

Town of Bon Accord
AGENDA
Regular Council Meeting
March 2, 2021 7:00 p.m.
virtual meeting
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION**
 - 3.1.** Staff Sgt. Chris Palfy (7:30 p.m.) (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1.** Regular Meeting of Council; February 16, 2021 (enclosure)
- 5. ACTION ITEM LIST**
 - 5.1.** Action Item List to February 16, 2021 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1.** Reinstatement of 1976 Coal Policy (enclosure)
 - 6.2.** Landscape Deposit Fee (enclosure)
- 7. NEW BUSINESS**
 - 7.1.** Special Meeting of Council (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 8.1.** Procedure Bylaw; Bylaw 2021-01 – 3rd readings (enclosure)
 - 8.2.** Intermunicipal Collaboration Framework (ICF) Bylaw; Bylaw #2021-02 – 1st reading (enclosure)

POLICIES

 - 8.3.** COVID-19 Protocol Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1.** Elected Official Education Program (enclosure)
- 10. CORRESPONDENCE**
 - 10.1.** Alberta Police Interim Advisory Board (APIAB) – 1st quarter report (enclosure)
 - 10.2.** Westlock County; Proposed changes to AER Directive 067 (enclosure)
 - 10.3.** Alberta Municipal Affairs – 2021 Budget (enclosure)
- 11. NOTICE OF MOTION**
- 12. CLOSED SESSION**
 - 12.1.** Land Proposal – *FOIP Act 25(1)– Disclosure harmful to economic and other interests of a public body*

Town of Bon Accord

AGENDA

Regular Council Meeting

March 2, 2021 7:00 p.m.

virtual meeting

live streamed on Bon Accord YouTube Channel

12.2. Intermunicipal Development Plan – *FOIP Act 21(1)(b) – Disclosure Harmful to intergovernmental relations*

13. ADJOURNMENT

RCMP



ROYAL CANADIAN MOUNTED POLICE

Morinville RCMP

Bon Accord

Police Report

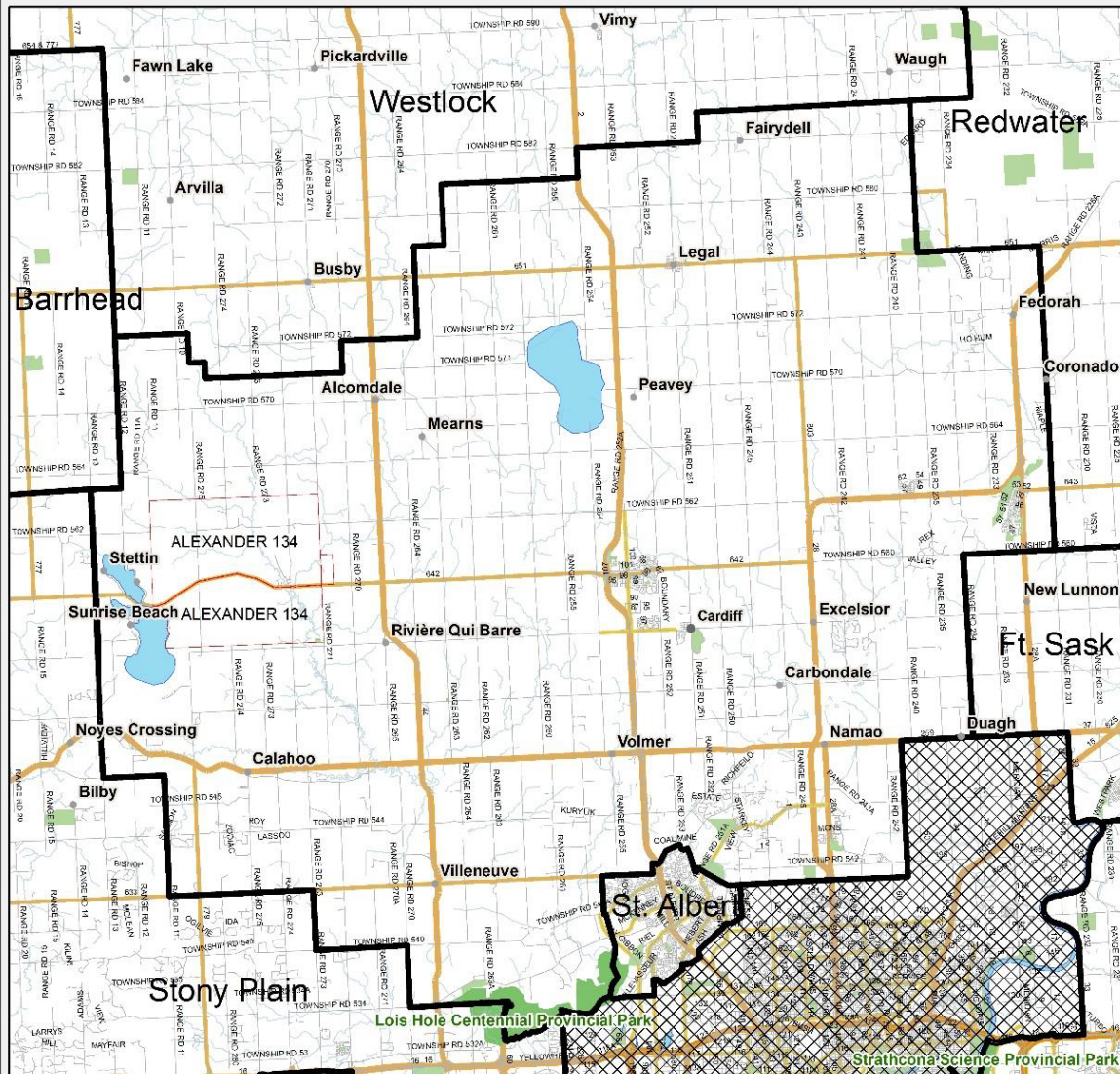
2020



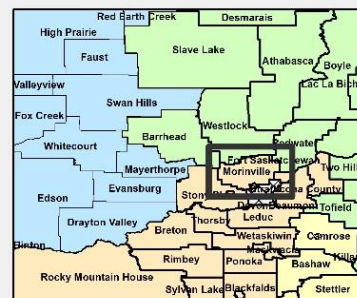
Prepared: February 22, 2021

S/Sgt. Chris Palfy

Morinville Detachment



Reference Scale: 1:300,000



Morinville RCMP Jurisdiction

- The Morinville Provincial detachment is divided into 3 zones. Sturgeon County, Lac St Anne County and Alexander First Nation. Sturgeon County includes the Town of Bon Accord, Town of Legal, Town of Gibbons, the Hamlets of Riviere Que Barre, Calahoo, Villeneuve, Sandy Beach, Cardiff, Namao and other small communities. This also includes CFB Edmonton.
- The Morinville Municipal detachment covers the municipality of Morinville only.
- The Morinville RCMP detachment covers 24 hour policing.

Human Resources:

- The Morinville RCMP Detachment compliment is 33 (+1) personnel consisting of:
 - 1 Staff Sergeant
 - 1 Sergeant
 - 5 Corporals
 - 18 (+1) Constables
 - 4 Public Service Employees
 - 4 Town of Morinville Employees
- Officers are supported by Sturgeon Victim Services (9 in total) and 9 guards.
- The detachment is also shared with Morinville Enforcement Services.

Current Resourcing Levels:

We have had an active quarter, consisting of the following changes:

- Sgt. Courtorielle (Operations NCO) has retired. His replacement, Sgt. Lew Simms has recently arrived. In the mean time, Cpl. Daryl Charron had been providing excellent service in the Ops role.
- Cpl. Gulash has been promoted to Parkland County. A replacement has been named but their arrival is still in the air. Cst. Hollinger is filling that role for the time being
- Cst. Darren Hall's transfer has finalized and he has left for Punnichy SK.
- Csts' Mariane Marin, Brian Ortman, Erynne Lafayette have all come to the detachment, with Cst. Colin Brown set to arrive soon.
- Csts' Zinck, Rachkov, and Hawkins have transferred out.
- Cst. Lajoie and Cst. Gosbee have recently arrived.
- Cst. Ryan Davies has accepted a transfer from NWT to Morinville, and will be arriving in the spring
- Province allocated one new position for Morinville Detachment (Cst.)
- Three members are on medical leave/restrictions for the time being

Crime Report

- Persons crime is up from 11 to 17 this year, but consistent with previous years.
- Property Crime is down from 78 to 66 this year, but still slightly higher than previous years.

**Town of Bon Accord - Morinville Detachment
Crime Statistics (Actual)
January - December: 2017 - 2020**

All categories contain "Attempted" and/or "Completed"

January 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	% Change 2017 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	N/A	N/A	0.0
Sexual Assaults		3	2	0	1	-67%	N/A	-0.8
Other Sexual Offences		3	0	1	0	-100%	-100%	-0.8
Assault		11	12	5	9	-18%	80%	-1.3
Kidnapping/Hostage/Abduction		0	1	0	1	N/A	N/A	0.2
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	4	4	5	67%	25%	0.6
Uttering Threats		4	5	1	1	-75%	0%	-1.3
TOTAL PERSONS		24	24	11	17	-29%	55%	-3.4
Break & Enter		5	2	9	12	140%	33%	2.8
Theft of Motor Vehicle		13	10	8	10	-23%	25%	-1.1
Theft Over \$5,000		0	1	1	1	N/A	0%	0.3
Theft Under \$5,000		21	9	29	22	5%	-24%	2.3
Possn Stn Goods		2	0	3	2	0%	-33%	0.3
Fraud		4	1	5	5	25%	0%	0.7
Arson		0	0	1	0	N/A	-100%	0.1
Mischief To Property		13	26	22	14	8%	-36%	-0.1
TOTAL PROPERTY		58	49	78	66	14%	-15%	5.3
Offensive Weapons		2	1	0	2	0%	N/A	-0.1
Disturbing the peace		6	6	1	1	-83%	0%	-2.0
Fail to Comply & Breaches		4	0	3	4	0%	33%	0.3
OTHER CRIMINAL CODE		5	5	2	1	-80%	-50%	-1.5
TOTAL OTHER CRIMINAL CODE		17	12	6	8	-53%	33%	-3.3
TOTAL CRIMINAL CODE		99	85	95	91	-8%	-4%	-1.4

**Town of Bon Accord - Morinville Detachment
Crime Statistics (Actual)
January - December: 2017 - 2020**

All categories contain "Attempted" and/or "Completed"

January 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	% Change 2017 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Possession		1	1	1	0	-100%	-100%	-0.3
Drug Enforcement - Trafficking		0	2	0	1	N/A	N/A	0.1
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		2	3	1	1	-50%	0%	-0.5
Cannabis Enforcement		0	1	0	0	N/A	N/A	-0.1
Federal - General		0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		2	4	1	1	-50%	0%	-0.6
Liquor Act		N/A	N/A	1	0	N/A	-100%	-0.1
Cannabis Act		N/A	N/A	0	1	N/A	N/A	0.3
Mental Health Act		N/A	N/A	9	9	N/A	0%	1.3
Other Provincial Stats		N/A	N/A	8	13	N/A	63%	3.5
Total Provincial Stats		N/A	N/A	18	23	N/A	28%	5.0
Municipal By-laws Traffic		N/A	N/A	0	0	N/A	N/A	-0.1
Municipal By-laws		N/A	N/A	12	8	N/A	-33%	3.2
Total Municipal		N/A	N/A	12	8	N/A	-33%	3.1
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		1	1	0	1	0%	N/A	-0.1
Property Damage MVC (Reportable)		N/A	N/A	7	5	N/A	-29%	1.1
Property Damage MVC (Non Reportable)		N/A	N/A	1	0	N/A	-100%	-0.2
TOTAL MVC		N/A	N/A	8	6	N/A	-25%	0.8
Provincial Traffic		N/A	N/A	55	23	N/A	-58%	6.7
Other Traffic		N/A	N/A	0	0	N/A	N/A	-0.6
Criminal Code Traffic		6	4	2	6	0%	200%	-0.2
Common Police Activities								
False Alarms		N/A	N/A	5	2	N/A	-60%	-1.1
False/Abandoned 911 Call and 911 Act		N/A	N/A	6	9	N/A	50%	2.8
Suspicious Person/Vehicle/Property		N/A	N/A	25	15	N/A	-40%	5.2
Persons Reported Missing		N/A	N/A	4	5	400%	25%	1.2

*Caution should be used when interpreting these statistics. COVID-19 has had a significant impact on many things, and it is not known how it has contributed to these statistics.

Activities

- Piloting Watch Clerk to assist in administrative task and keep officers focussed on investigations and out of the office as much as possible. The pilot has been completed and we are moving to select an appropriate employee for the position and normalize it with detachment operations.
- Piloting Traffic Crime Reduction Unit (TCRU) for entire detachment area.
- Online Reporting is live for the Province.

Long Term Strategic/Operational Goals

- Increase number of regular members for operations and support units (IE – community policing, drug/CRU units, etc...)
- Working in partnership with communities towards a new RCMP detachment in Morinville

COVID-19 Update and Change to Business

- Strict access control to the detachment
- Online or email reporting for many activities that were done at the front counter
- Added sterilization practices
- Use of PPE in almost all situations
- Mandatory mask wearing within the detachment while not at prescribed workstations.
- Following Provincial Guidelines

Invitation for a Ride Along

Due to the COVID-19 pandemic, the ride along program has been suspended until further notice.

Thank you.

S/Sgt. Chris Palfy
Morinville RCMP-GRC
Detachment Commander

Town of Bon Accord
Regular Meeting of Council Minutes
February 16, 2021 8:30 a.m.
Live streamed on Bon Accord YouTube Channel

PRESENT

COUNCIL

Mayor Greg Mosychuk
Councillor Brian Holden
Councillor Lacey Laing
Councillor Lynn Bidney

ADMINISTRATION

Joyce Pierce - Chief Administrative Officer
Dianne Allen – Planning and Economic Development Manager
Ken Reil – Operations Manager
Jessica Caines – Executive Assistant

ABSENT

Deputy Mayor Tanya May

CALL TO ORDER

Mayor Mosychuk called the meeting to order at 8:34 a.m.

ADOPTION OF AGENDA

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for the February 16, 2021 Regular Meeting of Council, as presented.

CARRIED RESOLUTION 21-045

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – February 2, 2021

COUNCILLOR HOLDEN MOVED THAT the minutes of the February 2, 2021 Regular Meeting of Council be accepted, as presented.

CARRIED RESOLUTION 21-046

DELEGATION

Pat Mahoney, Fire Chief

COUNCILLOR LAING MOVED THAT Council accepts the Delegation presentation, as information.

CARRIED RESOLUTION 21-049

Council moved to Agenda item(s) 9.2 Fire Services Agreement and 9.3 Enforcement Services Agreement to allow for questions directly to Fire Chief Mahoney, if required.

Fire Services Agreement

COUNCILLOR LAING MOVED THAT Council approve the 2022 – 2026 Fire Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.

CARRIED RESOLUTION 21-047

Enforcement Services Agreement

COUNCILLOR HOLDEN MOVED THAT Council approve the 2022 – 2026 Enforcement Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.

CARRIED RESOLUTION 21-048

Town of Bon Accord
Regular Meeting of Council Minutes
February 16, 2021 8:30 a.m.
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RETURN TO DEPARTMENT REPORTS

COUNCILLOR HOLDEN MOVED THAT the Department reports be accepted, as information, as presented.

CARRIED RESOLUTION 21-050

ACTION ITEM LIST

COUNCILLOR BIDNEY MOVED THAT Council accept the Action item list as information.

CARRIED RESOLUTION 21-051

UNFINISHED BUSINESS

Small LED Sign

COUNCILLOR HOLDEN MOVED THAT Council accept the update regarding the Electronic Sign, as information.

CARRIED RESOLUTION 21-052

NEW BUSINESS

Asset Management Plan and Strategy

COUNCILLOR BIDNEY MOVED THAT Council accept the Asset Management Plan and Strategy, as presented.

CARRIED RESOLUTION 21-053

Asset Management Grant Application

COUNCILLOR HOLDEN MOVED THAT

Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities:

- Development of an Asset Management Roadmap
- Improved sharing of asset management information internally and publicly
- Asset management awareness training for all staff

Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.

CARRIED RESOLUTION 21-054

Mayor Mosychuk called at a 5-minute recess at 10:18 a.m.

Mayor Mosychuk called the meeting back to order at 10:23 a.m.

BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Procedure Bylaw; Bylaw #2021-01

COUNCILLOR HOLDEN MOVED THAT Council decline third reading of Procedure Bylaw #2021-01 and furthermore directs Administration to bring Procedure Bylaw #2021-01, with amendments, to the next regular meeting of Council on March 2, 2021 for third reading.

