 <p>Town of CANMORE</p>	<p>Council Policy</p>
<p>Policy Title:</p>	<p>Drug and Alcohol</p>
<p>Policy Number:</p>	<p>HR-010</p>
<p>Effective Date:</p>	<p>March 20, 2018</p>
<p>Current as of:</p>	<p>July 6, 2021</p>

POLICY STATEMENT

1. It is Town of Canmore (the "Town") policy that all employees and other workers report to work capable of performing their tasks. 176-2021
2. The Town recognizes and accepts the shared responsibility to provide a safe work environment for all employees and those doing business with the Town. The Town has established this Drug and Alcohol Policy (the "Policy") in order to ensure an impairment-free work environment while respecting the privacy and human rights of all Employees. 176-2021

PURPOSE

3. The purpose of this Policy is to address the inappropriate use of Drugs or Alcohol in the workplace by:
 - a) clarifying the expectations and obligations of Employees with respect to Drug and Alcohol possession and use;
 - b) describing the consequences of non-compliance with those expectations;
 - c) supporting Employees dealing with substance abuse or dependency problems.
4. This policy applies to employees while engaged in Town business, working on Town premises or operating Town vehicles or equipment.
5. *Repealed 176-2021*

DEFINITIONS

6. "Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.
7. "Drug" refers to any substance, including but not limited to illicit drugs, or other substances, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that inhibit an employee's ability to perform their job safely and productively.

Policy approved by  

- 8. "Employee" means any employee, supervisor or manager. 176-2021
- 9. "Fit for Duty" means the ability to safely perform assigned duties without any limitations resulting from impairment due to the use or after-effects of drugs, alcohol or medication. 176-2021
- 10. "Incident" means an occurrence, circumstance or condition that causes or has the potential to cause:
 - a) A fatality or injury to any persons; or
 - b) A loss or damage to property, equipment, vehicles or the environment.
- 11. "Leader" means employees accountable for a particular facility, department or area, including managers and others in supervisory positions directly responsible for the performance of other Employees, Contractors, subcontractors, or volunteers and includes Human Resources employees and the CAO.
- 12. "Medication" means a drug obtained legally either over the counter or through a doctor's prescription or authorization.
- 13. "Safety Sensitive Position" means any position or function where if not performed in a safe manner, can cause direct and significant damage to property, and/or injury to the employee, others around them, the public and/or the immediate environment. 176-2021
- 14. "Town Business" means all activities undertaken directly on behalf of the Town by employees, whether conducted on or off Town premises. It includes those situations where an individual is representing, or could be reasonably perceived to be representing the Town.
- 15. "Town Premises" includes, but is not restricted to, all land, property, structures, installations, vehicles and equipment owned, leased, operated or otherwise directly controlled by the Town.
- 16. "Treatment" means a process approved by the Town, where an individual is participating in recovery-related activities, which may include periods of absence from work.

EXPECTATIONS

- 17. Employees must report Fit for Duty and remain Fit for Duty throughout their workday, and when they are scheduled to be on call. 176-2021
- 18. If unexpected circumstances arise where an employee is requested to perform an unscheduled service and they are not on call, but are under the influence of alcohol, drugs or medication that could impact their ability to perform work safely, the employee must decline the call.
- 19. Drugs, Alcohol and Medication
 - a) Unless the conditions in section 19(b) apply, the following are not allowed while on Town Premises, engaged in Town Business, operating a Town vehicle Of equipment, during working hours, while at Town sponsored events, and whenever an Employee is representing the Town:
 - i. Consuming drugs or alcohol;

Policy approved by: 

