

THE ICE PAGE

January 2006



ICE WOULD LIKE TO
THANK ALL THE
INDIVIDUALS WE SERVE
AND ALL STAFF MEMBERS
FOR COMING OUT TO OUR
CHRISTMAS OPEN HOUSE
AND COMMUNITY
CELEBRATION. A GREAT
TIME WAS HAD BY ALL!
CONGRATULATIONS TO
ALL THE WINNERS OF
OUR DOOR-PRIZE GIVE-
AWAY AND SPECIAL
CONGRATULATIONS TO
ALL OUR AWARD
RECIPIENTS!



GENERAL INFORMATION:

The January Team Leader Meeting is scheduled for: Thursday, January 19, 2006 at 10am and Wednesday January 25th at 1:30pm at the ICE Office

The January Health & Safety Meeting is scheduled for: Thursday January 5th 10:30pm at the ICE Office

The ICE office will be CLOSED January 2nd. All calls should be directed to the ECAT line at 461-7236



ICE WEBSITE

www.icenterprises.com

CHECK IT OUT!!!

The ICE website has a special
"ICE Staff Only" section.

The Link is at the bottom of the Home Page. It will ask you for a user name and password:

Username: iceuser
Password: 100smiles

This section has a copy of the current ICE Page newsletter, and copies of the most common forms needed by ICE employees.

This could save you a trip to the office if you have a printer!



ATTENTION FIELD STAFF

FOR EXTRA HOURS CONTACT:

Jacky 453-9663
Rhonda 453-9667

Booking would like to welcome Lucky Jane Santos as Booking Coordinator. Welcome to the ICE Team!

TIMESHEETS

NOTE: TIME SHEETS AND VACATION PAYOUT REQUESTS (not vacation requests-which should be directed to your booking coordinator) may now be faxed DIRECTLY TO THE PAYROLL DEPARTMENT at (780) 454-4107.

Hand In Dates



Hand in dates will be Monday January 16th for shifts worked between January 1st – 15th and Tuesday January 31st for shifts worked between Jan. 16th – 31st 16th – 31st

December
Thank – You draw

A Thank You to everyone who submitted entries for the December Employee Incentive Draw.

Congratulations to the following staff members who were winners for the December 15th draw:

- Qamar Khalaf won for the assistance with a couple of vacant shifts.
- Pam Holroyd won for the effort with open communication between the program and CSC.
- Saulat Haidu helped with assisting clients to medical appointments.

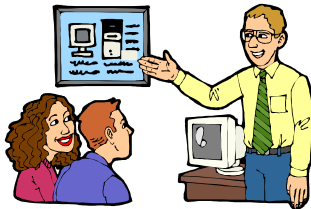
Please see Collette at the ICE office to pick up your prize!

Next ICE Thank You Draw
January 16th Noon
ICE Office

THANK YOU
*In gratitude we say,
"We appreciate your time,
your contributions, your commitment,
and dedication
You Do Make a Difference."*

ATTENTION!

It is critical that all
Timesheets, Contact Notes, and
Monthly Reviews for this and
any other month be on time and
correctly completed. Errors and
late reports may result in
delayed payment of employee
wages.



Training dates are as follows:

PROACTIVE BEHAVIOR INTERVENTION

A workshop to increase
awareness about escalations and
learn proactive strategies and
responses to crisis situations.
January 12th 9 am – 4 pm
January 19th 9 am – 4 pm
January 26th 9 am – 4 pm

CPI Training

Non-Violent Physical Intervention
Training. A two day certificate
course designed to increase
awareness regarding prevention
and physical intervention
strategies of client escalations.
January 25th & 26th 9am – 4pm
(2 day Workshop)
Refresher Course – 1 Day only
Certificate upon completion

DEVELOPMENTAL STAGES

January 7th 9 am – 12 pm

ALZHEIMER'S & DEMENTIA

January 30th 9 am- 5 pm
January 31st 9 am- 5 pm

CONNECTING THE DOTS

January 24th 9am – 5pm

*Please speak with your
Coordinator to ensure clients have
staff support in place. Staff will be
notified of any course changes or*

*cancellation due to lack of
participation.*

Community Rehabilitation and Disability Studies

EXCITING, REWARDING, EDUCATIONAL OPPORTUNITY

A basic understanding of values,
attitudes, and skills that promote
choices, independence, and the
quality of life experiences for
the people they work with.