CARRIED RESOLUTION 21-055

Town of Bon Accord
Regular Meeting of Council Minutes
February 16, 2021 8:30 a.m.
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WORKSHOPS | MEETINGS | CONFERENCES

Alberta Community Crime Prevention Association (ACCPA) Virtual Conference; May 10 – 13, 2021

COUNCILLOR BIDNEY MOVED THAT Council accept the information regarding the ACCPA Virtual Conference as presented.

CARRIED RESOLUTION 21-056

COUNCIL REPORTS

COUNCILLOR BIDNEY MOVED THAT Council accept the February 16 Council reports, as presented.

CARRIED RESOLUTION 21-057

CORRESPONDENCE

Mackenzie County – Reopening Recreational and Business Services

High River – Reinstatement of the 1976 Coal Development Policy

COUNCILLOR LAING MOVED THAT Council direct Administration to bring back further information regarding the reinstatement of the 1976 Coal Development Policy.

CARRIED RESOLUTION 21-058

COUNCILLOR LAING MOVED THAT Council accept all correspondence, as presented.

CARRIED RESOLUTION 21-059

NOTICE OF MOTION

None

CLOSED SESSION

None

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the February 16, 2021 Regular Meeting of Council adjourn at 11:25 a.m.

Mayor Greg Mosychuk

Joyce Pierce, CAO

Resolution	Resolution #	Assigned to	Status
February 16, 2021 Regular Meeting of Council			
Fire Services Agreement COUNCILLOR LAING MOVED THAT Council approve the 2022 – 2026 Fire Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.	21-047	CAO	Update 3% increase year over year to 2% - ongoing
Enforcement Services Agreement COUNCILLOR HOLDEN MOVED THAT Council approve the 2022 – 2026 Enforcement Services Agreement between the Town of Bon Accord and Sturgeon County, as presented	21-0248	CAO	Update 3% increase year over year to 2% - ongoing
Small LED Sign COUNCILLOR HOLDEN MOVED THAT Council accept the update regarding the Electronic Sign, as information.	21-052	Administration	Pick up sign from Hunters and install when weather permits
Asset Management Plan and Strategy COUNCILLOR BIDNEY MOVED THAT Council accept the Asset Management Plan and Strategy, as presented.	21-053	Public Works	ongoing
Asset Management Grant Application COUNCILLOR HOLDEN MOVED THAT Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities: · Development of an Asset Management Roadmap · Improved sharing of asset management information internally and publicly · Asset management awareness training for all staff Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.	21-054	Public Works	Working on grant application - ongoing
Procedure Bylaw; Bylaw #2021-01 COUNCILLOR HOLDEN MOVED THAT Council decline third reading of Procedure Bylaw #2021-01 and furthermore directs Administration to bring Procedure Bylaw #2021-01, with amendments, to the next regular meeting of Council on March 2, 2021 for third reading.	21-055	CAO/Administraton	Update Bylaw and add to March 2, 2021 Agenda for 3rd reading
High River – Reinstatement of the 1976 Coal Development Policy COUNCILLOR LAING MOVED THAT Council direct Administration to bring back further information regarding the reinstatement of the 1976 Coal Development Policy.	21-058	Economic Development	Update provided to Council at March 2, 2021 RMC
February 2, 2021 Regular Meeting of Council			
Appointment of Returning Officer and Substitute Returning Officer COUNCILLOR BIDNEY MOVED THAT Council direct administration to appoint CAO Pierce as Returning Officer and Jessica Caines as Substitute Returning Officer for the October 18, 2021 election.	21-038	Administration	Completed

Resolution	Resolution #	Assigned to	Status
Procedure Bylaw; Bylaw #2021-01 COUNCILLOR BIDNEY MOVED THAT Council gives Procedural Bylaw 2021-01 2nd reading, as presented.	21-039	Administration	Completed
Closed Session - Intermunicipal update COUNCILLOR HOLDEN MOVED THAT Council direct Administration to continue with negotiations.	21-043	Ec Dev	Completed
Closed Session - Land Proposal COUNCILLOR BIDNEY MOVED THAT Administration proceed with the next steps as per discussion.	21-044	Ec Dev	On Going
January 19, 2021 Regular Meeting of Council			
Library Board Appointment DEPUTY MAYOR MAY MOVED THAT Council direct administration to approve Library Board Trustee Lorna Pocock for a second term.	21-024	Administration	Completed
Natural Area Study COUNCILLOR HOLDEN MOVED THAT Council give approval to proceed with the High-Level Assessment of the natural area as approved in the 2021 budget. CARRIED RESOLUTION 21-025	21-025	Public Works	Completed
2021 Census of Population COUNCILLOR HOLDEN MOVED THAT Council supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca , once available in May 2021. Accurate and complete census data support programs and services that benefit our community.	21-026	Administraton	Ongoing to May 2021
Information RE Tax Incentives COUNCILLOR HOLDEN MOVED THAT Council accepts the information regarding Tax Incentives, as information, and further directs Administration to develop a Bylaw to be brought back to Council for review.	21-029	Finance	Completed
Notice of Motion – Springbrook Park COUNCILLOR LAING MOVED THAT Council discuss upgrades to Springbrook Park and that a goal for council to set a timeline within the next 5 years to have it upgraded.	21-031	Administration	Completed
January 5, 2021 Regular Meeting of Council			
COUNCILLOR HOLDEN MOVED THAT Council direct administration to close the arena for the 2020 / 2021 season and remove the ice surface if there is no change to the provincial regulations by January 15, 2021.	21-006	Operations	Completed
Council workshop COUNCILLOR HOLDEN MOVED THAT Council approve holding a Council Workshop on Wednesday February 17 and Thursday February 18, 2021 commencing at 8:30am in Council Chambers or virtually using Teams depending on COVID-19 restrictions at that time.	21-013	Administration	Completed
November 17, 2020 Regular Meeting of Council			
Invitation Alberta Transportation COUNCILLOR HOLDEN MOVED THAT Council directs Administration to proceed, as per Council information provided with regards to the invitation to Alberta Transportation.	20-359	Administration	Ongoing to March 2021
COUNCILLOR BIDNEY MOVED THAT Council table the decision regarding hiring Strategic Steps until after the By-election.	20-368	CAO	ongoing
May 19, 2020 Regular Meeting of Council			

Resolution	Resolution #	Assigned to	Status
<p>Landscaping Deposit DEPUTY MAYOR BIDNEY MOVED THAT, in accordance with Part 7.14(2) of the Town of Bon Accord Land Use Bylaw 2016-03, as amended, Council adopt a resolution to establish a landscaping deposit fee for the following types of development:</p> <ol style="list-style-type: none"> 1. Residential Development 100% of estimated landscaping costs 2. Commercial Development 100% of estimated landscaping costs 3. Industrial Development 100% of estimated landscaping costs <p>This landscaping deposit fee shall be provided by the developer in the form of:</p> <ol style="list-style-type: none"> a. cash to a value equal to 100% of the estimated landscaping costs or b. an irrevocable letter of credit having the value equal to 100% of the estimated landscaping costs <p>The terms and provisions respecting this deposit fee, including release shall be to the Town's satisfaction as set out in a Development Agreement.</p>	<p>20-250</p>	<p>Planning and Economic Development</p>	<p>RFD to Council on the March 2, 2021 RMC</p>

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: March 2, 2021
AGENDA ITEM: Reinstatement of 1976 Coal Policy

RECOMMENDATION:

THAT.... Council approves the following as information.

BACKGROUND:

In response to concerns raised by Albertans about potential coal development on sensitive lands, the Government of Alberta has reinstated the 1976 Coal Policy, including the 4 coal categories, as of February 8, 2021. Coal categories dictate where and how coal leasing, exploration and development can occur.

The Alberta Government also reinforced restrictions by providing specific direction to the Alberta Energy Regulator:

- No mountain-top removal will be permitted and all the restrictions under the 1976 coal categories are to apply, including all restrictions on surface mining in Category 2 lands
- All future coal exploration approvals on Category 2 lands will be prohibited pending widespread consultations on a new coal policy

Coal lease sales on Category 2 lands remain paused.

All existing laws and regulations relating to coal development remain in place and unchanged. All coal development projects will continue to be considered through the existing rigorous Alberta Energy Regulator review process. This review is based on each project's merits, including its economic, social and environmental impacts.

A Coal Development Policy for Alberta (the Coal Policy) was originally published in 1976, before modern regulatory processes existed. The scope of the policy was wide-ranging and included, among other items, a land use classification system. The policy divided the province into 4 categories which dictated where and how coal leasing, exploration and development could occur. The categories are as follows:

- Category 1: National Parks, present or proposed Provincial Parks, Wilderness Areas, Designated Recreation Areas, Wildlife Sanctuaries, etc.
- Category 2: Parts of the southern Rocky Mountains and Foothills
- Category 3: Northern Forested Region and eastern portions of the Eastern Slopes
- Category 4: Areas of the province not covered in other 3 categories

Previous rescission of the Coal Policy - Government rescinded *A Coal Development Policy for Alberta* (Coal Policy), effective June 1, 2020. The rescission of the coal policy was intended to be administrative, with the goal of updating the leasing process. However, the change led to lack of clarity around intended protections on sensitive lands. As indicated above, the 1976 Coal Policy, and the 4 coal categories, has since been reinstated.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES: None

Prepared and Submitted By: Dianne Allen

Reviewed By: Joyce Pierce

Date: February 25, 2021

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: March 2, 2021

AGENDA ITEM: Landscape Deposit Fee

RECOMMENDATION:

THAT.... Council approves a landscape deposit fee for residential, commercial, and industrial development at 100% of estimated landscaping costs, with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer, with fees stated to be reflected in the “Fees for Service delivery” procedure.

BACKGROUND:

As the Town is experiencing growth and development within the different districts, it is necessary to update information from time to time to reflect the business of the day.

As part of development conditions, the Town seeks adequate landscaping for developers to meet Town standards and curb side appeal. Currently, a landscaping fee is established by resolution of Council on a case-by-case basis for any new development occurring in the Town.

In previous discussions with Council, it is desirable to have an established fee structure providing consistency and timely approvals, for various types of development:

May 19, 2020 DEPUTY MAYOR BIDNEY MOVED THAT, in accordance with Part7.14(2) of the Town of Bon Accord Land Use Bylaw 2016-03, as amended, Council adopt a resolution to establish a landscaping deposit fee for the following types of development:

1. Residential Development 100% of estimated landscaping costs
2. Commercial Development 100% of estimated landscaping costs
3. Industrial Development 100% of estimated landscaping costs

This landscaping deposit fee shall be provided by the developer in the form of:

- a. cash to a value of 100% of the estimated landscaping costs, or
- b. an irrevocable letter of credit having the value equal to 100% of the estimated landscaping costs

The terms and provisions respecting this deposit fee, including release shall be to the Town’s satisfaction as set out in a Development Permit.

The Town’s Land Use Bylaw (LUB) regulates current growth and development in the Town. There is no need to amend the LUB as there are no changes. The procedure for “Fees for Service Delivery” will be updated accordingly to reflect landscaping fee deposit as an administrative revision.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES: None

Prepared and Submitted By: Dianne Allen

Reviewed By: Joyce Pierce

Date: February 25, 2021

a landscaping plan is required with an application for a development permit, no landscaping shall commence prior to the plan being approved by the Development Authority.

- * 2) A landscaping deposit fee as established by resolution of Council may be required with the submission of development permit applications for residential, commercial and industrial development. The deposit will be fully refundable after the first year after the development is deemed complete by the development officer if the landscaping conforms to the approved landscaping plan and meets with the satisfaction of the development officer.
- 3) Landscaping plans shall include the following information which adheres to the following standards:
- a. the final grading of the area and the placing and spreading of topsoil. In particular:
 - i. the cross slope across boulevards shall be a minimum of two percent (2%), and
 - ii. all areas to be landscaped shall be graded to drain to the road, into catch basins, or into adjacent drainage easements. Under no circumstances shall an area be designed, built, or landscaped to drain from public property onto private property, or from private property onto adjacent private property without appropriate easements;
 - b. all physical features, both existing and proposed, including: shrubs and trees identified by their common name, their botanical name, and their size; grassed areas; flower beds; berms showing contours; walls; fences; outdoor furniture; surface utilities; water features; and decorative paving; and
 - c. playground equipment and public seating areas if the area forms part of a communal amenity area.
- 4) The areas to be landscaped shall include all boulevards, buffer strips, drainage easements, retention and detention ponds, walkways, and playgrounds.
- 5) When the implementation of landscaping plans is a condition of the approval of a development permit, all such landscaping and planting must be carried out, to the satisfaction of the Development Authority, within one (1) year from the time the development is available for the occupancy or the commencement of operation of the proposed development.
- 6) The developer shall be responsible for proper maintenance of the landscaping on public lands associated with the development. If plant material does not survive a two (2) year maintenance period, commencing when the Development Authority determines that the landscaping has been completed in accordance with approved plans, it must be replaced with plant material of similar type and size, at no cost to the municipality.
- 7) Off-street parking lots in any commercial district shall be landscaped by the planting of trees in the amount of at least one tree for every 185m² (1991 ft.²) of parking lot area. The trees shall be located within the parking area in landscaped islands and in locations where visibility for the safe movement of persons and traffic is not impaired.
- 8) Landscaped islands must be:
- a. designed to protect all plant material from damage,
 - b. raised at least 15.0 cm (5.9 in.) above finished grade, and

Resolution	Resolution #	Assigned to	Status
<p align="center">May 19, 2020 Regular Meeting of Council</p> <p>Landscaping Deposit DEPUTY MAYOR BIDNEY MOVED THAT, in accordance with Part 7.14(2) of the Town of Bon Accord Land Use Bylaw 2016-03, as amended, Council adopt a resolution to establish a landscaping deposit fee for the following types of development:</p> <ol style="list-style-type: none"> 1. Residential Development 100% of estimated landscaping costs 2. Commercial Development 100% of estimated landscaping costs 3. Industrial Development 100% of estimated landscaping costs <p>This landscaping deposit fee shall be provided by the developer in the form of:</p> <ol style="list-style-type: none"> a. cash to a value equal to 100% of the estimated landscaping costs <p>or</p> <ol style="list-style-type: none"> b. an irrevocable letter of credit having the value equal to 100% of the estimated landscaping costs <p>The terms and provisions respecting this deposit fee, including release shall be to the Town's satisfaction as set out in a Development Agreement.</p>	20-250	Planning and Economic Development	Ongoing - March 2021

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: March 2, 2021
AGENDA ITEM: Special Meeting of Council request

RECOMMENDATION:

THAT....

Council approves holding a Special Meeting of Council on Wednesday, March 24, 2021 commencing at 8:30 a.m. for discussion of the following item:

- Public Hearing for the Intermunicipal Development Plan Bylaw; Bylaw 2021-03

BACKGROUND:

Administration will be presenting the Intermunicipal Development Plan (IDP) Bylaw; Bylaw #2021-03 at the March 2, 2021 Regular Meeting of Council and requesting 1st reading of this Bylaw at the March 16, 2021 Regular Meeting of Council. A Public Hearing is required prior to 2nd reading of this bylaw, therefore Administration is requesting a special meeting of Council on March 24 for the purpose of the Public Hearing.

Following the Public Hearing Administration will be presenting the IDP Bylaw for 2nd and 3rd readings, the ICF Bylaw for 2nd and 3rd reading and the Recreational Funding Agreement.

The Provincial mandate is to have the IDP and ICF Bylaws completed by April 1, 2021.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY:

ALTERNATIVES:

1. Council approves holding a Special Meeting of Council on Wednesday, March 24, 2021 commencing at 8:30 a.m. for discussion of the following item:
 - Public Hearing for the Intermunicipal Development Plan Bylaw; Bylaw 2021-03
2. Council declines holding a Special Meeting of Council on March 24, 2021.

Prepared and Submitted By: Julia Miller

Reviewed By: CAO

Date: February 25, 2021

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: March 2, 2021
AGENDA ITEM: Procedural Bylaw # 2021-01

RECOMMENDATION:

THAT.... Council gives Procedural Bylaw # 2021-01 third reading, as presented.

BACKGROUND:

At the regular meeting of Council November 3, 2020,

DEPUTY MAYOR MAY MOVED THAT Council directs Administration to allow question and answer periods, in Chambers during formal Council meetings, and any unanswered questions will be responded to, within 72 hours, by Administration or Council. Carried Resolution #20-336

Due to this procedural change, Procedural Bylaw #2020-23 was presented to Council at the RMC December 15, 2020 but did not receive first reading:

COUNCILLOR HOLDEN MOVED THAT Council declines 1st reading of Procedural Bylaw #2020-23, and furthermore directs Administration to bring this Bylaw back to Council at a later date. In favor: Mayor Mosychuk, Councillor Bidney, Councillor Holden. Opposed: Deputy Mayor May, Councillor Laing. Carried Resolution #20-393

At the regular meeting of Council January 19, 2021, Administration brought forward Procedural Bylaw 2021-01 with the following amendments:

- Section 7.3.6 is repealed, as the terminology has changed. A Committee of the Whole Meeting is now referred to as Regular Meeting of Council.
- Section 8.5 will now include the following statement: "It is the responsibility of each member to ensure their closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts."
- Section 8.12 will now include section 8.8.
- Various edits to grammar and formatting.

