



# MINUTES

Monday, May 5, 2025 at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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**COUNCIL PRESENT:** Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Dave Mitchell, and Ken Sorenson.

**ABSENT:** Councillor Roger Miller

**OTHERS PRESENT:**

|                   |                                       |
|-------------------|---------------------------------------|
| Neil Smith        | Chief Administrative Officer          |
| Clayton Gillespie | Corporate Services Manager            |
| Sara-Lynn Lyons   | Legislative Services & Communications |
| Georgina Sharpe   | Planning & Development Officer        |
| Bill Woytiuk      | Operations Manager                    |

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 7:00 p.m.

#### RESOLUTION # 89 – 25/05/05 - Czop

The Regular Council agenda for May 5, 2025 was accepted as presented. CARRIED

### 2. PRESENTATIONS: None

### 3. REPORTS:

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

3.1.1 Status Report – E

3.1.2 Capital Plan Status – E

### 4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

#### **4.1 ADOPTION:**

4.1.1 April 21, 2025 Regular Council Meeting Minutes – E

#### RESOLUTION # 90 – 25/05/05 - Mitchell

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held April 21, 2025 were accepted as distributed. CARRIED

**4.1.2 April 28, 2025 Committee of the Whole Meeting Minutes - E**

**RESOLUTION # 91 – 25/05/05 - Sorenson**

The Councillors, all having read the minutes and there being no further errors, omissions, or corrections, accepted the Minutes of the Committee of the Whole Meeting of the Town of Nanton held April 28, 2025, as amended. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES:**

**4.2.1 Request for Decision Draft Procedural Bylaw 1407/25 – E**

**RESOLUTION # 92 – 25/05/05 - Czop**

Moved to read Town of Nanton Bylaw 1407/25, a Bylaw to regular the proceedings of Council and Council Committees for a first time. CARRIED

**RESOLUTION # 93 – 25/05/05 - Dozeman**

Moved to read Town of Nanton Bylaw #1407/25 for a second time. CARRIED

**4.2.2 Request for Decision Urban Hens Bylaw 1408/25 – E**

**RESOLUTION # 94 – 25/05/05 - Dozeman**

Moved to read Town of Nanton Bylaw #1409/25, a Bylaw to regulate the keepings of hens within the Town of Nanton for a first time. CARRIED

**RESOLUTION # 95 – 25/05/05 - Mitchell**

Moved to read Town of Nanton Bylaw #1409/25 for a second time. CARRIED

**RESOLUTION # 96 – 25/05/05 - Czop**

Unanimous consent to read Town of Nanton Bylaw #1409/25 for a third time was granted by all Council present. CARRIED

**RESOLUTION # 97 – 25/05/05 - Mitchell**

Moved to read Town of Nanton Bylaw #1409/25 for a third and final time. CARRIED

**4.2.3 Request for Decision Substance Abuse Policy – E**

**RESOLUTION # 98 – 25/05/05 - Dozeman**

Moved to approve the Substance Abuse policy as attached to these minutes as schedule 'A'. CARRIED

**4.2.4 Information Brief Claresholm Press – E**

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Request for Decision Fees & Rates Amendment Bylaw 1409/25 – E**

**RESOLUTION # 99 – 25/05/05 - Czop**

Moved to read Town of Nanton Bylaw #1410/25, a Bylaw to amend the Fees and Rates Bylaw 1381/24 for a first time. CARRIED

**RESOLUTION # 100 – 25/05/05 - Mitchell**

Moved to read Town of Nanton Bylaw #1410/25 for a second time. CARRIED



A handwritten signature in blue ink, appearing to be 'M. Dozeman'.

**RESOLUTION # 101 – 25/05/05 - Sorenson**

Unanimous consent to read Town of Nanton Bylaw #1410/25 for a third time was granted by all Council present. CARRIED

**RESOLUTION # 102 – 25/05/05 - Dozeman**

Moved to read Town of Nanton Bylaw #1410/25 for a third and final time. CARRIED

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

**6.1.1 Alberta Southwest Economic Development Week May 12 – 17, 2025 – E**

**RESOLUTION # 103 – 25/05/05 - Czop**

Moved that Mayor Handley sign the declaration to proclaim May 12–16, 2025, as “Economic Development Week” in the Town of Nanton, and encourage all citizens to recognize and celebrate the contributions of economic developers in fostering innovation, creating jobs, and enhancing the economic well-being and quality of life in our community. CARRIED

**6.1.2 Government of Alberta Declaration Seniors Week June 2 – 8, 2025 – E**

**RESOLUTION # 104 – 25/05/05 - Mitchell**

Moved that Mayor Handley sign the declaration to proclaim June 2–8, 2025, as “Seniors’ Week” in the Town of Nanton, to demonstrate the community’s support and to generate greater awareness of the importance of seniors in Alberta. CARRIED

**6.2 FOR INFORMATION:**

**7. CLOSED CONFIDENTIAL SESSION:**

**RESOLUTION # 105 – 25/05/05 - Mitchell**

IT WAS MOVED at 7:37 p.m. to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

Councillor Miller entered the meeting electronically at 7:41 p.m.

**7.1 Municipal Utilities FOIP Section 24 Advice from Officials – E**

Councillor Miller left the meeting at 8:01 p.m. and returned at 8:03 p.m.

**7.2 Request for Decision Offer to Purchase Land FOIP Section 25 Economic Interests of the Municipality – E**

**7.3 Bylaw #1299 Noise Variance FOIP Section 23 Local Public Body Confidences and FOIP Section 24 Advice from Officials – E**

CARRIED

**RESOLUTION # 106 – 25/05/05 - Sorenson**

IT WAS MOVED to reconvene the Regular Meeting at 9:00 p.m. CARRIED

**8. ADJOURNMENT:**

**RESOLUTION # 107 – 25/05/05 - Dozeman**

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:00 p.m.

**TOWN OF NANTON**



\_\_\_\_\_  
CHIEF ELECTED OFFICIAL



\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 20th day of May 2025.



# POLICY

Policy No. 14 – 100 - 25/005/01

Department: Administration

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## Substance Abuse

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### SCOPE:

This policy applies to all Town of Nanton Employees and others engaged on its behalf while on Town premises, including Town-owned buildings, or conducting business on behalf of the Town.

### PURPOSE:

The Town of Nanton ("Town" or "Nanton") Substance Use Policy (the "Policy") outlines procedures and details related to substance use in the workplace. Both the Town and its Employees have a legal and moral responsibility to ensure their safety and the safety of others in the Workplace.

### DEFINITIONS:

**Accommodation:** Means adjustment to the terms and conditions of employment and to the extent required by human rights law.

**Alcohol:** Any substance that may be consumed and that has an alcoholic content in excess of 0.5% volume.

**Cannabis:** Includes marijuana, hashish, edibles, and any other preparations, forms, chemicals or compounds derived from the cannabis plant species (including, but not limited to, the subspecies cannabis sativa, cannabis indica and cannabis ruderalis), regardless of the formulation, product or manner in which it is used or consumed.

**Disability:** includes a disability protected by the Alberta Human Rights Act, RSA 2000, c A-25.5, and as may be confirmed by a diagnosis made by a medical practitioner.

**Drug Paraphernalia:** includes any personal property that is associated with the use of any Unauthorized Substance or Unlawful Substance.

**Employee:** for the purposes of this Policy, includes full-time, part-time, temporary, casual, and seasonal employees, board members, volunteers, and independent contractors engaged on behalf of the Town.

**Fit for Work:** Being able to safely and acceptably perform assigned duties without any limitations, including, without restricting the foregoing, any limitations arising from or due to the use or after-effects of any Substances which cause or have the potential to cause impairment or fatigue.

**Incident:** An occurrence, circumstance, or condition that caused or had the potential to cause damage to persons, property, reputation, security, or the environment, and includes, without limitation, what is commonly referred to as a "near miss".

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REFERENCE:  
REPLACES POLICY:

Reference is code number (12, 61 etc. and then resolution number

**Laboratory:** A recognized or certified laboratory providing urine-based, oral fluid, and/or saliva-based drug testing services or other forms of drug testing services accepted in the industry.

**Lawful Substances:** Substances which an individual may lawfully possess or use, but which can impair physical or mental capacity in any way. These include over-the-counter medications, Alcohol, Cannabis that is prescribed by a physician to treat a medical condition, and other controlled substances for which the individual has a valid prescription.

**Town Business:** Includes all activities undertaken by Employees (as defined above) in the course of the Town business and operations, whether conducted on or off Town Premises and during regular or non-regular work hours.

**Town Premises:** all land and facilities owned, leased, or otherwise directly controlled by the Town, including mobile equipment and vehicles of any description.

**On Duty:** for the purposes of this Policy, being On Duty includes all scheduled hours of work and all meal periods or rest periods (i.e., lunch, dinner, coffee breaks, etc.) that occur during an Employee's shift.

**Reasonable Grounds:** Information established by the direct observation of the employee's conduct or other indicators including (without limitation): the physical appearance, smell or speech of the Employee; smell associated with the use of Unauthorized Substances or Unlawful Substances; instances of irrational or unsafe behavior by the Employee; the Employee's attendance record; circumstances surrounding an Incident or near miss; or the presence of Unauthorized Substances or Unlawful Substances or drug paraphernalia on the Employee's person or in the vicinity of the Employee or the area where the Employee worked.

**Safety Sensitive Positions:** Any position where impaired performance, impaired motor skills, or lack of judgment could result in an Incident affecting the health and safety of the employee, other Employees, the public, property, or the environment. Supervisors/Managers who either oversee Employees in Safety safety-sensitive positions or who are responsible for or perform the same duties as Employees in Safety safety-sensitive positions will also be considered to be in Safety safety-sensitive positions. Safety Sensitive Positions include, but are not limited to, the positions listed in **Appendix "A"**, as may be amended from time to time by the Employer.

**Supervisor/Manager:** A person who directs the work of others and may, depending on the nature of the Town's structure, include the manager, foreman, supervisor, or coordinator.

**Substances:** include unlawful Substances, Unauthorized Substances, and Unlawful Substances.

**Unauthorized Substances:** includes the following:

- i. Alcohol;
- ii. Cannabis (other than Cannabis prescribed by a physician to treat a medical condition where it is brought to the attention of the Town prior to use on Town Premises or during Town Business).
- iii. A Lawful Substance that is being used or for which there is a pattern of improper use, e.g., misuse, excessive use, or recreational over-the-counter medication or prescription drugs



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v. A Lawful Substance that has been used in a proper manner, but has resulted, could result, or is likely to result in impairment of an individual's physical or mental capacity and create a threat to the health or safety of the employee or others; and

v. Designer, synthetic, or "look-alike" substances which, although derived from one or more Lawful Substances or Unlawful Substances, are manufactured, designed, or intended to resemble and/or mimic the effects of Unauthorized Substances or Unlawful Substances.

**Unlawful Substances:** includes illegal drugs and any other substances or materials, the use, possession, consumption, delivery, distribution, exchange, manufacture, sale, purchase, or transfer of which are prohibited by law and/or regulations.

**Workplace:** includes any physical location where and/or any piece of equipment or vehicle upon or within which an Employee performs work or services on behalf of the Town.

## **POLICY:**

### **1.0 Policy Statement**

The Town of Nanton is committed to maintaining a safe and healthy workplace for all employees, ensuring the well-being of the public, and protecting the environment, town property, and other interests. Recognizing that substance use can have serious adverse effects on health, safety, and job performance, the Town is dedicated to fostering a responsible and supportive approach to substance use management.

The Town acknowledges that substance addictions and dependencies are treatable conditions, and that early intervention significantly improves the likelihood of long-term recovery. However, employees must ultimately take responsibility for their own substance use.

To support this commitment, the Town will:

- Promote substance abuse prevention through education, awareness, and training for employees and supervisors.
- Provide a confidential process for employees to self-disclose lawful substance use or dependency concerns without fear of reprisal.
- Offer access to confidential support and referral services through the Employee and Family Assistance Program (EFAP).
- Support employees diagnosed with substance addiction or dependency through rehabilitation, accommodation, and reintegration in accordance with applicable laws.
- Safeguard employee privacy and confidentiality, disclosing information only when necessary for policy enforcement, investigations, legal proceedings, or with the employee's consent.
- By upholding these principles, the Town aims to ensure a safe, productive, and supportive work environment for all.



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REPLACES POLICY DATED:

## 2.0 Work Standards, Roles, and Responsibilities

### 2.1 Employees must:

- i. Sign a copy of the Town's Substance Use Policy indicating that they have read and understood the Policy.
- ii. Arrive Fit for Work and remain Fit for Work during the entire period while On Duty and/or while performing work on behalf of the Town, regardless of location.
- iii. Perform their job in a safe manner and in accordance with the provisions of all applicable Town policies and procedures.
- iv. Not possess, distribute, offer for sale, or sell Unauthorized Substances, Unlawful Substances, or any Drug Paraphernalia on Town premises, worksites, or during Town Business.
- v. Conduct themselves in a lawful manner while on Town Property or conducting Town Business.
- vi. Cooperate fully during investigation of work-related accidents, Incidents, and violations of this Policy.
- vii. Encourage their co-worker to seek help or advise their Supervisor/Manager if they have concerns regarding a breach of Policy.
- viii. Assume responsibility for their own Substance use or dependency by seeking professional assistance, including the Town's Employee Assistance Program, as well as following any recommended treatment and relapse prevention programs following treatment.
- ix. If driving is a requirement of the Employee's job duties, immediately report to their Supervisor/Manager the loss of a driver's license or court order prohibiting operation of a motor vehicle or equipment as a result of an impaired driving offense to the Town.
- x. While attending Town social functions or acting as a representative of the Town during non-Town social functions, the Employee will act and behave in a professional demeanor and must at all times avoid intoxication within the social environment. Should the Employee not behave in a professional demeanor they will be asked to leave the social function immediately refraining from driving a vehicle.
- xi. Employees are responsible to consult with their physician to review their job duties and confirm that the use of any Lawful Substances or a combination thereof will not impair the safe and efficient performance of their job duties. If the use of any Lawful Substance or combination of Lawful Substances will impair the safe and efficient performance of the Employee's job duties, the Employee must notify their Supervisor/Manager immediately. The Employee will be required to cooperate, communicate and provide reasonable medical information from their physician to their Supervisor/Manager

Special circumstances may apply when an Employee is engaged in a Safety Sensitive Position, and it may be necessary to request an independent medical review or third-party medical input if the Employee is requesting accommodation.

Should an Employee not self-disclose in advance, and it is determined through Reasonable Grounds or post-Incident/near miss, the Employee is taking a Lawful



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Substance that causes or has the potential to cause impairment, they will be subject to discipline up to and including termination of employment.

- xii. Any Employee, who is on call, must remain Fit for Work while on call. An Employee who is not on call and is subsequently contacted by the Town to report for work must refuse the request if they cannot report Fit for Work.

#### 2.2 Management must:

- i. Administer this Policy consistently.
- ii. Be knowledgeable about the Town's Substance Use Policy and understand their role and the procedures related to the use of Substances in the Workplace.
- iii. Be knowledgeable about the use of Substances and be able to recognize the symptoms of the use or abuse of same by Employees.
- iv. Ensure they meet the work standards as part of their responsibility to perform their work-related activities in a safe, productive, and effective manner.
- v. Take immediate action on reported or suspected Substance use or any other violation of this Policy. In all situations where the Town believes an Employee is unfit to be at the workplace, the Town will ensure that the employee is provided with a safe means of transportation home (i.e. taxi).
- vi. Be responsible for arranging and offering help through appropriate resources such as the Town's Employee and Family Assistance Program.
- vii. Must ensure effective Employee assistance services are available to Employees.
- viii. Responsible for educating Employees on this Policy, as may be periodically amended from time to time.

### 3.0 Prevention

The Town emphasizes the importance of prevention and early identification of potential implications arising from Substance Use.

### 4.0 Assessment

- 4.1 The Town may test an Employee using a Reasonable Grounds Guide Behavioural Impairment Testing "Effects Based Approach" (Appendix B) in the following situations:
  - i. Reasonable Cause: Where an Employee exhibits, or evidence points to, behavior sufficient to give the Town reason to suspect the Employee has consumed an Unauthorized Substance or Unlawful Substance.
  - ii. Post Incident/Near Miss: Where an Incident or near miss has occurred and there is a need to inquire into that event to determine the cause. This is done in cases where there is a possibility that the Incident may have been caused by an Employee's Unauthorized Substance or Unlawful Substance Use.



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- iii. Post-Treatment: Random testing for monitoring abstinence occurs when a medical professional recommends testing as part of relapse prevention or post-treatment regime. In most cases, abstinence monitoring is recommended following treatment to mitigate safety risks, including an Employee occupying a Safety Sensitive Position and/or where supervision is limited.

4.2 An Employee will not arbitrarily be asked to submit to Substance testing.

## 5.0 Accommodation

The Town will provide reasonable accommodation and support to the point of undue hardship in respect to any Disability disclosed in the administration of this Policy or otherwise communicated to the Town Supervisor/Manager.

## 6.0 Aftercare

- 6.1 With the Employee's participation, the Employee and Family Assistance Program and/or other health professionals will determine the appropriate aftercare arrangements.
- 6.2 Participation in and compliance with an aftercare program is mandatory. Where an Employee seeks reinstatement after treatment for a Substance addiction or dependency and reinstatement is authorized, the Employee's immediate Supervisor/Manager will be advised as to the conditions of the reinstatement.

## 7.0 Employee and Family Assistance Program (EFAP)

- 7.1 EFAP encourages Employees to seek professional assistance if they know or suspect they have a Substance addiction or dependency.
- 7.2 EFAP will provide confidential assessment and counselling referral services. The Employee and Family Assistance Program will also take a lead in facilitating the development of prevention programs involving peers and their family.
- 7.2 An Employee who receives assistance from the Town's Employee and Family Assistance Program on account of his or her Substance use must comply with the terms and conditions of any program established to help the Employee as a condition of his or her continued employment.

## 8.0 Consequences for Failure to Comply with Policy

8.1 If the Town determines that an Employee has breached this Policy, the Employee may be disciplined up to and including termination of employment, subject to section 5.0 of this Policy.

8.2 Where it appears that an Employee has breached this Policy, the Employee will be removed from the Workplace, provided with a safe means of transportation home (i.e.

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taxi) and suspended from work immediately, pending an investigation. Should results gathered through the investigation process support that the Employee was in violation of the Policy, the Employee may be subject to corrective counselling or disciplinary action up to and including termination of employment.

- 8.3 The Town's investigation may be formal or informal; it will determine whether a violation of the Policy occurred and whether the Employee's conduct in violation of this Policy should be subject to discipline, accommodation or both (depending on each individual circumstance).
- 8.4 In the course of the investigation, a decision may be made to determine whether the Employee has a Disability and to determine whether a Disability is the cause of or related to all aspects of the conduct being investigated. The Employee agrees to consent to disclosure of this information.
- 8.5 In the event that the Employee does not have or claim to have a Disability, or the Disability did not cause or result in the employee's conduct in violation of this Policy, the Town will determine what (if any) level of discipline is appropriate.
- 8.6 In the event the Employee has a Disability that caused or resulted in the conduct in of this Policy, the Town will review its obligation for Accommodation (5.0).
- 8.7 In the event of the loss of Driver's License due to impairment, an Employee may be accommodated in another position provided they have previously reported the charge to the Town. Such accommodation is not absolute or indefinite. If driving is a requirement in the performance of the Employee's duties and the Town determines that an alternative position is not available or appropriate, the Town Employee agrees that the Town has reached the point of undue hardship, and the Employee's employment will not continue.

**9.0 Acknowledgement**

All Employees are required to sign an acknowledgement indicating that they have read, understood, and will abide by the conditions outlined in this Substance Use Policy. (see Appendix "C")

**RELATED DOCUMENTS: Town of Nanton Health and Safety Manual**

**AMENDMENTS / REVIEWS:**

| Date<br>(yyyy/mm/dd) | Section # Amended | Comments |
|----------------------|-------------------|----------|
|                      |                   |          |

|                   |  |
|-------------------|--|
| Next Review Date: |  |
|-------------------|--|



REFERENCE NUMBER:  
REPLACES POLICY DATED:

*Handwritten initials/signature*

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
Date

*Copy For Minutes*

**REVISION HISTORY**

**Policy**

**In Effective**

**Inactive**



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*MZ*

## Appendix 'A' - Safety Sensitive Positions

**Safety Sensitive Positions:** Any position where impaired performance, impaired motor skills, or lack of judgment could result in an Incident affecting the health and safety of the employee, other Employees, the public, property, or the environment. Supervisors/Managers who either oversee Employees in safety-sensitive positions or who are responsible for or perform the same duties as Employees in safety-sensitive positions will also be considered to be in Safety-sensitive positions.

1. Operations Manager
2. Fire Chief
3. Recreation Manager
4. Supervisor of Public Works
5. Utility operators
6. Public works operators
7. Recreation operators
8. Pool Supervisor
9. Senior and Junior Lifeguards



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# Appendix 'B' – Reasonable Grounds Guide

Behavioural Impairment Testing – “Effect Based Approach”

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

Employee Job Title: \_\_\_\_\_

Observation Date and Time: \_\_\_\_\_

Location: \_\_\_\_\_

Employee Safety Sensitive Position?  Yes  No

A. Supervisor's Observations – Physical



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REPLACES POLICY DATED:

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**Walking:**

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Holding On | <input type="checkbox"/> Stumbling  | <input type="checkbox"/> Unable to Walk |
| <input type="checkbox"/> Unsteady   | <input type="checkbox"/> Staggering | <input type="checkbox"/> Swaying        |
| <input type="checkbox"/> Falling    |                                     |   |

Other (Describe): \_\_\_\_\_

**Standing**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Swaying          | <input type="checkbox"/> Feet Wide Apart | <input type="checkbox"/> Unable to stand |
| <input type="checkbox"/> Staggering       | <input type="checkbox"/> Rigid           | <input type="checkbox"/> Dizziness       |
| <input type="checkbox"/> Sagging at Knees |  |  |

Other (Describe): \_\_\_\_\_

**Movements:**

- |                                   |                                      |  |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Fumbling | <input type="checkbox"/> Jerky       | <input type="checkbox"/> Nervous               |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Normal      | <input type="checkbox"/> Poor Coordination     |
| <input type="checkbox"/> Tremors  | <input type="checkbox"/> Hyperactive | <input type="checkbox"/> Delayed Reaction Time |

Other (Describe): \_\_\_\_\_

**Eyes:**

- |                                    |   |  |
|------------------------------------|---|--|
| <input type="checkbox"/> Bloodshot | <input type="checkbox"/> Watery         | <input type="checkbox"/> Involuntary Eye Movements |
| <input type="checkbox"/> Droopy    | <input type="checkbox"/> Dilated Pupils | <input type="checkbox"/> Frequent use of eye drops |
| <input type="checkbox"/> Glassy    | <input type="checkbox"/> Closed         |  |

Other (Describe): \_\_\_\_\_



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*M2*

**Face:**

Flushed       Pale       Sweaty

Other (Describe): \_\_\_\_\_

**Breath:**

Alcohol       Cannabis Odor       Heavy use of mouthwash/breath spray

Other (Describe): \_\_\_\_\_

**Speech:**

Whispering       Slurred       Shouting

Incoherent       Slobbering       Silent

Rambling       Mute       Slow

Other (Describe): \_\_\_\_\_

**Appearance:**

Unruly       Messy       Dirty

Stains       Bodily Fluids       Marijuana Odor

Partially       Excessive sweat in cool air

Other (Describe): \_\_\_\_\_



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B. Supervisor's Observations – Behavioral

**Demeanor:**

- |                                     |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/> Overreacts | <input type="checkbox"/> Confused      | <input type="checkbox"/> Talkative/rapid speech |
| <input type="checkbox"/> Crying     | <input type="checkbox"/> Argumentative | <input type="checkbox"/> Sleeping on job        |
| <input type="checkbox"/> Withdrawn  | <input type="checkbox"/> Mood swings   | <input type="checkbox"/> Forgetful              |

Other (Describe): \_\_\_\_\_

**Actions:**

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Hostile  | <input type="checkbox"/> Fighting       | <input type="checkbox"/> Profanity               |
| <input type="checkbox"/> Drowsy   | <input type="checkbox"/> Erratic        | <input type="checkbox"/> Resisting Communication |
| <input type="checkbox"/> Paranoid | <input type="checkbox"/> Baseless Panic | <input type="checkbox"/> Excited                 |

Other (Describe): \_\_\_\_\_

**Appetite**

- |   |   |
|---|---|
| <input type="checkbox"/> Constanting Chewir Jerky | <input type="checkbox"/> Frequently eating Candy      |
| <input type="checkbox"/> Popping minutes often    | <input type="checkbox"/> Always munching on something |

Other (Describe): \_\_\_\_\_

C. Supervisor's Observations – Miscellaneous

- Presence of an Unlawful Substance or Unauthorized Substance in Employee's possession or vicinity.
- On-the-job misconduct by Employee
- Employee admission to Unauthorized Substance or Unlawful Substance use or possession

Corroborating Witnesses: \_\_\_\_\_



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REPLACES POLICY DATED:

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Other Observations: \_\_\_\_\_

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

Employee's Explanation: \_\_\_\_\_

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

D. Action Plan

Once the above is complete and the examiner is confident there is a degree of impairment, proceed to an action plan in a meeting with the Employee. Must have two employer representatives present.

Remember to follow our policy.

- Employee has agreed to test.
- Employee has not agreed to test
- Employee referred to Medical laboratory, agreed to test
- No further action at this time

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



REFERENCE NUMBER:  
REPLACES POLICY DATED:

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# Appendix 'C' – Employee Acknowledgement Form

## Employee Acknowledgment of Receipt and Understanding

I, the undersigned, acknowledge that I have received, read, and fully understand the **Town of Nanton's Substance Use Policy**. I understand that the purpose of the policy is to ensure a safe and healthy work environment, outlining expectations and guidelines regarding the use of substances while at work or on Town business. I recognize that the policy includes provisions related to:

- The prohibition of Unauthorized and Unlawful Substances on Town premises or during Town business
- The requirement to remain Fit for Work while on duty
- The procedures for self-disclosure, testing, and discipline related to substance use
- The available support through the Employee and Family Assistance Program (EFAP) for those with substance dependency or addiction concerns
- The potential consequences for non-compliance with the policy

By signing below, I confirm that I understand the content of this policy and agree to abide by its terms and conditions. I also acknowledge that I am aware of my right to seek clarification from my supervisor or human resources should I have any questions regarding the policy.

### Employee Information:

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Date: \_\_\_\_\_

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

Supervisor/Manager Signature: \_\_\_\_\_

Date of Acknowledgment: \_\_\_\_\_



REFERENCE NUMBER:  
REPLACES POLICY DATED:

A handwritten signature in blue ink, appearing to be 'M. J. ...'.