0.9 0 0.46 0.9 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

**TITLE: TRAIL MAINTENANCE**

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-013

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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**POLICY**

This Town of Magrath policy provides the guidelines of trail maintenance for community members/visitors, to protect the trail users and to maintain the town trail properly and safely.

The Town of Magrath will only be maintaining a portion of the Galt Canal Historic Trail throughout the winter months. Community members/visitors can go on the remaining areas of the trail throughout the community but must enter at their own risk as the complete trail will not be maintained throughout the winter months by the Town of Magrath.

**POLICY STATEMENTS**

1. Summer Maintenance includes:

- 1.1 Weed spraying/control (Only on Town-owned property)
- 1.2 Crack filing of paved portions
- 1.3 Tree trimming as required
- 1.4 Grass mowing as required
- 1.5 General maintenance as required

2. Winter Maintenance includes:

- 2.1 Snow Removal of certain sections only (As indicated on the attached map).

3. It is the responsibility of pet owners to clean up after their dogs and dispose of their waste appropriately.

- 3.1 Dog waste bags and garbage receptacles are provided along some areas of the trail system.

4. If there are safety or maintenance issues regarding the trail, please report them to the town office.

**TITLE: TABLE AND CHAIR USE POLICY**

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POLICY GROUP: PARKS & RECREATION	POLICY #: REC-015
APPROVAL: CHIEF ADMINISTRATIVE OFFICER	EFFECTIVE DATE: JULY 15, 2025
	SUPERSEDES: 410-002/18
	UP FOR REVIEW: 2029

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**PURPOSE**

The purpose of this policy is to establish clear guidelines for the use, rental, and maintenance of Town-owned tables and chairs purchased for community use at the Town Ice Arena and, with approval from the Parks and Recreation Foreman, at other designated locations. It ensures the proper care, accountability, and fair access to these assets, while protecting the investment made by the Town of Magrath and the Magrath & District Chamber of Commerce.

**POLICY STATEMENTS**

1. Those who want to use the Town-owned tables and chairs must get approval from the Parks and Recreation Foreman, and they will be required to be signed out and paid for in advance at the rate set by Council from time to time.
2. There will also be an inspection of tables and/or chairs before and after use. Any damage to the tables and/or chairs that result in the item(s) needing to be replaced, will be invoiced to the individual or party who signed them out.
3. The Town of Magrath and the Magrath & District Chamber of Commerce are exempt from the rental fees. However, they are not exempt from signing out the tables/chairs, nor the inspection on return, which could lead to replacement of these items if damaged.



**SCHEDULE A  
Policy REC-016  
Sports Association User Agreement**

Updated as of: \_\_\_\_\_, 20\_\_\_\_.

<b>Sports Association Information:</b>	
Name of Association	
Mailing Address	
Association Email	
Association Phone#	
Preferred Contact Person	
Contact Phone #	
Contact Email	

<b>Executive Information</b>			
	Name	Phone	Email
President			
Vice President			
Secretary			
Treasurer			
<b>Additional Board Members:</b>			

Number of Registered Participants for the 20\_\_\_\_ season: \_\_\_\_\_

User fees paid to Town of Magrath on \_\_\_\_\_, 20 \_\_\_\_ .  
(Cheque, Cash, Debit/Credit, e-transfer to payments@magrath.ca)

Proof of Liability Insurance provided on \_\_\_\_\_, 20 \_\_\_\_ .

<b>For Office Use Only:</b>	
	Date
User Agreement form submitted	
User fees paid	
Proof of insurance received	
Notification to Parks and Recreation	
Association approved for field use	



**REC-016 Schedule A  
Sports Association User Agreement Form**

Updated as of: \_\_\_\_\_, 20\_\_\_\_.

<b>Sports Association Information:</b>			
Name of Association			
Mailing Address			
Association Email			
Association Phone#			
Preferred Contact Person			
Contact Phone #			
Contact Email			
<b>Executive Information</b>			
	Name	Phone	Email
President			
Vice President			
Secretary			
Treasurer			
<b>Additional Board Members:</b>			

Number of Registered Participants for the 20\_\_\_\_ season: \_\_\_\_\_

User fees paid to Town on \_\_\_\_\_, 20\_\_\_\_.  
(Cheque, Cash, Debit/Credit, or e-Transfer to payments@magrath.ca)

Proof of Liability Insurance provided on \_\_\_\_\_, 20\_\_\_\_.

<b>For Office Use Only</b>	
	Date
User agreement form submitted	
User fees paid	
Proof of Insurance Received	
Notification to Parks and Recreation Sent	
Association approved for field use	



**REC-016 Schedule A  
Sports Association User Agreement Form**

Updated as of: \_\_\_\_\_, 20\_\_\_\_.

<b>Sports Association Information:</b>			
Name of Association			
Mailing Address			
Association Email			
Association Phone#			
Preferred Contact Person			
Contact Phone #			
Contact Email			
<b>Executive Information</b>			
	Name	Phone	Email
President			
Vice President			
Secretary			
Treasurer			
<b>Additional Board Members:</b>			

Number of Registered Participants for the 20\_\_\_\_ season: \_\_\_\_\_

User fees paid to Town on \_\_\_\_\_, 20\_\_\_\_.  
(Cheque, Cash, Debit/Credit, or e-Transfer to payments@magrath.ca)

Proof of Liability Insurance provided on \_\_\_\_\_, 20\_\_\_\_.

<b>For Office Use Only</b>	
	Date
User agreement form submitted	
User fees paid	
Proof of Insurance Received	
Notification to Parks and Recreation Sent	
Association approved for field use	

## TITLE: SPORTS ASSOCIATION USER AGREEMENT

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POLICY GROUP: PARKS & RECREATION

POLICY #: REC-016

APPROVAL: CHIEF ADMINISTRATIVE OFFICER

EFFECTIVE DATE: JULY 15, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

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### PURPOSE

This policy establishes the annual procedures and requirements for sports associations to gain access to the Town of Magrath recreational field facilities.

### POLICY STATEMENTS

#### 1. Annual Reporting

Each sports association will update their contact information annually by completing the Association Information Form as outlined in Schedule A and submitting it to the Town Office prior to the beginning of the sport's season.

#### 2. Insurance

Sports associations must provide proof of liability insurance to the Town Office prior to access to the field.

#### 3. User Fee Structure

A user fee of **\$10.00 per participant** is applicable to all sports associations using the Town of Magrath sports field facilities.

#### 4. Registration Reporting

Sports associations must submit their total registration numbers to the Town of Magrath within **one (1) week** after the registration period closes.

#### 5. Payment of Fees

The total user fee payment is due within two (2) weeks of the registration close date. Payment must be made payable to the Town of Magrath and submitted to the town office **before access to the field will be granted**.

#### 6. Consequences of Non-Payment

Failure to pay the required user fees within the specified timeframe will result in the following:

- **Lines will not be painted** on sports fields.
- **Bases will be removed** from ball diamonds.
- **Teams/Leagues may be denied access to the field.**

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TITLE: **SPORTS ASSOCIATION USER  
AGREEMENT**

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POLICY #: REC-016

**7. Enforcement**

The Town of Magrath reserves the right to enforce this policy to ensure compliance and maintain the quality of recreational facilities for all users.

**8. Requests for Field Improvements**

Any request for improvements to the Town of Magrath sports field facilities must be made by a formal request from the board of the Sports Association requesting the upgrade to the Recreation Foreman. A motion from the minutes of the requesting board must accompany the request