During this meeting, the following resolution was passed:

COUNCILLOR HOLDEN MOVED THAT Council gives Procedural Bylaw 2021-01 1st reading and directs administration to amend, as discussed and bring back to Council for 2nd and 3rd readings. Carried Resolution #21-032

As discussed, administration made the following amendments for the second reading of Procedural Bylaw 2021-01:

- Move section 1.12 "Act" to 1.1 to ensure definitions are in alphabetical order.
- Section 1.4 will now include the following statement: "Matters discussed in closed session are confidential until discussed in a public session as per the MGA and FOIP Act."
- The statement previously added to section 8.5 will be relocated to section 10.2. "It is the responsibility of each member to ensure closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts."

- Section 8.12 will now include the following statement: “If these platforms fail or are interrupted without the ability to restore service the meeting will be adjourned as per the MGA regulation.”
- Section 12 will now read as follows:
 - 12.1 Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting. Once Motion is stated, it will be recorded in the meeting’s minutes. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.
 - 12.2 A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting’s adjournment.
 - 12.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
 - 12.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
 - 12.5 A Notice of Motion cannot be made at a special Council meeting.
 - 12.6 A Notice on Motion is not debatable until a Council member moves the motion.
- Various grammar and formatting.

At the RMC February 2, 2021, the following resolution was passed:

COUNCILLOR BIDNEY MOVED THAT Council gives Procedural Bylaw 2021-01 2nd reading, as presented. In favor: Mayor Mosychuk, Councillor Holden, Councillor Bidney, Councillor Laing Opposed: Deputy Mayor May Carried Resolution #21-039

Administration has made the following change for third reading February 16, 2021 RMC:

- Schedule “A” section 4.1 now reads:
 - 4.1 The CAO shall forward materials to be discussed at a meeting of the Committee a minimum of two business days in advance of the meeting.

At the RMC February 16, 2021, the following resolution was passed:

COUNCILLOR HOLDEN MOVED THAT Council decline third reading of Procedure Bylaw #2021-01 and furthermore directs Administration to bring Procedure Bylaw #2021-01, with amendments, to the next regular meeting of Council on March 2, 2021 for third reading. Carried Resolution #21-055

Administration has made the following changes for third reading March 2, 2021 RMC:

- Sections 7.3.8 – 7.4.2 have been reformatted into sections 7.4 – 7.8, respectively.
- Section 8.12 has been amended, removing the phrase “as per the MGA regulation.”

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

ALTERNATIVES:

1. Council gives Procedural Bylaw 2021-01 third reading, as presented.
2. Council declines Procedural Bylaw 2021-01 and further directs administration to...

Prepared and Submitted By: Jessica Caines

Reviewed By: Joyce Pierce

Date: February 24, 2021

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW ~~2020-15~~2021-01**

**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE
AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

WHEREAS, the Council of the Town of Bon Accord considers it expedient and desirable for effective governance to regulate the procedure and conduct of council, councillors and others attending council and council committee meetings in the Town of Bon Accord.

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly enacts as follows:

This bylaw shall be cited as the **“Procedural Bylaw”** of the Town of Bon Accord

1. DEFINITIONS

1.1 **“Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto.**

1.1.2 **“Councillor” means a member of Council including the Mayor elected pursuant to the provisions of the Local Authorities Act**

1.2.3 **“Delegation” means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee.**

1.3.4 **“CAO” means the Chief Administrative Officer or his/her delegate, for the Municipality.**

1.4.5 **“Closed Session” is a council or committee session which is held in private and may include any person or persons invited to attend by Council. Matters discussed in closed session are confidential until discussed in a public session as per the MGA and FOIP Act.**

1.5.6 **“Member at Large” means a member of the public appointed by council to a committee of council.**

1.6.7 **“Municipality” means the Town of Bon Accord, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.**

1.7.8 **“Notice of Motion” is the means by which a Councillor may bring a topic before Council.**

1.8.9 **“Point of Order” means an infraction of the rules or improper decorum in speaking.**

1.9.10 **“Point of Privilege” means that an interruption may occur only if necessary.**

1.10.11 **“Presiding Officer” means the Mayor or other Councillor as appointed by the Mayor, or in the absence of the Mayor or Deputy Mayor, Council may appoint a Presiding Officer.**

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1.1~~21~~ “Special Resolution” is a resolution passed by a two-thirds majority of all Council members or two thirds of all members of a Committee.

~~1.12 “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto.~~

2. APPLICATION

2.1 This Bylaw shall govern the proceedings of Council and Committees established by Council and shall be binding upon all Committee members whether Council or Members at Large.

2.2 When any matters relating to the meeting procedures is not addressed in this Bylaw, the law of the Government of Alberta shall be followed and in such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

3. SEVERABILITY

3.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

4. DEPUTY MAYOR

4.1 The position of Deputy Mayor shall be twelve (12) months in duration, or as otherwise directed as Council and each member of Council may serve one term, to be determined at the first organizational meeting following the election, or as required.

5. MEETINGS

5.1 The regular meetings of council shall be established by resolution of Council at its annual organizational meeting.

5.2 Regular Meetings of Council will be held on the 1st and 3rd Tuesday of each month, unless otherwise posted. The 1st meeting of the month shall commence at 7pm and stands to adjourn no later than 10:30pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 10:00pm. The 2nd meeting of the month shall commence at 8:30am and stand to adjourn no later than 12pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 11:30am.

5.3 As soon as there is a Quorum of Council after the hour fixed for the meeting, the presiding officer must take the chair and begin the meeting.

5.4 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the Members of Council present at the expiration of the 30 minutes time limit.

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- 5.5 Council may change the time, date or location of any meeting by Special Resolution and any Committees may change the time, date or location of any of its meetings provided that in both cases at least twenty-four (24) hours notice of the change is given to the public.
- 5.6 Despite the above 5.5 the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Council Members are notified of the meeting and two-thirds of Council give written consent to hold the meeting before the meeting begins. No business other than that stated in the notice shall be considered at any meeting described in this Section unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 5.7 The regular meetings of council shall be voice recorded for the purpose of minute preparation.
- 5.8 The meetings of council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
- 5.9 The Mayor may appoint another member of Council as Presiding Officer. The appointment must include a specified period of time which shall not exceed eight (8) consecutive weeks if the Mayor is absent.

6. GENERAL PROCEEDINGS OF MEETINGS

- 6.1 Council must vote to adopt the agenda prior to transacting other business and may:
- 6.1.1 add new items to the agenda but only by Special Resolution; or
 - 6.1.2 delete any matter from the agenda but only by Special Resolution.
- 6.2 The minutes of each meeting must be circulated to each Member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited, to ensure that the minutes are accurate. If there are errors or omissions, Council must:
- 6.2.1 pass a resolution to amend the minutes; and
 - 6.2.2 adopt the minutes as amended and if there are not errors or omissions, council must adopt the minutes as circulated.
- 6.3 Delegations appearing before council may be addressed by any Member of Council through the Presiding Officer, by asking the delegation or the Chief Administration Office relevant questions but may not debate the matter or the answers. The presentation by a delegation may only be:
- 6.3.1 received as information without debate;
 - 6.3.2 referred without debate to a Committee or the Chief Administrative Officer for a report, or debated if a Special Resolution is passed to allow a motion to be made without notice;

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6.3.3 limited to 15 minutes unless there is a Special Resolution to extend the allotted time.

6.4 Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:

6.4.1 vote on the request, or

6.4.2 refer the request to a Committee or the Chief Administrative Officer for further investigation and report.

6.5 Any Councilor may make a request for information to be provided to Council on any matter within the municipality's jurisdiction. The Chief Administrative Officer or other management personnel will provide an answer to the inquiry at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.

6.6 Every motion or resolution shall be stated clearly by the mover and when duly moved shall be open for consideration. After a resolution has been stated or read, it shall be deemed to be in possession of Council, but may be withdrawn by unanimous consent of the Council members present. Discussion on any motion will be limited to ten (10) minutes and at that time the Presiding Officer will call for a vote on that motion by the Members of Council present.

6.7 Any member of Council desiring to speak shall address the remarks to the Presiding Officer, by way of hand gesture or by saying Mr. Mayor in a manner that does not interrupt conversation already in progress, confine themselves to the question and avoid personality. Should more than one-member desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor. Members of Council wishing to speak on a matter during the meeting must indicate their intention by raising their hand and any Member of Council present via telephone, shall address the Presiding Officer, by stating "I wish to speak on the matter at hand" and being recognized by the Presiding Officer. Each Council member should not speak more than once until every Member of Council has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.

7. CONDUCT OF MEETINGS

7.1 Each member or delegation, as the case may be, shall address the Presiding Officer but shall not speak until recognized by the Presiding Officer.

7.2 A motion does not require to be seconded.

7.3 Unless otherwise specifically provided in this Procedure Bylaw the following motions are debatable by Council:

7.3.1 a motion arising out of any matter or thing included in the agenda for the Council meeting;

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- 7.3.2 a motion to postpone or refer;
- 7.3.3 a motion for adoption of, rejection of, referral back or further consideration of a report to council, or a motion arising out of any matter dealt with in a report to Council;
- 7.3.4 a motion for the second or a motion for the third reading of a Bylaw;
- 7.3.5 a motion for an appointment or dismissal of a committee member, or referral to a committee of any matter before the Council;
- ~~7.3.6 a motion for Council to hold a Committee of the Whole Meeting~~
- 7.3.76 a motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of a Bylaw properly before the Council;

~~7.43.8~~ Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with "Roberts Rule of Order";

~~7.3.95~~ Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Presiding Officer so directs;

~~7.4.06~~ Whenever the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.

~~7.4.17~~ In all cases not provided for in the proceedings of the council, a majority of council shall determine to uphold the ruling of the Presiding Officer or not as the case may be.

~~7.4.28~~ This bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit unless it is repealed, amended or suspended:

- ~~_____~~ a. by a bylaw unanimously passed at a regular or special meeting of the Council at _____ which all members thereof are present; or
- ~~_____~~ b. by a bylaw passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.

8.0 ELECTRONIC MEETING ATTENDANCE

- 8.1 The Presiding Officer cannot use electronic means to attend a Regular Meeting of Council.
- 8.2 Electronic means cannot be used for Special Meeting of Council.
- 8.3 Quorum must be attained through physical presence at the meeting, additional members may attend through electronic means.
- 8.4 Use of attendance through electronic means is being provided to allow for periodic flexibility, attending in person must be done so at a minimum of every third meeting.

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- 8.5 Electronic attendance will be conducted through the use of video conferencing, secure platforms and telephone.
- 8.6 An effective method of data transfer must be available, if attending electronically, for review and voting on bylaws, ASP's, and other documents that require council review.
- 8.7 Should connectivity of electronic means cease to exist at any point during the meeting, the attendee will be deemed absent for that portion of the meeting, just as the case when attending in person.
- 8.8 Closed Session items cannot be discussed through electronic means.
- 8.9 When attending electronically, the attendee must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 8.10 The attendee must be connected prior to the meeting being called to order.
- 8.11 Should the electronically connected member be found to be out of order, per items 11.1 and 11.2 of this bylaw, the member connection will be terminated.
- 8.12 Notwithstanding sections 8.1, 8.2, 8.3, ~~and 8.4,~~ and 8.8 in extenuating circumstances, all meetings may be held and attended via electronic means and shared to the public via the internet. If these platforms fail or are interrupted without the ability to restore service, the meeting will be adjourned.
- 8.13 Attendees are expected to act and dress as though they are attending in person and ensure no background noise that will interfere with the meeting.

9.0 AGENDAS

- 9.1 The agenda for each regular and special meeting shall be prepared by the CAO and emailed, together with copies of all pertinent correspondence, statements and reports to Council by the end of the day on the Friday prior to each regular or Special meeting. In order to do so, the CAO shall receive all documentation prior to 4:00 pm on the Wednesday preceding the Council meeting.
- 9.2 The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 9.3 The business intended to be dealt with shall be stated in an agenda per the Council Agenda policy.
- 9.4 The order of business established in the Council Agenda Policy shall apply unless altered by the Presiding Officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- 9.5 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing committee, such committee and its mandate shall be established by bylaw.
- 9.6 Criteria for any written communication intended for Council or a Committee which reached the Chief Administrative Officer must:
 - 9.6.1 be legible and coherent
 - 9.6.2 be signed by at least one person who provides a printed name and address
 - 9.6.3 be on paper and
 - 9.6.4 not be libelous, impertinent or improper.

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9.7 If the requirements of Section 9.6 are not met the Chief Administrative Officer may file the communication unless it is deemed improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.

10.0 CLOSED SESSIONS

10.0 Matters to be discussed which are within one of the categories of information referred to in Section 217 of the Municipal Government Act (MGA), as amended or replaced from time to time, may be considered at a closed session Meeting or portion of a meeting.

10.1 Council or Committee has no power at a closed session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

10.2 It is the responsibility of each member to ensure closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts.

11.0 MAINTAINING ORDER IN COUNCIL

Order in Council - Council

Members of Council shall not:

11.1 use offensive words or un-parliamentary language in the meeting;

11.2 disobey the rules of the meeting or decision of the Presiding Officer or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;

11.3 leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

11.4 interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;

11.5 pass between a Member of Council who is speaking and the Presiding Officer;

11.6 influence or communicate with any municipal employees except the Chief Administrative Officer or administrative personnel involved with the committee of which they are members; any other communication or inquiries must be through the Chief Administrative Officer;

11.7 Members of council who persist in a breach of the foregoing section 11, after having been called to order by the Presiding Officer, may, at the discretion of the Presiding Officer, be asked to provide a public apology;

11.8 A member of Council who wishes to leave the meeting prior to adjournment shall so advise the Presiding Officer and the time of departure and return shall be noted in the minutes.

Order in Council – Public

11.9 Only Councilors, the chief administrative officer and those individuals authorized by the Chief Administrative Officer may be present to address council.

11.10 No person in the gallery or on the floor of council chambers shall cause any disturbance, interrupt any speaker or interfere with the actions of council. The Presiding Officer may

TOWN OF BON ACCORD
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call to order any person who has created a disturbance and may expel that person from council chambers.

12. NOTICE OF MOTION

- 12.1 Council members may bring forward a notice of motion as an item on the agenda of a regular Council meeting. Once the Motion is stated, it will be recorded in the meeting minutes. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.
- 12.2 A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment. A Notice of Motion may be received by the Chief Administrative Officer prior to the closing of the meeting. In this event, the Member of Council shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the Agenda for the subsequent meeting.
- 12.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed. A Member of Council may present and describe a Notice of Motion for consideration at the next meeting or other meeting date as specified by the mover.
- 12.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently. A Member of Council who hands a written Notice of Motion to the Chief Administrative Officer to be read at any regular meeting need not necessarily be present during the reading of the Motion.
- 12.5 A Notice of Motion cannot be made at a special Council meeting. When a notice has been given, the Chief Administrative Officer will include the proposed motion in the agenda of the meeting for the date indicated in the notice. If a motion is not made at the meeting indicated in the notice it will be removed from the agenda and may only be made by a new notice of motion.
- 12.6 A Notice on Motion is not debatable until a Council member moves the motion.

13. VOTING – PECUNIARY INTEREST

- 13.1 Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative or Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

14. RECORDED VOTE

- 14.0 Before a vote is taken by council, a councillor may request that the vote be recorded.
- 14.1 When a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

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15. PUBLIC HEARINGS

- 15.1 The conduct of any Public Hearing shall be governed by the MGA and this Bylaw.
- 15.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.
- 15.3 The Presiding Officer shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 15.4 The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
- 15.5 The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 15.6 The Presiding Officer shall call upon those persons who have registered with the Council Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 15.7 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.
- 15.8 Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 15.9 Following public presentations, the Presiding Officer shall close the Public Hearing.
- 15.10 If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.
- 15.11 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may;
 - a) pass the bylaw or resolution, or
 - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 15.12 When a Public hearing on a proposed Bylaw or resolution is held, a Member;
 - a) must abstain from voting on the Bylaw or resolution if the member was absent from all of the Public Hearing, and
 - b) may abstain from voting on the Bylaw or resolution if the member was only absent from a part of the Public Hearing.

16. REPEALING BYLAWS

This Bylaw shall repeal Bylaw ~~2019-12~~2020-15 and any amendments thereto.

This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

Read a first time this ~~31st day of March 2020~~19th day of January 2021.