- ii. Using, possessing, distributing, offering or selling drugs or related paraphernalia;
 - iii. Using or selling alcohol.
- b) Notwithstanding section 19(a), an employee may use alcohol in appropriate work-related social settings e.g. when attending a Town event or while business hosting or travel where the service of alcohol is authorized, subject to the employee assuming full liability for any actions/conduct arising from the consumption of alcohol.
- c) Employees are permitted to distribute, offer or sell alcohol only if they are required to do so as part of their job duties and as long as that employee meets other legislative requirements related to the service of alcohol.
- d) Medication
- i. *Repealed 176-2021*
 - ii. *Repealed 176-2021*
 - iii. The intentional misuse of medications including but not limited to, using the medication other than as prescribed, using someone else's prescribed medication, or combining medication and alcohol use against direction are not allowed while on Town premises, while engaged in Town business, while operating a Town vehicle or equipment, during working hours, while at Town-sponsored events, and whenever employees are representing the Town.

REPORTING

20. Employees must immediately report any violations or suspected violations of this Policy to their Leader.
21. The Town is prepared to assist employees who voluntarily disclose a dependency, starting with a referral substance abuse expert for an alcohol and drug assessment. Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this Policy. 176-2021

INVESTIGATION

22. The Town reserves the right to investigate all situations where a violation of this Policy is believed to have occurred and before disciplinary action is taken.
23. The Town has the authority and discretion to hold out of service, with pay, any employee who is believed to be involved in a situation that could lead to disciplinary action, pending the results of the investigation.

FIT FOR DUTY

24. *Repealed 176-2021*
25. *Repealed 176-2021*

Policy approved by: 

PRESENCE OF DRUGS OR ALCOHOL

26. *Repealed 176-2021*

DRUG AND ALCOHOL TESTING

27. In the very limited and specific cases associated with post-Incident testing or testing for reasonable cause including but not limited to an employee smelling like alcohol or cannabis, slurred speech, or other symptoms indicating some type of impairment, or as part of rehabilitation and treatment program compliance testing, the Manager of Human Resources or designate may pursue the legal use of drug or alcohol testing.

CONSEQUENCES OF VIOLATION

28. *Repealed 176-2021*

29. *Repealed 176-2021*

30. *Repealed 176-2021*

CONFIDENTIALITY

31. *Repealed 176-2021*

RESPONSIBILITIES

32. *Repealed 176-2021*

33. *Repealed 176-2021*

It is the responsibility of Human Resources to:


- a) Ensure implementation and periodic review of this policy and associated procedures.
- b) Maintain confidential records of concerns and/or investigations related to this policy.
- c) Assist with investigations into suspected violations of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.
- c.1) Create and maintain a process to support employees who voluntarily disclose a dependency.

176-2021

34. It is the responsibility of Leaders to:

- a) *Repealed 176-2021*
- b) *Repealed 176-2021*
- c) Identify any suspected violation of this Policy and monitor any rehabilitation and return to work undertaken in accordance with this Policy.

176-2021

Policy approved by: 

- d) *Repealed 176-2021*
- e) *Repealed 176-2021*

35. It is the responsibility of employees to:

- a) Review and sign off on the Policy.
- b) Comply with the Policy, including the standards and reporting requirements.
- c) Demonstrate a commitment to creating a drug and alcohol free, healthy and safe workplace.
- d) Report for work fit for duty and remain fit for duty while on Town property, while engaged in Town business, while operating a Town vehicle or equipment, during working hours, while on scheduled on-call, while at Town sponsored events, and while representing the Town.
- e.1) Identify and report any suspected violations of this Policy.
- e) Cooperate in any investigation, rehabilitation efforts and return to work implemented under this Policy.

176-2021

POLICY REVIEW

36. This policy will be reviewed by Council on or before July 30, 2021.

176-2021

RELATED DOCUMENTS

- 37. Alberta Human Rights Act
- 38. Occupational Health and Safety Act

176-2021

REPEALS POLICY: None

AUTHORIZATION:



 John Borrowman
 Mayor



 Cheryl Hyde
 Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2018-03-20	56-2018	
Amended	2021-07-06	176-2021	Remove procedural information, add "other workers."

Policy approved by: 