



**AGENDA**  
**Bentley Town Council**  
**Tuesday February 11, 2025**  
**6:30pm Regular Meeting of Council**

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**1. Call To Order**

**2. Indigenous Acknowledgement**

**“We acknowledge that we are meeting on Treaty 6 Territory and Home of Metis Nation Region 3, on land that is part of a historic agreement involving mutuality and respect. We recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.”**

**3. Amendments & Acceptance of Agenda**

**4. Adoption of Previous Minutes:**

- a) January 28, 2025, Regular Council Meeting**

**5. Financial:**

- a) Prepaid Cheque Listing – Cheques No. 20250043 to 20250055**

**6. New Business**

- a) Town of Bentley – Health and Safety Policy and Contractor Safety Package**

**7. Correspondence**

- a) None**

**8. Other Business**

- a) None**

**9. Council Reports**

- a) Mayor Rathjen
- b) Deputy Mayor Grimsdale
- c) Councillor Eastman
- d) Councillor Valiquette
- e) Councillor Hansen

**10. Adjournment**



**Minutes of the Regular of the Council of the Town of Bentley  
January 28, 2025**

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**Date and Place** Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, January 28, 2025, at 6:30 p.m., in the Bentley Municipal Office

**In Attendance** Mayor Greg Rathjen  
Deputy Mayor Grimsdale  
Councillor Valiquette  
Councillor Eastman  
Councillor Hansen  
CAO, Marc Fortais

**Call to Order** Mayor Rathjen called the regular council meeting to order at 6:30pm

**Indigenous Acknowledgement** “We acknowledge that we are meeting on Treaty 6 Territory and Home of Metis Nation Region 3, on land that is part of a historic agreement involving mutuality and respect. We recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.”

**Read by Mayor Rathjen**

**Agenda**

**Motion 16/2025** Moved by Councillor Eastman, “THAT the agenda of the January 28, 2025, regular meeting of council be accepted.”

**Carried**

**Previous Minutes**

**Motion 17/2025** Moved by Deputy Mayor Grimsdale, “THAT the minutes of the January 14, 2025, Regular Meeting of Council be accepted.”

**Carried**

## Financial

### a) Prepaid Cheque Listing – Cheques No. 20250006 to 20250042

**Motion 18/2025** Moved by Councillor Hansen, “THAT Cheques No. 20250006 to 20250042 be received for information.”

**Carried**

## New Business

### a) Delegation – Mark Sproule Manager CPO Services (Lacombe County) Town of Bentley CPO Services

Presentation was provided for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter Bentley and the 2024 Year end report. The reports provided an update on the total hours per period in relation to contracted hours and the nature of the type of responses from bylaw enforcement for the Town of Bentley.

Mr. Sproule also presented the advocacy efforts of the county regarding amendments to the Provincial Offenders Procedure. The intent is to streamline the methods required for service to offenders. This would allow notice of offences and orders to be sent via regular mail instead of requiring service to the individual. This would save time and money and would only be used for minor offences.

Mr. Sproule requested that the Town of Bentley consider bringing a similar motion forward to Alberta Municipalities. He indicated all supporting information could be provided to the Town of Bentley, should they look to bring such a motion forward to Alberta Municipalities.

**Motion 19/2025** Moved by Councillor Eastman, “THAT administration bring back additional information and a resolution for Mayor and Council’s consideration at a future meeting in advance of the deadline to receive resolutions for Alberta Municipalities.”

**Carried**

### b) Bylaw 250/2024 – Town of Bentley Land Use Bylaw Consideration of First Reading and Setting of Public Hearing.

**Motion 19/2025** Moved by Councillor Valiquette, “THAT Bylaw 250/2024 The Town of Bentley Land Use Bylaw, be given first reading this 28<sup>th</sup> day of January 2025; AND

THAT a public hearing be scheduled for February 25, 2025, Regular Meeting of Council.”

**Carried**

## Unfinished Business

### a) Town of Bentley Recreation, Culture and Tourism Grants Follow Up

#### Bentley Minor Soccer

**Motion 20/2025** Moved by Councillor Hansen, "THAT funding in the amount of \$3,500 be provided to Bentley Minor Soccer through the Recreation, Culture and Tourism Grant Program for equipment to support Minor Soccer."

**Carried**

#### Bentley Minor Ball

**Motion 21/2025** Moved by Deputy Mayor Grimsdale, "THAT funding in the amount of \$5,000 be provided to Bentley Minor Ball through the Recreation, Culture and Tourism for equipment and reusable jerseys to support Minor Ball."