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THE PROCEDURAL BYLAW
BYLAW ~~2020-15~~2021-01

Read a Second time this ~~31st day of March 2020~~ 2nd day of February 2021.

Read a third and final time this ~~31st day of March 2020~~ 2nd day of March 2021.

Mayor ~~David Hutton~~Greg Mosychuk

Joyce Pierce, Chief Administrative Officer

DRAFT

SCHEDULE A

Council Standing Policy Committees

Council Briefing Committee

**Town of Bon Accord
Council Briefing Committee
Terms of Reference**

1. Terms of Reference

1.1 Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

1.1.1 to brief Councillors on specific topics

1.1.2 to provide a context for documents they have or will be receiving

1.1.3 to respond to detailed questions of clarification of material presented

1.2 Meetings of Council Briefing Committee are public meetings and shall be held as needed but no more than once per month.

1.3 To permit the Mayor to participate fully in question and discussion periods, meetings shall be presided by individual Councillors in rotation.

2. Composition

2.1 A Council Briefing Committee shall consist of:

2.2.1 All members of the Town of Bon Accord Council

2.2.2 The CAO and any staff members that may be required

3. Terms of Office

3.1 All Councillors shall be members of the Committee for their full term of office as a municipally elected Councillor.

4. Duties and Responsibilities

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- 4.1 The CAO shall forward materials to be discussed at a meeting of the Committee a minimum of five-two business days in advance of the meeting.
- 4.2 Councillors are expected to review the material prior to the meeting and arrive prepared with their questions.

5. Procedures

- 5.1 There shall be no Quorum requirements for the Council Briefing Committee
- 5.2 Unless otherwise contradicted in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedure Bylaw that relate to:
 - 5.2.1 order, decorum and questions of order
 - 5.2.2 agendas and minutes
 - 5.2.3 appointment and organization of committees of council
 - 5.2.4 regulations for conducting business in committee

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**TOWN OF BON ACCORD
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BYLAW 2021-01**

**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE
AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

WHEREAS, the Council of the Town of Bon Accord considers it expedient and desirable for effective governance to regulate the procedure and conduct of council, councillors and others attending council and council committee meetings in the Town of Bon Accord.

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly enacts as follows:

This bylaw shall be cited as the **“Procedural Bylaw”** of the Town of Bon Accord

1. DEFINITIONS

- 1.1 “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto.
- 1.2 “Councillor” means a member of Council including the Mayor elected pursuant to the provisions of the Local Authorities Act
- 1.3 “Delegation” means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee.
- 1.4 “CAO” means the Chief Administrative Officer or his/her delegate, for the Municipality.
- 1.5 “Closed Session” is a council or committee session which is held in private and may include any person or persons invited to attend by Council. Matters discussed in closed session are confidential until discussed in a public session as per the MGA and FOIP Act.
- 1.6 “Member at Large” means a member of the public appointed by council to a committee of council.
- 1.7 “Municipality” means the Town of Bon Accord, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.
- 1.8 “Notice of Motion” is the means by which a Councillor may bring a topic before Council.
- 1.9 “Point of Order” means an infraction of the rules or improper decorum in speaking.
- 1.10 “Point of Privilege” means that an interruption may occur only if necessary.
- 1.11 “Presiding Officer” means the Mayor or other Councillor as appointed by the Mayor, or in the absence of the Mayor or Deputy Mayor, Council may appoint a Presiding Officer.
- 1.12 “Special Resolution” is a resolution passed by a two-thirds majority of all Council members or two thirds of all members of a Committee.

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2. APPLICATION

- 2.1 This Bylaw shall govern the proceedings of Council and Committees established by Council and shall be binding upon all Committee members whether Council or Members at Large.
- 2.2 When any matters relating to the meeting procedures is not addressed in this Bylaw, the law of the Government of Alberta shall be followed and in such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

3. SEVERABILITY

- 3.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

4. DEPUTY MAYOR

- 4.1 The position of Deputy Mayor shall be twelve (12) months in duration, or as otherwise directed as Council and each member of Council may serve one term, to be determined at the first organizational meeting following the election, or as required.

5. MEETINGS

- 5.1 The regular meetings of council shall be established by resolution of Council at its annual organizational meeting.
- 5.2 Regular Meetings of Council will be held on the 1st and 3rd Tuesday of each month, unless otherwise posted. The 1st meeting of the month shall commence at 7pm and stands to adjourn no later than 10:30pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 10:00pm. The 2nd meeting of the month shall commence at 8:30am and stand to adjourn no later than 12pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 11:30am.
- 5.3 As soon as there is a Quorum of Council after the hour fixed for the meeting, the presiding officer must take the chair and begin the meeting.
- 5.4 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the Members of Council present at the expiration of the 30 minutes time limit.
- 5.5 Council may change the time, date or location of any meeting by Special Resolution and any Committees may change the time, date or location of any of its meetings provided that in both cases at least twenty-four (24) hours notice of the change is given to the public.
- 5.6 Despite the above 5.5 the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Council Members are notified of the meeting and two-thirds of Council give written consent to hold the meeting before the meeting begins. No business other than that stated in the notice shall be considered at any meeting described in this Section unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

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- 5.7 The regular meetings of council shall be voice recorded for the purpose of minute preparation.
- 5.8 The meetings of council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
- 5.9 The Mayor may appoint another member of Council as Presiding Officer. The appointment must include a specified period of time which shall not exceed eight (8) consecutive weeks if the Mayor is absent.

6. GENERAL PROCEEDINGS OF MEETINGS

- 6.1 Council must vote to adopt the agenda prior to transacting other business and may:
 - 6.1.1 add new items to the agenda but only by Special Resolution; or
 - 6.1.2 delete any matter from the agenda but only by Special Resolution.
- 6.2 The minutes of each meeting must be circulated to each Member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited, to ensure that the minutes are accurate. If there are errors or omissions, Council must:
 - 6.2.1 pass a resolution to amend the minutes; and
 - 6.2.2 adopt the minutes as amended and if there are not errors or omissions, council must adopt the minutes as circulated.
- 6.3 Delegations appearing before council may be addressed by any Member of Council through the Presiding Officer, by asking the delegation or the Chief Administration Office relevant questions but may not debate the matter or the answers. The presentation by a delegation may only be:
 - 6.3.1 received as information without debate;
 - 6.3.2 referred without debate to a Committee or the Chief Administrative Officer for a report, or debated if a Special Resolution is passed to allow a motion to be made without notice;
 - 6.3.3 limited to 15 minutes unless there is a Special Resolution to extend the allotted time.
- 6.4 Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:
 - 6.4.1 vote on the request, or
 - 6.4.2 refer the request to a Committee or the Chief Administrative Officer for further investigation and report.
- 6.5 Any Councilor may make a request for information to be provided to Council on any matter within the municipality's jurisdiction. The Chief Administrative Officer or other management personnel will provide an answer to the inquiry at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.
- 6.6 Every motion or resolution shall be stated clearly by the mover and when duly moved shall be open for consideration. After a resolution has been stated or read, it shall be deemed to be in possession of Council, but may be withdrawn by unanimous consent of the Council members present. Discussion on any motion will be limited to ten (10) minutes

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and at that time the Presiding Officer will call for a vote on that motion by the Members of Council present.

- 6.7 Any member of Council desiring to speak shall address the remarks to the Presiding Officer, by way of hand gesture or by saying Mr. Mayor in a manner that does not interrupt conversation already in progress, confine themselves to the question and avoid personality. Should more than one-member desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor. Members of Council wishing to speak on a matter during the meeting must indicate their intention by raising their hand and any Member of Council present via telephone, shall address the Presiding Officer, by stating "I wish to speak on the matter at hand" and being recognized by the Presiding Officer. Each Council member should not speak more than once until every Member of Council has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.

7. CONDUCT OF MEETINGS

- 7.1 Each member or delegation, as the case may be, shall address the Presiding Officer but shall not speak until recognized by the Presiding Officer.
- 7.2 A motion does not require to be seconded.
- 7.3 Unless otherwise specifically provided in this Procedure Bylaw the following motions are debatable by Council:
- 7.3.1 a motion arising out of any matter or thing included in the agenda for the Council meeting;
 - 7.3.2 a motion to postpone or refer;
 - 7.3.3 a motion for adoption of, rejection of, referral back or further consideration of a report to council, or a motion arising out of any matter dealt with in a report to Council;
 - 7.3.4 a motion for the second or a motion for the third reading of a Bylaw;
 - 7.3.5 a motion for an appointment or dismissal of a committee member, or referral to a committee of any matter before the Council;
 - 7.3.6 a motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of a Bylaw properly before the Council.
- 7.4 Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with "Roberts Rule of Order".
- 7.5 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Presiding Officer so directs.
- 7.6 Whenever the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.
- 7.7 In all cases not provided for in the proceedings of the council, a majority of council shall determine to uphold the ruling of the Presiding Officer or not as the case may be.
- 7.8 This bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit unless it is repealed, amended or suspended:

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- a) by a bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
- b) by a bylaw passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.

8.0 ELECTRONIC MEETING ATTENDANCE

- 8.1 The Presiding Officer cannot use electronic means to attend a Regular Meeting of Council.
- 8.2 Electronic means cannot be used for Special Meeting of Council.
- 8.3 Quorum must be attained through physical presence at the meeting, additional members may attend through electronic means.
- 8.4 Use of attendance through electronic means is being provided to allow for periodic flexibility, attending in person must be done so at a minimum of every third meeting.
- 8.5 Electronic attendance will be conducted through the use of video conferencing, secure platforms and telephone.
- 8.6 An effective method of data transfer must be available, if attending electronically, for review and voting on bylaws, ASP's, and other documents that require council review.
- 8.7 Should connectivity of electronic means cease to exist at any point during the meeting, the attendee will be deemed absent for that portion of the meeting, just as the case when attending in person.
- 8.8 Closed Session items cannot be discussed through electronic means.
- 8.9 When attending electronically, the attendee must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 8.10 The attendee must be connected prior to the meeting being called to order.
- 8.11 Should the electronically connected member be found to be out of order, per items 11.1 and 11.2 of this bylaw, the member connection will be terminated.
- 8.12 Notwithstanding sections 8.1, 8.2, 8.3, 8.4, and 8.8 in extenuating circumstances, all meetings may be held and attended via electronic means and shared to the public via the internet. If these platforms fail or are interrupted without the ability to restore service, the meeting will be adjourned.
- 8.13 Attendees are expected to act and dress as though they are attending in person and ensure no background noise that will interfere with the meeting.

9.0 AGENDAS

- 9.1 The agenda for each regular and special meeting shall be prepared by the CAO and emailed, together with copies of all pertinent correspondence, statements and reports to Council by the end of the day on the Friday prior to each regular or Special meeting. In order to do so, the CAO shall receive all documentation prior to 4:00 pm on the Wednesday preceding the Council meeting.
- 9.2 The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 9.3 The business intended to be dealt with shall be stated in an agenda per the Council Agenda policy.
- 9.4 The order of business established in the Council Agenda Policy shall apply unless altered by the Presiding Officer with no objection from members, or otherwise determined by a

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majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

- 9.5 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing committee, such committee and its mandate shall be established by bylaw.
- 9.6 Criteria for any written communication intended for Council or a Committee which reached the Chief Administrative Officer must:
- 9.6.1 be legible and coherent
 - 9.6.2 be signed by at least one person who provides a printed name and address
 - 9.6.3 be on paper
 - 9.6.4 not be libelous, impertinent or improper.
- 9.7 If the requirements of Section 9.6 are not met the Chief Administrative Officer may file the communication unless it is deemed improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.

10.0 CLOSED SESSIONS

- 10.0 Matters to be discussed which are within one of the categories of information referred to in Section 217 of the Municipal Government Act (MGA), as amended or replaced from time to time, may be considered at a closed session Meeting or portion of a meeting.
- 10.1 Council or Committee has no power at a closed session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.
- 10.2 It is the responsibility of each member to ensure closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts.

11.0 MAINTAINING ORDER IN COUNCIL

Order in Council – Council

Members of Council shall not:

- 11.1 use offensive words or un-parliamentary language in the meeting;
- 11.2 disobey the rules of the meeting or decision of the Presiding Officer or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;
- 11.3 leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
- 11.4 interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;
- 11.5 pass between a Member of Council who is speaking and the Presiding Officer;
- 11.6 influence or communicate with any municipal employees except the Chief Administrative Officer or administrative personnel involved with the committee of which they are members; any other communication or inquiries must be through the Chief Administrative Officer;
- 11.7 Members of council who persist in a breach of the foregoing section 11, after having been called to order by the Presiding Officer, may, at the discretion of the Presiding Officer, be asked to provide a public apology;

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- 11.8 A member of Council who wishes to leave the meeting prior to adjournment shall so advise the Presiding Officer and the time of departure and return shall be noted in the minutes.

Order in Council – Public

- 11.9 Only Councilors, the chief administrative officer and those individuals authorized by the Chief Administrative Officer may be present to address council.
- 11.10 No person in the gallery or on the floor of council chambers shall cause any disturbance, interrupt any speaker or interfere with the actions of council. The Presiding Officer may call to order any person who has created a disturbance and may expel that person from council chambers.

12. NOTICE OF MOTION

- 12.1 Council members may bring forward a notice of motion as an item on the agenda of a regular Council meeting. Once the Motion is stated, it will be recorded in the meeting minutes. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.
- 12.2 A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment.
- 12.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
- 12.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
- 12.5 A Notice of Motion cannot be made at a special Council meeting. 12.6 A Notice on Motion is not debatable until a Council member moves the motion.

13. VOTING – PECUNIARY INTEREST

- 13.1 Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative or Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

14. RECORDED VOTE

- 14.0 Before a vote is taken by council, a councillor may request that the vote be recorded.
- 14.1 When a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

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15. PUBLIC HEARINGS

- 15.1 The conduct of any Public Hearing shall be governed by the MGA and this Bylaw.
- 15.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.
- 15.3 The Presiding Officer shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 15.4 The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
- 15.5 The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 15.6 The Presiding Officer shall call upon those persons who have registered with the Council Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 15.7 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.
- 15.8 Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 15.9 Following public presentations, the Presiding Officer shall close the Public Hearing.
- 15.10 If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.
- 15.11 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may;
 - a) pass the bylaw or resolution, or
 - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 15.12 When a Public hearing on a proposed Bylaw or resolution is held, a Member;
 - a) must abstain from voting on the Bylaw or resolution if the member was absent from all of the Public Hearing, and
 - b) may abstain from voting on the Bylaw or resolution if the member was only absent from a part of the Public Hearing.

16. REPEALING BYLAWS

This Bylaw shall repeal Bylaw 2020-15 and any amendments thereto.

This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

Read a first time this 19th day of January 2021.

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
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Read a Second time this 2nd day of February 2021.

Read a third and final time this 2nd day of March 2021

Mayor Greg Mosychuk

Joyce Pierce, Chief Administrative Officer

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SCHEDULE A

Council Standing Policy Committees

Council Briefing Committee

**Town of Bon Accord
Council Briefing Committee
Terms of Reference**

1. Terms of Reference

1.1 Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

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1.1.2 to provide a context for documents they have or will be receiving

1.1.3 to respond to detailed questions of clarification of material presented

1.2 Meetings of Council Briefing Committee are public meetings and shall be held as needed but no more than once per month.

1.3 To permit the Mayor to participate fully in question and discussion periods, meetings shall be presided by individual Councillors in rotation.

2. Composition

2.1 A Council Briefing Committee shall consist of:

2.2.1 All members of the Town of Bon Accord Council

2.2.2 The CAO and any staff members that may be required.

3. Terms of Office

3.1 All Councillors shall be members of the Committee for their full term of office as a municipally elected Councillor.

4. Duties and Responsibilities

**TOWN OF BON ACCORD
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- 4.1 The CAO shall forward materials to be discussed at a meeting of the Committee a minimum of two business days in advance of the meeting.
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5. Procedures

- 5.1 There shall be no Quorum requirements for the Council Briefing Committee
- 5.2 Unless otherwise contradicted in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedure Bylaw that relate to:
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TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: Mar 2, 2021

AGENDA ITEM: Intermunicipal Collaboration Framework (ICF) Bylaw #2021-02

RECOMMENDATION:

THAT.... Council approve 1st reading of ICF Bylaw #2021-02, as presented.

BACKGROUND:

Part 17.2 of the Municipal Government Act (MGA) requires municipalities with a common boundary to establish an Intermunicipal Collaboration Framework by bylaw. The ICF must be completed and submitted to the Minister by April 1, 2020.

In accordance with section 708.29 the MGA, each framework must:

- describe the services that benefit residents in more than one of the municipalities,
- identify which municipality is responsible for providing these services,
- outline how the services will be delivered and funded, and
- include a process for resolving disputes that occur while the framework is in effect.

