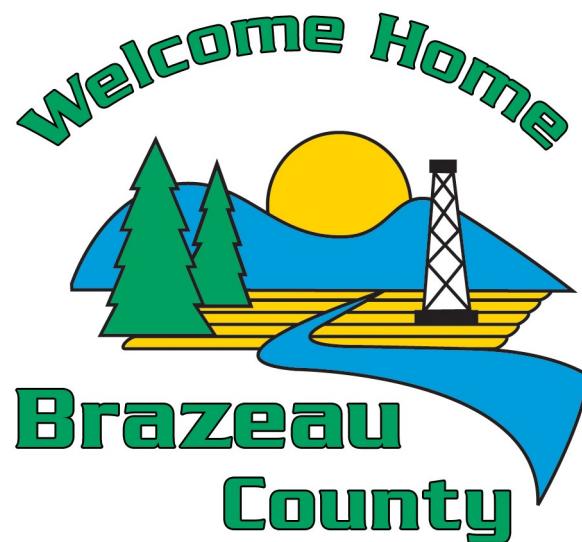


# Brazeau County

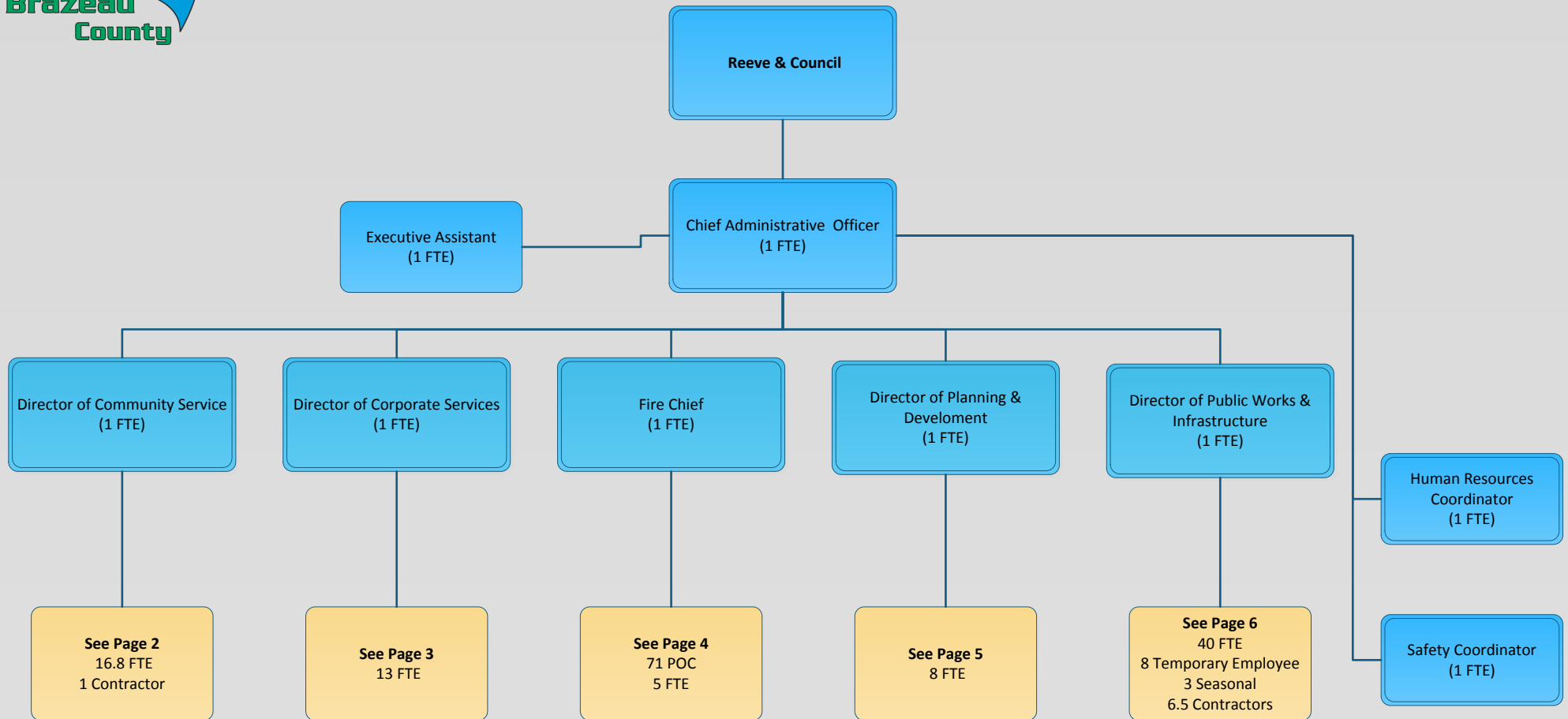
2015 Approved Annual Budget



Service Delivery

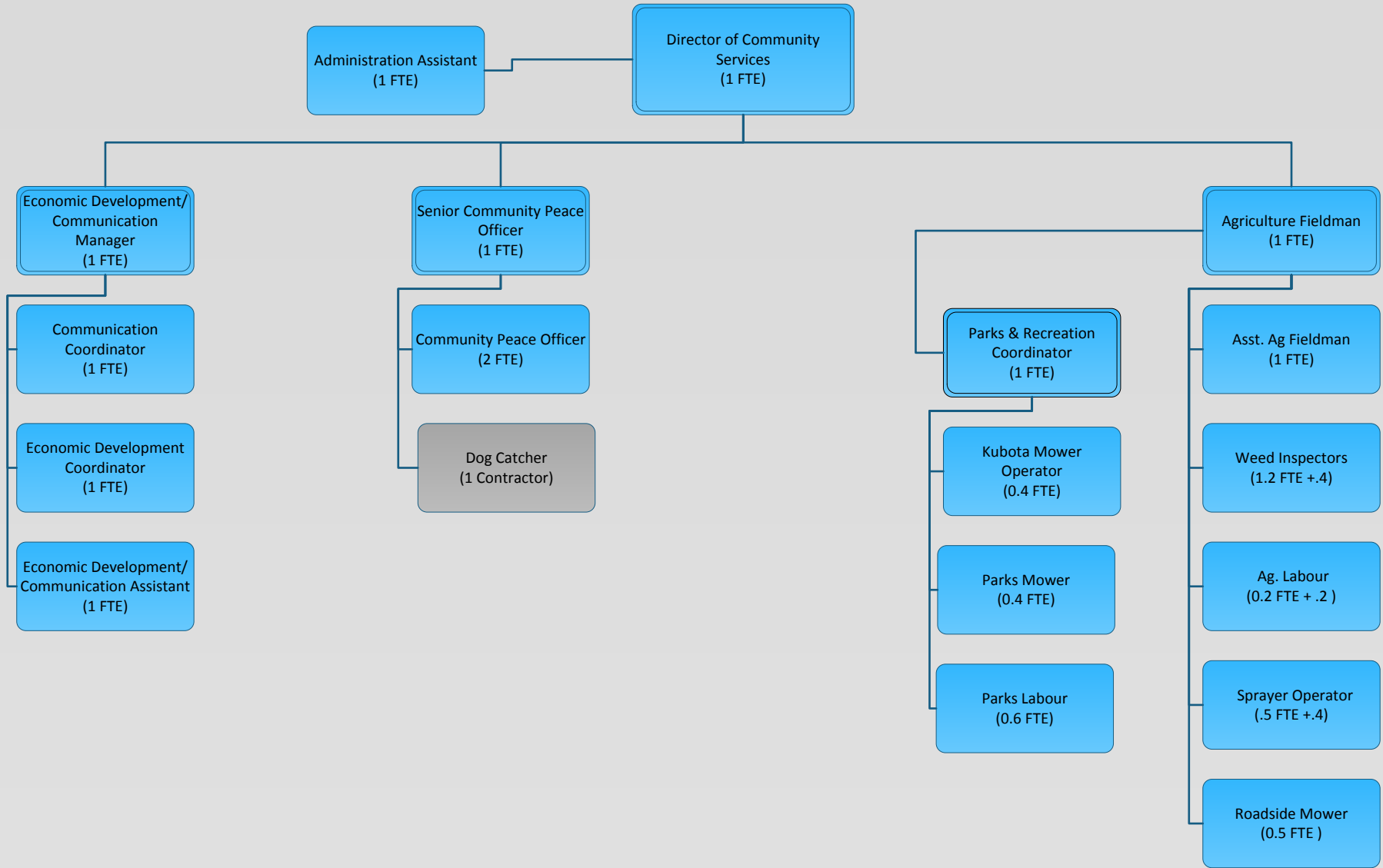


# BRAZEAU COUNTY ORGANIZATIONAL CHART



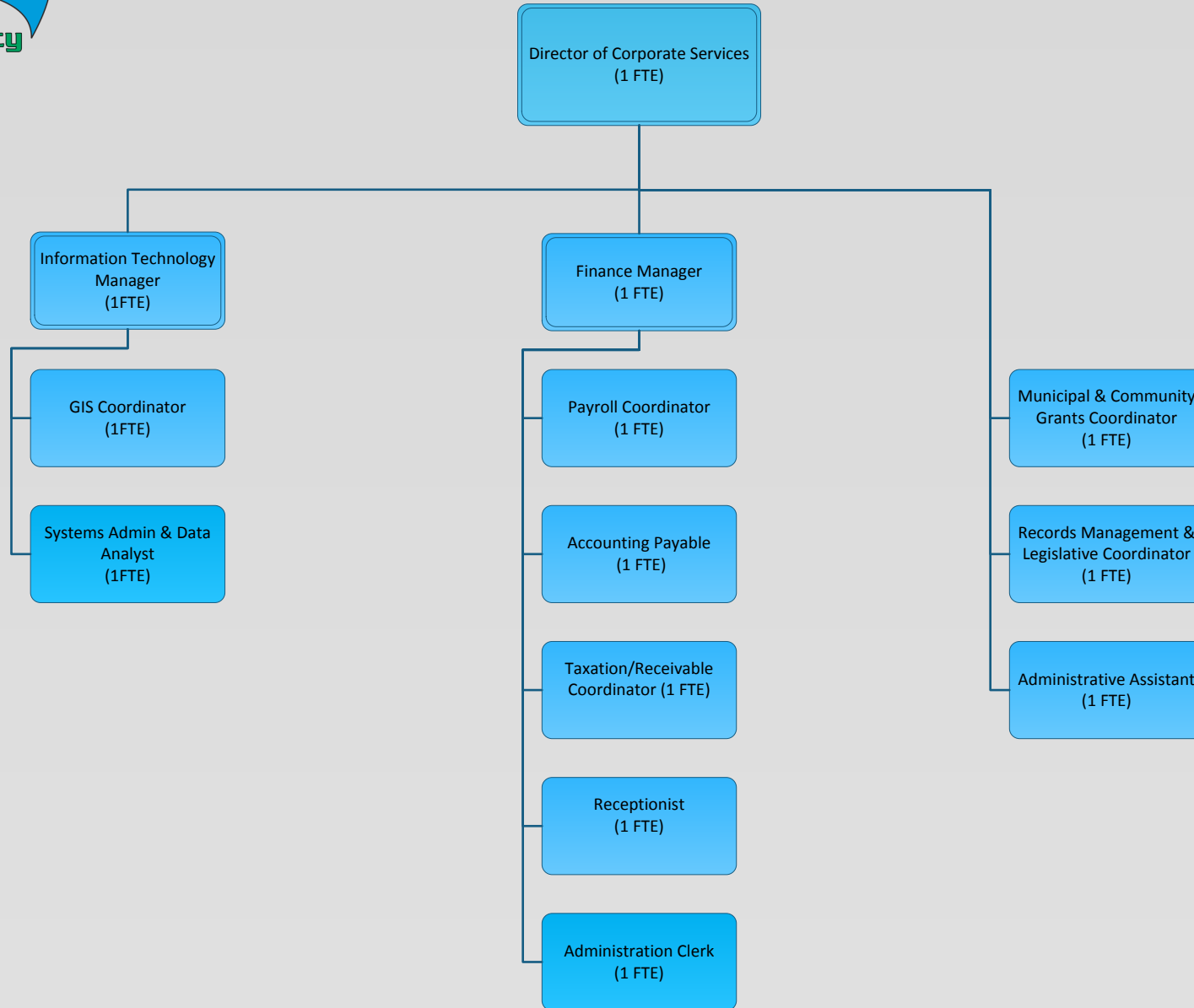


# COMMUNITY SERVICES ORGANIZATIONAL CHART





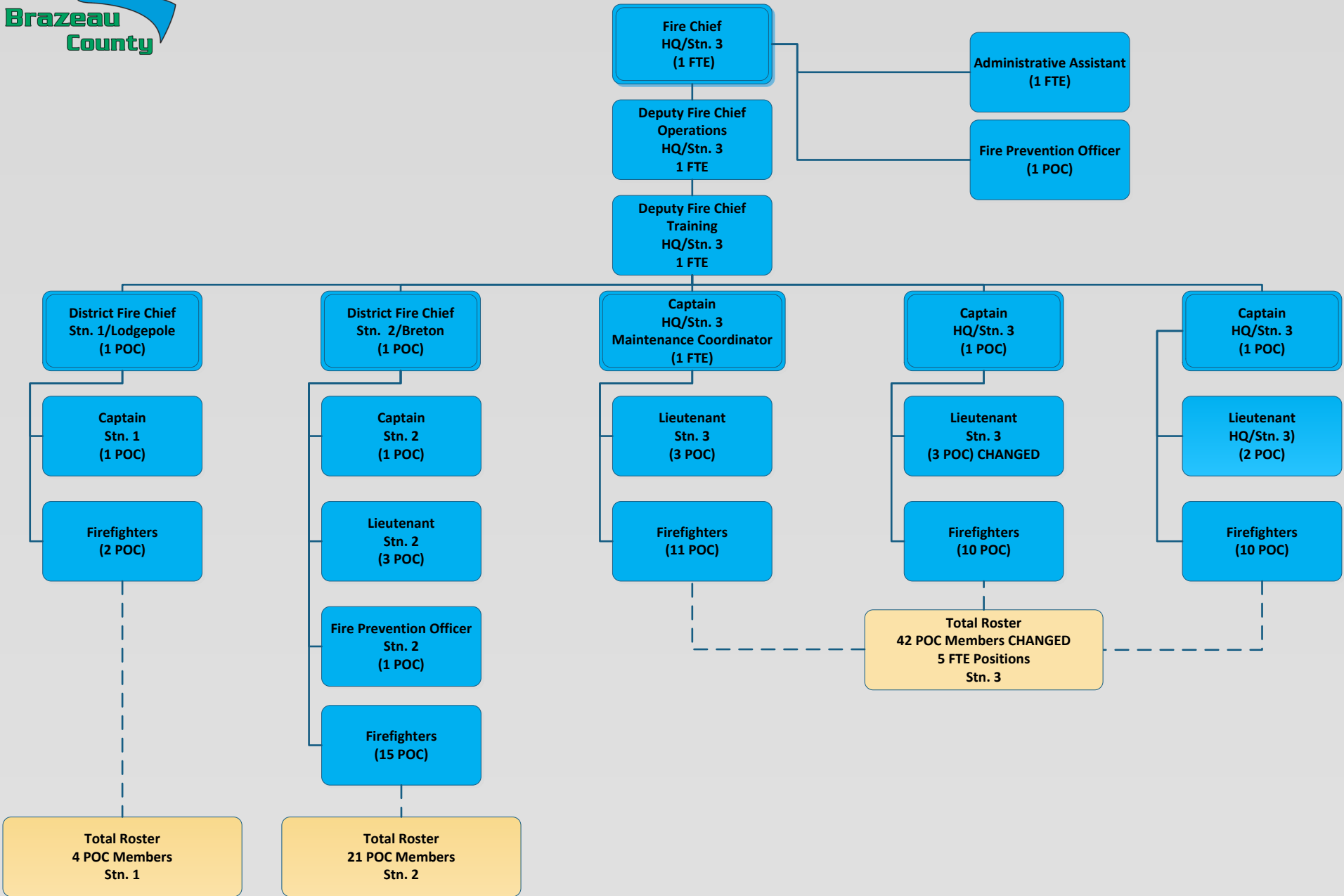
# CORPORATE SERVICES ORGANIZATIONAL CHART



See Page 3  
13 FTE



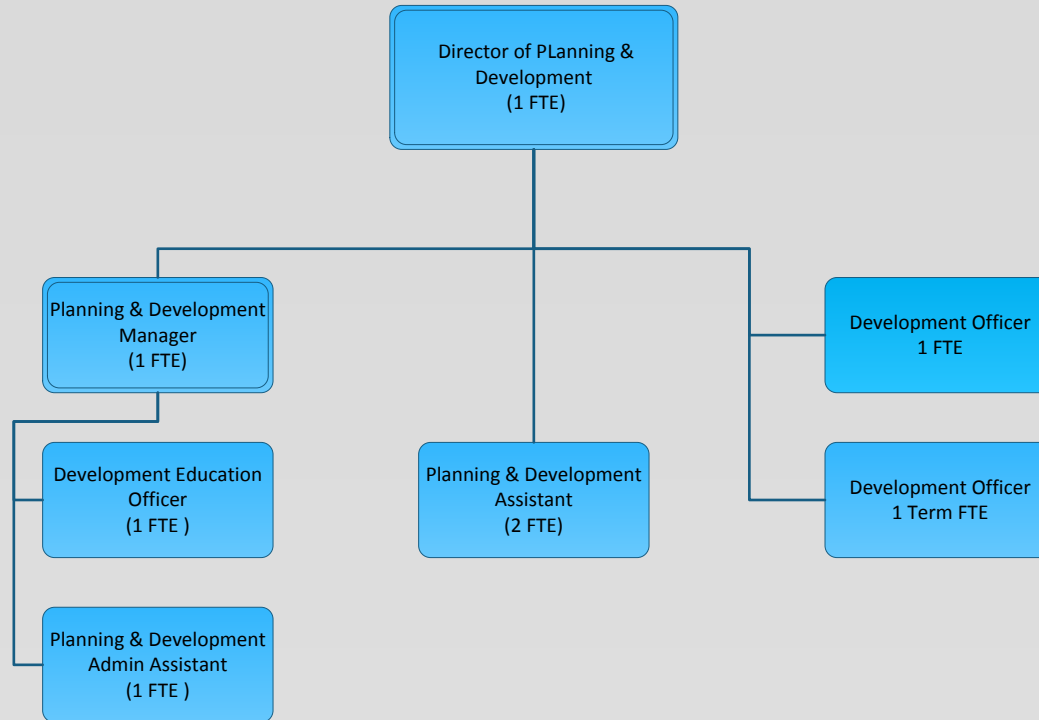
# FIRE SERVICES ORGANIZATIONAL CHART





# PLANNING & DEVELOPMENT ORGANIZATIONAL CHART

(NOVEMBER 7 FINAL - DRAFT), 2014 - UPDATED



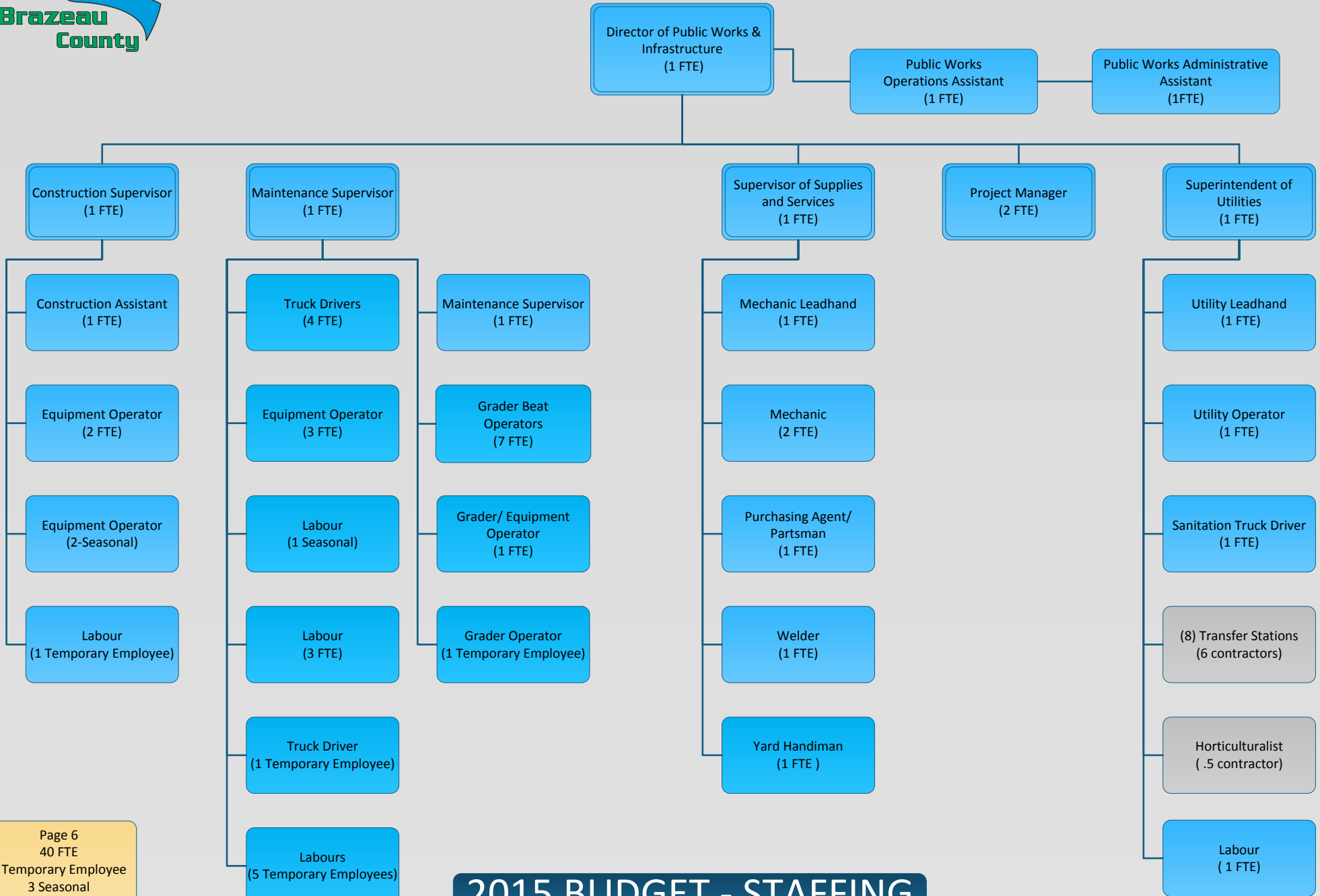
See Page 5  
8 FTE

**2015 BUDGET - STAFFING**



# PUBLIC WORKS & INFRASTRUCTURE ORGANIZATIONAL CHART

(NOVEMBER 7 FINAL - DRAFT), 2014 - UPDATED



Page 6  
40 FTE  
8 Temporary Employee  
3 Seasonal  
6.5 Contractors

## 2015 BUDGET - STAFFING



## Brazeau County 2014 Service Delivery Review

COUNCIL & OTHER LEGISLATIVE	
SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
Honoraria	<ul style="list-style-type: none"><li>• Council and Board honoraria paid as per COUNCIL – 1 POLICY</li></ul>
General Council Expenses	<ul style="list-style-type: none"><li>• Includes travel costs, conference and membership fees, telephone and communications and other general materials and supplies</li></ul>
LARB/CARB Board	<ul style="list-style-type: none"><li>• Includes honoraria and travel</li></ul>





## Brazeau County 2014 Service Delivery Review

CAO AND EXECUTIVE SUPPORT	
SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
LEGISLATIVE	<ul style="list-style-type: none"> <li>• Council support</li> <li>• Bylaw development, recommendation and implementation</li> <li>• Meeting minutes, recording, control, follow up and implementation</li> <li>• SDAB Secretariat</li> <li>• Legislative Compliance</li> </ul>
POLICY	<ul style="list-style-type: none"> <li>• Policy analysis, development, recommendation and implementation</li> <li>• Policy review</li> </ul>
ADMINISTRATION	<ul style="list-style-type: none"> <li>• Agenda management</li> <li>• Procedural management</li> <li>• Legal matters oversight and file control</li> <li>• Corporate record keeping</li> <li>• FOIP</li> </ul>
OPERATIONAL MANAGEMENT	<ul style="list-style-type: none"> <li>• Leadership of the SMT</li> <li>• Financial management</li> <li>• Business planning</li> <li>• Service capacity analysis</li> <li>• Program review</li> <li>• Oversight of annual budget process and related implementation</li> </ul>
STRATEGIC PROJECTS	<ul style="list-style-type: none"> <li>• Strategic Planning – Annual Council Priority Setting</li> <li>• Joint Community Economic Development Strategic Plan</li> <li>• Annexation Settlement Implementation</li> <li>• Inter-Municipal Cooperation (Drayton Valley and Breton) – review all existing agreements.</li> </ul>
CORPORATE COMMUNICATIONS	<ul style="list-style-type: none"> <li>• Annual Communication Plan development and implementation</li> <li>• Public Relations</li> </ul>

## CAO AND EXECUTIVE SUPPORT

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<ul style="list-style-type: none"><li>• Intra-Municipal, Inter-Municipal, Provincial and Federal Relations</li><li>• Staff Relations</li></ul>



## Brazeau County 2014 Service Delivery Review

COMMUNITY SERVICES	
SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
<b>POLICE PROTECTION</b>	
ENFORCE LOCAL BYLAWS	<ul style="list-style-type: none"> <li>Over 70 enforcement calls annually handled by two Community Peace Officers &amp; Vehicle related to off highway vehicles, stray animals, and speeding vehicles, etc.,</li> </ul>
ENFORCE PROVINCIAL STATUES	Enforcement of the following: <ul style="list-style-type: none"> <li><i>Animal Protection Act</i></li> <li><i>Dangerous Dogs Act</i></li> <li><i>Environmental Protection and Enhancement Act</i></li> <li><i>Gaming and Liquor Act</i></li> <li><i>Fuel Tax Act</i></li> <li><i>Petty Larson</i></li> <li><i>Provincial Offenses Procedures Act</i></li> <li><i>Highway Development and Protection Act</i></li> <li><i>Trespass to Premises Act</i></li> <li><i>Stray Animals Act</i></li> <li><i>Tobacco Tax Act</i></li> <li><i>Traffic Safety Act</i></li> </ul>
SPEED ENFORCEMENT	Speed enforcement through the following equipment: <ul style="list-style-type: none"> <li>Genesis II Radar</li> <li>Laser – Ultra Lyte LR (LTI 20-20)</li> </ul>
ANIMAL CONTROL	<ul style="list-style-type: none"> <li>Provide Animal Collection Services as required via administering the dog catcher contract.</li> <li>Handles animal control complaints and investigations.</li> </ul>
GENERAL ADMINISTRATION	<ul style="list-style-type: none"> <li>Ticket management – processing and recoding/filing.</li> <li>General correspondence.</li> <li>Support to organization departments for serving notification and legislation papers such as tax notice “in arrears,” unsightly premises etc.</li> </ul>
GENERAL PATROL	<ul style="list-style-type: none"> <li>Protection of infrastructure and road monitoring.</li> <li>enforcement, educating the public, and notification to PW maintenance of hazards, conditions of roads and anything relevant to county right of ways and properties.</li> <li>assist PW during off business hours and weekends without incurring additional costs to ratepayers for</li> </ul>

COMMUNITY SERVICES	
SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>overtime, unless staff needs to be called out</p> <ul style="list-style-type: none"> <li>PS staff working various shifts, and weekends and most stat holidays, the county has personnel able to check public reports of road conditions/hazards beyond normal business hours.</li> </ul>
AGRICULTURAL SERVICES	
AGRICULTURE SERVICE BOARD	<ul style="list-style-type: none"> <li>To act as an advisory body and to assist the council and the Minister, in matters of mutual concern.</li> <li>To advise on and to help organize and direct weed and pest control and soil and water conservation programs</li> <li>To assist in the control of livestock diseases under the <i>Livestock Disease Act</i>.</li> <li>To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of agriculture producers.</li> <li>To promote and develop agricultural polices to meet the needs of the municipality.</li> </ul>
PEST CONTROL PROGRAM	<ul style="list-style-type: none"> <li>Carry out the duties per the <i>Agricultural Pest Act</i> and the <i>Pest and Nuisance Control Regulation</i>.</li> <li>Provide training opportunities on pest control.</li> <li>Provide equipment to deal with problem wildlife and pests.</li> <li>Provide pest education and awareness seminars during out breaks.</li> <li>Conduct grasshopper surveys.</li> <li>Conduct inspections and testing as required on canola fields for Clubroot.</li> <li>Provide a <i>Fusarium Graminearum</i> testing program to farmers.</li> </ul>
SOIL CONSERVATION PROGRAM	<ul style="list-style-type: none"> <li>Carry out duties as per the <i>Soil Conservation Act</i> to protect agricultural lands from wind and water erosion.</li> <li>Soil conservation through shelterbelt tree distribution</li> <li>Roadside seeding for erosion control.</li> </ul>
WEED INSPECTION PROGRAM	<ul style="list-style-type: none"> <li>Provide a weed inspector as per the <i>Weed Control Act</i> to carry out roles as per the Weed Act regulation.</li> <li>Crop protection through weed inspections and enforcement on public and private lands.</li> <li>Provide a no-spray program for landowners who are not in favour of herbicide application.</li> <li>Provide extension services to landowners on how to control and eradicate Prohibited Noxious and Noxious</li> </ul>

<b>COMMUNITY SERVICES</b>	
<b>SERVICES AND/OR PROGRAMS</b>	<b>SERVICE PARAMETERS</b>
	weeds.
ROADSIDE VEGETATION PROGRAM	<ul style="list-style-type: none"> <li>• Roadside vegetation management through mowing for brush control, safety, visibility and wildlife protection.</li> <li>• The first pass will be a shoulder pass on all primary roads then on to the Range Roads and Township roads. The second pass will follow the same format as the first pass with the exception that the mowing will be from shoulder to fence line where possible.</li> <li>• Control and eradication of Prohibited Noxious and Noxious weed species from county roads and county-owned lands through herbicide application for long term control.</li> </ul>
RURAL & COMMUNITY SERVICES	<ul style="list-style-type: none"> <li>• Maintain a soil sampling program for landowners.</li> <li>• Monitor surface water as per the AWQA program.</li> <li>• Monitor county groundwater resources in the five water wells throughout the county.</li> <li>• Provide extension programs relating to weed and livestock issue such as: grazing, manure management, sustainable cropping systems.</li> </ul>
CEMETERY SERVICES	<ul style="list-style-type: none"> <li>• In-house staff for grass mowing/weed control for Rocky Rapids and Keystone Cemeteries.</li> </ul>
AGRICULTURAL RENTAL EQUIPMENT PROGRAM	<ul style="list-style-type: none"> <li>• To offer Brazeau County producers and acreage owners equipment that they would not normally have, new technology (RFD tag readers) and equipment that are innovative so they can try the equipment and purchase their own if needed.</li> </ul>
<b>PARKS AND RECREATION SERVICES</b>	
EC/PARKS FACILITIES & PROGRAMS ADMINISTRATION	<ul style="list-style-type: none"> <li>• To enhance the quality of life in Brazeau County through recreation and leisure.</li> <li>• To provide residents and visitors with the opportunity to enjoy the outdoors in clean, well run and safe playgrounds.</li> <li>• To provide county residents and visitors with clean, safe and well maintained day use outdoor facilities.</li> <li>• To investigate and provide county residents and visitors with indoor recreation sports facilities that meets their needs.</li> <li>• To investigate and provide a walkway and trail system for non-motorized traffic that links communities and provides a recreation opportunity.</li> </ul>
CULTURAL BUILDINGS & FACILITIES SERVICES	<ul style="list-style-type: none"> <li>• Support given through the FIN-7 Policy.</li> </ul>

COMMUNITY SERVICES	
SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
<b>ECONOMIC DEVELOPMENT</b>	
BUSINESS RETENTION & EXPANSION	<p>A business retention and expansion program is a critical component of a community's overall ability to create policies and procedures enabling businesses to grow and thrive in the community.</p> <p><u>Goals</u></p> <ul style="list-style-type: none"> <li>• To keep an up to date and valuable inventory of the business community.</li> <li>• To provide a 'We Love Our Business Program' that will help our businesses through free marketing, networking opportunities, information referral services and educational workshops and seminars.</li> <li>• To provide a warm welcome for all new businesses.</li> </ul> <p><u>Strategy/Actions</u></p> <ul style="list-style-type: none"> <li>• Advertising of businesses on website and in Home Based and Agriculture Business (HBB) Directory.</li> <li>• Business Resource Center</li> <li>• Business Visitation/Import Replacement Program (BVP) every three years.</li> <li>• Business Inventory updates (on-going).</li> <li>• EARNetwork – delivery of workshops, networking events, job fair.</li> <li>• Information Referral.</li> <li>• New Business Welcoming Program.</li> <li>• Personalized Business Consultation.</li> <li>• Quarterly Business Newsletter.</li> <li>• Skills Gap Analysis/Labour Shortage – forge relationships with existing education and training organizations (CAEC/RAAC).</li> <li>• Women in Business Network – delivery of workshops, networking events targeted towards female entrepreneurs, professionals, trades and budding entrepreneurs.</li> </ul>
BUSINESS ATTRACTION/ GROWTH/DIVERSIFICATION	<p>Attracting business and investment, based on a clear set of goals and objectives that can be achieved by implementing carefully thought out strategies and tactics. Here in Brazeau County, we have the traditional resource industries of oil &amp; gas, forestry and agriculture and two emerging industry sectors, namely tourism and bio-energy. Diversity in an economy is critical to long term growth and lasting prosperity.</p> <p><u>Goals</u></p>

## COMMUNITY SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<ul style="list-style-type: none"> <li>To research the emerging industries that are compatible with our area and work with partners to attract or grow those industries.</li> <li>To work with our existing industries to remain prosperous in the current economy through diversification and value-added opportunities.</li> <li>To be open for business.</li> </ul> <p><u>Strategy/Actions</u></p> <ul style="list-style-type: none"> <li>Bio-Mile/Clean Energy Centre/Sustainability consultations</li> <li>Brazeau Node/Invest in Brazeau</li> <li>Community Investment Plan (CIP)</li> <li>Economic Profile</li> <li>Funding support in Brazeau Regional Tourism</li> <li>Hosting/co-hosting of workshops and events (tourism, sustainability, etc.).</li> <li>Hosting/co-hosting Trade Delegations.</li> <li>Joint (Brazeau County/Drayton Valley) Community Economic Development Plan</li> <li>Joint Regional Tourism Marketing &amp; Branding Plan</li> <li>Industry conferences and tradeshow</li> <li>Regular communications to our businesses on sources of funding, provincial and federal support programs (i.e. Foreign Worker Program, Business Link courses) and trade mission opportunities via email blasts and business newsletter.</li> <li>Targeted Investment Attraction website/marketing materials</li> <li>Tourism Shelf Ready Business Opportunities Marketing packages</li> <li>Enhance Tourism – to assist in creating a place people want to come to for recreation.</li> </ul>
COMMUNITY SUSTAINABILITY	<p>Sustainable communities are communities that plan, build, or modify themselves to promote sustainable living.</p> <p><u>Goal</u></p> <ul style="list-style-type: none"> <li>To protect and preserve our natural resources.</li> <li>To grow business in a manner that respects our environment.</li> <li>To be a socially responsible governing body.</li> <li>To proactively plan for a sustainable and thriving community now and for future generations.</li> </ul>

## COMMUNITY SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p><u>Strategy/Actions</u></p> <ul style="list-style-type: none"> <li>Commitment/plan/funds to Childcare Funding to ensure an adequate number of childcare spaces.</li> <li>Commitment/plan/funds to addressing the Housing crisis.</li> <li>Commitment to the preservation of our natural resources necessary for life: investigate a 'produced water recycling plant' to retain potable water in the aquifer.</li> <li>NEW: Land-use By-law review – participate in an advisory role only.</li> </ul>
STRATEGIC PARTNERSHIPS	<p>Key to the success of any Economic Development organization is the synergies that come from positive strategic partnerships. Without these partnerships, an Economic Development organization works in a silo which stifles creativity and new opportunities.</p> <p><u>Goal</u></p> <ul style="list-style-type: none"> <li>To forge working relationships with organizations where mutual benefit is gained through knowledge sharing and creating strategic opportunities to work in partnership for the better good of our community.</li> </ul> <p><u>Strategy/Actions</u></p> <p><i>Project Partners</i></p> <ul style="list-style-type: none"> <li>Alberta Apprenticeship</li> <li>Brazeau Regional Tourism</li> <li>Careers Next Generation</li> <li>Community Futures Capital Region</li> <li>Eagle Point-Blue Rapids Parks Council</li> <li>Municipal partners – Town of Drayton Valley, Village of Breton</li> <li>NorQuest College</li> <li>Provincial and Federal Government – Alberta Works, Invest Canada – Community Initiatives (ICCI)</li> <li>Travel Alberta</li> </ul> <p><i>Association Memberships</i></p> <ul style="list-style-type: none"> <li>EDA – Economic Developers of Alberta</li> <li>EDAC – Economic Developers Association of Canada</li> <li>International Retail Shopping Association</li> </ul> <p><i>Boards</i></p>



<b>COMMUNITY SERVICES</b>	
<b>SERVICES AND/OR PROGRAMS</b>	<b>SERVICE PARAMETERS</b>
	<ul style="list-style-type: none"> <li>Community Adult Education Council (CAEC) – Co-Chair</li> <li>Community Futures Capital Region – Director</li> </ul>
COMMUNICATIONS/PR/MARKETING ACTIVITIES	<p>To raise public awareness of Brazeau County by educating key audiences that we have a strategic plan with measurable outcomes.</p> <p><u>Objectives</u></p> <ul style="list-style-type: none"> <li>To communicate information in a precise and timely manner;</li> <li>To provide opportunities for citizen engagement and public consultations;</li> <li>To promote Brazeau County as a safe and friendly environment for families; and</li> <li>To promote Brazeau County as an open, transparent and progressive place for business investment.</li> </ul> <p><u>Tools/Tactics/Activities</u></p> <ul style="list-style-type: none"> <li>Annual Report</li> <li>Brazeau Business Newsletter</li> <li>Brazeau Community Newsletter</li> <li>Brazeau County municipal website and targeted investment websites</li> <li>Communications Plan/Policy Development</li> <li>Council Public Relations/Strategic Action Items</li> <li>Develop and maintain marketing materials designed to promote the County</li> <li>Information Exchange: e-blasts to businesses</li> <li>Print Media: local and provincial publications for Council advertising, special messages, etc.</li> <li>Public Relations: News Releases, media monitoring</li> <li>Seasonal Messages on the local radio</li> <li>Social Media</li> </ul>
<b>EMERGENCY SERVICES</b>	
DISASTER SERVICES	<ul style="list-style-type: none"> <li>The Brazeau Emergency Management Agency is to provide a prompt and co-ordinated response to emergencies affecting the municipality.</li> <li>To develop and maintain a current Municipal Emergency plan.</li> <li>To test the Plan and activate training sessions with other agencies.</li> </ul>



## Brazeau County 2014 Service Delivery Review

CORPORATE SERVICES	
SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
<b>FINANCIAL SERVICES</b>	
Taxation & Assessment	<ul style="list-style-type: none"> <li>Maintenance of a current assessment roll that meets the requirements of the MGA of 8,200 properties.</li> <li>Land title changes, approximately 600 per annum.</li> <li>Preparation of tax levies and notices for annual assessments.</li> <li>Tax collections, statements, letters, phone calls completed monthly.</li> <li>Tax recovery process, submit arrears list, prepare for and conduct the tax sale annually.</li> <li>Manage assessor's contract as it relates to compliance with ASSET standards.</li> <li>Liaise with assessor and other municipalities and government officials to improve regulations and policies.</li> <li>Act as Clerk for the County on the Assessment Review Boards, both Composite Assessment Review Board (CARB) and Local Assessment Review Board(LARB).</li> <li>Manage the monthly tax installment plan.</li> <li>Property searches, tax certificates and assessment information as required.</li> <li>Respond to general inquires.</li> </ul>
Accounts Payable	<ul style="list-style-type: none"> <li>Process invoices weekly, verifying signing authorities and purchase order requirements of approximately 7,000 per annum.</li> <li>Process weekly cheque/EFT run for approval of approximately 3,000 cheques per annum.</li> <li>Accountable for cheque processing and purchase order</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>controls.</p> <ul style="list-style-type: none"> <li>• Providing assistance to the departments for project costing for operational and capital projects.</li> <li>• Importing information from the Worktech job costing program into the Diamond Accounts Payable subledger. Verifying the accuracy of the imported information.</li> </ul>
Accounts Receivable	<ul style="list-style-type: none"> <li>• Monthly process requisitions and invoices of approximately 200 per annum.</li> <li>• Collection of all corporate accounts monthly by statement, letter and phone.</li> <li>• Prepare and process auto debits @ 75 per month.</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>• Monthly utilities bills of approximately 3,600 per annum.</li> <li>• Import meter readings, calculate and process bills.</li> <li>• Collections of outstanding accounts.</li> <li>• In conjunction with the Utility department set up new installation bookings and schedule shutoffs as required.</li> <li>• Account changes and inquiries.</li> <li>• Manage monthly pre-authorized debit program.</li> </ul>
Payroll Administration	<ul style="list-style-type: none"> <li>• Process biweekly, monthly and semi –annual payroll runs.</li> <li>• Provide input for policies and procedures.</li> <li>• Comply with a legislation as it pertains to labour work force.</li> <li>• Monthly reconciliation of all clearing accounts for benefits and pension.</li> <li>• Process submissions monthly for benefits and semi-monthly for pension.</li> <li>• Balance and submit remittances for Canada Revenue Agency bi-weekly.</li> <li>• Reconcile all accrual accounts monthly.</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<ul style="list-style-type: none"> <li>Workforce of 80 – 100 staff depending on the seasonal peaks and lows.</li> </ul>
Audit Coordination	<ul style="list-style-type: none"> <li>Coordinate the provision of working papers to support the year-end external audit.</li> <li>All year end procedures.</li> <li>Liaise with audit firm to provide additional working papers as required.</li> </ul>
Financial Reporting	<ul style="list-style-type: none"> <li>Maintenance of the general ledger and project costing.</li> <li>Balancing all subledgers monthly.</li> <li>Monthly budget reporting.</li> <li>Quarterly budget variance reports for Council.</li> <li>Monthly Statement of Financial Position for Council.</li> <li>Annual inventory count.</li> <li>Prepaid accounts reconciliation.</li> <li>Maintenance of work in progress; asset management and restricted surplus accounts.</li> <li>Monthly journal entries.</li> <li>Draft Financial Statement and draft Financial Information Return.</li> </ul>
Cash Management	<ul style="list-style-type: none"> <li>Balance and verify cash receipts and prepare daily bank deposits.</li> <li>Monthly bank reconciliation.</li> </ul>
Asset Management	<ul style="list-style-type: none"> <li>Asset Management Plan – tracking of current assets and development of strategy for future replacement/maintenance requirements.</li> <li>Review of condition of assets – write/down or suggest replacement.</li> <li>Review of assets to ensure the asset is still in use.</li> </ul>

## HUMAN RESOURCES

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
Compensation/Grid Reclassification	<ul style="list-style-type: none"> <li>• Annual review of job classifications and make recommendations.</li> <li>• Review of the compensation package annually.</li> <li>• Review of the job descriptions annually.</li> <li>• Review of the benefits package tri-annually.</li> </ul>
Benefits Administration	<ul style="list-style-type: none"> <li>• Track and monitor vacation, sick and overtime accruals.</li> <li>• Administer WCB and disability plans, claims and incident reports as required in conjunction with the Safety Coordinator.</li> </ul>
Employee/Labor Relations	<ul style="list-style-type: none"> <li>• Register new employees and provide employee orientation.</li> <li>• Register and introduce benefit plan and options.</li> <li>• Administer payroll changes with benefit provider.</li> <li>• Employee consultation on salary, benefits, policy interpretations and general human resource issues.</li> <li>• Pension and retirement options.</li> <li>• Terminations and resignations.</li> <li>• Assist in pension and benefit options upon termination or resignation.</li> <li>• Assist employees and management with collective agreement negotiations and interpretations.</li> </ul>
Attraction/Retention	<ul style="list-style-type: none"> <li>• Research and implement methods to attract, retain and motivate qualified employees.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>• Ensure the completion and retention of employee contracts.</li> <li>• Maintain employee records to conform with federal and provincial legislation and County policy.</li> <li>• Obtain criminal records checks and drivers abstracts as required.</li> <li>• Tracking and notification of timing for employee</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>performance evaluations.</p> <ul style="list-style-type: none"> <li>Maintain employee award and recognition records in accordance with County policy.</li> </ul>
Corporate Assistance	<ul style="list-style-type: none"> <li>Prepare and document a Human Resources Management Plan for the County.</li> <li>Research and input on policies and procedures.</li> <li>Advice to departments on human resources related issues.</li> <li>Ensure uniform hiring practices (i.e. advertising of employment opportunities, scheduling interviews, letters of offer, reference checks etc.).</li> <li>Assist department in the interview and selection process.</li> <li>Monitor and report attendance, vacation, sick, overtime and length of service accruals to senior management in a timely fashion.</li> </ul>

## INFORMATION TECHNOLOGY

General Help Desk Services	<ul style="list-style-type: none"> <li>Provide help desk support for troubleshooting hardware, networking and software problems.</li> <li>Provide software utilization support and training in both a one on one or group training fashion.</li> <li>Provide telephone service troubleshooting, support and changes utilizing outside services when necessary.</li> </ul>
Network Asset Maintenance & Support Services	<ul style="list-style-type: none"> <li>Provide monthly preventative maintenance on servers. Generate reports to focus on potential problems and report problems to management if necessary.</li> </ul>
Computer Replacement Program (Annual)	<ul style="list-style-type: none"> <li>Ensure that the staff computers and laptops are kept efficient and up to date. All non-specialty equipment will follow a 4 year replacement cycle.                             <ul style="list-style-type: none"> <li>Not all staff will have their computers replaced in the 4 years, but all computers will be replaced</li> </ul> </li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p style="text-align: center;">throughout the term. This means computers will be moved throughout the organization as required.</p>
<p>General Software Licensing &amp; Support Services (Annual)</p>	<ul style="list-style-type: none"> <li>• Provide and manage proper and legal licensing for all non-specialty software required for the operation of the County. Keeping consistency between versions where it is important to the successful and efficient communication between internal and external organizations:                             <ul style="list-style-type: none"> <li>○ This includes Microsoft Office, Adobe Acrobat Professional, Microsoft Windows and any other software defined as standard on all County Workstations.</li> </ul> </li> </ul>
<p>Project Management Licensing &amp; Support Services (Annual)</p>	<ul style="list-style-type: none"> <li>• All software will include a yearly enhancement charge which is a percentage of the original purchase price.</li> </ul>
<p>Information Security (Subscription Bi-Annual)</p>	<ul style="list-style-type: none"> <li>• Provide protection from both internal and external threats to all desktop, laptop and server computers within the organization from email and file virus or malware threats.</li> <li>• Email security and anti-virus software are purchased in alternate years to provide consistency in budgeting.</li> <li>• Develop and maintain disaster recovery and regularly scheduled backup processes to ensure the security of the County's information.</li> </ul>
<p>Website</p>	<ul style="list-style-type: none"> <li>• Provide design, implementation, maintenance and support for 2 hosted websites including the following.                             <ul style="list-style-type: none"> <li>○ Brazeau County Website</li> <li>○ Invest in Brazeau Website</li> </ul> </li> <li>• The Communications division of Community Services keeps the websites up to date for content, and IT assists in keeping the structure and utilities to manage the website current and up to date. Provide support to the Communications Coordinator to design, maintain and support regular County news releases and highlights to the</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>website.</p>
<p>GIS/GPS Software Licensing and Support Services (Annual)</p>	<ul style="list-style-type: none"> <li>While each department manages their specialty software systems, IT works closely with the various departments to ensure a seamless integration within the whole County system.</li> </ul>
<p>Communication Services</p>	<ul style="list-style-type: none"> <li>Develop and maintain overall telephone communication services for the organization.</li> </ul>
<b>GIS/GPS</b>	
<p>Webmap Services (Annual)</p>	<ul style="list-style-type: none"> <li>Brazeau County's GIS information is accessible to authorized staff from any computer within the organization. This information includes all layers that the GIS Coordinator has made available.</li> <li>Brazeau County's financial system updates the parcel and owner information staff sees in Webmap nightly.</li> <li>Accurate Assessment updates "information" on a contracted schedule as well as on request of the GIS Coordinator.</li> <li>Staff utilizes the Webmap Service for information as well as reporting. Some examples of report usage are Land Use Location Maps, Ortho Maps, and Adjacent Landowner information for mail outs.</li> </ul>
<p>Geographical Information System (GIS)</p>	<ul style="list-style-type: none"> <li>Maintain and operate a GIS based application to digitally capture and display all infrastructure and capital assets.</li> <li>Maintain and operate an internet based GIS application to digitally capture and display all infrastructure and capital assets for public use.</li> <li>Data management for inventory and condition of concrete sidewalks, roadways, signage, water, sewer, restricted land, and land zoning.</li> <li>Data management for Land Use Zoning (from Diamond)</li> <li>Data management and maintenance of vehicle tracking</li> </ul>



## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>system.</p> <ul style="list-style-type: none"> <li>Support and maintain Work Alone system utilized by Public Works and infrastructure.</li> </ul>
Mapping	<ul style="list-style-type: none"> <li>Prepare and plot maps for external and internal uses (400-800 maps annually).</li> </ul>
Webmap	<ul style="list-style-type: none"> <li>Work with Accurate Assessments to maintain and update internal Webmap.</li> </ul>
Munisight PD	<ul style="list-style-type: none"> <li>Support and maintain subdivision and development application utilized by Planning and Development.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>Maintain and operate a GIS based application to digitally capture and display all infrastructure. (~6,000 map files, archived documents, and images).</li> </ul>
GPS Program	<ul style="list-style-type: none"> <li>Maintain and utilize GPS data collection on all new assets and to inventory previously not captured data.</li> </ul>
Other GIS Programs	<ul style="list-style-type: none"> <li>Air photo updates completed tri-annually (next in 2015).</li> </ul>
<b>ADMINISTRATION</b>	
Reception	<ul style="list-style-type: none"> <li>Greet walk-in customers and direct their inquiry to the appropriate department.</li> <li>Act as a switchboard to receive and direct calls to the appropriate department.</li> <li>Receive and receipt all funds being paid from customer walking in; mailed in payments and direct deposit vouchers.</li> <li>Assist with administrative duties with corporate services and other departments as required.</li> <li>Assist with coverage in times of absence from other departments as required.</li> <li>Preparing deposits and taking them to the bank daily.</li> <li>Preparing mail for delivery to the post office and pickup of</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>the incoming mail daily.</p>
Records Management	<ul style="list-style-type: none"> <li>Develop and maintain a central filing system.</li> <li>Management of agreements in force and lease agreement files ensure compliance.</li> <li>Maintain land filing.</li> <li>Filing, maintaining and destruction of records as per the record retention bylaw.</li> <li>Maintain record of the placement and destruction of records.</li> </ul>
Financial & Budget Planning	<ul style="list-style-type: none"> <li>Complete Corporate Service 5 year Business Plan and review annually.</li> <li>Coordinate; compile Annual Budget which includes both operating and capital components through provision of support to the departments and gathering completed materials; verifying and compiling into one report.</li> <li>Presentations and workshops (orientation, strategic planning) with Council.</li> <li>Current year operating projections to senior management team.</li> <li>10 year capital plan</li> </ul>
Grant Administration	<ul style="list-style-type: none"> <li>Manage Federal, Provincial &amp; Local Operating grants that may become available from time to time.</li> <li>Federal, Provincial &amp; Local Capital grants for the construction of tangible capital assets that may become available from time to time.</li> <li>Research potential sources of grant funding and the possible partnerships that may be required to access the resources.</li> <li>Centralization of all grants, track progress and compliance.</li> <li>Complete applications and reporting as required.</li> </ul>
Investment/Debt Management	<ul style="list-style-type: none"> <li>Investment portfolio, long and short term investments;</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>consultations with management for cash flow requirements; research the best interest and invest as per legislation and County policy</p> <ul style="list-style-type: none"> <li>• Debt management</li> <li>• Prepare borrowing bylaws and ensure legislated requirements are met.</li> <li>• Complete applications for debentures and debt limit forms for Alberta Capital Finance Authority.</li> </ul>
General Business Services	<ul style="list-style-type: none"> <li>• Administer contracts and requests for proposals for banking services, audit services and assessment services.</li> <li>• Account for letters of credit – Both Public Works &amp; Planning maintain a record of the securities for their respective areas while Corporate Services ensures the information is available for audit purposes.</li> </ul>
RISK MANAGEMENT	
Insurance	<ul style="list-style-type: none"> <li>• Annual renewal of the insurance policies for liability; property, vehicle and equipment.</li> <li>• Examination of the policies for changes and any potential risk to the County.</li> <li>• Additions and deletions as required</li> <li>• Annual asset inventory</li> <li>• Claims maintenance</li> </ul>
Risk Management Plan	<ul style="list-style-type: none"> <li>• Establish and maintain a risk management plan to mitigate risk within the organization.</li> <li>• Review practices and procedures within the organization.</li> <li>• Identify areas of liability and take measures if possible to limit the County's risk/liability.</li> </ul>
Disaster Recovery/Planning	<ul style="list-style-type: none"> <li>• Ensure the County has in place an up to date disaster</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>recovery plan that will mitigate the downtime/damage to the County in the event of a disaster.</p>
FOIP	<ul style="list-style-type: none"> <li>Receive requests, identify records, track requests and ensure legislation is followed.</li> <li>Acknowledge receipt and assign a number to each claim.</li> <li>Ensure that the County is FOIP compliant through examination; review and training development.</li> <li>Submit an annual report to Council of any requests.</li> </ul>
<b>RURAL COMMUNICATIONS UTILITY</b>	
Rural Communications Utility	<ul style="list-style-type: none"> <li>Assist in the design, build and maintenance of Brazeau County's Communication Infrastructure.</li> <li>Work together with other resources and Municipalities who have experience in Rural Communications to gather and share information about best practices and lessons learned.</li> </ul>
Inventory	<ul style="list-style-type: none"> <li>Maintain inventory of municipally owned communication towers and infrastructure. This will include the shelters, cabinets and network equipment.</li> <li>Maintain detailed records of capital and operating expenses spent and required to maintain communications as a utility.</li> </ul>
Tower Maintenance	<ul style="list-style-type: none"> <li>Liaison with qualified maintenance contractor to enable highly available and efficient service to be run on the towers.</li> <li>Work with contractor to prepare and make available reports showing the run time and availability of the services being provided.</li> </ul>
Reporting and Communication	<ul style="list-style-type: none"> <li>Document and maintain weekly meetings agendas and minutes during the preconstruction and construction phases.</li> </ul>

## CORPORATE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
Inspection	<ul style="list-style-type: none"><li data-bbox="743 233 1479 268">• Semi-Annual visual inspections of each tower and lighting.</li></ul>



## Brazeau County 2014 Service Delivery Review

FIRE PROTECTION SERVICES	
SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
<b>FIRE OPERATIONS</b>	
Fire Suppression	<ul style="list-style-type: none"> <li>• In the first six months of 2014, the Fire Service responded to approximately thirty-five fires. This is very close to the same number as 2013 which saw the department respond to forty-nine fires during the same time period. It is interesting to note that very few of these fires were fireplace/chimney fires. We are hoping this trend continues in 2015.</li> <li>• The biggest change in 2014 has been the decrease in the number of wildland fires in which fire crews have responded to. Eighteen wildland fires have been reported to date as opposed to fifty-three wildland fires during the same time period in 2013.</li> <li>• In 2014 Station 2 (Breton) took possession of its new quick response vehicle, or bush truck. This new vehicle will give Station 2 (Breton) the capability of rapid intervention in the early stages of a wildland fire and will allow them to gain access into areas in which they have had little or no access until now.</li> <li>• In 2014 the Fire Service acquired a closed in trailer for the Ranger. During the Wildland Fire Season of 2013, it was discovered that a closed in trailer to house the Ranger was necessary to protect the Ranger from theft and vandalism, but also for the trailer to be a place for rehab of our firefighters to get them out of the elements and to give them a place to relax.</li> <li>• In 2015 we are also looking to purchase a command vehicle for station 2 (Breton). This will assist on scene for establishing a command post, and to haul personnel to the scene rather than using a large fire apparatus which is a bigger cost. This will also assist us with having an on-call officer program at Station 2 which is planned for 2015.</li> </ul>
Overhaul Operations	<ul style="list-style-type: none"> <li>• This is action taken once the fire has been brought under control to ensure the fire is out.</li> <li>• A large number of man hours are used during this phase of the Fire Operation.</li> <li>• Continuous training on these techniques will be improved with the new training centre being proposed.</li> </ul>
Salvage Operations	<ul style="list-style-type: none"> <li>• This action involves saving and protecting property from a fire, as well as the potential for theft.</li> <li>• Man hours are spent protecting the scene until the insurance company can set up their own security or RCMP can be posted.</li> </ul>

## FIRE PROTECTION SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
HazMat/Dangerous Good and Rescue Operations	<ul style="list-style-type: none"> <li>• Motor vehicle collisions continue to be a large part of our rescue operations. In the first six months of 2014, the Fire Service responded to approximately fifty (50) motor vehicle collisions.</li> <li>• The arrival of our new jet boat has been a welcome relief to the Fire Service. Crews have been very active learning the necessary operations needed to operate the boat. The boat has already been called into service twice for two unrelated incidents, one at Brazeau Dam, and the other on the North Saskatchewan River.</li> <li>• With the signing of the Level of Service resolution by both Town and County Councils, work has begun on meeting the timelines set out in that document. In 2014, training has begun using the boat and associated rescue operation training. In 2015 with the purchase of the heavy rescue equipment, training will begin for trench and heavy rescue operations.</li> <li>• As well, the Fire Service is looking to enter into a contractual agreement with a larger municipality or private company to handle any serious HazMat/Dangerous Goods operation the Fire Service may encounter as per the level of service resolution.</li> </ul>
<b>FIRE INSPECTIONS</b>	
General	<ul style="list-style-type: none"> <li>• The fire service performs fire inspections in accordance with the Fire Services Joint Quality Management Plan approved by Council in 2010.</li> <li>• Currently inspections are performed based on request, complaint, or legal requirements.</li> <li>• At the present time, inspections are being carried out by the full time staff of the department. In the past year the Fire Service has seen a huge increase in the number of requests for plan reviews and inspections both from the Town of Drayton Valley and Brazeau County. Because of this, the Fire Service cannot handle the number of requests without adding one additional staff person. This individual would focus on inspections and review plans as well as oversee the fire guardian program which would potentially give us the option to move into some form of on-line fire permitting.</li> </ul>
Schools, Playschools, Daycares, and Day Homes.	<ul style="list-style-type: none"> <li>• The Fire Service continues to inspect local schools, day cares and day homes in the area.</li> <li>• In 2014, the Fire Service worked extensively with Frank Maddock High School and H.W. Pickup Junior High to make their emergency response plans more efficient and operable. We will be looking to review Saint Anthony School and Holy Trinity Academy in 2015.</li> </ul>
Private Dwellings	<ul style="list-style-type: none"> <li>• The fire services will continue to perform inspections of private dwellings as part</li> </ul>

## FIRE PROTECTION SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>of our ongoing inspection program in the community. In 2014 the Fire Service received several complaints regarding boarding type houses many of which were not code compliant and required upgrading. As a result, the Fire Service will continue to be very diligent in its inspections of rooming/boarding houses.</p>
<b>FIRE INVESTIGATIONS</b>	
	<ul style="list-style-type: none"> <li>Currently the Joint Fire Services Quality Management Plan requires that all fires which result in a loss of property or a loss of life be investigated and reported to the Fire Commissioners Office.</li> <li>The Fire Service is still looking to increase the number of safety codes officers to assist with this, particularly at Station 2 in Breton.</li> </ul>
<b>FIRE PREVENTION/PUBLIC SAFETY PROGRAMS</b>	
School Presentations	<ul style="list-style-type: none"> <li>As part of our ongoing service to the local community, the fire department spends a great deal of time promoting fire safety programs in the school system.</li> <li>The Fire Chief for the Day, the Fire Safety Poster Contest, the Grade 1 Smoke House Program, and the Grade 8 Fire Extinguisher Program will continue to run in 2015.</li> <li>We are looking to add a Kitchen Fire Safety Program for Grade 5 students as well.</li> </ul>
Community Presentations	<ul style="list-style-type: none"> <li>Back again in 2015 will be the community smoke detector program. In 2014 the areas of Cynthia, Cottonwood, and Breton were targeted. More locations, with a focus on the small communities, will continue in 2015.</li> <li>The department also participated in the Boston Pizza Smoke Detector Program in 2014. This program has become extremely popular in Drayton Valley over the past few years and has even been started in other communities in Alberta (Whitcourt) based on the model we created here in Drayton Valley.</li> <li>The Mary Poppins Chimney Sweep Program continues to be very popular. We still continue to have a large number of residents within the Town and County requesting this service and are now starting to get repeat customers.</li> <li>In regards to other community events the department has participated in this past year include: the RCMP Open House, the RCMP Musical Ride, Thunder in the Valley, Canada Day Celebrations in Drayton and Breton, DV 100 Bike Race, Drayton Valley Family Day Event at Aspen Landfill, Drayton Valley Triathlon, Movember Mustache Month to support prostate cancer research, Telus Booth at Registration Night to support fundraising efforts for CT Scanner, 911 Firefighter Stair Climb to support Firefighters First Foundation, Guns and Hoses</li> </ul>



## FIRE PROTECTION SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>Ball raised money for Warming Hearts Soup Kitchen, M&amp;M Meats Open House, Communities in Bloom (Watermelon Eating Contest), Santas Anonymous Toy Run, ALS Ice Bucket Challenge, Gorilla Run to raise money for endangered animals, Tim Horton's Camp Day, Candy Cane Checkstop Program, Remembrance Day Ceremonies, and Ronald McDonald House Day.</p> <ul style="list-style-type: none"> <li>We are looking to continue our support of these activities and events in 2015.</li> </ul>
Organized Program Presentations	<ul style="list-style-type: none"> <li>In 2013 the Fire Service unveiled our first Kids Firefighting Camp and was overwhelmed with the response in its inaugural debut.</li> <li>In 2014 the program was extended to include an additional program at Station 2 Breton. Both programs were a huge success and saw both programs sold out.</li> <li>In 2015, we are looking to continue with both programs with the possibility of expanding to include more kids or add an additional week to the program.</li> </ul>
<b>PUBLIC SAFETY PROGRAM</b>	
Business Fire Safety Presentations	<ul style="list-style-type: none"> <li>In the past year the department continued its commitment to local businesses and community facilities by providing assistance in the development of emergency response plans for several local businesses. In 2015 we are planning to review all the community halls in Brazeau County to ensure their emergency plans and facilities are updated.</li> </ul>
<b>FIRE EDUCATION</b>	
Training of Staff - 1001 level 1 and 2 - Fire Officer Training Programs - Advanced Training	<ul style="list-style-type: none"> <li>In regards to training, the department continued its agenda of training our firefighters to a Professional Standard of Firefighter Certification.</li> <li>In 2014 the department had nine firefighters successfully complete the level 1 portion of the 1001 Professional Firefighter Certification Program. As well, we had three candidates that were successful in completing the level 2 portion of the program. We will be looking to continue with this training in 2015.</li> <li>Water rescue continues to be a focus for the department. With the acquisition of our new jet boat, members of the department continue to hone their skills in boat operations. In 2015 we will be expanding our training to include trench rescue operations and heavy rescue training.</li> <li>In 2014 Fire Service Officers participated in the practical component of the Blue Card Program. This training provides officers with hands on training to command and lead during an emergency situation.</li> <li>Also in 2014, Chief Officers attended the International Association of Fire Chief's Conference. Many key sessions were attended such as recruitment and retention training, improving morale in the Fire Service, and marketing and branding of our local department. Attendance at the 2015 conference will be promoted in the department.</li> </ul>

## FIRE PROTECTION SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
Fire Extinguisher Training	<ul style="list-style-type: none"> <li>• Fire extinguisher training continues to keep the department busy. In 2014, the Town of Drayton Valley public works staff was trained.</li> <li>• The department continues to train local businesses, as well.</li> </ul>
High School Fire Training Program	<ul style="list-style-type: none"> <li>• In 2014, the High School Fire Training Program is still popular among High School students. The department approached Holy Trinity Academy to offer the same course for students there. Unfortunately, they were not interested at this time.</li> <li>• This program will continue in 2015.</li> </ul>
Emergency Services Training Centre	<ul style="list-style-type: none"> <li>• In 2014 the Fire Service is moving forward with the training centre. Three architects have been consulted in regards to the project, with only two of them showing interest. Before any work can be done in the area, soil samples had to be completed which were completed using the leftover grant money, which had been received in 2013.</li> <li>• Work is now underway with the architects in the development of the facility with hopes of starting the basic infrastructure in late 2014 or spring of 2015.</li> </ul>

## PLANNING AND DEVELOPMENT

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
<b>Planning &amp; Development Services</b>	
<p>Development Permits (25%)</p>	<ul style="list-style-type: none"> <li>Application processing, review and approval of development permits. Includes file preparation, site inspections, report writing for discretionary uses, follow-up phone calls, emails and in-person discussions.</li> <li>2014 YTD- 171 applications (as of September 22, 2014).</li> <li>Average in past 5 years – 173 applications.</li> <li>2013 was the highest with 194 applications.</li> <li>Turnaround time for permitted use permits approved by the Development Officer – 4 – 6 weeks.</li> <li>Turnaround time for discretionary use permits and variances by the Municipal Planning Commission – 40 days.</li> </ul>
<p>Amendments (MDP, ASP, LUB) (15%)</p>	<ul style="list-style-type: none"> <li>Application processing, circulation, review and recommendation on amendment proposal. Includes file preparation, report writing, follow-up phone calls, emails and in-person discussions.</li> <li>2014 YTD – 13 applications (as of September 22, 2014)</li> <li>Average in past 5 years – 22 applications.</li> <li>2009 was the highest with 36 applications.</li> <li>Turnaround time for amendment applications – 60 days.</li> </ul>
<p>Subdivisions (Applications Fees, Extension Fees and Endorsement Fees) (25%)</p>	<ul style="list-style-type: none"> <li>Application processing, circulation, review and recommendation of subdivision. Includes file preparation, site inspections, report writing, follow-up phone calls, emails and in-person discussions.</li> <li>2014 YTD – 25 submissions (as of September 22, 2014)</li> <li>Average in past 5 years – 32 applications.</li> <li>2010 was the highest with 52 applications.</li> <li>Turnaround time for conditional approval – 50 - 75 days.</li> <li>Final approval time varies depending on the number and type of conditions as well as the effort made by the applicant.</li> </ul>

## PLANNING AND DEVELOPMENT

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
Compliance Certificates (7%)	<ul style="list-style-type: none"> <li>2014 YTD – 26 submissions (as of September 22, 2014)</li> <li>Average in past 5 years – 28 applications</li> <li>2011 was the highest with 34 applications</li> <li>Turnaround time – 1-7 days</li> <li>Requested to confirm land use and setback conformance by reviewing Real Property Report.</li> <li>Compliance usually requested when applicants are selling their home.</li> </ul>
Appeals (Subdivision and Developments) (2%)	<ul style="list-style-type: none"> <li>2014 YTD – 4 appeals (as of September 22, 2014)</li> <li>Average in past 5 years – 3 appeals</li> <li>2013 was the highest with 7 appeals</li> </ul>
Concern Files (15%)	<ul style="list-style-type: none"> <li>2014 YTD -27 files (as of September 22, 2014)</li> <li>Average in past 5 years – 22 files</li> <li>2013 was the highest with 37 complaints</li> <li>Complaint driven process lodged by ratepayers in writing.</li> <li>Files consist of unsightly premises, building without a permit, etc.</li> </ul>
Surface Leases (1%)	<ul style="list-style-type: none"> <li>Monitor and collect lease payments for surface lease rentals</li> <li>2014 YTD – 27 active files (1 new file in 2014)</li> <li>Expected Revenue 2014 - \$71,844.00</li> </ul>
Customer Service (10%)	<ul style="list-style-type: none"> <li>File searches, miscellaneous front counter inquires, emails and phone calls.</li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
<b>Workshops, Yard &amp; Inventories</b>	
General Customer Service	<ul style="list-style-type: none"> <li>We respond to more than 1080 work orders for fleet maintenance services for various departments. Work orders are generally responded to within eight business hours then prioritized based on urgency, available parts and workload.</li> <li>Customer service operating hours are from 7:30 a.m. to 4:00 p.m. (Monday through Friday)</li> </ul>
Fleet Replacement	<ul style="list-style-type: none"> <li>There is a fleet replacement value of approximately <u>\$16,976,593</u></li> <li>\$2,400,000 fire equipment</li> <li>An annual reserve contribution of \$1,482,901 is made for fleet replacement.</li> <li>Fleet Asset Replacement Program (Under Development)</li> </ul>
Fleet Maintenance Facility	<ul style="list-style-type: none"> <li>Maintains certification for “Commercial Vehicle Inspection” services</li> <li>Complies with interprovincial “Safety Fitness Certification Program” (Required for Emergency Services to respond across provincial borders).</li> <li>Endorses welder and/or heavy duty mechanic apprenticeship program.</li> </ul>
Fleet Maintenance	<ul style="list-style-type: none"> <li>Centralized fleet maintenance functions for Brazeau County fleet of the following 211 units:                             <ul style="list-style-type: none"> <li>21 units – Emergency Services</li> <li>4 units – Municipal Enforcement Services</li> <li>42 units – Agriculture</li> <li>113 units – Public Works</li> <li>2 units – Water Treatment Plant</li> <li>1 unit – Waste Management Services</li> <li>1 unit – Engineering</li> <li>1 unit – Emergency Repeater</li> <li>1 unit – Public Works Repeater</li> </ul> </li> <li>Centralized small equipment maintenance of 25 units</li> <li>Commercial Vehicle Inspections (26 annually)</li> <li>Coordinates structural certification inspections</li> </ul>
Fleet Preventative	<ul style="list-style-type: none"> <li>This program provides complete preventative maintenance to the mobile fleet</li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
Maintenance Program	including maintenance checklist and oil changes.
Annual Fleet Preventative Maintenance Program	<ul style="list-style-type: none"> <li>• This program completes an annual review and inspection of all mobile equipment. The inspection includes:                             <ul style="list-style-type: none"> <li>• CVI Confirmation and Scheduling</li> <li>• Safety Fitness Certification</li> <li>• Emergency Flares and First Aid Checks</li> <li>• Insurance and Registration</li> <li>• Antifreeze Survey</li> <li>• Fire Extinguisher Inspection</li> </ul> </li> </ul>
Equipment Tenders and Specifications	<ul style="list-style-type: none"> <li>• Review equipment tenders and specifications and provide recommendations to departments (5-10 annually)</li> <li>• Provide initial commissioning inspection of all equipment entering into Brazeau County Fleet (5-10 annually)</li> </ul>
Equipment Operator Certification	<ul style="list-style-type: none"> <li>• Operator certification program audit and control</li> <li>• Provide internal air-brake certification program (+/-10 students annually)</li> <li>• Provide internal winter defensive driving training program (+/-20 students annually)</li> <li>• Provide load securement training</li> <li>• Provide Class III Driver Training to necessary staff</li> <li>• Provide Class I Driver Training to necessary staff</li> </ul>
Record Keeping	<ul style="list-style-type: none"> <li>• Ensures that all maintenance records are maintained for every piece of equipment for the life of the equipment</li> <li>• Annual routine evaluation of driver log books</li> <li>• Drivers' licenses kept on file</li> <li>• Annual drivers' abstracts kept on file</li> <li>• Ensures that records are in state which may be audited by Alberta Transport</li> <li>• Prepare monthly reports for fleet maintenance activities</li> </ul>
Auxiliary Power Units (Generators)	<ul style="list-style-type: none"> <li>• Provide an annual assessment of all automated power units:                             <ul style="list-style-type: none"> <li>• 1 Static APU</li> </ul> </li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<ul style="list-style-type: none"> <li>1 Mobile APU</li> </ul>
Inventory	<ul style="list-style-type: none"> <li>Annually account for all inventory stock items for year end</li> <li>Stock inventory for highly used products and difficult delivery products</li> </ul>
Facility Maintenance	<ul style="list-style-type: none"> <li>Provide facility maintenance services for the following:                             <ul style="list-style-type: none"> <li>Administration Building</li> <li>Public Works Shop and Storage Building</li> <li>Sand and Salt Storage Facility</li> <li>Remote Grader Operator Shacks</li> <li>Lodgepole and Breton Fire Hall</li> </ul> </li> </ul>
<b>Public Works Administration</b>	
General Customer Service	<p><u>External Services</u></p> <ul style="list-style-type: none"> <li>Public Relations – provide information to the public in all areas of the PWI department</li> <li>Issue all overweight and multiple load road permits (3866 annually)</li> <li>Issue and distribution of road bans</li> <li>Coordination of annual dust control program (357 annually)</li> <li>Coordination of private driveway snow removal/maintenance program (300+)</li> <li>Prepare approval documents for all wellsite, pipeline, approach and utility requests (624 annually)</li> <li>Project cost estimating to aid in budget development and long term planning</li> <li>Contract review</li> <li>Project management services</li> </ul> <p><u>Internal Services</u></p> <ul style="list-style-type: none"> <li>Maintain gravel inventory</li> <li>Prepare and register all land agreements</li> <li>Provide administrative support for all PWI supervisors including document preparation, scheduling, records management, research, shipping, receiving, accounts payable and receivable</li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
<b>Grader Operations</b>	
	<ul style="list-style-type: none"> <li>7 grader beats and 7 full-time operators that provide grading to 953 km of gravel road surface.</li> <li>1 grader for hamlets and subdivisions</li> <li>Contractual rent spare grader for 60 days to provide additional field coverage during busy time</li> <li>Undertake shoulder pulling annually with a complement of water trucks as required.</li> </ul>
<b>Gravel &amp; Dust</b>	
	<ul style="list-style-type: none"> <li>2 contract gravel haulers used with 5 County trucks to haul gravel annually.</li> <li>Dust control application completed annually over the May – July timeframe with touch ups as required in July and August. Approximately 1,000,000 litres of dust suppressant applied (MG 30) annually and 3,000,000 litres of water from approved licensed water diversion sources.</li> </ul>
<b>Maintenance</b>	
General Customer Service	<ul style="list-style-type: none"> <li>Ensures that all inquiries are responded to in an efficient manner as it relates to Roadway Maintenance Services (2500 inquires per year). Inquiries are generally responded to within eight business hours then prioritized based on urgency.</li> <li>Contributes resources to a rotational 24/7 on-call service with Waste Management, and other Public Works functions.</li> <li>Provides 24/7 emergency response to signalization disruption, roadway flood control, and emergency services snow/ice control.</li> <li>Summer operating hours are from 7:30 a.m. to 4:00 p.m. (Monday through Friday).</li> <li>Winter operating hours are from 7:30 a.m. to 4:00 p.m. (Monday through Friday).</li> </ul>
Snow Removal	<ul style="list-style-type: none"> <li>Provides an efficient, cost-effective means of snow and ice control within the County’s transportation system. The following snow removal completion timelines are dependent upon sub-zero temperatures and the type, depth, intensity and frequency of the snowfall.                             <ul style="list-style-type: none"> <li>Paved Roadways - which consist of (188.2) kilometers of roadway are maintained as close to bare pavement as possible and cleared within (8) hours.</li> </ul> </li> </ul>



## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>Snow removal shall be triggered between 1 -3 cm centimeters of accumulated snow (snow plow trucks).</p> <ul style="list-style-type: none"> <li>Gravel Road Grader Beats - which consist of (132) kilometers of roadway are cleared and triggered by 10 cm of compacted snow within 5 – 7 days of the snowfall event.</li> <li>Subdivisions and Hamlets – are triggered by 10 cm of compacted snow and cleared with urban snow blower, loader, graders and trucks to haul snow away if necessary.</li> <li>Community Halls/sidewalks and private driveways are cleared with (7) days of a snow event(s) accumulating over 10 cm of packed snow (grader/truck/loader as determined).</li> </ul>
Pavement Inspection & Repair Program	<ul style="list-style-type: none"> <li>Pot Holes (&lt; 1 square meter).</li> <li>Monitor and Maintain (188.2) kilometers of asphalt roadway and fill potholes as required. One (1) drive around of the roadway network every month (monthly repairs).</li> <li>Call-ins are added to a list which is reviewed each operational day then prioritized based on urgency. Generally holes are filled within 24 hours.</li> <li>Deep Base Patching (1 to 50 square meters).</li> <li>Monitor and Maintain (188.2) kilometers of roadway and deep base patch as required</li> </ul>
Annual Pavement Preservation Program	<ul style="list-style-type: none"> <li>Clean and Seal Program                             <ul style="list-style-type: none"> <li>Clean and seal cracks with rubber/asphalt to seal pavement.</li> <li>Generally budget allows 188.2 kilometers to be route and sealed annually. This program provides approximately 4 lane-kilometers years of extended life to the roadway transportation system.</li> </ul> </li> </ul>
Annual Capital Street Improvement Program	<ul style="list-style-type: none"> <li>This program is for the reconstruction of asphalt, curbs and sidewalks which are structurally deficient or beyond pavement preservation program viable.</li> <li>This program provides approximately 16 years of extended life to the roadway transportation system.</li> </ul>
Sidewalk and Trails Maintenance	<ul style="list-style-type: none"> <li>Maintain 12.04 kilometers of concrete and paved sidewalks                             <ul style="list-style-type: none"> <li>Complete a sidewalk survey annually for all sidewalks. All noted cracks are measured to 1 centimeter accuracy.</li> <li>Sidewalks are replaced when tripping hazards exceed 3.5 centimeters and/or</li> </ul> </li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	when gaps exceed 3.5 centimeters.
Line Painting	<ul style="list-style-type: none"> <li>• Maintain 188.2 kilometers of traffic line painting, crosswalks and parking stalls.                             <ul style="list-style-type: none"> <li>• Painted lines are completed annually and are anticipated to be completed by July 31 of each year.</li> <li>• Crosswalks in high traffic areas are completed twice annually.</li> </ul> </li> </ul>
Street Lighting	<ul style="list-style-type: none"> <li>• Provide street lighting throughout the community</li> <li>• 100 – 150 watt lighting (90+)</li> </ul>
Signs	<ul style="list-style-type: none"> <li>• Maintain 2200 traffic and information signs throughout the County.</li> <li>• Inspect and document all signs for condition and existence annually.                             <ul style="list-style-type: none"> <li>• Replace and maintain regulatory traffic control signs (900) within 24 hours of the signs are reported missing and/or damaged.</li> <li>• Replace and maintain non-regulatory signs (1300) within seven (7) days of the sign being reported missing and/or damaged.</li> </ul> </li> </ul>
Drainage Systems	<ul style="list-style-type: none"> <li>• Control and/or removal of beaver dams to allow for drainage.</li> <li>• Culvert maintenance, clean, and troubleshooting as required.</li> <li>• Curb and gutter sweeping annually and as required throughout the spring summer months</li> </ul>
<b>Road Construction</b>	
Transportation Network Corridor	<ul style="list-style-type: none"> <li>• Upgrade 13 – 15 km (8 – 10 miles) of rural road network to meet the Brazeau County road design standards consistent with our Brazeau County Road Classification</li> <li>• Project survey and design concept completion for “in-house” road construction crew</li> <li>• Communication and coordination of various underground and above ground relocations with user agencies such as oil field services and landowners</li> <li>• Land acquisitions for borrow materials and/or right-of-way requirements</li> <li>• Emergency road stabilization – Major slide repairs (average of 2 annually)</li> <li>• Gravel pit operations (includes sand pits) – stripping, preparation for crushing and</li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	reclamation tasks <ul style="list-style-type: none"> <li>Roadside brushing in support of road maintenance</li> <li>Investigate and assess ratepayer road requests</li> </ul>
<b>Water Supply and Distribution Administration</b>	
General Customer Service	<ul style="list-style-type: none"> <li>Ensure that all inquiries are responded to in an efficient manner as it relates to the Water Distribution System (36 inquires per year). Inquiries are generally responded to within 8 business hours then prioritized based on urgency.</li> <li>Provide Construction Completion Certificate (CCC) inspections for new development and provide recommendation to Infrastructure Services.</li> <li>Contribute resources to a rotational 24/7 on-call service utilities, and provide 24/7 response to concerns regarding water service disruption, water main breaks and water quality concerns, and flood control inquiries.</li> <li>Utility Accounts “See Corporate Services”</li> </ul>
Standard Operation Procedures	<ul style="list-style-type: none"> <li>Annual review of standard operating procedures and update/amend as necessary.</li> </ul>
Water Distribution System (General)	<ul style="list-style-type: none"> <li>Meet the <i>Alberta Environmental Protection and Enhancement Act</i> – specifically the “Code of Practice for Waterworks Systems Using High Quality Groundwater “ as license to operate a waterworks system</li> <li>Furnish approximately 48,818 cubic meters (11,103,000 imp gallons) of potable water through the water distribution system.</li> <li>Maintain approximately 10,800 meters of water distribution and supply mains.</li> <li>Upgrade and/or maintain operator certifications to Level I in Water Distribution Systems in accordance to Alberta Environmental certifications and license to operate.</li> </ul>
Hydrant Maintenance	<ul style="list-style-type: none"> <li>Annual flushing and maintenance of 20 hydrants.</li> </ul>
Water Meters	<ul style="list-style-type: none"> <li>Complete approximately 122 meter reads monthly for utility billing purposes.</li> <li>Complete approximately 2 manual meter reads and/or re-reads on a monthly basis, for discrepancies and/or utility account changes, as necessary.</li> <li>Install meters in all new homes and newly occupied homes (4 water meters annually)</li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
Water Main Breaks	<ul style="list-style-type: none"> <li>• Provide emergency response, investigation, and damage prevention within 2 hours of complaint. (2 water main breaks annually).</li> <li>• Minimize water disruption to less than 24 hours.</li> <li>• Provide final asphalt and/or concrete curb and gutter repair within 12 months of excavation activities.</li> </ul>
Water Services Laterals	<ul style="list-style-type: none"> <li>• Frozen water lines will be serviced within 24 hours.</li> <li>• Replace water service curb stop if leakage is detected (Replace 2+ curb stops/annually).                             <ul style="list-style-type: none"> <li>• General curb stop leakages will be scheduled within 7 days.</li> <li>• Emergent leakages will be scheduled within 2 days of confirmation of leakage.</li> </ul> </li> </ul>
Valves Exercising	<ul style="list-style-type: none"> <li>• Exercise and maintain (26) water main distribution valves annually.</li> </ul>
New Service Lateral Inspection Services	<ul style="list-style-type: none"> <li>• Inspect all new services to ensure proper installation and prevent cross-connections. Scheduling requires 1 day notice.</li> </ul>
Water Treatment System	<ul style="list-style-type: none"> <li>• Operate the Hamlets of Rocky Rapids and Cynthia Water Treatment Facilities</li> <li>• Meet the <i>Alberta Environmental Protection and Enhancement Act</i> – specifically the “Code of Practice for Waterworks Systems Using High quality Groundwater” as license to operate a waterworks system .</li> <li>• Furnish approximately 45818 cubic meters (11,103,000 imp gallons) of potable water for the Hamlets of Cynthia and Rocky Rapids.</li> <li>• Furnish treated water with hypochloride within acceptable levels.</li> <li>• Upgrade and/or maintain operator certifications to Level I in Water Treatment Systems in accordance to Alberta Environmental certifications and license to operate.</li> <li>• Cover all maintenance requirements for structures and grounds</li> </ul>
Truck Fill Station	<ul style="list-style-type: none"> <li>• Provide one (2) and maintain billing for a truck fill station in Cynthia and Rocky Rapids for potable water.</li> <li>• Provide one (1) location for agricultural fill station in Lindale, non-potable</li> </ul>
Environmental Monitoring (Water Treatment)	<ul style="list-style-type: none"> <li>• The following parameters are monitored, documented and reported:                             <ul style="list-style-type: none"> <li>• Chlorine residual</li> </ul> </li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<ul style="list-style-type: none"> <li>Bacteriological Analysis</li> <li>Comprehensive test for chemical, organic and pesticide compounds ( 4 times a year)</li> <li>The above parameters have set frequency of testing and operating limits.</li> </ul>
<b>Sanitary Sewage Service Administration</b>	
General Customer Service	<ul style="list-style-type: none"> <li>Ensure that all inquiries are responded to in an efficient manner as it relates to the Sanitary Sewer Distribution System (24 inquires per year). Inquiries are generally responded to within 8 business hours then prioritized based on urgency.</li> <li>Contribute resources to a rotational 24/7 on-call service with utilities</li> <li>Provide 24/7 response to concerns regarding sewer service disruption, sewer back-up, and flood control inquiries.</li> <li>Utility Accounts “See Corporate Services”</li> </ul>
Standard Operation Procedures	<ul style="list-style-type: none"> <li>Annual review of standard operating procedures and update/amend as necessary.</li> </ul>
Wastewater Collection System (General)	<ul style="list-style-type: none"> <li>Meet Alberta <i>Environmental Protection and Enhancement Act</i> – license to operate a wastewater collection system at Cynthia “SAS” and Code of Practice for Wastewater Systems Using a Wastewater Lagoon for the 6 various lagoons.</li> <li>Collect and pump 98,379 cubic meters (21,643,380 gallons) of wastewater from sewage collection system to the applicable wastewater treatment systems.</li> <li>Maintain approximately 27239 meters of sanitary sewers, and 1966.2 meters of sanitary forcemains.</li> <li>Upgrade and/or maintain operator certifications to Level II in Wastewater Collection Systems in accordance to Alberta Environmental certifications and license to operate.</li> <li>Inspect new installations for new service laterals, extensions and repairs.</li> </ul>
Manhole Inspections	<ul style="list-style-type: none"> <li>Annually inspect and document approximately 15 sanitary sewer manholes.</li> </ul>
Sanitary Sewer Back-ups and Forcemain Breaks	<ul style="list-style-type: none"> <li>Provide emergency response, investigation, and damage prevention within 2 hours of complaint.</li> </ul>
Closed Captioned Televised Video (CCTV) Inspection	<ul style="list-style-type: none"> <li>Inspect and document approximately 15% of the sanitary sewer system annually.</li> <li>Video various lines for service locations and for maintenance and repair</li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	requirements.
Sewer Main Flushing	<ul style="list-style-type: none"> <li>Flush gravity sewer on a rotation basis allowing all sewer main to be flushed every 3 years. (27,239.00 total meters).</li> <li>Annually flush gravity sewer system in high risk areas (500 meters).</li> <li>Flush sanitary sewers prone to freezing condition on an as needed basis (1 occurrence per year).</li> </ul>
Storm Water Management (General)	<ul style="list-style-type: none"> <li>Meet <i>Alberta Environmental Protection and Enhancement Act</i> –</li> <li>Ensure the proper continued operation of (5) Storm Water Management Ponds.</li> <li>Supply recommendations to Planning and Development regarding storm water management within new or existing developments.</li> </ul>
Catch Basins	<ul style="list-style-type: none"> <li>Annually flush, clean and inspect (8) catch basins.</li> <li>Repair and replace catch basins as required (1 – 2 per year).</li> </ul>
Outfalls	<ul style="list-style-type: none"> <li>Annual inspect the condition and operation of (5) storm water outfalls.</li> </ul>
Wastewater Treatment Lagoons	<ul style="list-style-type: none"> <li>Operate the Wastewater Treatment facilities in Lodgepole, Cynthia, Rocky Rapids, Buck Creek, Birchwood Village Greens, Violet Grove</li> <li>Meet Alberta Environmental Protection and Enhancement Act – license to operate a wastewater collection system at Cynthia “SAS” and Code of Practice for Wastewater Systems Using a Wastewater Lagoon for the (5) various lagoons</li> <li>Treat approximately 98,379 cubic meters (21,643,380 gallons) of wastewater from the septic haulers utilizing wastewater stabilization ponds including SAS testing for:                             <ul style="list-style-type: none"> <li>SAS facility 20,045 m<sup>3</sup> treatment</li> <li>Sewage hauled to Lagoons 17,703.00 m<sup>3</sup> includes Birchwood Village Greens</li> <li>Lagoon Gravity collection system:                                     <ul style="list-style-type: none"> <li>Lodgepole 19,600.00 m<sup>3</sup></li> <li>Cynthia 16,909.00 m<sup>3</sup></li> <li>Rocky Rapids 17,012.50 m<sup>3</sup></li> <li>Buck Creek 11,716.00 m<sup>3</sup></li> <li>Violet Grove 15,439.00 m<sup>3</sup></li> </ul> </li> <li>Upgrade and/or maintain operator certifications to Level I &amp; II in Water Treatment Systems in accordance to Alberta Environmental certifications</li> </ul> </li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p style="text-align: center;">and license to operate.</p> <ul style="list-style-type: none"> <li>Maintain, cut grass and cover any physical repairs to lagoon structures.</li> </ul>
Lift Stations (Municipal)	<ul style="list-style-type: none"> <li>Operate and maintain five (5) sanitary sewer lift stations.                             <ul style="list-style-type: none"> <li>Complete site inspection every four (4) days on all lift-stations</li> </ul> </li> </ul>
Septic Hauler Sewage Transfer	<ul style="list-style-type: none"> <li>Monitor of 3 sewage receiving stations.</li> <li>Prepare monthly billing for various haulers</li> </ul>
Environmental Monitoring (Wastewater Treatment)	<ul style="list-style-type: none"> <li>The following parameters are monitored, documented and reported:                             <ul style="list-style-type: none"> <li>Treated wastewater CBOD (5 day and Inhibited)</li> <li>Treated wastewater Total Suspended Solids</li> <li>Treated wastewater Total Oil and Grease</li> <li>Treated and untreated wastewater Kjeldahl Nitrogen</li> <li>Treated wastewater Ammonia</li> <li>Treated wastewater Nitrite and Nitrate Nitrogen</li> <li>Treated Wastewater Combined Nitrate and Nitrite</li> <li>Treated wastewater pH</li> <li>Treated wastewater Ammonium</li> <li>Raw wastewater CBOD (5 day)</li> <li>Raw wastewater Total Suspended Solids</li> <li>Raw wastewater pH</li> </ul> </li> <li>The above parameters have set frequency of testing (weekly) and operating limits.</li> </ul>
Monthly Reporting	<ul style="list-style-type: none"> <li>Provide electronic monthly reports in accordance to regulatory approvals within 30 days.</li> </ul>
Annual Reporting	<ul style="list-style-type: none"> <li>Provide electronic annual reports in accordance to regulatory approvals by February 28 of each year.</li> </ul>
<b>Garbage Collection and Disposal Administration</b>	
General Customer Service	<ul style="list-style-type: none"> <li>Ensure that all inquiries are responded to in an efficient manner as it relates to Waste Management Services (72 inquires per year). Inquiries are generally</li> </ul>

## PUBLIC WORKS AND INFRASTRUCTURE SERVICES

SERVICES AND/OR PROGRAMS	SERVICE PARAMETERS
	<p>responded to within 8 business hours then prioritized based on urgency.</p> <ul style="list-style-type: none"> <li>Provide hazardous household waste round-up and community clean-up initiatives.</li> <li>Contribute resources to a rotational 24/7 on-call service with Waste Management and Public Works Functions.</li> </ul>
<b>Health &amp; Safety</b>	
Standing Operating Procedures – (Safety & Health Legal & Moral Obligations)	<ul style="list-style-type: none"> <li>Meet the <i>Alberta Workplace Health &amp; Safety Act</i> (WH&amp;S Act) standards</li> </ul> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <ul style="list-style-type: none"> <li>Comply with Brazeau County Safety &amp; Health Policies &amp; Procedures</li> <li>Meet requirements of the Joint S &amp; H Committee</li> <li>Conduct monthly safety meetings</li> <li>Orientation of new employees</li> <li>Safety training of supervisors and workers</li> <li>Attain Certificate of Recognition (C.O.R.) status in order to participate in the WCB Partners in injury reduction program to realize WCB premium savings</li> <li>Keep S &amp; H programs and procedures current</li> <li>Write safety procedures for new equipment and protect equipment as a means of developing “Safe Work Practices”</li> <li>Protect the public through implementing safe work practices</li> <li>Maintain a safe and efficient workplace through implementing safe work practices.</li> </ul>