Foundations is a standard
diploma, recognized in the field
and can be a stepping-stone to a
number of faculties in the
Rehabilitation Field with
recognition of six to nine credits.

ICE will be scheduling
information sessions for potential
participants

**Call your Coordinator to
express your interest**



Starting the Year with New Year's Resolutions



Despite all the stress (and
bills!) that the holidays

bring, December really is the
season for kicking back and
enjoying yourself. And to top
it all off, you have the
excitement and chaos of New
Year's Eve.

It's hard not to start making
resolutions and creating goals
on New Year's Eve. There's
that sense of renewal, of
rebirth, and the guilty
awareness that you ate your
own weight in chocolate during
the holidays. Sure, last year's
resolution didn't make it past
the fifth of January, but hey,
this year's going to be
different, right?

Sticking to Your Resolutions

Sticking to resolutions are
hard. Resolutions are often
changes that you would like to
see yourself make, but
changes are very difficult to
enforce—and it only gets
harder the older you get. But
that doesn't mean change is
impossible. Here are some
things you can do to stick to
your resolution:

**Don't try everything at
once.** The temptation of the
New Year is to run off a list of
everything you've ever wanted
to change. Don't fall for it!
You'll have better luck fulfilling
one or two goals than you will
a list of fifty. You can always
add new resolutions to your

list later. Take one thing at a time.

Word your resolution carefully. Let's say your resolution is to relax more in the coming year. Word this carefully. Try not to think of it as "This year I am going to relax." That's a stress-inducer waiting to happen. It forces you into thinking of the resolution as something you must do, not something you want to do. Try to make it sound a little gentler: "This year I'm going to explore different ways of relaxing." It also suggests more of a resolution plan—you'll be keeping the resolution by experimenting with relaxation techniques. The first resolution sounds as if you're going to force yourself to relax by sheer willpower.

Make a plan. Once you know what your New Year's resolution is, try to break it down. Nobody accomplishes anything of significance by trying to do it all at once. This doesn't have to be a complicated resolution plan; just brainstorm enough to give you a place to start.

Write your plan down. Stick it up on the fridge, in your locker or wherever you know you'll see it. That way you'll have a constant reminder, which helps in keeping resolutions. You may want to

change the wording as time passes and your goal changes.

Get help. You don't have to be the only one to enforce your resolutions. You may want to ask a friend or family member to help you through this "trying" period. You might even be able to help your friend stick to his or her resolution. It's always easier in groups than it is alone.

Forgive yourself. You're not perfect, so it's unreasonable to think that you won't make a mistake. When you do, don't be too hard on yourself and don't give up. One mistake isn't the end of the world (or the end of your resolution). Keep at it. You'll be glad you did.

TOP 10 REASONS to take the bus (instead of driving)...

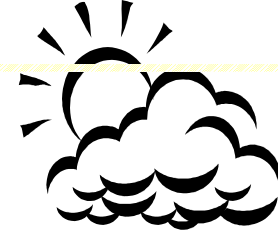
10. You don't waste gas warming up your vehicle.
9. You spend less time driving your expensive wheels on those mean and icy streets.
8. You avoid parking hassles and costs.
7. It is the more responsible choice for protecting our environment.
6. You and your client get more exercise and fresh air.

5. You help to promote the independence of your client.
4. You and your client are interacting with the community for the entire outing.
3. Because buses are much more massive than cars, bus riders are much less likely to be injured in a collision than the occupants of a car.
2. You and your client can play a game, read books, share a laugh, have a good conversation together.
1. You can relax and look at the scenery – much better for the blood pressure.