Together, Bon Accord and Sturgeon County have developed an ICF bylaw to meet these requirements. At RMC March 3, 2020, Council gave ICF Bylaw #2020-13 1st reading, as presented – resolution #20-091. At RMC June 2, 2020, Council gave ICF Bylaw #2020-13 2nd and 3rd readings, as presented – resolution #'s 20-201 and 20-202 respectively.

Sturgeon County did not approve the Bylaws as presented so the Towns were required to go back into further negotiation. The Town is also required to rescind Bylaw 2020-13 and hold another public hearing to present the amended ICF Bylaw 2021-02. This Bylaw has been reviewed by legal Counsel and is deemed complete by all administrations.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY:

MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

ALTERNATIVES:

1. Council approve 1st reading of ICF Bylaw #2021-02, as presented.
2. Council approves 1st reading and directs administration to bring back amendments for 2nd reading.
3. Council declines ICF Bylaw # 2021-02.

Prepared and Submitted By:

Reviewed By: Joyce Pierce, CAO

Date: Feb 25, 2021

Intermunicipal Collaboration Framework

Sturgeon County and The Town of Bon
Accord



Bylaw No. 1489/20 for Sturgeon County
Bylaw No. 2021-02 for The Town of Bon Accord

WHEREAS Sturgeon County and the Town of Bon Accord share a common border; and

WHEREAS Sturgeon County and the Town of Bon Accord share common interests and are desirous of working together for the mutual benefit of their residents and landowners; and

WHEREAS the *Municipal Government Act* stipulates municipalities that have a common boundary must create a framework with each other that describes the services to be provided under the framework common to more than one of the municipalities that are parties to the framework, identify which municipality is responsible for providing which services, and outline how the services will be delivered and funded; and

NOW THEREFORE, by mutual covenant of the Parties it is agreed as follows:

1. DEFINITIONS

1. In this Framework, unless the context otherwise states:
 - a) **Committee** means the Intermunicipal Committee, as defined in Section 7 of this Framework.
 - b) **Cost-sharing Agreement** means a legally binding agreement entered into by the Parties that may include provisions related to the operation, maintenance, funding and capital improvement of the Municipal Service(s) specified.
 - c) **Framework** means this document, the Intermunicipal Collaboration Framework (ICF) entered into by Sturgeon County and the Town of Bon Accord, pursuant to Part 17.2 of the MGA.
 - d) **MGA** means the *Municipal Government Act*, RSA 2000, c M-26, as amended.
 - e) **Municipal Service** means any service provided by, or on behalf of, a Party that benefits their residents. These services may be provided independently by each Party, by a third party, or may be provided on an intermunicipal basis. Example services include, but are not limited to water and wastewater systems, solid waste systems, recreation, transportation, emergency services, gas distribution systems, etc.
 - f) **Parties** means, collectively, Sturgeon County and the Town of Bon Accord and **Party** means either one of them.
 - g) **Shall** means obligatory direction.
 - h) **The Town** means the Town of Bon Accord.
 - i) **The County** means Sturgeon County.

2. APPLICATION OF THIS FRAMEWORK

1. This Framework applies to Sturgeon County and the Town of Bon Accord. Under the MGA, Sturgeon County and the Town of Bon Accord are required to create a framework to address intermunicipal collaborations for Municipal Services by April 1, 2021.

3. TERMS AND REVIEW

1. This Framework shall come into force upon the passing of bylaws by Sturgeon County and the Town of Bon Accord adopting this Framework.
2. This Framework must be reviewed every four (4) years after its coming into force date (or within a shorter period of time, if agreed upon by the Parties). After review, if the Parties do not agree that this Framework continues to serve the interests of the Parties, the Parties must negotiate in good faith to create a replacement Framework.
3. This Framework may be amended by mutual consent of the Parties in writing. An amended Framework shall come into force on the passing of bylaws by Sturgeon County and the Town of Bon Accord adopting the amended Framework. Amended versions to this Framework shall supersede and replace all previous versions of this Framework.
4. When a Party believes there is a dispute under this Framework with respect to the interpretation, implementation, or application of the Framework, or a contravention or alleged contravention of this Framework, and wishes to engage in dispute resolution, the Dispute Resolution Process in Appendix A of this Framework shall apply.

4. PURPOSE

1. This Framework outlines an agreement between Sturgeon County and the Town of Bon Accord as required under Part 17.2 of the MGA.

5. EXISTING MUNICIPAL SERVICES

1. Sturgeon County and the Town of Bon Accord have agreed that the best and most efficient way to provide Municipal Services to residents is to continue providing services independently or through the various arrangements that each Party currently has with its respective neighbours or in the agreements included in Section 5 of this Framework.
2. The Town and the County have a history of working together to provide Municipal Services to residents on an intermunicipal basis. The following agreements are in place, or are intended to be negotiated and agreed upon by the Parties, for the following services to be provided to residents:
 - a. **Transportation**
 - i. The County maintains a gravel road in the Town (referred to as Highway 28 Service Road), north of Highway 28 and west of Rge Rd 240.

- ii. The Town and the County agree to work together in 2021 to discuss the development of an agreement to maintain the above noted road within the Town, adjacent to the County. If a new agreement is not finalized by December 31, 2021, and the Parties have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

b. Emergency Services

- i. The County and the Town entered into a 2017 – 2021 Fire Service Agreement dated December 20, 2016, for the County to provide firefighting and related services to the Town. The lead municipality is the County and the fees for services provided are in accordance with the agreement.
- ii. The Town and the County developed a new Fire Services Agreement, subject to the approval of each Party's Council. If the new agreement is not ratified by December 31, 2021 and the municipalities have not mutually agreed to extend the negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.
- iii. The County and the Town, together with the Towns of Morinville, Legal, Redwater, and Gibbons, entered into the Sturgeon Regional Emergency Management Partnership Agreement, dated November 14, 2016. The lead municipality is the County and costs are paid in accordance with the agreement.

c. Recreation

- i. The Town and the County entered into a Recreation Cost-Sharing Agreement on June 7, 2016; this agreement expired on December 31, 2020. The Town and County developed a new recreation funding agreement and if the new agreement is not ratified by April 1, 2021, and the municipalities have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

d. Sturgeon Adult Learning

- i. The Town and the County, in conjunction with the Towns of Legal, Gibbons, Redwater, and Morinville, signed an agreement in November 2017 to establish the Sturgeon Adult Learning Centre. The Town of Gibbons is the lead municipality and funding is provided by a provincial grant.

e. **Safety Codes Act**

- i. The Town and the County, in conjunction with the Towns of Legal, Gibbons, Redwater, and Morinville, signed an agreement to create a joint quality management plan that establishes responsibilities and minimum performance standards for providing compliance services under the Safety Codes Act, which was approved on January 28, 2020. The County is the lead municipality and there are no fees associated with this agreement.

f. **Peace Officer**

- i. The County provides Peace Officer Services to the Town under an agreement dated January 27, 2016. The County is the lead municipality, and the Peace Officer Services are provided on a fee for service charged in accordance with the agreement. The Town and County agree to develop a new Peace Officer Services Agreement by December 31, 2021. If a new agreement is not finalized by the aforementioned deadline, and the Parties have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

3. Goods and Services Tax (GST) shall be applied to all applicable Cost-Sharing Agreements, as required.

6. NEW INTERMUNICIPAL SERVICES

1. In the event that either Party wishes to initiate a new intermunicipal service, facility, or initiative, the initiating Party's Chief Administrative Officer will notify the other Party's Chief Administrative Officer of the following:
 - a) General project or initiative description; and
 - b) Envisioned scope.
2. Once either Party has received written notification on the desire to engage in discussion on a new intermunicipal service, facility, or initiative, a Committee meeting, organized by the initiating Party, must be held within ninety (90) calendar days of the date the written notice was received.
3. The Committee shall confirm the following criteria to the satisfaction of both Parties in accordance with Section 7(5) of this Framework, before a new intermunicipal service, facility, or initiative can be further pursued by the Committee:
 - a) Demonstrated community impact and support in both municipalities;
 - b) A joint planning model involving both municipalities; and
 - c) Demonstrated potential for intermunicipal efficiencies.

4. Pursuant to the completion of Section 6(3) of this Framework, the Committee shall develop a business plan and evaluate the following criteria as the basis for determining if a new service, facility, or initiative is desirous by both Parties:
 - a) Estimated cost (capital and operating) and long-term borrowing implications;
 - b) Appropriate funding and timing of expenditures for both Parties;
 - c) The level of projected use and benefit to the residents and ratepayers of both Parties;
 - d) An implementation plan;
 - e) Which Party will manage the operations of the service, facility, or initiative;
 - f) The appropriate process for planning the agreed upon service(s);
 - g) A process and implications for discontinuing the service provided; and
 - h) A time frame for the delivery of the service(s) being discussed, including a start and end date of the service(s) delivery.
5. The cost associated with developing a business plan, as described in Section 6(4) of this Framework, shall be shared between the Parties based on the Committee's direction in assigning each Party a portion of the cost.
6. In addition to the Cost-sharing Agreements detailed in Section 5 of this Framework, the Parties agree to work collaboratively on additional services of regional importance to benefit residents as opportunities arise.
 - a) These future opportunities may include, but are not limited to, Family and Community Support Services, physician recruitment, purchasing and procurement, efficiency reviews, and weed inspection.

7. INTERMUNICIPAL COMMITTEE

1. Sturgeon County and the Town of Bon Accord hereby create a recommending body known as the Intermunicipal Committee.
2. The Committee will meet on an as-required basis and will develop recommendations to the Councils of their respective municipalities on matters of strategic direction and cooperation affecting their Municipal Services, including:
 - a) Periodic review of this Framework as required under Section 3 of this Framework;
 - b) Matters as required under Section 6 of this Framework; and
 - c) Periodic review of the County and Town's existing Intermunicipal Development Plan.
3. The Committee shall consist of three (3) members from each Party's Council.

4. A member from either Party's Council shall chair the meetings on an alternating basis. The Chair shall be appointed by the Committee at the first meeting of the Committee and shall be a member from either Party's Council.
5. Decisions of the Committee shall be made by vote, with a majority required for approval.
6. Quorum for the purposes of Committee meetings shall be a minimum of two (2) members from each Party.
7. Incidental costs for Committee support shall be shared equally by the Parties.
8. The Chief Administrative Officers, and/or their designates, of the Parties will be advisory staff to the Committee and will be responsible to provide background information and recommendations, develop agendas and record the recommendations of the Committee on all matters, and forward all recommendations from the Committee to their respective Councils.
9. Meetings of the Committee can be called by either Party by the Chief Administrative Officer serving a written request for a Committee Meeting to the other Party's Chief Administrative Officer, advising the reason for requesting a meeting and providing options for meeting dates. The Committee will endeavour to meet at the earliest possible time, but no later than sixty (60) days after receipt of the written request. The requesting Party shall organize the meeting.

8. CORRESPONDENCE

1. Written correspondence under this Framework shall be addressed as follows:

- a. In the Case of Sturgeon County to:

Sturgeon County
c/o Chief Administrative Officer
9613 – 100 Street
Morinville, AB T8R 1L9

- b. In the case of the Town of Bon Accord to:

Town of Bon Accord
c/o Chief Administrative Officer
P.O. Box 779
Bon Accord, AB T0A 0K0

IN WITNESS WHEREOF the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Parties, signed this _____ day of _____, 2021 at _____, Alberta.

STURGEON COUNTY

TOWN OF BON ACCORD

Mayor

Mayor

Chief Administrative Officer

Chief Administrative Officer

APPENDIX A DISPUTE RESOLUTION PROCESS

1. The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework in a non-adversarial, informal, and cost-efficient manner.
2. The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
3. When a Party believes there is a dispute under the Intermunicipal Collaboration Framework and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer of the other Party to attempt to negotiate a resolution to the dispute.
4. If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officers, the dispute will be referred to the Committee to attempt to negotiate a resolution to the dispute.
5. If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Committee, the dispute will be referred to the Councils of both Parties.

6. If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both Parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the Parties.
7. Mediation of a dispute shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
8. If a dispute is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both Parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

DRAFT

**TOWN OF BON ACCORD
BYLAW #2021-02
INTERMUNICIPAL COLLABORATION FRAMEWORK BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN STURGEON COUNTY AND THE TOWN OF BON ACCORD.

WHEREAS, the Municipal Government Act, RSA 2000, c.M-26 authorizes Council to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents;

AND WHEREAS, Sturgeon County and the Town of Bon Accord have worked collaboratively on the preparation of an intermunicipal collaboration framework between both municipalities;

AND WHEREAS, the Council of Bon Accord deems it desirable and appropriate to adopt the Sturgeon County and the Town of Bon Accord Intermunicipal Collaboration Framework;

NOW THEREFORE, the Council of Bon Accord, in the Province of Alberta, duly assembled and under the authority of the Municipal Government Act, hereby enacts the following:

The “Intermunicipal Collaboration Framework Between Sturgeon County and the Town of Bon Accord”, attached and forming part of Bylaw 2021-02, is hereby adopted.

This Bylaw will repeal Bylaw 2020-13 and shall come into force and effect upon third reading.

READ a first time this 2nd day of March 2021.

READ a second time this XX day of XXX 2021.

READ a third time this XX day of XXX 2021.

Mayor

Chief Administrative Officer

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**TOWN OF BON ACCORD
COVID 19 PROTOCOL POLICY**

SECTION: Council, Administration, Recreation/Community Services,
Planning & Economic Development, Public Works

POLICY RESOLUTION NO.: 2021-XXX

SUBJECT: COVID 19 Protocol Policy

RESPONSIBLE AUTHORITY: Council, Administration, Recreation/Community Services,
Planning & Economic Development, Public Works

REVIEWED & APPROVED BY COUNCIL: **RMC** - March 2, 2021

PURPOSE AND INTENT: To protect Council, Staff, and the Public to the best ability while in municipal facilities.

POLICY STATEMENT: The Town of Bon Accord will continue to monitor the virus and its impacts to public health, in partnership with the Government of Alberta and the Government of Canada. As the COVID-19 situation changes, the guidelines may change upon short notice as per mandated regulations.

Subject:

FW: Register for Upcoming EOEP Courses Before They Sell Out!

From: Exec. Assistant on behalf of Dan Rude <EA_DRude@auma.ca>**Sent:** February 25, 2021 4:21 PM**To:** cao <cao@bonaccord.ca>**Subject:** Register for Upcoming EOEP Courses Before They Sell Out!

Dear Mayors, Councillors and CAOs,

A few spaces are still left in the Elected Officials Education Program (EOEP) courses [Council's Role in Service Delivery](#) and [Council's Role in Strategic Planning](#). These courses come on the heels of another sold out offering of Regional Partnerships and Collaboration. They are offered through a combination of four interactive Zoom sessions structured for participants to be able ask questions of the instructor and engage in small group breakout room discussions (where the real learning occurs).

Council's Role in Service Delivery will be offered during the evening to accommodate elected officials with obligations during the day. This course has just been refreshed to reflect current challenges in delivering municipal services. [Register](#) to join peers in better understanding your role in planning and delivering the essential services citizens and businesses need now.

The course will be held from 7:00 to 8:30 pm on:

- March 4
- March 11
- March 18
- March 25

Council's Role in Strategic Planning will be offered during the afternoon. Strategic Planning involves setting long-term goals and priorities for your municipality. [Register](#) for this course to build practical skills to reach this vision. The course will be held over four sessions from 2:30 to 4:00 pm on:

- April 8
- April 15
- April 22
- April 29

Why should you consider registering in one or both of these courses?

- Municipal Elections are this year! Why did I need to add this dose of reality? - So you can take training to help you be the best elected official that you can be with credentials backing your desire represent your constituents and provide services as effectively as possible.
- Course Content. EOEP courses are structured to provide up-to-date information on being an Alberta elected official on the topics that matter. As evidenced by the multiple sell outs of the courses that were repeated in 2020, the instructors are engaging and the content valuable.
- An Accommodating & reduced Time Commitment. The courses are divided into 4 modules of 1.5 hrs per session to make them engaging and easier to accommodate around participant work schedules.
- Affordability. The fee for each course is \$275. Plus there will be no travel, hotel, or meal costs as normally required for an in-person course away from home.

- Interaction and learning from fellow councillors. The EOEP course will leverage Zoom's unique capability for participants to go into breakout rooms to have small group discussions like you do at a face to face EOEP course. Learn from others and make connections with councillors from all across Alberta.
- A New method of attending a course. Be a part of something new - especially if you haven't tried it yet. **Yes You!** We are planning have face to face courses at future conventions when conditions allow. However, this is not likely until later this year. In the meantime and between conventions, we will use virtual offerings. We challenge those that have not ever taken an EOEP course or, those that have not taken a EOEP course in this new format to try it out.

