

## MUNICIPAL DISTRICT OF BIG LAKES

<b>TITLE:</b>	<b>Holiday Coverage Policy</b>
<b>APPROVED BY COUNCIL:</b>	<b>April 8, 2015</b>
<b>EFFECTIVE DATE:</b>	<b>April 8, 2015</b>
<b>MOST RECENT REVISION:</b>	
<b>POLICY NO.</b>	<b>ADMIN-46</b>
<b>LEGAL AUTHORITY:</b>	

### POLICY STATEMENT

**The MD of Big Lakes recognizes the need to provide a system to ensure essential level of service is maintained during holiday periods. This policy outlines the staff requirements to ensure level of service.**

### POLICY

#### **CAO:**

The CAO will appoint an Acting CAO in his absence.

#### **Administration:**

Administrative Support Staff are divided equally into two groups which take turns every other year taking vacation days around the holiday season. Where possible these groups are divided so that backups are opposite to the position being backed up.

#### **Roads:**

The Roads Foreman is to ensure operators for essential services are available to work during holiday seasons including Statutory Holidays.

The Roads department is to maintain an On-Call Schedule on a regular rotation which will provide a contact person for emergencies 24/7.

#### **Utilities:**

The Utilities Foreman is to ensure that essential services are completed during holiday seasons including Statutory Holidays.

The Utilities Department is to maintain an On-Call Schedule on a regular rotation to provide a contact person for emergencies 24/7.

#### **Agriculture:**

The Agricultural Fieldman and the Agricultural Assistant are to cover each other off where possible.

**Fire:**

The Deputy or Assistant Fire Chief is On-Call when the Fire Chief is not working. The Fire Chief will advise Grande Prairie 911 when he is absent.

  
Reeve

  
Chief Administrative Officer