Road Trip to Calgary

The bright and sunny September day with a hint of fall's cold temperature paved the way for an out of town trip to Calgary. Michael, Garry, Murray and Wayne showed expressions of excitement as seen in their happy smiling faces.

They all woke up in a delighted mood and very helpful while getting ready. We boarded in two mini vans with



the
two
team

leaders acting as navigators. The day program and main staff each had very important roles to play. Team work was very evident and a very exquisite treasure to keep.

Surprisingly, the guys were quite engrossed in watching the beautiful scenery passing before them. They also seemed to enjoy listening to music during the long trip as manifested by clapping and rocking in their seats.

When we arrived in Calgary, the first place we headed to was the office of I.C.E. Although it was a sudden visit we received a warm and pleasant welcome.

We had our quick lunch on our way back to Red Deer. And before coming home we had supper in a Chinese Restaurant where the guys enjoyed the taste of delectable meals.

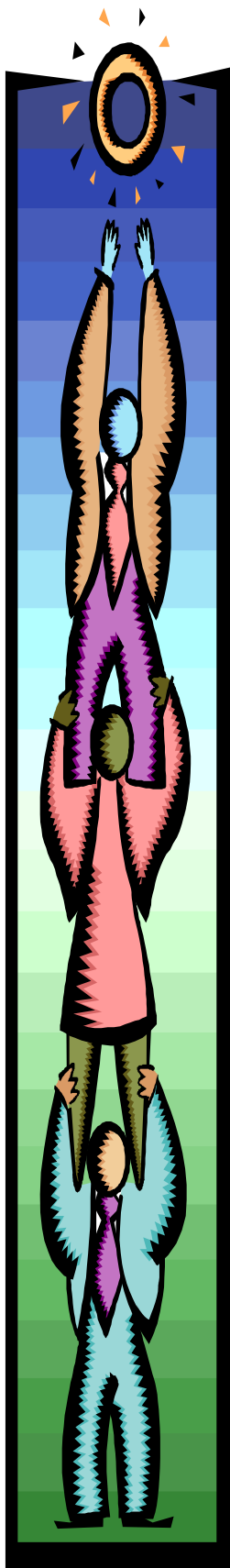
The trip was very exciting and memorable for all of us even more so for Murray, Wayne, Garry and Michael. Because of this we are all looking forward for another exciting trip out of town.

Written by:
Maria Mallorca

January - Activities Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2006



New Opportunities!

We have many new fantastic opportunities for both existing staff and new recruits. If you know someone who has an interest in helping people and has the valued qualities needed to be a support worker, please have them submit a resume and completed application to the ICE office.

Applications are accepted:

- **During regular business hours at the ICE office**
- **By email - please send to dlhirondele@icenterprises.com**
- **By fax - 452-4889**

Our current job opportunities are posted in reception at the ICE office, on our JOB HOTLINE at 453-9834, or visit our website at www.icenterprises.com.

Thanks to all our staff for your interest,



3.5.10 EMERGENCY PROCEDURES

All employees must ensure that the following steps are followed in an emergency situation:

1. If the emergency is imminent and deemed life threatening to anyone on the site, call 911 IMMEDIATELY.
2. DO NOT PANIC ... remain calm and give clear, concise direction/information
3. Ensure the immediate safety of yourself and the individuals in your care
4. Locate the nearest safe area and retreat to that location. This area would vary depending on the emergency. For example:
 - Fire, or gas leak/gas smell – leave the building, and retreat to a designated Safe House or Meeting Place as outlined in the residential program's Emergency Evacuation Procedures. For non-

residential programs, go to the nearest neighbor or business.

- Tornado warning – go to the lowest level of the house and gather in the smallest room that doesn't have a window, i.e. a closet or bathroom.
 - Loss of heat during blizzard or extremely cold weather - Gather at the highest level of the building in a small windowless room. Ensure everyone is wearing several layers of clothing.
 - Home invasion – do not confront any intruder. Call 911 and attempt to evacuate the home if safe to do so.
5. Call the ICE office, or if after hours, the On Call Supervisor as soon as possible and advise a supervisor of the situation. Calmly, clearly and concisely, report all actions that you have initiated as well as the status of all individuals involved thus far.

For specific fire emergency procedures, see Policy 3.5.11
For medical emergency procedures, see Policy 2. 3.11

For client behavior/aggression emergency procedures, see 2.5.1
(For resources and information on other specific emergency procedures i.e.Tornado, Blizzard, Home Invasion, Natural Gas Leaks, see the “Employee Resources” section in the Health and Safety Binder)

Fire Emergency:

For sites operated by the company:

1. All sites will have a specific fire evacuation procedure in place, including a designated Safe House and a floor plan.
2. Each employee is responsible to familiarize themselves with the fire evacuation procedure upon arrival for their first shift worked at each site.
3. The following equipment will be present at each site.
 - The overall layout of the site
 - All possible exits from the site
 - The location of all fire extinguishers (one 5lb extinguisher required per level or every 80 feet)
 - Smoke detectors (one per level – tested monthly)

- A No. 1 first aid kit with inventory list completed monthly
- One flashlight per level
- Fire blankets if indicated by the extent of a client's immobility

4. This information and equipment is to be kept in place and current by the Team Leader, or Community Support Coordinator if the house does not have a team leader. The location of this information and equipment will be marked on the floor plan.
5. Site specific floor plan will clearly indicate the following information: specifics for exiting areas on site, identification of PRIMARY and SECONDARY exit options, the designated 'Meeting Place' for individuals who may be on site and, the location of the 'Safe House' identified for the site (where applicable).

CET Standards



Creating Excellence Together

CET STANDARD 14

Individuals are supported to make decisions about everyday matters.

(This Quality of Service Standard # 14 compliments the Quality of Life Standard # 2)

About this standard...

This standard is about the support provided by the service provider to individuals in making everyday decisions. Examples of such types of support are identified in the introductions for Standard 2. Examples include what to wear, what and when to eat, how to spend their free time, and so on.

The service provider can assist individuals to develop decision-making skills by providing:

- Options from which to choose;
- Concrete information about each option; and
- Opportunities to directly experience each option.

Staff are to provide individuals with information about their daily options, as well as opportunities to experience these. They must also have opportunities to exercise their decision-making skills in all aspects of daily living. Unless their decisions jeopardize their health and safety, or that of others, their choices should be respected and supported by the service provider wherever possible.

Sometimes choices involve an element of risk. For example, individuals who want to go shopping on their own, and need to use public transportation, may be concerned that they might get on the wrong bus. The service provider's role is to provide information, training (as needed) and emotional support to help individuals make informed decisions, to help them succeed in the choices they make, and to support them if things go wrong.

Key indicators include...

- Staff who work with the individual are knowledgeable about what is important to her (e.g., her wants, needs, likes and dislikes).
- The service provider has and implements strategies to assist the individual to identify her preferences.
- The service provider has and implements strategies to provide information to the individual about various options in ways the individual can understand. In many cases, this information

should include opportunities to directly experience the options.

- The service provider has a process for dealing with the individual's choices that may involve some risk.



Walking and Not Slipping in a Winter Wonderland

Many people use de-icing salt to remove ice from sidewalks and stairs and to improve traction on driveways. Unfortunately, not everyone understands how de-icers work and the differences among them. Many people just toss salt on the ground and hope for results. Others shy away from using salt, as they believe that applying a de-icer will result in chipped sidewalks or damaged vegetation. In reality, the proper application, usage and disposal of de-icers will prevent most or all potential side effects. Cargill Salt, a leader in de-icing products for both consumer and commercial users, suggests these easy-to-follow tips to ensure best results:

- ❑ Before applying de-icing salt, clear as much loose snow and ice from the surface as possible. This allows the crystals to

penetrate remaining ice immediately.

- ❑ **Always check the label and follow manufacturer instructions. As a general rule of thumb, use from one-half to one cup of de-icing salt per square yard.**
- ❑ Leave a gap between the surface being de-iced and any nearby vegetation. Plow or shovel away from and do not pile up snow in grassy areas. This will help prevent damage to surrounding vegetation.
- ❑ Once the treated ice melts completely, remove the remaining slush to keep the sidewalk safe.

Here is some information about available products that can be used for melting ice and providing traction. Most of these are available at your Home Depot-type stores:

- ❑ **Sand** -- Not a de-icer. Can provide minimal traction, but does not have any ice-melting capabilities.

Sodium Chloride (salt) -- Effective ice melter that is readily available, inexpensive and easy to handle.

- ❑ **Calcium Chloride** -- Fast-acting de-icer that is effective down to -25 F. Can be difficult to handle and may leave an oily residue. [MSDS available upon request]
- ❑ **Potassium Chloride** -- Perceived to be less damaging to vegetation, but has little ice melting capacity. [MSDS available upon request]
- ❑ **Magnesium Chloride** -- Fast-acting de-icer that is effective down to -25 F. However, it may leave an oily residue. [MSDS available upon request]
- ❑ **Urea** -- Perceived to be less damaging to vegetation, but only works down to 10 F. [MSDS available upon request]

As for whether or not de-icers can damage your sidewalk or driveway, de-icers do not technically deteriorate pavement. They do, however, speed up and increase the frequency of the freeze/thaw cycle. Under these conditions, pavement that was not properly treated during installation can deteriorate. The result is a chipping or flaking effect, otherwise known as "scaling".

(Source: http://www.mymotherlode.com/Home_Improvement/hi_article_sipping.html)



The City of Edmonton offers free sand to the public. Most other Municipalities do as well. Please

contact your local city/town public services department.

Also, please always protect yourself if and when you are outside working away on that sidewalk. Make sure that you are warm and protected from frostbite. Make sure you are well visible to all nearby traffic. Of course, wear good boots, warm and with good traction. And, please remember that all employers and employees are required by law to take special precautions when workers are alone. Make sure that someone capable of getting help knows where you are and when you are expected back inside. Working alone outside is always much safer during daylight hours. Don't put yourself at risk.

Health Corner GET THE FACTS ON HEAD LICE



Head lice are small bugs that live in human hair. They are mostly found behind the ears and at the back of the head. Head lice are found in both dirty and clean hair. Head lice can hatch many eggs (called nits) each day and each nit will become lice and each one of those can hatch many more eggs. Head lice will only live away from the human head for 2 days.

It is important to treat head lice immediately. Some of these treatments include medicated shampoo. Follow the directions on the shampoo bottle closely. You can get some medicated shampoo over the counter in a drug store or some can be prescribed by a doctor. The shampoo will only kill the lice. The nits will still need to be picked out, or else they will

hatch. It is difficult to pick out all the nits in one picking. It is suggested that attempts be made for seven days to pick out the nits. It is important to treat everyone in the household at the same time.

To check for head lice, carefully separate the hair with your fingers and look for lice or nits. The head lice may be moving really fast, but they will not fly away from the head. Nits look like dandruff, except you can't comb it off the hair, so you will have to pick it out with a nit comb or your fingers. The scalp may be red from head lice bites. After lice have been detected, and shampoo treatment has been applied, clean all personal items. These items include hats, scarves, combs, brushes, hair barrettes, and elastics. Bed sheets and pillow cases should also be washed in very hot water. Many daycares, schools and day programs require that anyone with head lice be treated before they can return to those areas.

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes

December 1, 2005

Edmonton Region

Present:

Faisel Ahmed

Gordon Filipchuk

Noreen O'Donoghue

Anita Gautam

Albert Boulet

Roberta Jaggard

Debbie Reed

Kelly Wong

Recorder(s): Debra Reed

Chair: Debra Reed

Regrets: Kathleen Curran, Lorraine Doherty, Nicole Dowling, Greg Lane, Pam MacDonell, Alice Romanchuk, Carol Sydlík, Colette Tancsics

cc: Krista Fulford (ICE Page), post to H&S Bulletin Board, Program Mailboxes, other Regional H&S Committee Chairs and, main ICE office Health and Safety Reference Binder

1.0 Approval of the Agenda

The agenda was approved with the following additions:

New Business 4.0

4.1 Merry Christmas to Committee members

2.0 Review the Previous Minutes / Business Arising from Minutes

- Review of proposed timelines/time keeper identification (Debbie)

Section 2.0 - ½ hour maximum

Section 3.0 - 45 minutes maximum

Section 4.0 - 15 minutes

Timekeeper: Gordon offered to monitor the time for this meeting.

2.0 Review the Previous Minutes / Business Arising from Minutes (con'd)

- Reviews of current committee member attendance list/New Committee member follow up/member ID cards/member duotags&labels/membership incentives:
 - Anita and Nicole received the incentive travel mug for their attendance – CONGRATULATIONS NICOLE and ANITA!!
 - Gordon presented Nicole with her Health and Safety Committee member travel mug.
 - updates re: members missing more than three consecutive meetings
 - Pam MacDonell will be continuing on as an ad hoc Health and Safety Committee member
- Update/review of status of timelines expectations re: 'Debriefing processes needs' (Gordon)
 - Gord advised Committee members that Diann from Personnel and Training has assumed responsibility for this and is gathering resource material.
- Updates re: progress towards '**stress workshop**' to be presented at the January 2006 Health and Safety meeting. (Anita/Albert)
 - Gord advised Committee members that Personnel and Training and senior management are working on this, as Bonnie and Pam have been in consultation. Anita is to follow-up with Pam regarding the progress on this.
- Discussion/review re: details for the 'Prevention of Slips/Trips and Falls' **Health and Safety poster contest** by Sub Committee members to be discussed at the January 2006 Health and Safety Meeting. Discussion with management indicated that only certificates can be awarded as prizes.
- ETS training program information to be presented at the January 2006 Health and Safety meeting. (Noreen)

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				

<p>3.1 Review of 'Regional Health and Safety Meeting Minutes'</p>	<p>Calgary – The November 17, 2005 Health and Safety meeting minutes for this region were reviewed by the Committee members.</p> <p>Grande Prairie – The November 2005 Health and Safety meeting minutes for this region were unavailable</p> <p>South Region – The November 2005 Health and Safety meeting minutes for this region were reviewed by the Committee members</p>	<p>Edmonton was reminded via Calgary minutes to post "Slippery Parking Lot" reminders.</p> <p>Calgary Committee to be commended for efforts in recruitment of new members</p> <p>Greg Lane will be notified of the consistent lack of minutes from Grande Prairie</p> <p>The South region is again to be commended for its well-attended and executed meeting</p>	<p>Gordon</p> <p>Gordon</p> <p>Gordon</p>	<p>ASAP</p> <p>Next teleconference</p> <p>ASAP</p>
<p>3.2 Evaluation of current injuries and near miss</p>	<p>There was 1 '<i>no loss time injuries</i>' reported in Edmonton in November 2005 that was reportable to WCB</p> <p>There were 3 '<i>lost time injuries</i>' reported in Edmonton in November 2005.</p>	<p>Due to client/staff interaction</p> <p>2 were due to motor vehicle accidents (one in which staff and client were in a DATS); one was due to client/staff interaction</p>	<p>Investigation report is complete and has been submitted for follow-up of recommendations</p> <p>Investigation reports are complete and have been submitted for follow-up of recommendations</p>	
<p>3.3 Review and updates of a section of the Hazard Assessment document.</p>	<p>➤ The Committee members continued their review of the Hazard Assessment document with the following area:</p> <p>Job Type: <u>working with clients without developmental disabilities</u></p> <p>i) using household cleaners:</p> <p>ii) Pets</p> <p>iii) Clients and co-workers smoking</p> <p>iv) Ice on public places</p> <p>v) Motor vehicle accidents</p> <p>vi) Personal care , contact with body fluids</p> <p>vii) Needles/sharps (insulin injection, blood glucose testing)</p>	<p>➤ Change haz prob to 2 – total = 8; add PPE (gloves masks, goggles), WHMIS procedures</p> <p>➤ Specify hazards due to pets</p> <p>➤ Remove co-workers; add intake assessment</p> <p>➤ Add "seasonal"; add footwear and appropriate walking</p> <p>➤ Change to "diseases contracted through contact with body fluids"; pot consequences to 4 – total = 10 – priority = 3</p> <p>Change to to "diseases contracted through; pot consequences=4; frequency=4</p>	<p>Gord</p>	<p>End Jan 06</p>

	viii) Assisting with client mobility/transferring ix) Incontinence/poor hygiene (ie smearing, picking, inner city shelters) x) Stairs and railings xi) Wet floors xii) Objects on floors	➤ Priority rating=2; add appropriate footwear; add transfer belts (where applicable) ➤ Eliminate bracketed info; freq=4; total=9; add univ precautions ➤ Pot.consequences=4; total=10; remove audit and meetings; add maintenance, footwear ➤ Change pot.consequences to 4; total=8; reporting conditions, appropriate walking/use for conditions; footwear ➤ Add footwear; appropriate actions for conditions; pot cons = 4; tot=10 – priority = 3		
3.4 Review of a section of the action plan for the COR Audit recommendations	➤ All Members received the 2005 COR Audit Report; will proceed with review in January			
3.5 A) Review of completed Environmental Quality Audits and Random Inspection audits. B) review of completed 'Follow Up Site visits' by Health and Safety Committee members.	➤ tabled to next mtg ➤ tabled to next mtg			
4.0 New Business				
4.1 Merry Christmas to Committee members	➤ Christmas social gathering and gift exchange held	➤		

5.0 Next meeting: January 5, 2006 @ 10:30a.m.

Important Announcement!!

I.C.E. SAVINGS/PENSION PLAN

Are you investing in your future? If not, now is the time to start, with help from I.C.E.!

1. **If you are an eligible I.C.E. employee** (see below), and you open a Future Builder Retirement Savings Plan (RSP) account before February 28, 2006, I.C.E. will contribute **\$1000.00** to that account!!! See I.C.E. Policy 3.4.15 for details of the Future Builder plan. This is an employment incentive available to current eligible I.C.E. employees only. The required paperwork must be completed with the TD Bank by February 28, 2006 in order to receive this one-time contribution from I.C.E.
2. **If you are already investing in the Future Builder pension plan**, you will receive **\$1000.00** in your Future Builder account automatically!!

ICE will not be deducting income tax from this \$1,000 payment. Your T4 for 2006 will include this contribution as a taxable earning, and tax may be payable by you upon completion of your 2006 income tax return. If you have any questions about Revenue Canada legislation, please consult your tax preparer or contact Revenue Canada directly.

Employee Eligibility

- Employee must be past the probation period of three months in order to participate.
- Employee must be available for work and have monthly gross earnings of \$500.00 (before deductions not including travel/mileage amounts) and must have earnings on the final pay period of each month.
- Employee must make a minimum matching contribution of 40.00 per month, deducted on the 2nd pay period of each month.
- Employee must be an employee of I.C.E. on the final day of the month to be eligible for the matching payment for that month.

Don't miss this opportunity! All you have to do is:

1. **Make sure you meet the above Employee Eligibility Requirements.**
2. **Contact the TD Bank at (780) 448-8570 to set up an appointment with an Investment Consultant.**
3. **Meet at your scheduled time at the TD Bank at 16317 111 Avenue.**
4. **Bring your completed payroll deduction authorization from the TD Bank to the I.C.E. office. Attn: Linna.**
5. **Any questions or concerns, please contact Linna Roem at 453-9664.**