If further help is needed please contact the EOEP Registrar at registrar@eoep.ca or at 780-989-7431.

Have a great day!

Dan Rude | Chief Executive Officer
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | www.auma.ca



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February 15, 2021

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities continue to have an understanding of the work the Board is doing. This quarterly update outlines the work that the Interim Board has undertaken since we last reported October 20th.

Interim Board's Mandate

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the Interim Board is comprised of representatives from the RMA Board, the AUMA Board and the Alberta Association of Police Governance Executive, with specific representation identified by each association. The Interim Board's mandate concludes at the end of November 2021. Based upon the Minister of JSG accepting the recommendations for the governance structure of the permanent Board, the recruitment and selection process for the permanent Board will commence in the Fall 2021.

Interim Board's Focus

Since the last report, the Interim Board has held six meetings. All of our meetings have been held virtually due to COVID-19. JSG staff and the RCMP continue to be active participants in these meetings.

The Interim Board has been making progress on both aspects of its mandate. During this quarter, our primary focus has been on reviewing the results of the policing priorities survey sent to you in October. Your input has been integral in developing the priorities for the RCMP moving forward in 2021/2022. Attached to this update is the letter and report sent to the Minister on January 29, 2021, outlining the Interim Board's recommendations for the 2021-22 policing priorities.

Interim Board's Engagement with Municipalities

The APIAB has now shifted its focus to the governance of the permanent Board, with the next steps being to finalize the following related to the Board structure and scope:

- Size

- Representation
 - Public versus elected officials
 - Members at large
 - Voting and non-voting status of various members
- Member criteria/qualifications/competencies to ensure necessary skill sets, experience and diversity
- Recruitment strategy
- Selection process
- Appointment terms
- Knowledge transfer and membership shifts
- Board responsibilities and duties (including process for alternates, termination of member, etc.)
- Terms of Reference
- Code of Conduct
- Code of Ethics

In the coming weeks a survey will be circulated for input from municipalities on some of these issues in order to ensure that the permanent Board represents municipal needs and preferences.

RCMP Update on Resourcing

As of February 8, 2021 the RCMP advised that 66 of 76 new regular member positions had been filled. The remaining 10 positions are pending within the staffing process. As well, of the 57 public service employee positions, a total of 28 positions have been filled to date, and the remaining 29 positions are pending within the staffing process. See the attachment titled "PPSA Police Funding Model Positions February 2021" for further details.

The Interim Board has reviewed many different resourcing options with RCMP "K" Division over this last quarter. There are many different options, other than front-line policing, as to how new resources can be allocated. Attached is a brief outline of some of those options to help provide clarity on what these other programs provide to overall community safety. The Interim Board will continue to work with JSG and the RCMP to ensure our provincial policing resources continue to grow in ways that improve community safety throughout Alberta. We have recommended that the RCMP continue to balance front-line policing, support programs and civilian resourcing to meet the priority recommendations of the Interim Board.

We have also provided recommendations on the report templates that Detachment Commanders should provide to municipalities. We expect that councils and administration will begin seeing reports in this format on a quarterly basis moving forward.

In conclusion, I and my fellow Interim Board members are pleased with the engagement of the RCMP and JSG in our discussion and our progress to date. We continue to see the potential of this Board to increase the municipal voice in policing across the province. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn
Board Chair, Alberta Police Interim Police Advisory Board
403-860-7342
Board@ABPoliceAdvisoryBoard.com



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780.955.3639 | RMAAlberta.com

January 29, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 - 97 Avenue NW
Edmonton, AB T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSJ/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at tthorn@okotoks.ca.

We look forward to engaging with you soon!

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn
Chair
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta
Barry Morishita, President, Alberta Urban Municipalities Association
Terry Coleman, Chair, Alberta Association of Police Governance
Deputy Commissioner Curtis Zablocki, "K" Division RCMP
Marlin Degrand, Justice & Solicitor General

Encl: (2)



ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021

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Executive Summary

The Alberta Police Advisory Board was created by the Minister of Alberta Justice and Solicitor General in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA) a strong voice in setting policing priorities. One of the Board’s mandated deliverables was to provide input into discussions on provincial policing priorities for the 2021/22 fiscal year. This report fulfills that mandate and is also intended to be used to inform the Government of Alberta/RCMP multi-year financial plan.

The Board has developed eight municipal policing priorities and related recommendations. These priorities and recommendations are of equal importance to municipalities.

Priority	Recommendations
Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.	<ul style="list-style-type: none"> • Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor. • Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.
Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.	<ul style="list-style-type: none"> • Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered. • Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.
Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.	<ul style="list-style-type: none"> • Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs. • Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.
Work with municipal and community leaders to identify	<ul style="list-style-type: none"> • Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to

<p>local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.</p>	<p>improve collaboration and engagement with small municipalities.</p> <ul style="list-style-type: none"> • Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.
<p>Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.</p>	<ul style="list-style-type: none"> • Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities. • Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities. • Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.
<p>Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.</p>	<ul style="list-style-type: none"> • That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP. • Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.
<p>Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.</p>	<ul style="list-style-type: none"> • Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas: <ul style="list-style-type: none"> ○ How to form relationships with municipal leaders ○ How to effectively report to and update municipalities about policing in the community ○ How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities ○ How to maintain collaboration following changes in detachment and/or municipal leadership
<p>Work with community and municipal leaders to address racism and other forms of discrimination in policing.</p>	<ul style="list-style-type: none"> • Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities. • Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

	<ul style="list-style-type: none">• Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.
--	---

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

The Board would be pleased to meet with RCMP and Alberta Justice and Solicitor General leadership to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA)¹ a strong voice in setting policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing² and public safety issues. The Board can therefore play an important role in ensuring that policing reflects the needs and concerns of Albertans across the province.

The Alberta Police Advisory Board is being implemented in two phases: in the first year, an interim Board is developing the Board's structure and scope. On the completion of the interim Board's mandate, the work of the operational Board will begin for a four-year term. As per the Terms of Reference developed by Alberta Justice and Solicitor General (Appendix 1), the Interim Board is made up of four representatives from the Rural Municipalities of Alberta (RMA) Board, four representatives from the Alberta Urban Municipalities Association (AUMA) Board, and one representative from the Alberta Association of Police Governance Executive. A list of the current interim Board members is provided in Appendix 2.

The Interim Board has been mandated to:

1. Develop the scope and terms of reference for the operational Board.
2. Develop a recruitment and selection process for operational Board members.
3. Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document.
4. Provide input, advice, and recommendations to the provincial government and RCMP "K" Division on the buildup of the provincial police service.
5. Provide input into discussions on provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

This report contains the Interim Board's recommendations and advice on provincial policing priorities for the 2021/22 fiscal year (Mandate Item 5). The report is also intended to be used to inform the Government of Alberta/RCMP Multi-Year Financial Plan.

¹ Under the *Police Act*, the Government of Alberta is responsible for providing police services to urban municipalities with populations of 5,000 or less and all municipal districts and counties. The provincial government meets this obligation by contracting the RCMP to deliver police services to these municipalities through the Provincial Police Service Agreement (PPSA). This agreement is negotiated and signed by the provincial and federal governments.

² Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Stakeholder Engagement

Since its establishment, the Alberta Police Interim Advisory Board has been engaging with key stakeholders to gather information and develop recommendations on policing priorities.

The Board distributed a survey to municipalities in fall 2020 to learn more about municipal perspectives on policing (see survey questions in Appendix 3). This survey received 209 responses from 160 different municipalities. The Board also solicited input from municipalities through email and in person at RMA and AUMA events. Municipal feedback provided the foundation for the recommendations in this report.

Additionally, the Board met multiple times with RCMP “K” Division and Alberta Justice and Solicitor General to learn about current policies and processes related to planning, budgeting, and resource allocation for the provincial police service. This included reviewing the policing priorities and performance measures identified by the RCMP and Alberta Justice and Solicitor General in their 2018-2021 Joint Business Plan.

Engagement Themes: What We Heard

The Alberta Police Interim Advisory Board received a wide range of feedback from municipalities on how to enhance policing in Alberta. While quantitative analysis of survey results has been invaluable in helping the Board determine policing priorities for municipalities, several broader themes also emerged through qualitative analysis. Some of these themes highlight broad, societal issues that the RCMP cannot resolve alone, but should consider in both their strategic planning and day-to-day operations. Other themes focus on specific policing areas that the RCMP can address directly. The Board was pleased to note that these themes are generally aligned with some of the priorities outlined in the existing Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan, indicating a degree of agreement between municipalities, the provincial government, and the RCMP on future goals and directions for policing in Alberta.

Systemic Resource Constraints

Municipalities have consistently highlighted resource constraints in the provincial health, policing, and justice systems as a key barrier to effective policing. Municipalities do not expect to have a hospital, police detachment, and courthouse in every community in Alberta; however, all Albertans must have equitable access to health, police, and justice services and these services must be appropriately resourced in order to be effective. While the RCMP is now in a position to increase its resources as a result of additional funding raised through the new police costing model, their effectiveness will continue to be limited as long as there are vacancies and gaps in the health and justice systems. It is important to note that both the justice and healthcare systems fall under provincial jurisdiction, and municipal governments have a limited role in provincial policy, planning, and decision-making for these systems. Additionally, given fiscal constraints and limited mechanisms for raising revenue, municipalities are not able to fill in gaps in provincial funding.

Crime Reduction and Prevention

As crime and the costs of policing continue to be a key issue in both rural and urban communities, municipalities have identified the need to focus on crime prevention and reduction by resolving the root causes of crime. There is considerable research showing that early intervention and prevention with youth, families, and schools reduces violent crime in a cost-effective way: crime can be prevented by responding as soon as possible when people have risk factors such as addiction, loss of employment, or mental illness. While most early intervention and prevention programs fall under provincial jurisdiction, there is a role for the RCMP to play in cross-agency collaboration with various stakeholders and levels of government to identify the root causes of crime at a community level, pool resources, and coordinate responses. Municipalities do play a role in delivering preventative social supports through the Family and Community Support Services (FCSS) program; in fact, more than half of the municipalities participating in this program pay more than the required municipal cost share for the program. However, municipalities are limited by legislation that prevents FCSS programs from duplicating any provincial services.

Outcome Accountability

Municipalities expect the RCMP to operate according to prescribed accountability and governance frameworks. Many municipalities identified the need for a more transparent, collaborative approach to assessing RCMP performance that is based on the identification of policing and public safety goals through a closer working relationship between the RCMP and their primary stakeholders, particularly municipalities, which are well-positioned to identify community safety issues. Once such goals are identified, appropriate indicators should be created for assessing whether progress is being made towards achieving these goals, and regular reporting processes should be established. Municipalities are cognizant of the additional resources required to support organizational effectiveness and outcome accountability, and they acknowledge the tension inherent in balancing corporate support and centralized positions with “boots on the ground”. However, a collaborative and transparent approach to RCMP performance assessment that engages stakeholders more directly in goal identification and outcome measurement can lead to more successful, responsive, and accountable policing.

Social Justice

Recent events such as the National Inquiry into Missing and Murdered Indigenous Women and Children, the Black Lives Matter movement, and the Merlo-Davidson settlement underscore the need to address systemic discrimination in civil society, and the role of police in both perpetuating this discrimination and combatting it. All civil institutions, including municipal governments and police services, must work in partnership with marginalized populations to address discrimination both internally and in their interactions with the citizens they serve. To ensure public confidence in policing, municipalities support improved civilian oversight and transparency, particularly for complaints and disciplinary reviews, as well as recruitment and training initiatives that focus on diversity and inclusion.

Municipal Policing Priorities

Based on stakeholder feedback, the Alberta Police Interim Advisory Board has developed eight municipal policing priorities and related recommendations to inform discussions on provincial policing priorities for the 2021/22 fiscal year. These priorities and recommendations are of equal importance to municipalities and are grouped by the themes identified in the previous section.

Systemic Resource Constraints

Priority 1: Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.

Albertans need to feel safe and protected in their communities. AUMA, RMA, and the Alberta Association of Police Governance have consistently heard from their members that RCMP vacancy rates and long response times contribute to the perception that some communities are not safe. This feedback has been validated by the responses to the Board's fall 2020 municipal survey, which identified the following three service issues as the most important for municipalities:

- Filling vacancies and providing full coverage service
- 911 response times
- Community visibility

Only cities were likely to indicate an "other" issue as most important; otherwise, all sizes, districts, and types of municipalities agreed on the above issues as their most important.

These service issues reflect an overall lack of resources; accordingly, the Board supports allocating additional police resources to improve policing services; address rising crime rates; and enable community crime prevention and diversion initiatives. The Board was therefore pleased to see the RCMP's announcement that the new police costing model will result in additional resources for the RCMP for 2020/21, specifically 76 new police officers and 57 new civilian support positions. Additionally, the RCMP has shared information with the Board on potential resourcing initiatives that include:

- 24-hour coverage in all PPSA locations
- The creation of a relief team to be deployed to detachments that are experiencing short term human resource shortages
- District general duty resources that would provide district commanders with the flexibility to deploy resources to areas of need

RECOMMENDATIONS:

- Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.
- Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.

Priority 2: Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.

The RCMP currently determines how to allocate policing resources by analyzing each detachment's workload. This analysis takes several factors into account, including travel time, call volume, type of crimes occurring in the area, amount of time required for investigations, size of detachment, and time available for proactive policing. When asked to rank which factors were most important to their municipality, survey respondents identified travel time as by far the most significant factor (43%), followed by the types of crime in the area (29%), then time available for proactive policing (12%). Call volume, detachment size, and investigative time required were seen as less important. Rural and small urban municipalities (municipal districts, villages, and summer villages; populations under 5,000) tended to prioritize travel time over type of crime when compared to larger urban municipalities (cities and towns; populations over 5,000), although both were considered important. This likely reflects the fact that rural and small urban municipalities tend to be further away from detachments than larger municipalities.

Additionally, 70% of respondents either agreed or strongly agreed that resource allocation should be balanced between frontline officers and centralized, specialized, or civilian positions.

RECOMMENDATIONS:

- Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.
- Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.

Crime Reduction and Prevention

Priority 3: Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.

Repeat offenders are a major issue in rural and small urban municipalities across Alberta. Anecdotally, many municipal leaders have indicated that most of the criminal activity occurring within their communities is due to a small group of individuals that frequently re-offend. Survey results highlight the importance that municipal leaders place on addressing repeat offenders, particularly in rural municipalities and specialized municipalities. This may indicate a specific link between repeat offenders and property crimes common in rural areas with a limited police presence.

Although a complete strategy to effectively focus on and reduce the rate of prolific and repeat offenders includes reforms to social supports and the justice system that are beyond the scope of the Alberta Police Advisory Board, there are ways in which policing approaches at the detachment, regional and province-wide level could better address repeat offenders.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a key initiative under the "crime reduction" priority to establish "specialized crime reduction units focused on targeting

repeat offenders.” It is the Board’s understanding that the first crime reduction unit (CRU) was formed in Alberta in 2017 as a pilot project, and four CRUs are currently in place in the province. The Board supports the CRU model as a key tool to address prolific offenders and appreciates that the RCMP has identified expanding the use of CRUs as a potential 2021 resourcing initiative.

According to the Civilian Review and Complaints Commission’s (CRCC) March 2020 *Review of the RCMP’s Crime Reduction-Type Units*, Alberta’s CRUs collaborate “with the provincial agencies responsible for health, housing, addictions and human services both at the working and senior levels, including the provincial deputy minister level.” While this collaboration between CRUs and provincial agencies is a positive, the report lacks any reference to CRUs attempting to work with municipalities, municipally operated social service organizations (such as Family and Community Support Services), community peace officers, or local non-profit agencies that may provide support to those at high risk of becoming repeat offenders. As many rural and small urban communities have little or no direct provincial agency presence, it is imperative that CRUs increase their collaboration with non-provincial entities that may play a role in both preventing individuals from becoming repeat offenders and helping to identify possible repeat offenders within these communities.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.
- Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.

Priority 4: Work with municipal and community leaders to identify local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.

Survey results showed that while some categories of criminal activity are priorities in municipalities of all types, sizes, and regions of Alberta, there are noticeable differences in how important other types of crime were viewed by different survey respondents. For example, although “major property crime” was clearly identified as the most important crime category for Alberta’s municipalities overall, it was ranked as relatively low among town and city respondents (larger urban municipalities) and as very high among rural municipalities, summer villages, and villages. Conversely, towns and villages ranked drug-related offences as a much higher priority than respondents representing rural and small urban municipalities. Similarly, family violence was ranked as a higher priority by larger municipalities, while property crime was less of a priority.

What these results suggest is that while both drug offences and property crimes impact communities of all types and sizes, the **direct** impacts of each likely differ. This data could be interpreted to suggest that individuals committing drug crimes in towns and villages (where they likely live) may be travelling to rural and small urban municipalities to commit property crimes linked to drug sales or use. This is a significant assumption, but it speaks to the larger issue: crime is a major concern in communities across the province, but its specific impacts differ based on municipal size and type.

