

EMPLOYEE POLICY SECTION 6.9 – WORK CONDITIONS / WORK ENVIRONMENT	6.9.12 SPECIAL EVENT POLICY Page 1/2
PURPOSE	To promote team spirit and improved cooperation across department lines.
Effective Date: August 5, 2008 (Res. 08-406)	Revised: June 7/11 CM – Res. 11-426 Revised: May 5/20 CM – Res. CM-2020-05-27 (Policy Restructure)

SPECIAL EVENT POLICY

The County aspires to create coherence between work and time off, as well as to give colleagues in the various departments a chance to better get to know one another, promoting team spirit and improved cooperation across department lines.

As it is the County ratepayer's money that is spent on events, we need to be mindful of how that money is spent and ensure that the employees and/or their families receive benefit from the activities that are organized.

Each year Council will approve a budget allocation to fund the annual Christmas function and other events throughout the year. In addition to this, there will also be a summer barbeque hosted by Council and financed from the Reeve's spending account. This budget will be administered by an Events Committee.

The Special Event Committee will comprise of five (5) members and will be appointed on an annual basis, in consultation with County Department Heads. The committee will consist of two members from Public Works and three members from Administrative Services (for the purposes of this committee, Administrative Services includes employees from the Agriculture Service Board, Protective Services, and Administration). Only these appointed members will have authorization to conduct event activities during paid working time. The members amongst themselves will elect a Chair, Vice Chair, Secretary, Treasurer and Events Assistant.

The Event Committee should prepare the following for Council approval:

1. Complete plan to detail how the event will operate. Plan should include the nature of the event, location, types of food/beverages and entertainment.
2. Budget showing estimated attendance and detail of expenditures.
3. Risk assessment of the venue/event to identify potential hazards.

No firm commitment should be made to any vendor prior to receiving Council approval.

Events must adhere to all laws, municipal bylaws and policies (i.e. safety, noise etc.)

Participation is limited to Council Members, County Employees and their families, and Board Members.

It is understood that all participation is purely voluntary on part of the employees taking part in events. There is no worker's compensation coverage for any injury which may occur while participating in these off-duty activities.

Where alcohol is served only moderate consumption is acceptable. Fighting, use of illegal drugs and inappropriate language is unacceptable and subject to penalty under the Wheatland County Code of Ethics. (a disciplinary offence).

Even if the activity is held off-site and outside of normal working hours policy 6.8.2 Harassment Policy is in force.

Third party entertainers or vendors shall be made aware that our staff shall not be subjected to unacceptable behavior by them.

Where Alcohol is served:

Supply of free alcohol shall be limited and low/alcohol free alternatives shall be available. An announcement must be made at the start of the event about not drinking and driving, and encourage staff to think beforehand about how they will get home.

All events/travel must take place within an hour of transport to a hospital, for immediate response in the event of an emergency.