**Carried**

## Correspondence

### a) Lacombe County Council Highlights, January 9, 2025

**Motion 22/2025** Moved by Councillor Valiquette, "THAT correspondence item a be accepted as information."

**Carried**

## Other Business

**CAO Fortais advised that he and members of the Medicine Lodge Ski Club and O'Chiese First Nation, met at the Medicine Lodge Ski Hill to walk around the property, including showing them where the spring was located.**

**No Motion**

## Adjournment

**Mayor Rathjen adjourned the meeting at 7:55pm**

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**Mayor Greg Rathjen**

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**CAO Marc Fortais**



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250043	2025-01-23	TELUS MOBILITY INC.	11112024 11122024	FCSS CELL PHONE NOVEMBER FCSS CELL PHONE DECEMBER	76.65 78.88	155.53
20250044	2025-01-28	LITCO LAW LLP, IN TRUST	60020	LEGAL FEES FOR EMPLOYMENT		
20250045	2025-01-28	LACOMBE REGIONAL WASTE SERVICES COMM	38182 38231	2024 FOURTH QUARTER REQUIR 2024 RECYCLING BIN AGREEME	16,851.25 6,989.98	23,841.23
20250046	2025-01-28	SERVUS CREDIT UNION	3122024	MASTERCARD BILLS FOR DECEI	4,024.44	4,024.44
20250047	2025-01-31	AMSC INSURANCE SERVICES LTD.	HS869202412	HEALTH SPENDING DECEMBER	3,361.76	3,361.76
20250048	2025-01-31	LACOMBE COUNTY	IVC00046164 IVC00046172	COUNTY FIRE CHIEF COSTS 202 LACOMBE COUNTY 4TH QUARTI	4,221.54 31,676.38	35,897.92
20250049	2025-02-03	ALSCO UNIFORMS	LEDM2418167 LEDM2422742	ARENA MATS & FIRST AID KIT RE ARENA OFFICE MAT'S & FIRST A	160.29 160.29	320.58
20250050	2025-02-03	HOLDEN, KARI	17 31012025 31012025. JAN302025	BENTLEY FIREHALL JANITORIAL OFFICE JANITORIAL FOR JANUA BASEMENT JANITORIAL FOR JAI SENIOR'S DROPIN JANITORIAL J	240.00 120.00 45.00 60.00	465.00
20250051	2025-02-03	MCLAREN, CAROLYN	222	KIDS KLUB AND PLAYGROUPO FO	624.00	624.00
20250053	2025-02-03	TELUS MOBILITY INC.	JAN112025	FCSS TELUS MOBILITY JANUAR'	81.18	81.18
20250054	2025-02-05	RSM CANADA LLP	CI-10845454	1ST PROGRESS BILL AUDIT DEC	9,922.50	9,922.50
20250055	2025-02-05	MCLAREN, HEATHER	223	SENIORS CHAIR YOGA & MOND/	240.00	240.00

\*\*\* End of Report \*\*\*



**Agenda Date:** February 11, 2025

**Agenda Item:** **New Business:**  
**Policy 21-2025 Town of Bentley Health and Safety Policy and Town of Bentley Health and Safety Contractor Package**

## **LEGISLATIVE REQUIREMENTS**

WHEREAS the Council of the Town of Bentley recognizes the need for the establishment of policies and procedures, ensuring the health and safety of all its employees, contractors and the public; AND

WHEREAS the Town of Bentley will make every reasonable effort to manage work activities in a safe manner that prioritizes safety and conforms with the Occupational Health and Safety (OH&S) Act Statutes of Alberta 2020 Chapter 0-2.2 and any amendments thereto; AND

WHEREAS the Town of Bentley has updated its Health and Safety Policy, Policy 21-2025 Town of Bentley Health and Safety Policy (**Attachment #1**) to better reflect its commitment to Health and Safety and to establish general procedures of the management of Health and Safety as well as to ensure that contractors working for the Town of Bentley abide by OH&S guidelines and standards, through a commitment to the Town of Bentley Health and Safety Contractor Package (**Attachment #2**); AND

WHEREAS Policy 21-2025 Town of Bentley Health and Safety Policy and Town of Bentley Health and Safety Contractor Package repeals and replaces the following policies:

- Policy 21-97 Safety Policy
- Policy 21-97-01 Assignment of Responsibilities and Accountability for Safety
- Policy 21-97-02 Hazard Assessment
- Policy 21-97-03 General Safety Rules
- Policy 21-97-06 Tools & Equipment Maintenance Program
- Policy 21-97-07 Training and Safety Meetings
- Policy 21-97-08 Inspections
- Policy 21-97-11 Disciplinary Action
- Policy 9-2012 Equipment incident reporting
- Policy 12-100 Risk Management
- Policy 14-00 Contracted Companies and Workers Compensation Board

## **SUMMARY AND BACKGROUND**

The Town of Bentley wishes to provide a safe environment for our employees, contractors and members of the public. In accordance with the Occupational Health and Safety Act (OH&S Act).

## **This includes but is not limited to**

- Ensuring the health, safety and welfare of our employees, workers not engaged in work, but present at the work site, other persons at or in the vicinity of the work site whose health and safety may be materially affected by identifiable and controllable hazards originating from the works site.
- Ensuring that workers engaged in work for the Town are aware of their rights and duties and that they follow safe work practices.
- That none of the employer's workers are subjected to participate in harassment or violence at the work site
- That the employers' workers are supervised by a person who
  - (i) Is competent, and
  - (ii) Is familiar with this Act, the regulations and the OHS Code that apply to the work performed at the work site
- That our health and safety representative complies with all requirements imposed under this Act, the regulations of the OHS Code
- Health and safety concerns raised by workers, supervisors, and the health and safety representative, are resolved in a timely manner.

The act also provides guidance for the obligations of employers, supervisors, workers, suppliers, service providers, contractors, owners, prime contractors, temporary or seasonal staff and the safety officer for the Town.

The Town of Bentley had several existing policies regarding Health and Safety that were last revised in 1997 or later. These policies were separate and outdated.

## **CURRENT STATUS**

In May of 2022 the Town of Bentley further committed to our Health and Safety program by hiring Mr. Loov as Supervisor Parks and Recreation / Safety Officer to ensure that we had additional focus on our Safety Program.

Mr. Loov has conducted a full review of previous health and safety policies and has now updated and consolidated these into a new comprehensive policy, **Policy 21-2025 – Town of Bentley Health and Safety Policy (Attachment #1)**. In addition, administration has also This new policy, reiterates a strong commitment to Health and Safety. In addition, administration has created **Town of Bentley Health and Safety Contractor Package (Attachment #2)** to ensure that the contractors and service providers that we hire share the same commitment to Health and Safety that we do.

Administration is recommending that Mayor and Council adopt Policy 21-2025 Town of Bentley Health and Safety Policy and Town of Bentley Health and Safety Contractor Package.

## **BUDGET AND FINANCIAL**



- **No additional dollars have been spent other than staff time to complete and to review and finalize.**

## **RECOMMENDATION**

THAT Mayor and Council approve and adopt both Policy 21-2025 Town of Bentley Health and Safety Policy and Town of Bentley Health and Safety Contractor Package; AND

THAT the following policies be repealed and replaced by Policy 21-2025:

- Policy 21-97 Safety Policy
- Policy 21-97-01 Assignment of Responsibilities and Accountability for Safety
- Policy 21-97-02 Hazard Assessment
- Policy 21-97-03 General Safety Rules
- Policy 21-97-06 Tools & Equipment Maintenance Program
- Policy 21-97-07 Training and Safety Meetings
- Policy 21-97-08 Inspections
- Policy 21-97-11 Disciplinary Action
- Policy 9-2012 Equipment incident reporting
- Policy 12-100 Risk Management
- Policy 14-00 Contracted Companies and Workers Compensation Board

## **ATTACHMENTS**

- 1) Policy 21-2025 Town of Bentley Health and Safety Policy
- 2) Town of Bentley Health and Safety Contractor Package

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Marc Fortais, CAO



Policy Title	Date:	Resolution No.
<b>Health and Safety Policy Policy #21-2025</b>	<b>February 11, 2025</b>	

**POLICY STATEMENT:**

The Town of Bentley is committed to establishing policies and procedures, ensuring the health and safety of all its employees, contractors, and the public. The Town of Bentley will make every reasonable effort to manage work activities in a safe manner that prioritizes safety and conforms with Occupational Health and Safety legislation.

**THE PURPOSE OF THIS POLICY IS TO:**

Establish guidelines for the Town of Bentley regarding safe work practices in the operation and management of facilities, hired contractors, and municipal employees.

**Definitions:**

For the purposes of this policy the following definitions apply:

**CAO** – The Chief Administrative Officer for the Town of Bentley as appointed by Council.

**Contractor** – Any person or company that is completing work on behalf of the Town of Bentley.

**Contractor Safety Agreement** – The agreement that each Contractor must complete prior to completing work on behalf of the Town of Bentley.

**Council** – The elected Council of the Town of Bentley.

**Director** – A management employee accountable for their department who may or may not directly supervise other employees.

**Employee** – A person who is filling a position for the town. This includes full time, part time and temporary employees.

**Safety Officer** – The person designated by the town to coordinate the health and safety program.

## **RESPONSIBILITIES:**

### **A. Council**

- i) Approve policy.
- ii) Support Administration to ensure that the town has a Health and Safety Policy that makes every reasonable effort to eliminate workplace injuries and illnesses.

### **B. Chief Administrative Officer**

- i) Approve Procedure.
- ii) Administer the policy and procedures.
- iii) Advise staff and departments on the correct application of the policy and procedures.

### **C. Directors/Supervisors**

- i) Ensure that all employees within their department are familiar with the policy.
- ii) Administer the policy within their department.
- iii) Ensure that all contractors are aware of the Contractor Safety Agreement and that a signed copy of the agreement is attained for each Contractor hired.
- iv) Take all reasonable and practical measures to minimize the potential for workplace incidents, harassment, or violence.
- v) Recommend potential changes in policy and procedures.
- vi) Ensure regular toolbox talks regarding safety, risk assessment and safe work practices. Also, ensure that these are documented.
- vii) Ensure that the Health and Safety Officer is meeting the requirements of this policy and there is regular reporting.

### **D. Contractors**

- i) Ensure they have read, understand, and will abide by all aspects of the Town of Bentley's Health and Safety Policy as outlined in the Contractor Safety Agreement and return a signed copy of the agreement along with applicable documentation.

### **E. Employees**

- i) Understand their responsibilities to ensure the health and safety of themselves and others working in the vicinity of worksites.
- ii) Be active participants in training, orientations, investigations, incident reporting, reporting of unsafe conditions, and all other aspects of workplace health and safety.
- iii) Comply with the Occupational Health and Safety Act, Regulation and Code.

**F. Safety Officer**

- i) Oversee the Occupational Health and Safety program and ensure that all staff are educated and familiar with the procedures.
- ii) Ensure that the Town of Bentley is compliant with OHS Regulations.
- iii) Develop policy and documentation to support the Health and Safety program, including but not limited to recording and tracking toolbox talks, risk assessments, standard operating procedures, incidents etc.
- iv) Monitor staff training to ensure that they are qualified, orientated or trained in the operations of power tools, hand tools and equipment. Keep a log or record of training for employees.
- v) Ensure records are kept regarding tool and equipment maintenance in accordance with the requirements as laid out in this policy. Also monitor employees to ensure that proper maintenance standards are being followed to ensure tools and equipment are being properly maintained.
- vi) Provide the CAO with an annual report on compliance with the Health and Safety Policy.

**Specific Procedures:****Hiring Contractors**

1. Prior to commencing work, contractors will complete and submit a health and safety contractor pre-qualification agreement. This agreement will be made available on the Town of Bentley website and will be provided to contractors by the director responsible for the work being performed. This agreement will only be required once annually if a contractor is used for multiple jobs.
2. Completed pre-qualification agreements will be submitted by contractors to the director responsible for the hiring. The Director will then review the document to ensure all appropriate information is included, then forward it to the Health and Safety Officer.
3. Directors will monitor the safety performance of contractors doing work within the scope of their department. If at anytime, a director deems that a contractor is in breach of the pre-qualification agreement or the towns Health and Safety Policy, work will cease immediately until the deficiency has been rectified to the satisfaction of the municipality. Repeated incidents of failure to abide by the towns Safety Policy could result in the contractor losing the opportunity to bid on future projects.

**New Hire Orientation**

- All new hires within the Public Works Department are required to undergo a comprehensive orientation program within the first two weeks of employment.

**The orientation will cover:**

- An overview of the organizational structure and key personnel.
- Explanation of job duties, responsibilities, and expectations.
- A review of relevant policies and procedures.
- Required safety training, PPE, safety protocols and emergency procedures.
- Any additional information deemed necessary by the department.

Continued training will take place before new hires conduct specific tasks or operate any kind of machinery. This training is to be conducted by a supervisor and work should not be completed unless there is a high degree of confidence that the new hire has a solid understanding of the task/machinery and understands associated safety protocols.

**Safety Meetings**

- Safety meetings will be held on a quarterly basis for all Public Works employees. These meetings will be led by the Safety Officer and provide opportunities to address potential hazards, reinforce safety protocols, and foster a culture of safety awareness and accountability.
- Safety meetings will be structured to facilitate open communication and engagement from all employees. Meetings may include the following components:
  - Review of recent incidents, near misses, or safety concerns.
  - Discussion of specific hazards relevant to public works operations for the upcoming season and in general.
  - Training sessions on safety procedures, equipment usage, and emergency response protocols.
  - Updates on regulatory changes and compliance requirements.
  - Opportunity for employees to raise safety-related questions or concerns.

**Personal Protective Equipment (PPE)**

- Public Works staff are required to wear CSA approved steel toed footwear and reflective vests when working at the shop or in the community.
- Other PPE including safety glasses, hearing protection, respiratory protection, hard hats, and other items are required on a job specific basis. Standard Operating Procedures and job specific Hazard Assessments will be made available to assist employees in determining which PPE is required for specific tasks.

### **Tools and Equipment Maintenance Program**

- All tools and equipment shall be properly maintained to reduce the risk of injuries to employees or damage to property.
- Supervisors shall ensure that all preventative maintenance is conducted by qualified personnel in accordance with established schedules and that records are maintained.
- All employees utilizing tools, shall check all tools and equipment they are working with prior to operating them, to ensure that they are in good condition and working correctly.
- Any tools found to be in disrepair or not working properly, shall be taken out of service until they can be repaired or if they cannot be repaired will be replaced with a tool that does work properly.
- Regular maintenance schedules shall be developed in accordance with manufacturer guidelines and specifications, Occupational Health, and Safety and or CSA regulation, and or any other applicable legislation.

### **Formal Staff Training**

- All staff are required to be trained in basic First Aid, CPR, and AED use.
- Public Works staff require formal safety training in categories related to on-the-job tasks. Specific training requirements will be determined by the Safety Officer in consultation with the department heads.
- The Safety Officer will track and ensure that all required training is completed and up to date.
- Training programs may be delivered through various methods, including in-person workshops, online courses, seminars, conferences, on-the-job training, and external training providers.
- Only qualified and trained staff will operate power tools, hand tools or equipment. All staff required to operate power tools, hand tools or equipment will receive orientation, on the job training and any required certifications to be proficient in their use.

### **Unsafe Work Practices or Conditions**

- All employees and contractors are responsible for identifying and reporting all unsafe acts and/or unsafe work conditions.
- All employees and contractors have the right to refuse to perform any unsafe work or work conditions.
- If an employee has identified any unsafe work or work conditions, there must be an investigation conducted and documented by the immediate supervisor and the safety officer for the Town of Bentley. The investigation must determine the level of risk, if the activity is deemed to be unsafe and there must be a plan to take corrective actions to make the activity safe, prior to any resuming of the work.

### **Risk Assessment and Management**

- All employees and contractors are responsible for identifying hazards within their workplace and putting the proper controls in place to minimize the risks associated with the task.
- The Safety Officer will provide Hazard Assessments and/or Standard Operating Procedures for specific tasks that are performed on a regular basis. These documents will include identification of potential hazards, risk elimination and/or reduction, mandatory safety controls, and best practices. These documents will be reviewed regularly before performing a task and at scheduled safety meetings.
- The Safety Officer will also provide blank Hazard Assessment forms to be filled out when employees undertake specific tasks outside of their regular day to day duties.

### **Incident Reporting and Investigation**

- All employees are required to report incidents, near misses and hazardous situations to their supervisor and/or the Safety Officer.
- Incidents and near misses can include but are not limited to injuries, property damage, environmental spills, equipment malfunctions, and any other situations that present unsafe conditions for an employee or the public.
- All incidents and near misses are to be documented and kept on file by the Safety Officer. Submitted forms will then be reviewed by the Safety Officer, Department Supervisors and involved employees to determine the best course of action that will prevent or minimize the risk of future cases of the incident from occurring. These actions are to be documented along with the initial incident report.

### **Safety Inspections**

- The town will conduct and document regular inspections of major town assets including but not limited to:
  - Vehicles/large machinery
  - Buildings
  - Water & Wastewater Assets
  - Parks and Recreation Assets
  - Fire Safety Devices
- The frequency and timing of inspections will be based on usage of the asset and degree of safety risk each asset presents. (e.g. snowplows will not be inspected through summer months)
- Records will be kept of all inspections, any unsafe conditions and any corrective actions taken to remove the unsafe condition.

## **Workplace Harassment**

### **How to proceed if you are being harassed:**

1. If possible, communicate to the harasser that their behavior is unwelcome and ask them to stop.
2. Keep a record of incidents (dates, times, locations, witnesses, what happened and how you responded). You do not need to have a record of events to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Make a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, report the problem to one of the following individuals:
  - CAO
  - Public Works Foreman
  - Safety Officer

You also have the right to contact the Alberta Human Rights Commission to make a complaint of harassment that is based on any of the grounds protected from discrimination under the Alberta Human Rights Act.

Cases involving physical assault should be reported immediately to a superior if possible or directly to the police.

Once an internal complaint is received, it will be kept strictly confidential. Appropriate action will be undertaken immediately to deal with the allegations.

Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint as well as anyone providing information will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the organization or harassment for having made a complaint or having provided evidence regarding the complaint.

## **Disciplinary Action**

The success of the Safety Program requires the commitment, involvement, and cooperation of people at all employee levels within the municipality.

Disciplinary action will be taken against all employees who do not abide by the guidelines set out in this policy, any defined Standard Operating Procedure and any rules and regulations set out in the Occupational, Health and Safety Act.

Steps for Disciplinary action will be as follows:



1. When an employee has broken a safety rule, an investigation will be undertaken and documented. If it is in fact confirmed that a safety rule has been broken, the employee will receive a verbal reprimand by their immediate supervisor to ensure that corrective action will be taken and there will be no recurrence.
2. If a second infraction occurs, the incident will be reported to the Chief Administrative Officer, who shall give a formal reprimand in a letter from to the employee and a copy will be retained in the employee; s personnel file. The employee will acknowledge the written warning with a signature at the bottom of the warning, acknowledging that they have read the contents of the letter and realize the seriousness of the matter.
3. If a third infraction occurs, it shall be reported to the Chief Administrative Officer, who may suspend the employee without pay and again document the infraction in a formal letter with the suspension. A copy of the letter will be kept in the personnel file. Continued infractions may result in formal termination.
4. All discipline, grievances and appeals shall be regulated by the Personnel Policy for the Town of Bentley.

**Conclusion:**

The Town of Bentley is committed to providing a safe and healthy work environment for all employees and contractors involved in public works activities. Through regular safety meetings and ongoing collaboration, we will continue to promote a culture of safety excellence and strive for continuous improvement in our safety performance.

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Mayor

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Administrator



# Town of Bentley

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HEALTH AND SAFETY CONTRACTOR PACKAGE

HEALTH & SAFETY ORIENTATION | CONTRACTOR SAFETY  
AGREEMENT | CONTRACTOR PRE-QUALIFICATION



## Contractor Health and Safety Qualifications

GENERAL INFORMATION			
Business Name			
Address			
	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
Email Address			
Telephone		WCB Number	
Number of Employees in your organization			
CONTACT INFORMATION			
Primary Contact Name		Title	
Telephone		Email	
Health & Safety Contact Name		Title	
Telephone		Email	
SAFETY POLICY			
Does your company have a written Health and Safety Policy? If yes, please attach a copy.		<input type="checkbox"/> YES <input type="checkbox"/> No	
Is there a systematic process for identification and control of significant hazards and risks?		<input type="checkbox"/> YES <input type="checkbox"/> No	
INSURANCE INFORMATION			
General Liability Insurance (2 Million)? If yes, Policy #		<input type="checkbox"/> YES <input type="checkbox"/> No	
WCB INFORMATION			
Does your company have a WCB account in good standing for all jurisdictions in which your company performs work?		<input type="checkbox"/> YES <input type="checkbox"/> No	
Does your company have a WCB account in good standing? If yes, please attach a WCB clearance letter.		<input type="checkbox"/> YES <input type="checkbox"/> No	
REGULATORY COMPLIANCE			
Has your company received any OH&S stop work orders and/or fines within the last three years? <i>(If yes, please provide details)</i>		<input type="checkbox"/> YES <input type="checkbox"/> No	

## **Contractor Safety Agreement**

The Town of Bentley is committed to ensuring a safe work environment for its employees, contractors, and the general public. For this to happen contractors must take responsibility for having safe work practices and commit to a culture that prioritizes safety.

An injury and accident-free workplace is our goal.

### **Contractor Responsibilities**

- Comply with all applicable OH&S and other relevant safety legislation.
- Maintain valid WCB coverage and 2-million-dollar liability insurance.
- Take every reasonable precaution to protect the health and safety of themselves and their employees.
- Promote health and safety awareness.
- Have protocols in place for response to utility strikes, serious injuries, and other potential accidents.
- Cooperate with the town on all matters relating to health and safety.
- Advise the town of any safety matters that may impact the operations of the municipality.

### **Safety Rules and Regulations for Contractors**

1. Every contractor will adhere to the Alberta Occupational Health and Safety Act, Regulation and Code as well as all Provincial and Federal legislation regarding the safe handling of hazardous materials
2. Cleanliness and order will be practiced in all work areas and at all times.
3. Fighting, wrestling or horseplay is NOT PERMITTED by anyone performing work for the Town.
4. Violent Acts, Harassment (of any form) and Bullying will NOT BE TOLERATED and will result in termination of contract.
5. Possession or use of intoxicating liquor or drugs while performing work for the Town, is STRICTLY PROHIBITED and will result in termination of contract.
6. All cautionary, safety and warning signs are posted for a reason and must be abided by.
7. Contractors are required to comply with the personal protective equipment requirements as determined by Alberta Occupational Health & Safety or as identified on a Material Safety Data Sheet for any controlled products being used.
8. Only qualified people will operate equipment they are competent to operate.
9. Immediately report damage of Town Property, Town tools and/or equipment to your Town Contact.
10. Report and record all unsafe conditions, incidents, injuries and near misses and submit a copy of the report/record to the Town.
11. In the event of an emergency evacuation no entry into the building/worksite is permitted until directed to do so by Emergency Personal.

### Documentation Requirements for Contractors

1. Contractors conducting work that interferes with or impacts traffic flow substantially will be required to submit a Traffic Accommodation Strategy to their town contact.
2. Contractors conducting work that involves mechanical excavation or work that presents a risk of buried utility damage will be required to submit a utility strike protocol to their town contact.
3. Contractors undertaking work that will affect access to a private residence, generate excessive noise, or significantly impact property owners in any manner must give written notice to the affected property owners.

***The town reserves the right to request additional documentation or waive documentation requirements.***

**By signing the Contractor Safety Agreement, you are verifying all the information provided is accurate and that you understand the contents of this Contractor Safety Agreement and agree with the requirements.**

<b>Applicant Name</b>	
<b>Signature</b>	
<b>Date</b>	

TOWN USE ONLY			
Contractor Approved?			<input type="checkbox"/> YES <input type="checkbox"/> No
Reviewed By:		Date:	



**Dale Grimsdale**

**REPORT FOR January 2025**

- Jan 14, 2025 - Emergency Management Advisory Committee meeting
- Jan 14, 2025 - Regular Council Meeting
- Jan 27, 2025 - Bentley Parent Advisory Committee meeting
  - Principal updates on exams, diplomas, sports and field trips.
  - School events discussion
  - PAC book distribution
  - Trustee report and council report.
- Jan 28, 2025 - Regular Council meeting.



**Greg Rathjen**

**Council Report January 2025**

- January 14, 2025, Regular council meeting.
- January 23, 2025, PAMZ board meeting red deer.
- January 27, 2025, AGM meeting for the fire department.
- January 28, 2025, Polytech impact report Red Deer breakfast meeting leaders
- January 28, 2025, Regular council meeting.



**Lenore Eastman**

**REPORT January 2025**

- Jan 14, 2025, Regular Council Report
- Jan 28, 2025, Regular Council Report





**Brenda Valiquette**

**REPORT FOR January 2025**

- January 14, 2025, Regular Council Meeting  
- Rec, Culture and Tourism Grants
- January 27, 2025, Bentley Fire Department AGM
- January 28, 2025, LREMP Meeting
- January 28, 2025, Regular Council Meeting



**Pam Hansen**

**REPORT FOR January 2025**

January 8, 2025,	Bentley library - discussed user numbers - discussed policy to have all staff and volunteers submit vulnerable sector checks for safety of the library users
January 14, 2025,	Regular council meeting
January 28, 2025,	Regular council meeting