While the survey results indicate broad differences in priority crime areas among municipalities of different types and sizes, it is likely that priority issues vary by individual municipality. For this reason, ongoing, quality collaboration between detachments and municipal/community leaders is essential to ensure that those policing the community understand the concerns and priorities of community residents and businesses. In larger municipalities where both police and municipal governments may have the time and capacity to regularly interact, this may be straightforward. However, in smaller municipalities, limited police and municipal capacity may mean that collaboration is more difficult. The impacts of municipal size on collaboration are supported in the survey results. The table below contrasts the overall survey responses to the responses of municipalities with a population below 2,000 on several questions related to police/municipal collaboration.

Question	Alberta overall	Municipalities with population below 2,000	Municipalities with population above 2,000
Does your municipality have a police oversight body?	27.5% said yes	19.4% said yes	36.0% said yes
How often does your municipality/police oversight body meet with your detachment commanders?	58.6% meet two times or more	39.6% meet two times or more	77.1% meet two or more times
Do you consider your current meeting frequency with RCMP detachment commanders sufficient?	65% said yes	56% said yes	73.0 said yes
Does your RCMP detachment provide you with a copy of their annual performance plan (APP)?	66% said yes	59% said yes	74.2% said yes
Is your municipality or police oversight body involved in developing the detachment's APP?	55% said yes	35% said yes	60.2% said yes
Does your municipality or police oversight body receive regular reporting from your detachment?	82% said yes	70% said yes	95.3% said yes

What the results above suggest is that collaboration between small municipalities and their detachments is consistently lower than collaboration between detachments and municipalities in general. This inconsistency likely flows upwards into the policing-related priorities of small and rural municipalities being under-considered in RCMP regional and province-wide priority-setting.

While Alberta's *Police Act* places the onus on municipalities to form police committees as a formal means to collaborate with their local detachment, it is not the only way. The results above clearly show that detachments often meet with municipal councils regardless of whether the municipality has a standalone police committee. However, the results also show that the level of engagement requires improvement, especially in small municipalities, nearly half of which consider their current meeting frequency with their detachments to be insufficient.

RCMP and Alberta Justice and Solicitor General should emphasize the development of detachment standards for engagement with the municipalities they serve. Alberta Police Interim Advisory Board members have regularly heard from municipal leaders that municipal-detachment engagement is often “personality-driven,” as it is almost entirely dependent on the willingness of a particular detachment commander to take the time to work with municipal leaders. In many cases, municipalities have formed strong relationships with a detachment, only to see them evaporate when the detachment’s leadership shifts.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan makes some indirect references to improving community engagement, including the need to develop strategies for “local partnerships” within detachment Annual Performance Plans, and “improve the way in which the RCMP connect with, involve, and inform communities to ensure the public is receiving a prompt response to criminal complaints and a positive service experience.” However, neither of these initiatives specifically addresses the need to better inform and engage municipalities, which is especially important in small communities in which the municipality is often most knowledgeable of local concerns and trends.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to improve collaboration and engagement with small municipalities.
- Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.

Priority 5: Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a strategy to create specialized units, along with the Police Reporting and Occurrence System (PROS) data centre, to increase the amount of time available to frontline police officers for proactive policing and community engagement.

The Alberta Police Interim Advisory Board is highly supportive of this existing strategy and recommends that the RCMP continue to dedicate resources to forming and expanding the use of specialized units to address and respond to crime, which will allow local officers to increase their presence in the communities they serve more strategically.

However, both the concepts of proactive policing and community visibility, as well as their importance, are not homogeneous across Alberta, but rather differ across municipal size and type. For example, in urban municipalities, community visibility may look like police consistently appearing at and participating in community events to build relationships with residents. In isolated rural areas of the province, visibility may be as simple as having a police officer physically visit a resident who was the victim of a property crime, rather than only follow up over the phone. In other words, the threshold for what constitutes an effective level of community visibility differs significantly across the province, meaning that a single definition or measure of community visibility is unlikely to exist.

Similarly, the importance of proactive policing varies across the province. In urban communities that are typically located near a detachment and have short response times, proactive policing is more of a

priority, likely because it is seen as the “next step” in enhancing community safety beyond the core policing aspects of actually responding to calls for service. Conversely, rural municipalities rank response time as having much higher importance than community visibility, likely because current response times in rural areas are much longer than urban communities.

The survey reflects some of the differences in how urban and rural municipalities view proactive policing. The question below shows the relative importance that representatives of different municipal types assigned to travel time and time available for proactive policing in terms of how much importance each should have determining RCMP resourcing allocations (note that a higher number indicates a higher level of importance).

Municipal Type	Travel time importance	Proactive policing importance
City	1.71	4.29
Town	3.89	3.45
Village	4.80	3.75
Summer village	5.12	4.35
Rural municipality	4.97	2.89

What these results suggest is that larger urban municipalities that are likely to host a detachment are less concerned about travel time (which is likely already adequate), while villages, summer villages and rural municipalities, which are less likely to be near detachments, view travel time as a major concern. Interestingly, while all four urban municipal types shown above view proactive policing as relatively important, it is much less so in rural municipalities. This should not be viewed as an assumption that rural municipalities are not interested in having enhanced proactive policing in their area, but rather that response times (or reactive policing) is such a major concern in rural areas that rural expectations for anything beyond basic response is currently quite low.

These results also suggest that the RCMP must more effectively report on their rural proactive policing efforts, in the form of Crime Reduction Units, Call Back Units, and other initiatives, and their link to seeking to improve both police availability and community visibility in rural communities. It is likely that many rural residents (and municipalities) may be unaware of the proactive and strategic initiatives being undertaken by the RCMP with the end goal of increasing police presence and response in rural areas.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.
- Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.
- Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.

Outcome Accountability

Priority 6: Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.

The Alberta Police Advisory Board fills an important gap in the current RCMP-Alberta Justice and Solicitor General planning and priority setting process by ensuring that small and rural communities have some level of representation in the process. The current interim Board is supported by RMA and AUMA, along with additional assistance from Alberta Justice and Solicitor General and RCMP staff. Moving forward, RMA and AUMA expect to have a lesser role in the Board, as board members will no longer exclusively be RMA and AUMA representatives, but rather broader municipal and community representatives from rural and small urban municipalities.

To ensure that the Board functions effectively in the long-term, a portion of the funds currently collected through the new police costing model should be used to support the expenses and administrative requirements of the board. This includes board member costs and per diems and board administrative and capacity requirements, such as minute-taking, report writing, survey construction and analysis, and other specialized skills that the board will require but that cannot continue to be provided on RMA and AUMA on a no-cost basis. Proactively confirming that the operational Board will be adequately supported is crucial to supporting member recruitment, long-term planning, and ensuring the board can focus on policing, rather than on how to remain operational with limited provincial support.

RECOMMENDATIONS:

- That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.
- Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.

Priority 7: Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.

The RCMP has been a consistent and helpful partner for the Alberta Police Interim Advisory Board since its establishment in early 2020. The interim Board will be in place until the end of November 2021. Moving forward, the operational Board will likely consist of a variety of municipal and community representatives from rural and small urban municipalities across Alberta. In addition to providing input and recommendations to the RCMP and provincial government on behalf of municipalities, it is expected that the Board will play an important role in enhancing local engagement and partnership between the RCMP and municipalities across the province.

As explained under Priority 4, the effectiveness of local detachment-municipal engagement and collaboration varies by municipal size and type. A core focus of the work undertaken by the RCMP and Board should be to improve the consistency of local communication and collaboration, particularly in small municipalities, through the creation and implementation of best practices and policies that can be

used by both detachments and municipalities to encourage engagement in cases where a lack of time and resources may prevent the use of more “official” approaches such as police committees.

Such approaches should be flexible to meet the differing needs and capacities of municipalities, and should be grounded in the idea that an ongoing relationship should exist between each detachment and all of the municipalities it serves, but that this relationship should not necessarily look the same across the province.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas:
 - How to form relationships with municipal leaders
 - How to effectively report to and update municipalities about policing in the community
 - How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities
 - How to maintain collaboration following changes in detachment and/or municipal leadership

Social Justice

Priority 8: Work with community and municipal leaders to address racism and other forms of discrimination in policing

Alberta’s communities are diverse, and many Albertans have had negative experiences with police that have shaped their perceptions of policing and the role of police in their communities. Incidents across Canada and the United States over the past year have brought into sharp focus the concerning relationship between police and racialized groups that has existed for decades. It is critical that the RCMP engage with racialized and Indigenous communities, and other marginalized groups across the province to understand their perspectives on systemic discrimination in policing, and to ensure that all Albertans are effectively served by police.

While the Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a priority related to better serving Indigenous communities, a similar priority is required for other marginalized groups. Additionally, although the business plan includes a strategy to develop cultural awareness, diversity and inclusion training for all employees, action must go beyond simply requiring employees to take a single diversity training course. This focus should extend to the detachment level and require each detachment to take concrete, measurable steps to learn about and engage with racialized and vulnerable groups within the communities they serve. The Alberta Police Advisory Board can play a role in supporting this relationship-building by working with municipalities to identify those in small and rural communities that are members of or represent racialized or vulnerable populations.

RECOMMENDATIONS:

- Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.
- Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

- Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.

Next Steps and Implementation

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

Many of the recommendations above build on actions already reflected in planning documents, and mainly focus on the need to accelerate implementation or collaborate with the Alberta Police Advisory Board to a greater extent around certain existing initiatives.

The Board would appreciate an opportunity to meet with the leadership of the RCMP and Alberta Justice and Solicitor General to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

Appendix 1

ALBERTA POLICE INTERIM ADVISORY BOARD

TERMS OF REFERENCE

BACKGROUND

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

MANDATE / RESPONSIBILITIES

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

SCOPE

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

MEMBERSHIP

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

Interim Board Representation

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

Chair

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

Secretary

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

RESPONSIBILITIES

Conduct

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

Duties

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP “K” Division as necessary and required to discuss matters related to the Interim Board’s mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board’s work.

Meetings

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

Reporting

Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board’s recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board’s recommendations and advice on the JSG/RCMP “K” Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board’s recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization’s Chairs, Presidents and Executive Directors.

Quorum

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

Voting

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

EXPENSES

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

CONFIDENTIALITY

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.

Appendix 2 – Alberta Police Interim Advisory Board Membership

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Tyler Gandam	Board Member	Mayor, City of Wetaskiwin
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin
Jason Schneider	Board Member	Reeve, Vulcan County

Appendix 3 – Alberta Police Interim Advisory Board Survey

1. Name of Municipality
2. Our municipality is a:
 - City
 - Town
 - Village
 - Summer Village
 - Specialized Municipality
 - County/Municipal District
 - Other (please specify)
3. We represent a population:
 - Under 2,000
 - 2,000 - 5,000
 - 5,001 - 10,000
 - Over 10,000
4. Our municipality receives RCMP services from the following detachment(s): (fill in)
5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

Engagement with RCMP

6. Does your municipality have a police oversight body?
 - Yes
 - No
7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
 - Four times a year or more
 - 2-3 times a year
 - Once a year
 - Less than once a year
 - We've never met formally
8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
 - Yes
 - No
9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?

Yes
No

10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?

Yes
No

11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes
No

If yes, what type of information *do you* receive?

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like* to receive?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.

13. How could your detachment(s) improve engagement with your municipality/community members?

14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.

Yes
No

If yes, what is your preferred mechanism for doing so?

Policing Priorities

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.

Traffic enforcement (i.e. aggressive driving, distracted driving)

Family violence (i.e. domestic abuse and threats)

Illegal drug-related offenses (i.e. possession, trafficking)

Impaired driving (drugs, alcohol)

Crimes against persons (i.e. assaults, threats)

Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)

Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)

Proactive/community policing (i.e. school resource officers, patrols)

Increased focus on prolific offenders

Other (fill in)

16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.

911 response times
Community visibility
Filling vacancies and providing full coverage service
Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)
Communication with community members and other stakeholders
Other (fill in)

Rollout of New Police Resources

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

Police Costing Model

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

Yes
No

If yes, what information did you receive from your detachment on new police resources?

21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

Yes

No

If no, what additional information do you require on the new police costing model?



PPSA Police Funding Model – 2020/21 Positions

Updated: February 8, 2021

As per the 2020/21 PPSA Call-Up of new positions, including 76 regular member and 57 public service employee positions, the Alberta RCMP has allotted the following new regular member resources:

- 46 positions in rural Alberta Detachments
 - 45 Filled
 - 1 Pending
- 10 positions in the Call Back Unit (Filled)
- 2 positions to KMOSS (Filled)
- 3 positions to Child Advocacy Centers (Filled)
- 3 positions to Emergency Response Teams (Filled)
- 4 positions to Offender Management (Pending)
- 3 positions to General Investigative Services (SAD) (2 Filled, 1 Pending)
- 2 positions to Police Dog Services (Pending)
- 3 positions to the Diversity Unit (Pending)

This accounts for all of the 76 regular member positions. A total of 66 positions have been filled to date, 10 positions are pending within the staffing process. See Annex A for further details.

The following public service employee positions have been allocated:

- 31 Detachment Services Support positions (16 Filled, 15 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (Filled)
- 2 Operational Call Center Administrative Support positions (Filled)
- 4 Rural Crime Reduction Analysts (Pending)
- 1 Rural Crime Administrative Support positions (Pending)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Pending)

This accounts for all of the 57 public service employee positions. A total of 28 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.



Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10
		General Duty	Filled	2020-12-10
	CANMORE	General Duty	Filled	2020-08-11
	COCHRANE	General Duty	Filled	2020-10-16
		General Duty	Filled	2020-09-30
		General Duty	Filled	2020-10-27
	DIDSBURY	General Duty	Filled	2020-09-15
	HIGH RIVER	General Duty	Filled	2020-11-03
	OKOTOKS	General Duty	Filled	2020-07-06
	STRATHMORE	General Duty	Filled	2020-09-14
	SAD GIS	General Investigative Services	Filled	2020-11-13
General Investigative Services		Pending		
General Investigative Services		Filled	2020-12-10	
Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22
	CAMROSE	General Duty	Filled	2020-04-01
	INNISFAIL	General Duty	Filled	2020-10-12
	LEDUC	General Duty	Filled	2020-04-01
	MORINVILLE	General Duty	Filled	2020-09-03
	PARKLAND	General Duty	Filled	2020-07-27
	RIMBEY	General Duty	Filled	2020-11-30
	ROCKY MOUNTAIN HOUSE	General Duty	Filled	2020-07-22
		General Duty	Filled	2020-07-22
	STETTLER	General Duty	Filled	2021-01-25
	STRATHCONA	General Duty	Filled	2020-07-27
	SYLVAN LAKE	General Duty	Filled	2020-11-28
	THORSBY	General Duty	Filled	2020-09-14
		General Duty	Filled	2020-11-16
WETASKIWIN	General Duty	Filled	2020-07-18	
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21
		General Duty	Filled	2020-12-21
	BONNYVILLE	General Duty	Filled	2020-07-28
	COLD LAKE	General Duty	Filled	2020-07-01
	ELK POINT	General Duty	Filled	2020-07-21
		General Duty	Filled	2020-09-14
	KITSCOTY	General Duty	Filled	2020-08-10
	LAC LA BICHE	General Duty	Filled	2020-10-12
	ST PAUL	General Duty	Filled	2020-10-29
	VEGREVILLE	General Duty	Filled	2020-07-22
WESTLOCK	General Duty	Filled	2020-11-13	



Police Funding Model - Year 1 - Regular Members - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Filled	2020-11-23
		General Duty	Filled	2020-09-25
		General Duty	Filled	2020-09-12
	HIGH LEVEL	General Duty	Filled	2020-10-08
	MAYERTHORPE	General Duty	Filled	2020-07-02
	VALLEYVIEW	General Duty	Filled	2020-07-02
WHITECOURT	General Duty	Filled	2020-07-02	
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-02
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Pending	
		Hate Crimes	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
Offender Management	Pending			
Police Dog Services	Pending			
Police Dog Services	Pending			
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
	Operations North	Child Advocacy Center - Zebra Centre	Filled	2020-04-01



Annex B – Civilian Position Detail

Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Pending	
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Pending	
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Pending	
	OLDS	Detachment support	Filled	2021-01-11
	PICTURE BUTTE	Detachment support	Filled	2020-12-01
Central Alberta District	TURNER VALLEY	Detachment support	Pending	
	BASHAW	Detachment support	Pending	
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Filled	2021-01-04
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Pending	
	SYLVAN LAKE	Detachment support	Filled	2020-11-30
Eastern Alberta District	THORSBY	Detachment support	Filled	2021-01-12
	CORONATION	Detachment support	Filled	2020-12-21
	DESMARAIS	Detachment support	Pending	
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Pending	
	TWO HILLS	Detachment support	Filled	2021-01-05
Western Alberta District	WOOD BUFFALO	Detachment support	Pending	
		Detachment support	Filled	2020-11-12
	BEAVERLODGE	Detachment support	Filled	2020-12-21
	FOX CREEK	Detachment support	Filled	2020-10-28
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Filled	2020-09-21
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Filled	2020-12-21
	PEACE RIVER	Detachment support	Filled	2021-01-06
RED EARTH CREEK	Detachment support	Pending		
VALLEYVIEW	Detachment support	Filled	2021-01-11	



Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021

District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
		OCC - Telecommunications Operators	Filled	2020-10-14
			Filled	2020-11-05
			Filled	2020-11-06
			Filled	2020-11-05
			Filled	2021-02-12
			Filled	2021-01-04
		Scenes of Crime Officers	Filled	2020-10-01
			Pending	
			Pending	
	Pending			
	Community and Indigenous Policing	Court Case Management	Pending	
			Pending	
			Pending	
Pending				
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Filled	2020-04-01
			Filled	2019-03-18
		Crime Reduction Analysts	Pending	
			Pending	
			Pending	
			Pending	
		Crime Reduction - Administrative Support	Pending	
		Forensic Identification Services Clerk - St. Paul	Filled	2020-04-01
		Intellex	Pending	



Alberta RCMP Resources supporting Community Safety

In addition to the police officers in communities, the Alberta RCMP is made up of a number of programs that contribute to the safety of Albertan communities. Below is a description of a many of these programs:

Operational Communication Centers

The Operational Communications Center is the first point of contact for the public requesting police assistance in both emergency and non-urgent matters. Operators receive calls and evaluate what services are required. Dispatchers then convey the information to officers as quickly as possible, ensuring priority is placed on public and officer safety.

Traffic Services

Traffic Services focuses on enhancing safety on Alberta's roadways through targeting behaviours that negatively impact safety and lead to serious injuries and fatalities. Traffic Services also detects and interdicts criminal networks that use highways for criminal enterprise and distribution of contraband.

Crime Reduction Units

Crime Reduction Units (CRUs) are specialized units with the primary mandate to support detachments by targeting priority offenders, known crime hotspots and the underlying causes of crime. CRU teams help address an identified enforcement problem, especially in the areas of property crime, auto theft and ongoing criminal activity.

Integrated Offender Management

Integrated Offender Management (IOM) is a program in which constables work with the Government of Alberta Justice and Solicitor General's Office Integrated Community Safety Unit (ICSU), to bring community stakeholders/partners together to manage offenders in a collaborative way with an effort to reduce recidivism.

Crime Analysts

Crime analysts use database research techniques to analytically identify, predict, and help prevent crime. They provide strategic, statistical and investigative support to police forces by developing ways of reducing criminal activities within specific areas. This enables police officers to target their efforts in addressing criminal behavior.

Police Dog Services

Police Dog Services provides support to many detachments and specialized units across rural Alberta, enhancing public and police officer safety in communities. Police Dog Services often deploy with Crime Reduction Teams assisting with high-risk situations and tracking down offenders who are attempting to evade police. Police Dog Services also assist detachments in locating missing people.

Forensic Identification Services

Forensic Identification Services supports front line policing in Alberta by providing a variety of specialized and expert investigative services. Forensic Identification members secure, record and document crime scenes, as well as collect and package exhibits for analysis.

Emergency Response Team

Emergency Response Team (ERT) is the RCMP's tactical unit. Referred to as SWAT by many police agencies in Canada, ERT members are the tactical operators who deploy to situations that are beyond the means of the front line regular members such as hostage takings and high-risk firearms complaints and executing high-risk search warrants.

Special Tactical Operations

The Special Tactical Operations Team functions as a public order team who responds to instances of civil disobedience. This team is also used to augment detachments with additional specialized support, such as conducting large scale, complex evidence searches and disaster response.

Explosive Disposal Unit

Explosive Disposal Units are experts in the public awareness, disposal and investigation of all explosive devices. They will sometimes support other units such as ERT with things like explosives forced entries. The Explosive Disposal Units is also trained in the mitigation and investigation of Chemical, Biological, Radiological and Nuclear scenes.

Serious Crimes Branch

Serious Crimes Branch is responsible to investigate homicides, serious persons crimes and child abuse. The Serious Crimes Branch is made up of several units with significant expertise:

Major Crimes:

Major Crimes Units are comprised of highly specialized investigators who conduct homicide investigations, along with investigations related conspiracy to commit murder, kidnapping, suspicious deaths and suspicious missing persons files. Major Crime Units also provide assistance and guidance to detachment members in serious incidents such as workplace fatalities and crime crash investigations.

Interview Assistance Team:

The Interview Assistance Team works with Major Crimes and other units to provide specialized interview and interrogation skills to support serious investigations.

Missing Persons Unit:

The Missing Persons Unit monitors, reviews and assists with Missing Persons investigations across the Province. This unit also houses the Center for Missing Persons and Unidentified Remains.

Child Advocacy Centers:

The Alberta RCMP has partnered with not for profit and community service groups throughout the province to support Child Advocacy Centers. Child Advocacy Centers are places where children and youth who have experienced abuse can go to tell their story and get support through the disclosure, investigation, judicial and healing journey.

High Risk Offender Program:

The High Risk Offender Program (HROP) works with high risk violent offenders throughout the Province. The single HROP member works closely with Correctional Service Canada, the Province and Crown to identify high-risk violent offenders being released from the Federal and Provincial Institutions at the expiry of their sentence. HROP works to place offenders on peace bonds and assist with managing them in the community.

Behavioural Sciences Group:

Behavioural Sciences Group was established due to increasing need to provide support services through the use of the most current behavioural science-based investigative tools. The Threat Evaluation and Management Team (TEM) prevents violence by evaluating the potential for targeted violent acts and implementing plans to reduce the risk of these acts from occurring. Another Behavioural Science tool is the Violent Crime Linkage Analysis System (VICLAS) which helps investigators identify serial criminals by focusing on the linkages that exist among crimes committed by the same offender. Other Behavioural Science tools include such things as Geographic Profiling, High Risk Offender Programs and the Sex Offender Registry.

General Investigative Services

General Investigative Services support detachments by providing enhanced investigative capacity on files that are complex and often multi-jurisdiction. General Investigative Services investigate both persons and property crime, including but not limited to robberies, break and enters, thefts and assaults.

'K' Division Member Operational Support Section (KMOSS)

KMOSS is located with our Operational Communication Center and is staffed with Senior police officers who provide guidance and advice to officers, when their supervisor or detachment commander is off-shift. They support the employees in the OCC in assessing the need for immediate call out to incidents and provides a point of coordination for significant police incidents.

Call Back Unit

The Call Back Unit was established to create a more efficient and effective method of managing non-urgent calls from citizens for police service. Non-urgent police calls are diverted to the Call Back Unit and the members of the unit contact the complainants, investigate the occurrence and document the results accurately on the PROS records management system. When follow-up or further investigation is required, the Call Back Unit engages the Detachment of jurisdiction or specialized Unit most appropriate to the nature of the crime.

In June 2020, the Alberta RCMP's On-Line crime reporting system became operational. This system allows Albertans the convenience of inputting their non-urgent complaints via a computer, tablet or cell phone, at any time of day or night, through a secure system for investigation by the Alberta RCMP. The Call Back Unit has investigated over 600 online crime reports from Albertans. The files are primarily property-crime related, including theft under, bicycle theft, vandalism and mischief.

Pros Data Center

The Pros Data Center (PDC) is an administrative unit established to improve and modernize the method in which the Alberta RCMP documents calls for police services and the subsequent investigations and intelligence learned. Front line members can also obtain support from the PDC to help them complete their obligation of documenting police investigations.

Community Liaison Program

The Community Liaison Program serves as a touch point with communities, by actively sharing information and hosting educational sessions with community groups regarding the Alberta RCMP and the services we provide to help them prevent crime. This group also actively shares information to support community lead initiatives such as information about grant/funding opportunities.

Restorative Justice Program

Restorative Justice is a method that resolves disputes by addressing the harm caused by crime or conflict. It promotes meaningful resolutions by addressing the victim's needs and holds the offender responsible for their actions. Each detachment in Alberta has a dedicated Restorative Justice Liaison and they support all Justice and Solicitor General Restorative Justice Initiatives and they provide referrals to established programs.

Relationship Violence Program

This Unit is responsible for updating policy, providing support and subject matter expertise and guidance to frontline members. The Unit develops and delivers training for Alberta RCMP members and proactively maintains effective and collaborative relationships with external partner agencies.

Sexual Assault Reviewer

The creation of the Alberta RCMP Sexual Assault Review Coordinator provides oversight and guidance to all regular members conducting sexual assault investigations in the Province. This position also assists Criminal Operations with high-risk files, reviews and the development of policies, procedures and programs for the Alberta RCMP.

Financial Crimes

The Provincial Financial Crimes Unit primarily carries investigations, which are too complex and time consuming for detachments to undertake; these investigations often require a certain level of expertise that is gained through experience and time. In addition to these complex investigations, members of the unit are also fully engaged in requests to provide guidance and support to detachment personnel in conducting smaller scale fraud investigations and the unit is also tasked with priority investigations of a political nature.

Air Services

Air Services utilizes fixed wing aircraft, helicopter and Remote Piloted Aircraft System (also known as drones), to provide aerial transport and airborne tactical support to the Alberta RCMP as well as other government departments and law enforcement agencies. Services include operational support, transport of resources and cargo and aerial surveillance.

Investigative Support

There are a number of units that deploy operational assets and resources to support investigations in Alberta utilizing specialized techniques. Units included within this section are: Special Engineering Services, Special I, Special O, and Protective Technical Services Section. The expertise and assets within these units assist in successfully track and charge offenders advancing crime reduction efforts.

Digital Forensic Services

Digital Forensic Services provides digital forensic examination and analysis of electronic exhibits in support of investigations.

Major Case Management Operational Service Centre

Major Case Management Operational Service Centre's primary duties are to assist in organizing evidence (notes, seized documents, reports, multimedia etc.) for disclosure to the courts. This can involve combining information, converting to PDF and transcribing audio and video statements.



February 23, 2021

Alberta Energy Regulator (AER) – Directive 067 Feedback
Suite 1000, 250 – 5th Street SW
Calgary, AB
T2P 0R4

Dear Regulator,

RE: Westlock County Concerns Regarding Proposed Changes to AER Directive 067

At the County Council Meeting of February 23, 2021 Westlock Council passed a resolution to forward a letter of concern to the AER. Westlock County has significant concerns regarding proposed changes to Directive 067 which fails to address non-payment of levied municipal taxes by Licence Holders of provincially regulated oil and gas properties.

Westlock County (for the tax years 2015 – 2019) has written off \$ 2,377,848 with an additional \$702,000 anticipated for 2020 for a total of \$3,079,848. The annual levy is approximately \$ 11,000,000.

These write-offs represent an average of 7% of our annual levy over the past four years.

Included in these write-offs is \$137,082 in uncollected School Tax and DIP Requisitions, which have been recovered through the PERC and DIRC Grant program. In addition, \$20,320 of uncollected Senior's Housing requisitions are included in the write offs and to date are not recoverable.

In principle Westlock County Council supports changes to this Directive which better protects the interests of all Alberta residents. The proposed changes to the AER that protect the required funding of the province's Orphan Well Fund and ensure the payment of all provincial fees and royalties is encouraging. It is disappointing though to see that the AER has elected to ignore calls (for more than three years now) from over eighty (80) rural municipalities seeking to ensure that the AER (and the Province of Alberta) act to protect municipal taxation and security powers relating to insolvent Licence Holders (or those continuing operations under bankruptcy protection).

Many operators are defaulting on municipal taxes owed (including School and Seniors Foundation levies) which are assessed by (and ultimately owed to) the Province of Alberta. It is disappointing that the AER has ignored these municipal calls and decided not to address these well documented and often communicated concerns.

Westlock County requests that the AER include the following three (3) necessary amendments in conjunction with the current update of Direction 067:

1. "Section 5 – Maintaining Eligibility" the AER should immediately revoke the licenses of continuing viable Licence Holders choosing not to pay all (or any) of their municipal tax obligations.
2. "Section 4.5) -Unreasonable Risk (Obtaining General Licence Eligibility)" the AER should not authorize or permit the purchase or transfer of any licences involving an existing oil or gas licence holder (or operator) currently in default of any municipal tax obligation anywhere in Alberta and
3. "Section 4.5) – Unreasonable Risk (Obtaining General License Eligibility)" the AER should initiate steps with the assistance of the Alberta Government (Municipal Affairs) to ensure that municipalities are recognized as secured creditors (through any bankruptcy involving Licence Holders) to secure and collect that municipality's (and the province's) taxes levied and owed.

Alberta's rural communities are the municipalities that own and are expected to safely maintain the important infrastructure necessary for the oil and gas industry to succeed. As a partner in this success the fair assessment and collection of municipal taxes (including provincial taxes levied for school and seniors) is foundational to the support and maintenance of this infrastructure by our municipality.

Sincerely,



Jared Stitsen
Reeve

cc: Glenn van Dijken, MLA
Shane Getson, MLA
Provincial Caucus
Member Communities – RMA
Member Communities - AUMA



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

Dear Chief Elected Officials:

I am writing to provide you with more information about Budget 2021, which my colleague, the Honourable Travis Toews, has tabled in the legislature. I would specifically like to provide you with details on the items in Municipal Affairs' Budget 2021 that affect municipalities the most.

To begin with, I am pleased to tell you that Municipal Affairs is investing more than \$1.7 billion overall to build stronger communities. Those funds will deliver important programs and services and will support effective governance and preserve public safety. I must also acknowledge that, as a result of several factors, including falling revenues and the ongoing costs of the COVID-19 pandemic, we need to reduce government spending in Alberta. Our goal is to do this while also continuing to provide significant infrastructure funding in the near term to support our economic recovery and help municipalities adjust to new levels of funding in future years.

Over the next three years, from 2021-24, as we all strive to live within our means, municipalities will receive about 25 per cent less in capital funding than they did in 2020-21. In real terms, that means Municipal Sustainability Initiative (MSI) capital funding will average \$722 million a year over that time. To support continued economic recovery and stimulus efforts, more of that funding will be made available up front, and less in subsequent years.

To help you adjust to a reduced average funding level, \$1.196 billion in MSI capital funding will be made available to municipalities and Metis Settlements in 2021, and \$485 million in each of the next two years. Additionally, municipalities and Metis Settlements will continue to receive the full \$30 million under the operating component of the MSI.

As you are aware, MSI was scheduled to conclude in 2021-22 and be replaced by legislated funding provided under the Local Government Fiscal Framework in subsequent years. Given the current circumstances and economic uncertainty, we are extending MSI for two years to stabilize provincial revenues before launching the Local Government Fiscal Framework in 2024-25. The baseline funding level for that first year of the LGFF will remain at \$722 million. We thank municipalities for understanding that this change was necessary to respond to the serious challenges we are all facing. The estimated 2021 MSI allocations are available on the program website.

.../2

I am also pleased to advise you that Alberta expects to receive \$255 million in federal funding under the Gas Tax Fund (GTF). The estimated 2020 GTF allocations are available on the program website. Links to the program websites with the MSI and GTF allocations are provided in the transmittal e-mail accompanying this letter.

MSI and GTF program funding is subject to the Legislative Assembly's approval of Budget 2021. Individual allocations and 2021 funding are subject to ministerial authorization under the respective program guidelines. Federal GTF funding is also subject to confirmation by the Government of Canada. You should expect to receive letters confirming MSI and GTF funding commitments in April.

To help municipalities respond to the requirements of the *Alberta Senate Election Act* and *Referendum Act*, our government is making \$10 million available to support costs associated with operating Senate nominee elections and referendums in conjunction with local elections. This funding will be available under the Alberta Community Partnership program, increasing the total program budget to \$25.4 million.

I am happy to say that funding to support local public library boards will remain stable, helping those groups provide a vital resource to residents through this especially trying time. I am also pleased to report that, due to some great work from our staff at the Surface Rights Board to reduce the backlog of landowner claims, we will be able to save \$600,000 in our yearly operating expenses.

This has not been, by any means, an easy time for Albertans. We understand the challenges that communities will continue to face in the months and years ahead. We remain committed to providing sustainable levels of capital funding to support critical local infrastructure, promote economic development, and enable local governments to continue to deliver the programs and services that Albertans depend on.

As Albertans, we are no strangers to adversity. We have overcome challenges in the past and we will continue to do so. I look forward to working with all of you to ensure that Alberta overcomes today's challenges and shares in a bright and prosperous future together.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister