

**Village of Innisfree  
Regular Council Meeting  
July 20, 2021 @ 5:00 p.m.  
Village of Innisfree Council Chambers**



1. Call to Order
2. Agenda
  - a. Deletions/Additions
  - b. Adoption of Agenda
3. Delegations
4. Adoption of Minutes
  - a. June 15, 2021 Regular Council Minutes *(Page 2-5)*
  - b. June 30, 2021 Special Council Minutes *(Page 6-7)*
5. Business Arising from the Minutes:
6. Policies & Bylaws:
  - a. Bylaw 667-21 – Methods of Advertising Bylaw *(Page 8-9)*
7. New Business:
  - a. Transfer from Capital Reserves
  - b. Amendment - 2021 Operating Budget and 2022-2025 Budget Forecast *(Page 10-15)*
  - c. MMI FCSS Annual Report - 2021 *(Page 16-19)*
  - d. MCSNet Fibre project - Addendum *(Page 20-21)*
  - e. Alberta Municipal Affairs Letter June 23, 2021 – M.A.P. Report Update *(Page 22)*
  - f. Action on Smoking & Health – New Provincial Vaping Regulations *(Page 23-34)*
  - g. Alberta Municipal Affairs Letter June 23, 2021 – Viability Review Ministerial Order MSL:098/18 *(Page 35-36)*
  - h. 2021 Tax Sale Public Auction
8. Councillor Reports
  - a. Alberta HUB Report – Deb McMann *(Page 37)*
  - b. MMI FCSS Report – Deb McMann *(Page 38-39)*
9. Administration Reports
  - a. CAO Report & Action List *(Page 40-44)*
  - b. Financials
    - i. Revenue & Expense *(Page 45-50)*
    - ii. Tax Trial Balance *(Page 51)*
    - iii. Utility Trial Balance *(Page 52)*
    - iv. Accounts Payable Trial Balance *(Page 53-55)*
10. Correspondence
  - a. July 2021 ACE Water Newsletter *(Page 56-59)*
  - b. Rail Safety Week 2021 Resolution *(Page 60-61)*
  - c. Municipal Governance Newsletter *(Page 62-63)*
  - d. Information Bulletin 07/2021 – Key Municipal Dates *(Page 64-65)*
  - e. AUMA – Alberta Police Interim Advisory Board (June 30, 2021) *(Page 66-125)*
11. Closed Session
12. Adjournment

**A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, June 15, 2021.**

CALL TO ORDER

Mayor McMann called the meeting to order at 5:11 PM.

PRESENT

**Attendance in-person**

Deborah McMann            Mayor  
William Oudshoorn        Councillor

Brooke Magosse            Chief Administrative Officer

ABSENT

Aaron Cannan              Deputy Mayor

**Public Attendance**

No public attendance at the meeting.

APPROVAL OF  
AGENDA  
**2021-06-15/01**

Moved by Mayor McMann that the agenda be approved as amended:

**Councillor Reports**

8 B – Northern Lights Library System – Will Oudshoorn  
8C – Village of Innisfree Library Board – Will Oudshoorn  
8D – MD of Minburn Foundation – Will Oudshoorn

CARRIED.

APPROVAL OF  
MINUTES  
**2021-06-15/02**

Moved by Councillor Oudshoorn that the May 18, 2021, 2021 Regular Council Meeting minutes be approved as presented.

CARRIED.

RECESS

Mayor McMann called for a recess at 5:27 PM

Mayor McMann reconvened the meeting at 5:29 PM.

TRANSFER FROM  
CAPITAL RESERVE –  
2021 OPERATING  
BUDGET  
**2021-06-15/03**

Moved by Councillor Oudshoorn that Council approves the transfer of \$22,000.00 from Capital Reserves to Operating to assist the Village in implementing reasonable Taxation Rates for 2021.

CARRIED.

REQUEST FOR  
DECISION – 2021  
OPERATING BUDGET  
& 2022-2025 BUDGET  
FORECAST  
**2021-06-15/04**

Moved by Mayor McMann that pursuant to Section 242 of the *Municipal Government Act*, Council hereby endorses the 2021 Operating Budget and 2022-2025 Budget Forecasts, with revenues of \$653,531.58 and Expenditures of \$652,487.67 as presented.

CARRIED.

**PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF JUNE 15, 2021**

*Deputy Mayor Aaron Cannan attended the meeting at 5:43 PM via teleconference.*

2021 TAX MIL RATE  
BYLAW 664-21  
FIRST READING  
2021-06-15/05

Moved by Mayor McMann that the 2021 Tax Mil Rate Bylaw 664-21 be given FIRST reading this 15<sup>th</sup> day of June, 2021.

CARRIED.

2021 TAX MIL RATE  
BYLAW 664-21  
SECOND READING  
2021-06-15/06

Moved by Councillor Oudshoorn that the 2021 Tax Mil Rate Bylaw 664-21 be give SECOND reading this 15<sup>th</sup> day of June, 2021.

CARRIED.

2021 TAX MIL RATE  
BYLAW 664-21  
AUTHORIZE THIRD  
READING  
2021-06-15/07

Moved by Deputy Mayor Cannan that Council authorize THIRD reading on the 2021 Tax Mil Rate Bylaw 664-21 this 15<sup>th</sup> day of June, 2021.

UNANIMOUSLY CARRIED

2021 TAX MIL RATE  
BYLAW 664-21  
THIRD AND FINAL  
READING  
2021-06-15/08

Moved by Mayor McMann that the 2021 Tax Mil Rate Bylaw 664-21 be given THIRD and FINAL reading this 15<sup>th</sup> day of June, 2021.

CARRIED.

REQUEST FOR  
DECISION – UTILITY  
RATES  
2021-06-15/09

Moved by Deputy Mayor Cannan that the 2021 Utility Rates remain unchanged for the 2021 Fiscal Year.

CARRIED.

NORTHEAST ALBERTA  
INFORMATION HUB –  
2021 MEMBERSHIP  
RENEWAL  
2021-06-15/10

Moved by Councillor Oudshoorn that Council approves the Northeast Alberta Information HUB 2021 Membership Renewal at a cost of \$111.50 (GST Not Included).

CARRIED.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF JUNE 15, 2021**

**CN RAILWAY –  
REQUEST FOR A  
LETTER OF SUPPORT  
2021-06-15/11**

Moved by Councillor Oudshoorn that the CN Railway – Request for a Letter of Support be received as information.

CARRIED.

**QUOTE RECEIVED  
JUNE 2, 2021 – REPAIRS  
TO 2013 CAN-AM SIDE  
BY SIDE  
2021-06-15/12**

Moved by Councillor Oudshoorn that Council approves Saskiw Mechanical Quote Received June 2, 2021, for the repairs to the 2013 Can-Am Side by Side in the amount of \$2,962.05 (GST included).

CARRIED.

**COUNCILLOR  
REPORTS  
2021-06-15/13**

Moved by Deputy Mayor Cannan that all items listed under Councillor Reports be received as information.

CARRIED.

*Deputy Mayor Cannan left the meeting at 6:05 PM.*

*Deputy Mayor Cannan returned to the meeting at 6:09 via Teleconference.*

*Deputy Mayor Cannan left the meeting at 6:22 PM.*

*Deputy Mayor Cannan returned to the meeting at 6:23 PM via teleconference.*

*Deputy Mayor Cannan left the meeting at 6:28 PM.*

*Deputy Mayor Cannan returned to the meeting at 6:32 PM via teleconference.*

*Deputy Mayor Cannan left the meeting at 6:34 PM.*

*Deputy Mayor Cannan returned to the meeting at 6:37 PM via teleconference.*

**ADMINISTRATION  
REPORTS  
2021-06-15/14**

Moved by Councillor Oudshoorn that all items listed under Administration Reports be approved as presented.

CARRIED.

**CORRESPONDENCE  
2021-06-15/15**

Moved by Councillor Oudshoorn that all item listed under Correspondence be received as information.

CARRIED.



**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF  
JUNE 15, 2021**

ADJOURNMENT

Deputy Mayor Cannan adjourned the meeting at 6:48 PM.

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Mayor

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Chief Administrative Officer

DRAFT

A SPECIAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Wednesday, June 30, 2021.

CALL TO ORDER

Mayor McMann called the special meeting to order at 10:22 AM.

PRESENT

**Present**

Deborah McMann	Mayor
Aaron Cannan	Deputy Mayor
Will Oudshoorn	Councillor

**Also Present:**

Brooke Magosse	Chief Administrative Officer
Bobbi Jo Jackson	Administrative/Public Works Assistant

In accordance with Section 194 of the Municipal Government Act, RSA 2000 c.M-26, the nature of business to be discussed is the 2021 Municipal Election – Appointment of Substitute Returning Officer

AGENDA  
2021-06-30/01

Moved by Councillor Oudshoorn that, in accordance with Section 194 (5) of the *Municipal Government Act*, the agenda be approved as amended:

**New Business:**

3 A – 2021 Municipal Election – Appointment of Substitute Returning Officer

CARRIED.

RESCIND  
MOTION  
2021-03-16/11 -  
APPOINTMENT  
OF SUBSTITUTE  
RETURNING  
OFFICER  
2021-06-30/02

Moved by Councillor Oudshoorn that motion 2021-03-16/13 – Appointment of Substitute Returning Officer be rescinded.

CARRIED.

APPOINTMENT  
OF SUBSTITUTE  
RETURNING  
OFFICER – LOCAL  
AUTHORITIES  
ELECTION ACT  
SECTION 13 (2.1)  
2021-06-30/03

Moved by Deputy Mayor Cannan that Kari Janzen be appointed as the Substitute Returning Officer, in accordance with the *Local Authorities Election Act (LAEA)* Section 13 (2.1).

CARRIED.

**PAGE 2, VILLAGE OF INNISFREE SPECIAL COUNCIL MEETING  
MINUTES OF JUNE 30, 2021**

ADJOURNMENT

Deputy Mayor Cannan adjourned the meeting at 10:24 AM.

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Mayor

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Chief Administrative Officer

**VILLAGE OF INNISFREE  
BYLAW NO. 667-21  
METHODS OF ADVERTISING**

**A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO ESTABLISH METHODS FOR ADVERTISING STATUTORY NOTICES.**

**WHEREAS**, pursuant to Section 606 and/or 692 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under Section 606.1;

**AND WHEREAS**, pursuant to Section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606 and/or 692;

**AND WHEREAS** Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing related or in which the meeting or hearing is to be held;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Village of Innisfree, duly assembled, enacts as follows:

**1. Short Title**

1.1 This Bylaw may be referred to as the Advertising Bylaw.

**2. Advertising Method**

2.1 The Council authorizes the following methods of advertising for any notice to be advertised under Section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing in accordance with the timelines prescribed in Section 606 of the *Municipal Government Act*:

- a. by electronically posting the notice prominently on the Village of Innisfree website;  
and/or

**VILLAGE OF INNISFREE  
BYLAW NO. 667-21  
METHODS OF ADVERTISING**

- b. by electronically posting the notice prominently on any of the Village of Innisfree’s official social media sites; and/or
- c. by posting this notice prominently at the Village of Innisfree Administration Office; and/or
- d. published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication in the area to which the proposed bylaw, resolution or other thing relates.

**3. In Effect**

3.1 This Bylaw is in force and effect upon third reading.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021

PUBLIC HEARING held on this \_\_\_\_\_ day of \_\_\_\_\_, 2021

READ a Second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a Third time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# Village of Innisfree

## 2021 Budget & 2022-2025 Budget Forecast

Approved on: June 15, 2021  
 Motion No.: 2021-06-15/04  
 Amended on: July 20, 2021 (Motion: 2021-07-20/\_\_\_)

**\*Final Budget**

General Ledger	Description	2020 Actual	2021 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
<b>TAXATION</b>								
1-00-00-110	Taxes Residential	\$ 167,796.62	\$ -	\$ 167,372.73	\$ 160,000.00	\$ 165,000.00	\$ 170,000.00	\$ 175,000.00
1-00-00-111	Taxes Non-Residential	\$ 46,938.72	\$ -	\$ 46,719.48	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
1-00-00-112	Taxes M & E	\$ 1,817.35	\$ -	\$ 4,341.49	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
1-00-00-190	Taxes Linear	\$ 25,184.67	\$ -	\$ 27,882.89	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
1-00-00-230	Taxes Federal GIL	\$ 892.31	\$ -	\$ 1,056.16	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
1-00-00-250	Taxes Minimum Levy	\$ -	\$ -	\$ 25,643.83	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
1-00-00-260	Taxes Designated Industrial Property	\$ 83.04	\$ -	\$ 90.77	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
1-00-00-321	ASFF Residential Levy	\$ 25,977.89	\$ -	\$ 27,694.85	\$ 26,117.36	\$ 26,117.36	\$ 26,117.36	\$ 26,117.36
1-00-00-322	ASFF Non-Residential Levy	\$ 10,688.79	\$ -	\$ 11,781.89	\$ 11,173.33	\$ 11,173.33	\$ 11,173.33	\$ 11,173.33
1-00-00-330	Seniors Housing Levy	\$ 1,841.98	\$ -	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00
<b>** TOTAL TAXATION</b>		<b>\$ 281,221.37</b>	<b>\$ -</b>	<b>\$ 315,409.09</b>	<b>\$ 326,215.69</b>	<b>\$ 331,215.69</b>	<b>\$ 336,215.69</b>	<b>\$ 341,215.69</b>
<b>REQUISITIONS</b>								
2-00-00-260	Designated Industrial Property Requisition	\$ 83.04	\$ -	\$ 90.77	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
2-00-00-321	ASFF Requisition Residential	\$ 25,977.89	\$ 6,494.48	\$ 27,694.85	\$ 26,117.36	\$ 26,117.36	\$ 26,117.36	\$ 26,117.36
2-00-00-322	ASFF Requisition Non-Residential	\$ 10,688.79	\$ 2,672.16	\$ 11,781.89	\$ 11,173.33	\$ 11,173.33	\$ 11,173.33	\$ 11,173.33
2-00-00-330	Seniors Foundation Requisition	\$ 1,842.00	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00	\$ 2,825.00
<b>** TOTAL REQUISITIONS</b>		<b>\$ 38,591.72</b>	<b>\$ 11,991.64</b>	<b>\$ 42,392.51</b>	<b>\$ 40,215.69</b>	<b>\$ 40,215.69</b>	<b>\$ 40,215.69</b>	<b>\$ 40,215.69</b>
<b>**P TAX AVAILABLE FOR MUNICIPAL</b>		<b>\$ 242,629.65</b>	<b>\$ 11,991.64</b>	<b>\$ 273,016.58</b>	<b>\$ 286,000.00</b>	<b>\$ 291,000.00</b>	<b>\$ 296,000.00</b>	<b>\$ 301,000.00</b>
<b>GENERAL REVENUE</b>								
1-00-00-510	Penalties Taxes	\$ 26,629.99	\$ 20,591.84	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00
1-00-00-540	Franchise Fees - Natural Gas	\$ 22,587.73	\$ 11,528.68	\$ 22,600.00	\$ 22,600.00	\$ 22,600.00	\$ 22,600.00	\$ 22,600.00
1-00-00-541	Franchise Fees - Electricity	\$ 13,962.09	\$ 6,294.76	\$ 13,965.00	\$ 13,965.00	\$ 13,965.00	\$ 13,965.00	\$ 13,965.00
1-00-00-550	Bank Interest	\$ 2,199.58	\$ 1,326.27	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
1-01-00-590	Other Revenue Own Sources Invest	\$ 385.00	\$ 210.00	\$ 385.00	\$ 385.00	\$ 385.00	\$ 385.00	\$ 385.00
1-11-00-765	Transfer from Reserves General	\$ -	\$ -	\$ 5,000.00	\$ 2,190.00	\$ 2,190.00	\$ 2,190.00	\$ 2,190.00
1-11-00-152	Council Health Benefit Cost Recovery	\$ 2,189.64	\$ -	\$ 2,190.00	\$ 2,190.00	\$ 2,190.00	\$ 2,190.00	\$ 2,190.00
<b>** TOTAL GENERAL REVENUE</b>		<b>\$ 67,954.03</b>	<b>\$ 39,941.55</b>	<b>\$ 74,140.00</b>	<b>\$ 71,330.00</b>	<b>\$ 71,330.00</b>	<b>\$ 71,330.00</b>	<b>\$ 71,330.00</b>
<b>ADMIN REVENUE</b>								
1-12-00-135	Contract Refunds (WCB, AMSC, Etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-12-00-290	Election (Senate/Referendum) Revenue	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
1-12-00-401	Sales Photocopies, Faxes, Services	\$ 1,130.79	\$ 475.07	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00
1-12-00-402	Flower Pots	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-12-00-430	Sales Hats, Pins, Promotional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-12-00-511	Wild Pink Yonder Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-12-00-560	Rental Revenue Adm	\$ 9,011.79	\$ 2,650.74	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
1-12-00-590	Other Revenue Own Sources Adm	\$ 24,339.81	\$ 6,000.00	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00
1-12-00-840	Grants Conditional Provincial Adm	\$ 64,641.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-12-00-841	Provincial Grants Capital	\$ 80,148.87	\$ 14,951.86	\$ -	\$ -	\$ -	\$ -	\$ -
1-12-00-911	LTO Cost Recovery	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>** TOTAL ADMIN REVENUE</b>		<b>\$ 179,522.26</b>	<b>\$ 24,077.67</b>	<b>\$ 20,275.00</b>	<b>\$ 18,275.00</b>	<b>\$ 18,275.00</b>	<b>\$ 18,275.00</b>	<b>\$ 20,275.00</b>
<b>FINE REVENUE</b>								
1-21-00-530	Fines Police	\$ 500.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
<b>** TOTAL FINE REVENUE</b>		<b>\$ 500.00</b>	<b>\$ 100.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
<b>FIRE REVENUE</b>								
1-23-00-410	Fees Fire Fighting	\$ 13,081.07	\$ 5,162.91	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00

General Ledger	Description	2020 Actual	2021 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
1-23-00-415	Fire Dept Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-23-00-765	Transfer from Reserves Fire	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
1-23-00-850	Grants Conditional Local Gov't Fire	\$ 20,730.03	\$ 10,522.14	\$ 20,750.00	\$ 20,750.00	\$ 20,750.00	\$ 20,750.00	\$ 20,750.00
**	TOTAL FIRE REVENUE	\$ 33,811.10	\$ 15,685.05	\$ 37,250.00	\$ 35,250.00	\$ 35,250.00	\$ 35,250.00	\$ 35,250.00
<b>BYLAW REVENUE</b>								
1-26-00-522	License Animal	\$ 600.00	\$ 827.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
1-26-00-523	Business Licenses	\$ 350.00	\$ 350.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
1-26-00-590	Fines Bylaw	\$ 425.00	\$ -	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
**	TOTAL BYLAW REVENUE	\$ 1,375.00	\$ 1,177.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00
<b>PUBLIC WORKS REVENUE</b>								
1-32-00-430	Sales Service (Grass, Snow)	\$ 1,063.10	\$ -	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
1-32-00-560	PW Rental Revenue	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
1-32-00-765	Transfer from Reserves PW	\$ -	\$ -	\$ 10,130.00	\$ -	\$ -	\$ -	\$ -
1-32-00-830	Grants Federal (CSJ) PW	\$ 8,400.00	\$ -	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00
**	TOTAL PUBLIC WORKS REVENUE	\$ 9,463.10	\$ -	\$ 18,030.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00	\$ 7,900.00
<b>STORMWATER REVENUE</b>								
1-37-00-410	Stormwater Infrastructure Renewal	\$ 4,770.84	\$ 1,929.98	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00
**	TOTAL STORMWATER REVENUE	\$ 4,770.84	\$ 1,929.98	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00
<b>WATER REVENUE</b>								
1-41-00-410	Water Consumption	\$ 38,242.73	\$ 16,611.66	\$ 38,250.00	\$ 38,250.00	\$ 38,250.00	\$ 38,250.00	\$ 38,250.00
1-41-00-411	Regional Water Fund	\$ 23,300.00	\$ 9,439.74	\$ 23,300.00	\$ 23,300.00	\$ 23,300.00	\$ 23,300.00	\$ 23,300.00
1-41-00-412	Water Base Fee	\$ 28,089.39	\$ 8,075.99	\$ 28,100.00	\$ 28,100.00	\$ 28,100.00	\$ 28,100.00	\$ 28,100.00
1-41-00-510	Penalties Water	\$ 2,402.73	\$ 1,451.35	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
1-41-00-511	Penalties-Regional Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-41-00-765	Transfer from Reserves Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-41-00-840	Grants Conditional Provincial Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL WATER REVENUE	\$ 92,034.85	\$ 35,578.74	\$ 92,150.00	\$ 92,150.00	\$ 92,150.00	\$ 92,150.00	\$ 92,150.00
<b>SEWER REVENUE</b>								
1-42-00-410	Billings Sewer	\$ 35,061.96	\$ 14,479.06	\$ 35,075.00	\$ 35,075.00	\$ 35,075.00	\$ 35,075.00	\$ 35,075.00
1-42-00-510	Sanitary Sewer Penalties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-42-00-765	Transfer from Reserves Sewer	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
1-42-00-830	Grants Conditional Federal Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL SEWER REVENUE	\$ 35,061.96	\$ 14,479.06	\$ 40,075.00	\$ 35,075.00	\$ 35,075.00	\$ 35,075.00	\$ 35,075.00
<b>SOLID WASTE</b>								
1-43-00-410	Billings Garbage	\$ 46,935.63	\$ 19,294.87	\$ 46,950.00	\$ 46,950.00	\$ 46,950.00	\$ 46,950.00	\$ 46,950.00
1-43-00-411	Regional SWM Infrastructure Fee	\$ 17,953.30	\$ 7,246.69	\$ 17,950.00	\$ 17,950.00	\$ 17,950.00	\$ 17,950.00	\$ 17,950.00
1-43-00-510	Penalties - Solid Waste	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-43-00-511	Penalties SWM Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL SOLID WASTE	\$ 64,888.93	\$ 26,541.56	\$ 64,900.00	\$ 64,900.00	\$ 64,900.00	\$ 64,900.00	\$ 64,900.00
<b>COMMUNITY REVENUE</b>								
**	TOTAL COMMUNITY REVENUE	\$ 0.00	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>LAND REVENUE</b>								
1-61-00-522	Permits (Development, Subdivision)	\$ -	\$ 150.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
1-61-00-840	Grants - Provincial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL LAND REVENUE	\$ -	\$ 150.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>RECREATION REVENUE</b>								
1-72-00-590	Fees Park Grounds	\$ -	\$ 1,789.50	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00
1-72-00-591	Fees Park Concession	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
1-72-00-765	Transfer from Reserves Recreation	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -



General Ledger	Description	2020 Actual	2021 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
1-72-00-830	Federal Conditional Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL RECREATION REVENUE	\$ -	\$ 1,799.50	\$ 31,500.00	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00
<b>CULTURAL REVENUE</b>								
1-74-00-415	Museum - Donations	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
1-74-00-557	Museum Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL CULTURAL REVENUE	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
***	TOTAL REVENUE	\$ 732,111.72	\$ 149,468.47	\$ 658,861.58	\$ 644,705.00	\$ 649,705.00	\$ 654,705.00	\$ 661,705.00
<b>COUNCIL EXPENSE</b>								
2-11-00-130	Employer Cont Source Deductions	\$ 2.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-11-00-135	WCB Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-11-00-151	Fees Council	\$ 5,745.00	\$ 2,845.00	\$ 5,750.00	\$ 5,750.00	\$ 5,750.00	\$ 5,750.00	\$ 5,750.00
2-11-00-152	Benefits Council	\$ 2,007.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-11-00-211	Travel/Subsistence Council	\$ 357.14	\$ -	\$ 350.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
2-11-00-212	Conventions/Seminars Council	\$ 98.75	\$ 50.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2-11-00-274	Council Insurance	\$ 614.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL COUNCIL EXPENSE	\$ 8,825.32	\$ 2,895.00	\$ 6,600.00	\$ 7,300.00	\$ 7,300.00	\$ 7,300.00	\$ 7,300.00
<b>GENERAL EXPENSE</b>								
2-19-00-274	General Insurance	\$ -	\$ 5,128.41	\$ 5,130.00	\$ 5,130.00	\$ 5,130.00	\$ 5,130.00	\$ 5,130.00
**	TOTAL GENERAL EXPENSE	\$ -	\$ 5,128.41	\$ 5,130.00	\$ 5,130.00	\$ 5,130.00	\$ 5,130.00	\$ 5,130.00
<b>ADMIN EXPENSE</b>								
2-12-00-110	Salaries & Wages Adm	\$ 61,045.86	\$ 26,105.80	\$ 64,533.00	\$ 68,463.00	\$ 70,517.00	\$ 72,632.00	\$ 75,000.00
2-12-00-111	Honorarium (Admin)	\$ -	\$ -	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
2-12-00-130	Employer Contributions Source Adm	\$ 4,380.71	\$ 1,892.90	\$ 4,380.00	\$ 4,380.00	\$ 4,380.00	\$ 4,380.00	\$ 4,380.00
2-12-00-131	Employer Benefits Adm	\$ 13,046.68	\$ 3,443.60	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
2-12-00-135	Workers Compensation Adm	\$ 2,297.55	\$ 436.59	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
2-12-00-211	Travel/Subsistence Adm	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
2-12-00-212	Education Adm	\$ 260.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
2-12-00-215	Telecommunications	\$ 6,225.54	\$ 1,929.60	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00
2-12-00-216	Postage & Freight	\$ 923.72	\$ 448.74	\$ 925.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 925.00
2-12-00-220	Membership Dues Adm	\$ 1,347.51	\$ 1,132.49	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	\$ 7,191.76	\$ 1,072.66	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
2-12-00-230	Audit/Assessor Fees Adm	\$ 24,655.00	\$ 18,300.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
2-12-00-250	Contracted Services Adm	\$ 23,595.86	\$ 8,692.55	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00
2-12-00-274	Insurance Adm	\$ 2,525.00	\$ 959.07	\$ 960.00	\$ 960.00	\$ 960.00	\$ 960.00	\$ 960.00
2-12-00-290	Election/Census Expense Adm	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
2-12-00-510	Goods & Services Adm	\$ 8,171.59	\$ 1,332.30	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
2-12-00-540	Utilities Heat Adm	\$ 1,594.73	\$ 581.91	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
2-12-00-541	Utilities Power Adm	\$ 2,647.97	\$ 817.31	\$ 2,650.00	\$ 2,650.00	\$ 2,650.00	\$ 2,650.00	\$ 2,650.00
2-12-00-650	Provision Doubtful Accounts	\$ 12,371.24	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
2-12-00-765	Transfer to Reserves Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-12-00-790	Amortization	\$ 2,717.50	\$ -	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00
2-12-00-810	Bank Charges Adm	\$ 1,575.45	\$ 703.42	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00
2-12-00-910	Outages/Account for Penny Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-12-00-911	Land Title Charges	\$ 810.00	\$ 530.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
2-12-00-920	Tax Adjustments Council Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-12-00-995	Legal Expenses	\$ 31,669.48	\$ 1,203.75	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2-12-00-770	Grants to Organizations Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
***	TOTAL ADMIN EXPENSE	\$ 209,053.15	\$ 69,572.69	\$ 169,048.00	\$ 167,478.00	\$ 169,532.00	\$ 171,647.00	\$ 168,897.00
****	LESS AMORTIZATION	\$ 208,335.65	\$ 69,572.69	\$ 166,298.00	\$ 164,728.00	\$ 166,782.00	\$ 168,897.00	\$ 166,897.00
<b>FIRE EXPENSE</b>								
2-23-00-120	Salaries & Wages Fire	\$ 16,196.00	\$ 6,341.00	\$ 16,750.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
2-23-00-135	WCB Fire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-23-00-211	Travel & Subsistence Fire	\$ 2,109.53	\$ -	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
2-23-00-215	Telecommunications Fire	\$ 3,252.38	\$ 1,850.41	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00
2-23-00-217	Freight & Postage Fire	\$ 26.90	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
2-23-00-234	Training Fire	\$ 2,333.19	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00



General Ledger	Description	2020 Actual	2021 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
2-23-00-250	Contracted Services Fire	\$ 607.86	\$ 241.45	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
2-23-00-274	Insurance Fire	\$ 2,400.34	\$ 1,605.65	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
2-23-00-510	Supplies & Equipment Fire	\$ 13,895.76	\$ 3,615.93	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2-23-00-521	Fuel & Oil Fire	\$ -	\$ 327.30	\$ 400.00	\$ -	\$ -	\$ -	\$ -
2-23-00-540	Utilities Heat Fire	\$ 2,565.37	\$ 1,388.44	\$ 2,565.00	\$ 2,565.00	\$ 2,565.00	\$ 2,565.00	\$ 2,565.00
2-23-00-541	Utilities Power	\$ 1,787.42	\$ 707.48	\$ 1,790.00	\$ 1,790.00	\$ 1,790.00	\$ 1,790.00	\$ 1,790.00
2-23-00-762	Transfer to Capital Reserves Fire	\$ 4,000.00	\$ -	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,500.00
2-23-00-792	Amortization	\$ 2,508.49	\$ -	\$ 2,510.00	\$ 2,510.00	\$ 2,510.00	\$ 2,510.00	\$ 2,510.00
**	TOTAL FIRE EXPENSE	\$ 51,683.24	\$ 16,077.54	\$ 43,765.00	\$ 44,615.00	\$ 45,115.00	\$ 45,615.00	\$ 46,115.00
***	LESS AMORTIZATION	\$ 49,174.75	\$ 16,077.54	\$ 41,255.00	\$ 42,105.00	\$ 42,605.00	\$ 43,105.00	\$ 43,605.00
<b>EMERGENCY SERVICE EXPENSE</b>								
2-25-00-310	911 Requisition	\$ 1,427.20	\$ 1,204.20	\$ 1,205.00	\$ 1,205.00	\$ 1,205.00	\$ 1,205.00	\$ 1,205.00
**	TOTAL EMERGENCY SERVICE EXPENSES	\$ 1,427.20	\$ 1,204.20	\$ 1,205.00	\$ 1,205.00	\$ 1,205.00	\$ 1,205.00	\$ 1,205.00
<b>BYLAW EXPENSE</b>								
2-26-00-221	Bylaw Advertising	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
2-26-00-222	Bylaw Enforcement Costs	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
2-26-00-510	Animal Control Goods & Services	\$ -	\$ -	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
**	TOTAL BYLAW EXPENSE	\$ -	\$ -	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00
<b>PUBLIC WORKS EXPENSE</b>								
2-32-00-110	Salaries & Wages PW	\$ 24,964.91	\$ 10,956.20	\$ 27,084.00	\$ 27,896.00	\$ 28,733.00	\$ 29,595.00	\$ 30,483.00
2-32-00-111	Honorarium (PW)	\$ -	\$ -	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
2-32-00-115	Salaries & Wages Casual PW	\$ 9,240.00	\$ -	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
2-32-00-130	Employer Contributions Source PW	\$ 2,213.97	\$ 783.80	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
2-32-00-131	Employer Benefits PW	\$ 3,328.83	\$ 1,237.70	\$ 3,350.00	\$ 3,350.00	\$ 3,350.00	\$ 3,350.00	\$ 3,350.00
2-32-00-135	WCB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-32-00-211	Travel & Subsistence PW	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
2-32-00-215	Telecommunications PW	\$ 2,516.61	\$ 1,014.18	\$ 2,515.00	\$ 2,515.00	\$ 2,515.00	\$ 2,515.00	\$ 2,515.00
2-32-00-217	Freight & Postage PW	\$ 405.97	\$ -	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
2-32-00-250	Contracted Services PW	\$ 593.16	\$ 251.95	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00
2-32-00-270	CN Services PW	\$ 130.00	\$ -	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00
2-32-00-274	Insurance PW	\$ 5,502.50	\$ 2,766.29	\$ 2,765.00	\$ 2,765.00	\$ 2,765.00	\$ 2,765.00	\$ 2,765.00
2-32-00-510	Goods & Services PW	\$ 57,767.39	\$ 4,649.05	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00
2-32-00-521	Fuel & Oil PW	\$ 5,852.51	\$ 1,525.26	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
2-32-00-540	Utilities Heat PW	\$ 1,899.06	\$ 1,009.36	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
2-32-00-541	Utilities Power (Street/Shop) PW	\$ 56,566.70	\$ 17,205.91	\$ 56,565.00	\$ 55,650.00	\$ 55,650.00	\$ 55,650.00	\$ 55,650.00
2-32-00-762	Transfer to Capital PW	\$ 9,500.00	\$ -	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00	\$ 4,000.00	\$ 4,500.00
2-32-00-790	Amortization	\$ 37,124.31	\$ -	\$ 37,125.00	\$ 37,125.00	\$ 37,125.00	\$ 37,125.00	\$ 37,125.00
**	TOTAL PUBLIC WORKS EXPENSE	\$ 217,605.92	\$ 41,399.70	\$ 175,929.00	\$ 176,326.00	\$ 177,663.00	\$ 179,025.00	\$ 180,413.00
***	LESS AMORTIZATION	\$ 180,481.61	\$ 41,399.70	\$ 138,804.00	\$ 139,201.00	\$ 140,538.00	\$ 141,900.00	\$ 143,288.00
<b>STORM DRAINAGE EXPENSE</b>								
2-37-00-510	Goods & Equipment Repairs - Storm Drains	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
2-37-00-763	Transfer to Reserves - Stormwater	\$ -	\$ -	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00
**	TOTAL STORM DRAINAGE EXPENSE	\$ -	\$ -	\$ 5,975.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00	\$ 4,775.00
<b>WATER EXPENSES</b>								
2-41-00-110	Salaries & Wages Water	\$ 10,660.52	\$ 4,695.50	\$ 11,607.00	\$ 11,956.00	\$ 12,314.00	\$ 12,684.00	\$ 13,064.00
2-41-00-130	Employer Contributions Source Water	\$ 766.04	\$ 335.95	\$ 770.00	\$ 770.00	\$ 770.00	\$ 770.00	\$ 770.00
2-41-00-131	Employer Benefits Water	\$ -	\$ 530.45	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00
2-41-00-215	Telecommunications - Water	\$ 1,082.95	\$ 360.84	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00
2-41-00-217	Freight & Postage - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-41-00-250	Contracted Services Water	\$ 7,637.76	\$ 2,753.24	\$ 7,640.00	\$ 7,640.00	\$ 7,640.00	\$ 7,640.00	\$ 7,640.00
2-41-00-274	Insurance Water	\$ 3,597.79	\$ 2,166.66	\$ 2,165.00	\$ 2,165.00	\$ 2,165.00	\$ 2,165.00	\$ 2,165.00
2-41-00-350	ACE Regional Water Purchase	\$ 67,445.01	\$ 20,770.70	\$ 57,500.00	\$ 57,500.00	\$ 57,500.00	\$ 57,500.00	\$ 57,500.00
2-41-00-510	Goods & Services Water	\$ 9,055.87	\$ 79.05	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
2-41-00-540	Utilities Heat Water Plant	\$ 1,614.03	\$ 893.58	\$ 1,615.00	\$ 1,615.00	\$ 1,615.00	\$ 1,615.00	\$ 1,615.00
2-41-00-541	Utilities Power-Water Plant	\$ 6,221.85	\$ 2,257.01	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00

General Ledger	Description	2020 Actual	2021 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
2-41-00-790	Amortization	\$ 68,111.39	\$ -	\$ 68,112.00	\$ 68,112.00	\$ 68,112.00	\$ 68,112.00	\$ 68,112.00
2-41-00-840	750-Capital ACE Water Contribution	\$ -	\$ -	\$ 37,400.00	\$ 23,300.00	\$ 23,300.00	\$ 23,300.00	\$ 23,300.00
2-41-00-762	Transfer to Reservoir	\$ -	\$ -	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00	\$ 4,000.00	\$ 4,500.00
**	TOTAL WATER EXPENSES	\$ 176,195.21	\$ 34,842.98	\$ 203,394.00	\$ 194,893.00	\$ 191,001.00	\$ 181,871.00	\$ 192,751.00
****	LESS AMORTIZATION	\$ 109,083.82	\$ 34,842.98	\$ 135,282.00	\$ 128,781.00	\$ 122,889.00	\$ 123,759.00	\$ 124,639.00
<b>SEWER EXPENSE</b>								
2-42-00-110	Salaries & Wages Sewer	\$ 6,222.81	\$ 2,703.75	\$ 6,683.67	\$ 6,884.21	\$ 7,090.78	\$ 7,303.52	\$ 7,522.61
2-42-00-130	Employer Contributions Source Sewer	\$ 444.90	\$ 195.25	\$ 445.00	\$ 445.00	\$ 445.00	\$ 445.00	\$ 445.00
2-42-00-131	Employer Benefits Sewer	\$ -	\$ 154.40	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
2-42-00-215	Freight/Phone/Postage Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-42-00-250	Contracted Services Sewer	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2-42-00-274	Insurance Sewer	\$ 1,349.17	\$ 1,439.63	\$ 1,440.00	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00
2-42-00-510	Goods & Services Sewer	\$ 2,240.00	\$ 3,100.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
2-42-00-541	Utilities Power Sewer Lift Stations	\$ 5,915.23	\$ 2,255.12	\$ 5,915.00	\$ 5,915.00	\$ 5,915.00	\$ 5,915.00	\$ 5,915.00
2-42-00-762	Transfer to Capital Sewer	\$ 10,000.00	\$ -	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00	\$ 4,000.00	\$ 4,500.00
2-42-00-790	Amortization	\$ 33,133.75	\$ -	\$ 33,135.00	\$ 33,135.00	\$ 33,135.00	\$ 33,135.00	\$ 33,135.00
2-42-00-840	MSI Capital Grant Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL SEWER EXPENSE	\$ 59,305.86	\$ 9,848.15	\$ 54,968.67	\$ 55,504.21	\$ 56,210.78	\$ 56,923.52	\$ 57,642.61
****	LESS AMORTIZATION	\$ 26,172.11	\$ 9,848.15	\$ 21,833.67	\$ 22,369.21	\$ 23,075.78	\$ 23,788.52	\$ 24,507.61
<b>GARBAGE EXPENSE</b>								
2-43-00-110	Salaries & Wages Garbage	\$ 19,363.52	\$ 8,300.50	\$ 20,519.00	\$ 21,134.00	\$ 21,769.00	\$ 22,422.00	\$ 23,094.00
2-43-00-130	Employer Contributions Source Garbage	\$ 1,361.12	\$ 596.25	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
2-43-00-131	Employer Benefits Garbage	\$ -	\$ 736.25	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2-43-00-250	Contracted Services Garbage	\$ 27,050.73	\$ 6,381.61	\$ 27,050.00	\$ 27,050.00	\$ 27,050.00	\$ 27,050.00	\$ 27,050.00
2-43-00-274	Insurance Garbage	\$ 380.94	\$ -	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
2-43-00-510	Goods & Services Garbage	\$ -	\$ -	\$ 2,500.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
2-43-00-762	Transfer to Capital Garbage	\$ 18,500.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,500.00	\$ 7,000.00
2-43-00-763	Transfer to Reserves -Regional SIWM	\$ -	\$ -	\$ 17,950.00	\$ 17,950.00	\$ 17,950.00	\$ 17,950.00	\$ 17,950.00
2-43-00-790	Amortization	\$ 2,164.43	\$ -	\$ 2,165.00	\$ 2,165.00	\$ 2,165.00	\$ 2,165.00	\$ 2,165.00
**	TOTAL GARBAGE EXPENSE	\$ 68,820.74	\$ 16,014.61	\$ 78,364.00	\$ 77,879.00	\$ 79,014.00	\$ 80,167.00	\$ 81,339.00
****	LESS AMORTIZATION	\$ 66,656.31	\$ 16,014.61	\$ 76,199.00	\$ 75,714.00	\$ 76,849.00	\$ 78,002.00	\$ 79,174.00
<b>FCSS EXPENSE</b>								
2-51-00-351	FCSS Requisition	\$ 1,837.75	\$ 1,837.75	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00
**	TOTAL FCSS EXPENSE	\$ 1,837.75	\$ 1,837.75	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00
<b>PLANNING EXPENSE</b>								
2-61-00-510	General Goods & Services	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
2-61-00-250	Contracted Services	\$ 767.00	\$ -	\$ 775.00	\$ 775.00	\$ 775.00	\$ 775.00	\$ 775.00
2-61-00-840	Grants - Provincial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**	TOTAL PLANNING EXPENSE	\$ 767.00	\$ -	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00
<b>LAND PURCHASES EXPENSE</b>								
**	TOTAL LAND PURCHASES EXPENSE	\$ 0.00	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>RECREATION EXPENSES</b>								
2-72-00-115	Salaries & Wages Casual Recreation	\$ -	\$ -	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
2-72-00-130	Employer Contributions Source Recreation	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
2-72-00-135	WCB Rec Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-72-00-215	Freight/Phone/Postage Recreation	\$ 811.90	\$ 270.00	\$ 815.00	\$ 815.00	\$ 815.00	\$ 815.00	\$ 815.00
2-72-00-221	Printing/Advertising/Subscriptions	\$ 380.00	\$ -	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
2-72-00-250	Contracted Services Recreation	\$ -	\$ 2,500.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
2-72-00-255	Maintenance Sports Grounds	\$ -	\$ -	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
2-72-00-274	Insurance Recreation	\$ 1,191.66	\$ 2,355.45	\$ 2,355.00	\$ 2,355.00	\$ 2,355.00	\$ 2,355.00	\$ 2,355.00
2-72-00-510	Goods & Services Recreation	\$ -	\$ 8,345.72	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00



General Ledger	Description	2020 Actual	2021 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
2-72-00-511	Rec Park Float	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
2-72-00-521	Fuel and Oil Park	\$ 352.16	\$ 443.15	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
2-72-00-540	Utilities Heat Park Building	\$ 1,066.84	\$ 348.87	\$ 1,065.00	\$ 1,065.00	\$ 1,065.00	\$ 1,065.00	\$ 1,065.00
2-72-00-541	Utilities Power Park Grounds	\$ 1,530.30	\$ 582.02	\$ 1,530.00	\$ 1,530.00	\$ 1,530.00	\$ 1,530.00	\$ 1,530.00
2-72-00-591	Concessions Park Grounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-72-00-762	Transfer to Capital Recreation	\$ 5,000.00	\$ -	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00
2-72-00-790	Amortization	\$ 9,996.31	\$ -	\$ 9,996.00	\$ 9,996.00	\$ 9,996.00	\$ 9,996.00	\$ 9,996.00
**	TOTAL RECREATION EXPENSES	\$ 20,328.17	\$ 14,845.21	\$ 50,991.00	\$ 51,491.00	\$ 51,991.00	\$ 52,491.00	\$ 52,991.00
****	LESS AMORTIZATION	\$ 10,332.86	\$ 14,845.21	\$ 40,995.00	\$ 41,495.00	\$ 41,995.00	\$ 42,495.00	\$ 42,995.00
<b>CULTURE EXPENSES</b>								
2-74-00-250	Contracted Services Library/Museum	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
2-74-00-274	Insurance Cultural Organization	\$ -	\$ 4,870.86	\$ 4,870.00	\$ 4,870.00	\$ 4,870.00	\$ 4,870.00	\$ 4,870.00
2-74-00-300	Regional Library Requisition	\$ 1,166.29	\$ 1,166.29	\$ 1,165.00	\$ 1,165.00	\$ 1,165.00	\$ 1,165.00	\$ 1,165.00
2-74-00-350	Local Municipal Library Grant	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
2-74-00-510	Goods & Services Library/Museum/Culture	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-74-00-540	Utilities Heat Museum	\$ 3,116.16	\$ 1,812.96	\$ 3,116.00	\$ 3,116.00	\$ 3,116.00	\$ 3,116.00	\$ 3,116.00
2-74-00-541	Utilities Power Museum	\$ 1,539.91	\$ 578.32	\$ 1,540.00	\$ 1,540.00	\$ 1,540.00	\$ 1,540.00	\$ 1,540.00
2-74-00-541	Donations - Museum	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
**	CULTURE EXPENSES	\$ 9,497.36	\$ 8,428.43	\$ 14,391.00	\$ 14,391.00	\$ 14,391.00	\$ 14,391.00	\$ 14,391.00
***	TOTAL EXPENSES	\$ 669,591.74	\$ 222,094.67	\$ 657,617.67	\$ 641,720.21	\$ 644,000.78	\$ 651,152.52	\$ 658,426.61
****	SUPPLUS/(DEFICIT)	\$ 62,519.98	\$ 72,626.20	\$ 1,043.91	\$ 2,964.79	\$ 5,704.22	\$ 3,552.48	\$ 3,278.39
***	Accumulated Suplus - End of Year	\$ 3,728,969.00	\$ 3,656,342.80	\$ 3,730,012.91	\$ 3,732,997.70	\$ 3,738,701.92	\$ 3,742,254.40	\$ 3,745,532.79

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## Testimonials

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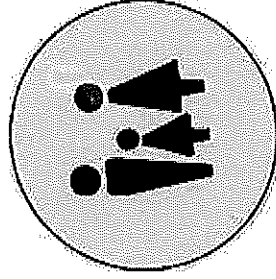
"I have built a trusting relationship with the knowledgeable FCSS Staff and know that I can come to them with questions whenever I needed. They assured me that if they do not have the answers, they would surely find someone who does."

"FCSS "SMILE" program has helped me to stay connected to people in my community. As my physical ability changed, I was so pleased to be able to be picked up at my home and driven to a program with like-minded people. I believe this program played a huge role in my personal wellness."

### IMPACT AREAS:

Across all impact areas, participants experienced some form of positive change as a result of participating in FCSS programs and services. While positive change does not necessarily reflect improvements and changes in every area, it does not mean that the participant no longer requires services being provided. The nature of the program, population being served, complexity of the challenges being addressed, and the availability of community resources can all impact these changes. Resilient individuals have the ability to bounce back from challenges and stress that they face.

# 2020 Annual Report



Mannville-Minburn-Innisfree  
Family and Community  
Support Services

Yellowhead Community  
Support Services

Kalyna Family  
Resource  
Network - MMI

# About FCSS

## 2020 FCSS Annual Report

Mannville-Minburn-Innisfree Family and Community Support Services & Yellowhead Community Support Society [M-M-I-F.C.S.S./Y.C.S.S.] Annual Report articulates the collective impact of M-M-I-F.C.S.S./Y.C.S.S. programs and services that address the social well-being of individuals, families and communities in our Alberta region.

### Provincially

Provincially, FCSS has been around for 53 years, meeting the Family and Community Support Services Act and Regulation since 1966.

Family and Community Support Services (FCSS) is a unique 80/20% funding partnership between the Government of Alberta and participating municipalities or Métis Settlements.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. Programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

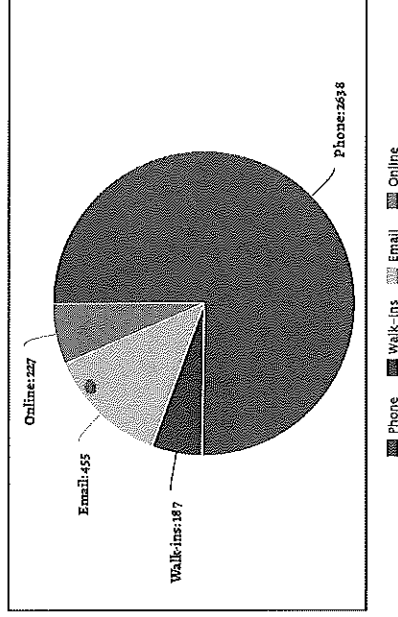
"In Alberta, everyone contributes to making our communities inclusive and welcoming. Everyone has opportunities to fulfill their potential and to benefit from our thriving social, economic, and cultural life".

The FCSS Outcome Model: Chart of Outcomes & Indicators is a key component for measuring Outcomes of prevention programming across the province.

# Program & Area Statistics

	Mannville	Innisfree	County of Minburn	Hamlet of Minburn	Total
Approx. population	810	221	1,469	100	2,600
# of Dwellings	382	145	690	58	1,267
# of Families with children	215	75	50	10	approx 350
# of Children	233	42	307	11	approx 598
# of Newcomers	4	0	0	2	6
# of Program Participants	1710	450	1202	55	3417
# of Clients on Meals on Wheels	2	0	0	3	5
# of Meals served	188	0	0	297	485
# of TS Clients	14	1	0	0	15
# of TS Trips/program trips	32	10	0	0	42
# of TeleCare AREA installs					10

## How we made connections



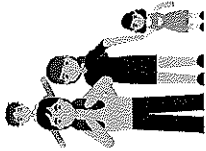
This year, we gave information to 3,250 people. We referred 250 people to outsidesservices and 7 to the food bank.

Number of Volunteers: 25      Number of Volunteer Hours: 460

Number of Partnerships: 26

Partnerships with Seniors centres, Schools, Ag Societies, R.C.M.P., Libraries, Preschool, Vermilion Senior Support, Alberta Health Services - Mental Health; Mannville Care Centre, Municipal Councils, Fire Departments, Prairie EMS, United Church, Fair Boards, GoodLife Collective, & The Nest Project

# Program Outcomes



## Families

- 93% of families feel more connected to each other
- 100% of families have social supports



## Seniors

- 100% of Seniors access the community resources they need.
- 90% of community members have people they can rely on for support and help.



## Children and Youth

- 95% of Children & Youth access the resources and supports relevant to their needs.
- 90% of Children & Youth developed social competencies
- 96% of Children & Youth are supported by other people
- 88% of Children & Youth make a positive contribution to their community

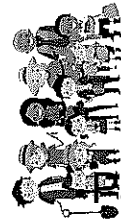
## Adults

- 100% of adults have people they can rely on for support and help.
- 100% of adults access the community resources and supports relevant to their needs.



## Community

- 100% of community members access the resources and supports relevant to their needs.
- 100% of community members feel a sense of belonging to their community.
- 90% of community members have people they can rely on for support and help.
- 100% of community members feel a sense of meaning and purpose because they volunteer.
- 81% of community members are connected with others in their community.
- 100% of community members have people they can rely on for support and help



# Key Messages

M-M-H F.C.S.S./Y.C.S.S.

- measures numbers of participants, funding dollars, but more importantly measure the outcomes of CHANGE and the IMPACT in our communities.
- supports access to effective resources, programs, and services.
- builds and sustains multi-generational relationships.
- works towards creating strong healthy families and a welcoming, inclusive community

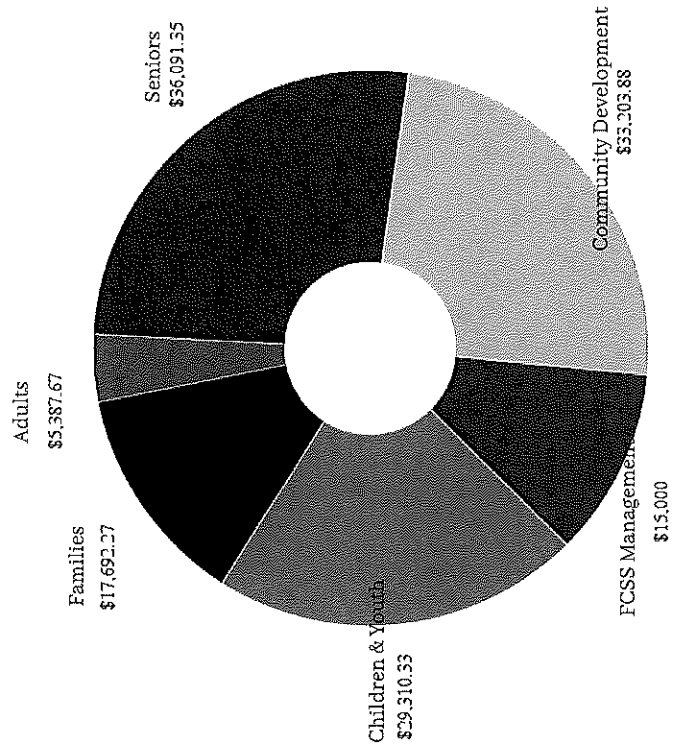
# Program Information

- Mannville-Minburn-Innisfree Family & Community Support Services enhances the social well-being of individuals, families and communities. It promotes, encourages, and facilitates the development of strong, connected engaged communities.
- M-M-H F.C.S.S. believes the community's most valuable resources are its people.
- M-M-H F.C.S.S. is proud to be a partner in locally-driven community enhancement projects.
- Local autonomy being mainstream means FCSS responds to the everchanging social needs of its communities. The uniqueness of FCSS continues to be visible in the type of programming offered to address social issues.
- Highlights consistent of programs based on identified social needs and local priorities.
- Research shows if people are connected and engaged, they are more likely to contribute positively to their communities.

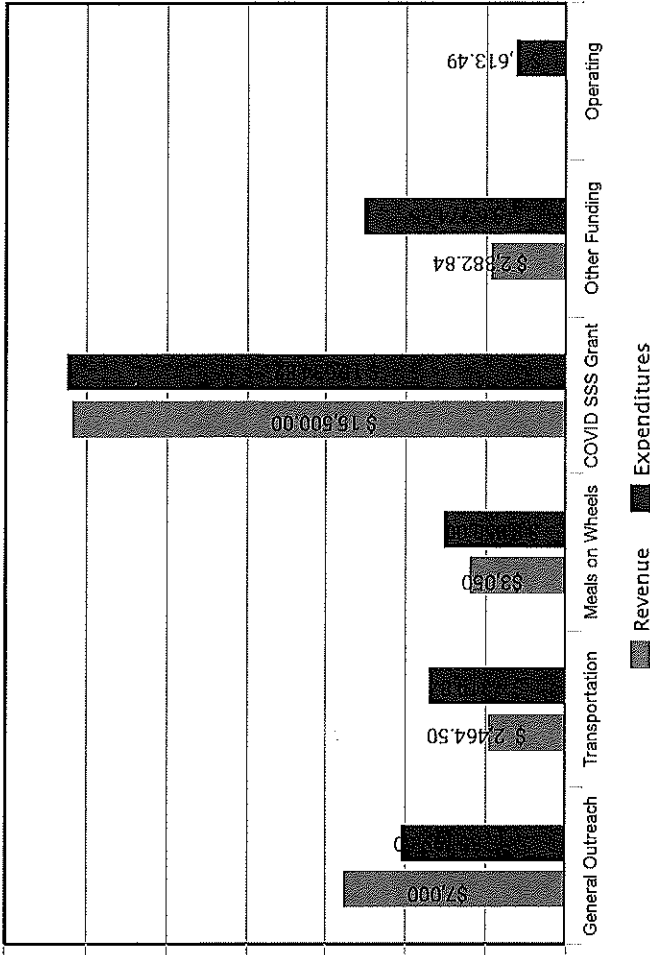
# 2020 Financials

M-M-H FCSS Revenues	Mannville	Irmitree	County of Mirburn #27	Totals
80%	\$24,460.00	\$7,352.00	\$51,528.60	\$83,339.60
20%	\$6,115.00	\$1,837.00	\$12,882.12	\$21,067.12
Over Contributions			\$9,054.48	\$9,054.48
Other Program Revenues			\$25,762.69	\$25,762.69
Total FCSS Revenues	\$30,575.00	\$9,189.00	\$73,485.20	\$139,491.64
Surplus carry over				\$1,200.00
Non FCSS Funding				\$7,000
Total Budget				\$1,47,691.60

## Spending by Program



Total Expenditures: \$1,336,685.50 Surplus/Deficit: \$2,806.10



Total Revenue: \$30,397.34 Total Expenditures: \$30,612.68  
 Surplus/Deficit: \$215.34

## Outcome Measures Initiative

\* M-M-H F.C.S.S. has an agreement with FCSSAA/Gov't of Community Services and Supports Division: Community and Social Services to fund the Outcome Measures Initiative with Jannette Riedel as Trainer (since 2010).

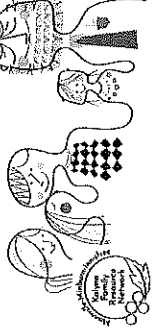
Total Revenue: \$80,305.60 Total Expenditures: \$73,674.61  
 Surplus/Deficit: \$6,630.99

## Family Resource Network

\* M-M-H F.C.S.S. has an agreement with AB Gov't Children's Services Ministry to provide services for a Family Resource Network

Total Revenue: \$50,000 Total Expenditures: \$50,000

Surplus/Deficit: \$0





June 18, 2021

The Village of Innisfree  
5116 50 Ave  
Innisfree, AB T0B 2G0

To Whom it may concern,

**RE: MCSnet Fiber Project (MI-IN-TN)**

MCSnet is in the process of proceeding with major upgrades to its existing infrastructure network in order to provide the best possible Internet services for the ever increasing demand for higher bandwidth limits and performance speeds.

The tower on your property has been selected by MCSnet as part of our project to be connected by fiber.

MCSnet would therefore propose the following changes (**IN BOLD**) to the existing Lease Agreement with a Lease Addendum form stipulating revisions to sections 3.1 and 8.1.

Please note that the addendum would need to be signed and returned via email or mail at your earliest convenience in order for MCSnet to initiate the project. Upon receipt, we will return 1 copy of the Lease Addendum to you, duly signed by an acting agent of MCSnet.

Should you have any questions, concerns or would like to discuss the matter in more detail, please do not hesitate to contact our tower administration department at 780-645-4417 ext: 232 or toweradmin@mcsnet.ca.

Looking forward to working with you in completing this much anticipated fiber project, I remain

Yours truly,

A handwritten signature in cursive script that reads 'Shayla MacKay'.

Shayla MacKay  
Administrative Coordinator  
1-866-390-3928 Ext. 232  
shayla@mcsnet.ca



Addendum

It is hereby understood and agreed that the following addendum hereby forms part of the tower site lease agreement between the landowner (s) "The Village Of Innisfree" and the Lessee "LEMALU HOLDINGS LTD. O/A MCSNET" dated the 1<sup>st</sup> day of April, 2014.

The following sections of the Lease Agreement are hereby amended to read as follows:

- 3.1 MCSnet shall pay to the Lessor a rent of \$60.00 per month. This rent shall include the area of land where the tower and enclosure will be erected, underground power line **and/or fiber optic cable** to the tower with physical access for tower climbers, maintenance personnel, staff designated by MCSnet to the tower and enclosure.
- 8.1 Electrical utility **and/or fiber optics** is required by MCSnet and will be deemed part of this lease and may not be removed by the Lessor prior to termination of the lease.

This addendum shall take effect on the 1st day of \_\_\_\_\_, 2021.

Signed and dated this \_\_\_\_ day of \_\_\_\_\_, 2021

THE VILLAGE OF INNISFREE

LEMALU HOLDINGS LTD.

Per: \_\_\_\_\_

Per: \_\_\_\_\_  
Jerico VanBrabant (CEO)

Per: \_\_\_\_\_

AR103102

June 23, 2021

Ms. Brooke Magosse  
Chief Administrative Officer  
Village of Innisfree  
PO Box 69  
Innisfree, AB T0B 2G0

Dear Ms. Magosse:

Thank you for your email of June 17, 2021, regarding the completion of all non-compliant items identified in the 2020 Municipal Accountability Program (MAP) report for the Village of Innisfree.

I commend the village for moving forward and addressing these items in a timely manner, and I am pleased to advise you the Village of Innisfree's 2020 MAP review has been completed to the satisfaction of the Minister.

On behalf of Municipal Affairs, I wish the village all the best for the future.

Yours truly,

  
Gary Sandberg  
Assistant Deputy Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs  
Brandy Cox, Deputy Minister, Municipal Affairs

## Admin

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**From:** Ash Info <info@ash.ca>  
**Sent:** July 7, 2021 11:27 AM  
**To:** Admin  
**Subject:** New provincial vaping regulations  
**Attachments:** ASH Update on TSVRA July 2021.pdf; ASH Model Smoking Bylaw 2020.docx



Mayor Deborah McMann  
Village of Innisfree  
Innisfree AB T0B 2G0

July 7, 2021

Dear Mayor McMann;

**Re: New provincial vaping regulations**

Attached you will find an ASH Update on Alberta Bill 19 which was proclaimed by Cabinet last month and will take effect on July 31.

This new provincial legislation regulates the sale, promotion, display and consumption of vaping products and there are several implications for municipalities.

You can find numerous municipal resources on tobacco, smoking and vaping on our **policy hub** at [www.ash.ca](http://www.ash.ca) including a model smoking/vaping bylaw.

If you need any assistance with your local smoking/vaping bylaws or policies please reply to this email or call our office at 780-426-7867.

Tobacco use is the leading avoidable cause of disease, disability and premature death in Canada and your municipality can play an important role in reducing public smoking and vaping.

We look forward to providing any assistance you may require.

Sincerely,

Disha Panchal (she/her) MPH, BDS  
Alberta Policy Specialist (Edmonton)  
Action on Smoking & Health (ASH Canada)  
PO Box 52117 RPO Garneau  
Edmonton, Alberta T6G 2T5  
Tel: 780-426-7867  
Mobile: 587-568-4931  
Email: [panchal@ash.ca](mailto:panchal@ash.ca)

## Alberta's amended *Tobacco, Smoking and Vaping Reduction Act*:

### Municipal Update

July 2021

The Alberta government recently proclaimed Bill 19 which made several amendments to the *Tobacco and Smoking Reduction Act* including new restrictions on vaping products. These changes will take effect on July 31, 2021. The amendments have implications for Alberta municipalities but they do not interfere with the ability of local councils to pass bylaws to control tobacco, smoking, and nicotine vaping and to regulate the sale of these products. Section 7(a) of the *Municipal Government Act* provides local councils with broad authority over public health and safety including the authority to pass smoking and vaping bylaws.

Here are the major amendments to Alberta's tobacco (and vaping) legislation:

1. Alberta has aligned provincial restrictions on the sale, advertising, display, and consumption of vaping products with those on tobacco.
2. Alberta has become the first province in Canada to align public restrictions on smoking and vaping with provincial restrictions on cannabis consumption.
3. The new regulations provide an exemption for cigar lounges in indoor establishments including restaurants, bars and cigar stores.

Based on these new amendments, we urge local councils to:

1. Ensure that your local bylaws align restrictions on the smoking and vaping of *tobacco* with any local restrictions on the smoking and vaping of *cannabis*. Tobacco kills 50 times more Canadians than cannabis and local restrictions on tobacco use should mesh with restrictions on cannabis consumption. The Alberta government has aligned *provincial* restrictions on the use of

tobacco, vaping and cannabis which we applaud. However these restrictions do not extend to many public spaces such as parks, outdoor gatherings, public events, markets and hookah/shisha bars. Municipalities can close these loopholes with local bylaws. The alignment of these restrictions will help to reduce the social acceptability of public smoking and vaping and will protect youth and nonsmokers from exposure. This alignment will also help to improve compliance and simplify enforcement because the rules will be clear and consistent (i.e., no smoking or vaping of any substance in public spaces).

2. Adopt local bylaws to fill gaps in the provincial legislation. The provincial smoking restrictions do not adequately protect workers and users of *group living facilities, hotel and motel guest rooms, public housing* or public establishments that allow *hookah smoking*. The provincial law does not regulate smoking or vaping in many outdoor areas as listed above and it does not require tobacco or vaping retailers to be licensed. Various Alberta municipalities have adopted bylaws to address these omissions and we urge local councils to continue doing so.
3. Close the cigar lounge loophole. Unfortunately, the Alberta government has created a disturbing loophole for cigar lounges which can be closed by municipal councils. A number of local councils have passed bylaws that prohibit the creation of smoking lounges including Edmonton and Calgary. We encourage your council to pass a bylaw to prevent the creation of smoking lounges in your community by prohibiting all forms of smoking and vaping (including cannabis use) in indoor public places with no exemptions for cigar, shisha or cannabis lounges.

# MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

## BYLAW NO. X OF THE (MUNICIPALITY) IN THE PROVINCE OF ALBERTA

Being a bylaw respecting smoke-free public places and workplaces.

WHEREAS health officials have determined that secondhand tobacco smoke (exhaled smoke and the smoke from idling cigarettes, cigars and pipes) and smoking is a health hazard or discomfort for many persons;

AND WHEREAS the Council of the (Municipality) deems it expedient and appropriate to limit the effects of secondhand smoke and smoking for residents and visitors to the municipality and to protect youth and other vulnerable populations from these public health hazards;

AND WHEREAS the Council deems it expedient and appropriate to regulate smoking and tobacco use in public places and workplaces within the (Municipality); and in accordance with the *Municipal Government Act R.S.A. 2000 c. M-26 as amended*, has the authority to pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) businesses, business activities and persons engaged in business;

NOW THEREFORE, the Council of the (Municipality), duly assembled, hereby enacts as follows:

### SECTION 1 - SHORT TITLE

1.1 This Bylaw may be cited as the "Smoking Bylaw".

### SECTION 2 - DEFINITIONS

In this Bylaw:

2.1 "**Ashtray**" means a receptacle for tobacco ashes and for cigar and cigarette butts;

2.2 "**Building**" includes anything constructed or placed on, in, over or under land, whether permanent or temporary, into which a Person could enter;

2.3 "**Council**" means the Council of the Municipality of (name);

2.4 "**Designated Public Place**" means a place prescribed in Section 3;

## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- 2.5 **“Educational Institution”** means a public or private school or post-secondary institution;
- 2.6 **“Employee”** includes a person who performs any work for or supplies any services to any Employer;
- 2.7 **“Employer”** includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person therein;
- 2.8 **“Enclosed Walkway”** means any pedway, bridge, hallway, connecting stairway, or similar structure that is physically enclosed;
- 2.9 **“Grandstand”** means an open air seating facility primarily but not exclusively limited to use in watching sporting events.
- 2.10 **“Hotel”** includes hotels, motels and inns.
- 2.11 **“Municipal Building”** means any of the buildings owned, leased, operated or occupied by the Municipality of (community);
- 2.12 **“Municipal Manager”** means the chief administrative officer or his delegate;
- 2.13 **“Municipal Tag”** means a ticket or similar document issued by the Municipal pursuant to the *Municipal Government Act R.S.A. 2000, c. M-26 as amended*, and as referred to in Section 8 below;
- 2.14 **“Municipality”** means the Municipality of (community);
- 2.15 **“Outdoor Patio”** means an area outside of a building intended for the consumption of food or beverages by patrons of a business providing such food or beverages, and includes;
- a) a public premises where food or beverages are served that is not fully contained within an enclosed building; and
  - b) an outside extension of an eating or drinking establishment regardless of whether it is covered.
- 2.16 **“Outdoor Public Event”** means an outdoor market, festival, fair, display, exhibition, fundraiser, race, concert or parade requiring a municipal permit, and to which the public is invited or permitted to attend.
- 2.17 **“Outdoor Public Place”** means an outdoor
- (i) Beach;
  - (ii) Grandstand;

## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- (iii) Park;
- (iv) Playground;
- (v) Pool;
- (vi) Seasonal Multipurpose Pad;
- (vii) Skate or Bicycle Park;
- (viii) Sports Field;
- (ix) Trail;
- (x) Water Playground;

open to the public from time to time.

2.18 **"Park"** means public space controlled by the Municipality and set aside as a park to be used for rest, recreation, exercise, pleasure, amusement and enjoyment, and includes municipal trails;

2.19 **"Peace Officer"** means a person appointed as a Bylaw Enforcement Officer pursuant to the Municipal Government Act, to do any act or perform any duties under this bylaw and includes a member of the Royal Canadian Mounted Police, municipal police service and, when authorized, a Special Constable;

2.20 **"Person"** includes an individual, proprietorship, corporation or society;

2.21 **"Playground"** means a structure or collection of structures designed and intended for recreational use by children and, where mounted in a distinct material such as sand, rubber, gravel, or wood chips, includes the material in which those structures are mounted;

2.22 **"Private Residence"** means a self-contained living premise for domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway;

a) a private residence is a workplace if a home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence; and

b) only that part of a private residence in which the business is operated is a workplace for the purposes of this bylaw.

2.23 **"Proprietor"** means the owner, or his agent or representative of a Designated Public Place referred to in this bylaw, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, where applicable includes;

a) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;

b) a Regional Health Authority Board appointed pursuant to the provisions of the Regional Health Authority Act; and

## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

c) the Board of Governors, Board of Trustees, or President of an Educational Institution;

2.24 **"Public"** means any person other than the owner, lessee, proprietor or employer of a particular building or place;

2.25 **"Public Building"** means any enclosed building or structure as defined in this bylaw to which the public can and does have access by right or by invitation, whether or not:

- a) all classes of the public are invited;
- b) the proprietor has the right to exclude any particular person;
- c) payment, membership or the performance of some formality is required prior to access;
- d) the public has access to the building only at certain times, or from time to time;
- e) a member of the public has access only if they are a member or if they are accompanied by a member;
- f) Subject to subsection g) and h) below, if the public has access only to a portion of the building or structure, the entire building or structure shall be deemed to be a Public Building;

Where a building includes a private residence, the following shall apply:

- g) that portion of the building containing the private residence shall be deemed to not be a public building;
- h) If a building contains two or more private residences, those common areas of the building including patios, pools, other recreational areas, washrooms, corridors, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages shall be deemed to be a public building;

**"Public Housing Structure"** means any type of residential building, including single family homes, duplexes, or other multi-unit structure that is, wholly or partly, funded by a municipality.

2.26 **"Public Transportation Vehicle"** means a school bus, a bus, a taxicab, limousine or other similar vehicle which is being used by a passenger or passengers for hire or which is being offered for hire;

2.27 **"Public Transportation Vehicle Shelter"** means any structure with a roof designed to protect a passenger from the elements while waiting for a school bus, a bus, a taxicab, limousine or other similar vehicles;

2.28 **"Seasonal Multi-Purpose Pad"** means a surface on which members of the public are permitted to skate or engage in other physical activities, whether on payment of a fee or not, and includes, public lakes, ponds, outdoor rinks with boards or other ice support infrastructure and outdoor basketball courts;



## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

2.29 **"Skate or Bicycle Park"** means an area designed and intended specifically for the use of one or more of the following:

- (i) skateboards;
- (ii) bicycles;
- (iii) in-line skates; or
- (iv) similar devices;

2.30 **"Sign"** means a sign as prescribed in Section 5;

2.31 **"Sports Field"** means an area designed and intended for use in a specific sporting event, including spectator seating areas, and includes a soccer pitch, football field, rugby pitch, baseball diamond, tennis court and similar areas.

2.32 **"Smoke" or "Smoking"** means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn or heat tobacco, cannabis, shisha or any other weed or substance for the purpose of inhaling or tasting its emissions.

2.33 **"Violation Ticket"** means a ticket issued pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000 c. P-34, as amended* and regulations thereunder, and as referred to in Section 9 of this bylaw.

2.34 **"Water Playground"** means a structure or collection of structures that spray or release water which is designed and intended for recreational use.

2.35 **"Workplace"** means any enclosed area of a building or structure in which an employee performs the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation and includes hotel rooms, washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms, enclosed parking garages and work vehicles. Without limiting the generality of the foregoing:

- a) a place is a workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
- b) subject to clause c) below, if an employee works in any portion of a building for any period of time, the entire building shall be deemed to be a workplace;
- c) a private residence shall not be deemed to be a workplace but that part of a private residence in which a home business is operated is a workplace if the home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence.
- d) a workplace includes any group living facility and all of its adjoining units, rooms and apartments.

## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

2.36 “**Window**” means a window that can be opened to admit air.

2.37 “**Work Vehicle**” means a vehicle owned or leased by an employer and used by employees during the course of employment.

DRAFT

# MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

## SECTION 3 - GENERAL PROVISIONS

3.1 Subject to Section 3.2, the following are Designated Public Places for the purposes of this bylaw:

- a) Public Buildings and those areas within 5m of an entrance or exit to a Public Building;
- b) Municipal Buildings and those areas within 5m of an entrance or exit to a Municipal Building;
- c) Public Transportation Vehicles and Public Transportation Vehicle Shelters;
- d) Outdoor Public Events as described in Section 2.16;
- e) Outdoor Public Places as described in Section 2.17; and
- f) Workplaces and those areas within 5m of an entrance or exit to a Workplace.
- g) Public Housing and those areas within 5m of an entrance or exit to a Public Housing residence.

3.2 No person shall Smoke in a Designated Public Place, whether or not a "No Smoking" sign is posted or visible.

3.3 No proprietor or employer shall permit smoking in a Designated Public Place, whether or not a "No Smoking" sign is posted or visible.

## SECTION 4 - ASHTRAYS

4.1 The proprietor and employer of every Designated Public Place shall ensure that no ashtrays are placed or allowed to remain in any Designated Public Place.

4.2 The proprietor and employer of every Designated Public Place shall, if employees or members of the public from time to time gather to smoke at a location outside the Designated Public Place, ensure that ashtrays are placed more than 5m from the entrance or exit of the Designated Public Place.

## SECTION 5 - SIGNS

5.1 The proprietor and employer of every Designated Public Place shall ensure that signs are posted conspicuously and in accordance with this bylaw so as to clearly identify that smoking is prohibited.

5.2 The proprietor and employer of every Workplace, Public Housing Structure, Public Building or Municipal Building shall ensure that:

- a) signs are posted at every entrance, window or air intake to the Workplace, Public Building, Municipal Building, Public Housing Structure, Public Vehicles and work vehicles and in the case of a public place or workplace, at a height of not less than 1m and not more than 2.4m, as measured from the floor of the entrance;

## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- b) be posted inside each public place, workplace or public vehicle in such numbers and locations as the manager of the public place, workplace or public vehicle reasonably considers adequate to ensure that the public and employees are aware of the prohibition;
- c) signs are posted at the entrance to each washroom where said washroom is not fully contained within a Workplace, Public Housing Structure, Public Building or Municipal Building that has been signed in accordance with Section 5.2(a);
- d) signs are posted in the vicinity of any seating area where food or beverages are sold or consumed where said seating area is not fully contained within a Workplace, Public Housing Structure, Public Building or Municipal Building that has been signed in accordance with Section 5.2(a);
- e) Where there is no public entrance to a place or premises mentioned in Section 3, signs prohibiting smoking shall be posted in a prominent location on or near the premises in such manner as to be readily visible to any member of the public using such place or premises.

### 5.3 The signs referred to in this bylaw shall:

- a) include the following graphic symbol to indicate the areas where smoking is prohibited pursuant to this bylaw: It must depict the symbol in black or red on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the public place, workplace or public vehicle.
- b) contain the text "no smoking" in capital or lower case letters, which must be set out in a style and size that is clearly legible and be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the public place, workplace or public vehicle.

### 5.4 Size of Signs

- a) A sign posted under this Bylaw in a public place or a workplace other than a work vehicle must be at least 20 cm by 26 cm and must have a surface area of not less than 520 cm<sup>2</sup>.
- b) A sign posted under the Bylaw in a public vehicle or work vehicle must be at least 10 cm by 10 cm and must have a surface area of not less than 100 cm<sup>2</sup>.

5.5 Notwithstanding that the graphic symbol in Subsection 5.3 is a cigarette, it shall be deemed to include a reference to a lighted cigar, cigarette, pipe or other lighted smoking equipment.

5.6 No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this bylaw.

## SECTION 6 – PENALTIES

## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

- 6.1 Any corporation which fails or neglects to perform the duties or requirements imposed upon it under the provisions of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000).
- 6.2 Any individual, other than a corporation, who contravenes this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding one thousand dollars (\$1,000) and for a second subsequent offence, to a fine of not more than five thousand (\$5,000) dollars.
- 6.3 The specified fine for an offence committed pursuant to this bylaw is established at:
- a) Individual \$ 250
  - b) Corporations \$ 1,000
- 6.4 In the case of an offence that is of a continuing nature, a contravention shall constitute a separate offence in respect of each day, or part of a day, on which that offence continues.

### SECTION 7 - MUNICIPAL TAGS

- 7.1 A Peace Officer is hereby authorized and empowered to issue a municipal tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- 7.2 A municipal tag may be issued to such person:
- a) either personally;
  - b) by mailing a copy to such person at his last known post office address, or
  - c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.
- 7.3 The municipal tag shall be in a form approved by the Municipal Manager and shall state:
- a) the name of the person;
  - b) the offence;
  - c) the municipal or legal description of the land on or near where the offence took place;
  - d) the appropriate penalty for the offence as specified in Section 6 of this bylaw;
  - e) that the penalty shall be paid within 30 days of the issuance of the municipal tag;
  - f) any other information as may be required by the Municipal Manager.
- 7.4 Where a municipal tag is issued pursuant to Section 7 of this bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence,

## MODEL SMOKING BYLAW FOR ALBERTA MUNICIPALITIES

pay the penalty to the Municipality the penalty specified within the time period indicated on the municipal tag.

7.5 Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

### SECTION 8 - VIOLATION TICKET

8.1 In those cases where a municipal tag has been issued and if the penalty specified on a municipal tag has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 as amended.*

8.2 Notwithstanding Section 7 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to *Part II of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 as amended*, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

### SECTION 9 - SEVERABILITY

9.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

### SECTION 10 – ENFORCEMENT

10.1 For the enforcement of this bylaw, a Peace Officer, upon producing proper identification, may at all reasonable hours, enter any Designated Public Place and may make examinations, investigations and inquiries.

10.2 A Peace Officer is a Designated Officer for the purposes of ss. 542 - 545 of the *Municipal Government Act, R.S.A. 2000, c.M-26 as amended.*

### SECTION 11 - EFFECTIVE DATE

11.1 This bylaw shall come into effect all as of (date).

RECEIVED

JUN 28 2021

**Deputy Minister**  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR105761

June 23, 2021

Her Worship Deborah McMann  
Mayor  
Village of Innisfree  
PO Box 69  
Innisfree AB T0B 2G0

Dear Mayor McMann and Council:

Thank you for the submission of the Village of Innisfree's annual capital and action plans as required under Ministerial Order MSL:095/18.

On behalf of the Honourable Ric McIver, Minister of Municipal Affairs, I am pleased to notify you that the village's response satisfies the requirements of Directive 3 for 2021.

I appreciate the diligence with which the Village of Innisfree is approaching the directives arising from the viability review while also addressing the items identified through the Municipal Accountability Program. I am confident your community is benefiting from your efforts.

I also note that the village is addressing future capital funding requirements through allocations to its reserves.

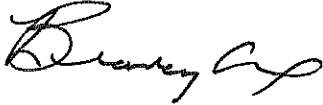
Future submissions of the long-term capital plan should include all years and projects listed in the original 10-year capital plan submitted for Directive 2 in 2019, including associated costs and funding sources, so that all projects listed in the original plan are addressed. In addition, if projects are further postponed from the original timeline, please note the rationale for deferring them.

If you require assistance with information that should be included in future long-term capital plan submissions, please contact Roy Bedford, Municipal Viability Advisor, toll-free at 310-0000 then 780-422-8342, or at [roy.bedford@gov.ab.ca](mailto:roy.bedford@gov.ab.ca).

.../2

I look forward to receiving the next annual progress report by June 1, 2022, as directed in the order.

Sincerely,


A handwritten signature in black ink, appearing to read "Brandy Cox". The signature is fluid and cursive, with the first letter 'B' being particularly large and stylized.

Brandy Cox  
Deputy Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs  
Brooke Magosse, Chief Administrative Officer, Village of Innisfree  
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division,  
Municipal Affairs  
Roy Bedford, Municipal Viability Advisor, Municipal Services Division,  
Municipal Affairs




## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Alberta Hub
Meeting Date & Time:	June 23, 2021 5:00 p.m.
Attendees:	Rex Smith, Tim McPhee, Rob Pulyst, Jody Quickstad, Terri Hampson, Perry Phillips, Barb McCarthy, Alice Stewart, Gary Ward, Bob Bezpelko, Hank Hollowagchuk + 00 more
Discussion:	Audited Financials - reviewed - Expenses and Income down over \$21,000. Speaker: Mary Lee Prior - Economic Development <u>Alberta Market</u> - program for Economic Develop
Actions:	Strategic Plan Reviewed Embracing Change & Opportunity
Future Items:	Watch Bike Vermilion Zen Vermilion
Submitted By:	 Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0

44 attending

## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

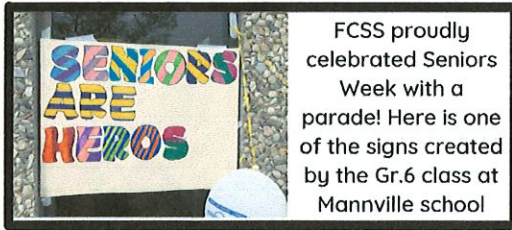
Committee Name:	MM1 FCSS
Meeting Date & Time:	July 13, 2021
Attendees:	Roger Konieczny, Val Mytz, Jannette Riedel, Deb McMann, Jocelyne Lanouaz,
Discussion:	<p>New minister responsible for FCSS</p> <p>FCSS - 2 Summer Students CSJ</p> <p>FCSS rec'd grant \$ from Nutrien Agrium 8448.73</p> <p>Coffee in the Park - more came to Innisfree, than Mannville!</p> <p>Doreen Ockerman has resigned and gone to new endeavors</p>
Actions:	<p>FCSS contribution to Canada Day?</p> <p>Teens meeting in the Park - Mannville</p>
Future Items:	School Principals will meet with FCSS
Submitted By:	 Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0



# M-M-I F.C.S.S JULY POP-UPS



Website:  
<https://mmifcss.wixsite.com/mmifcss>  
Phone: 780-763-3005  
Email: [mmifcss@mannville.com](mailto:mmifcss@mannville.com)  
Location: 5004-49 Street Suite # 4

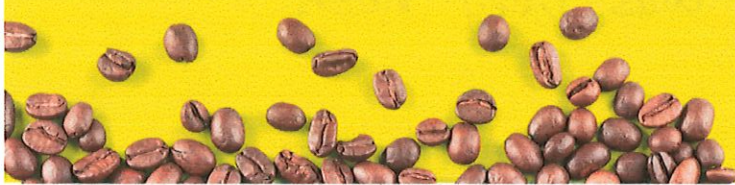


## Seniors Coffee in the Park!

On July 12 and 26, F.C.S.S will be in each community at the following times and places:

Mannville Gazebo 10-11am  
Minburn Hall 11:15-12:15pm  
Innisfree Village Office 1-2pm

We'll bring the coffee and you bring the conversation!



## Off the Couch Pouches

MMI-F.C.S.S is proud to announce our Off the Couch Pouches! Spend some time building connections with your family and community this summer. Keep an eye out for our Facebook post to see when our summer students will be handing them out! There are plenty of goodies, activities, and

## New Chapters Community Challenge

Join the challenge for a chance to win July's prize!

Text your pictures to Alicia at (780) 581-4149 or Val at (780) 853-0112

The theme for July is **CANADA**



## Mannville, Minburn, & Innisfree Sidewalk Chalk Competition!

Break out the sidewalk chalk and unleash your inner artist from July 18-23. Send us a picture of your masterpiece and vote for your favourite on Facebook for a chance to win a summer fun prize basket!

For more information, text Elizabeth at (403) 542-8212

## CALLING ALL FAMILIES!



F.C.S.S Games in the Park

Spruce Park from 1-3pm on July 22.

Innisfree-Delnorte School soccer field on July 28 from 1-3pm!

**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICERS REPORT**

June 15, 2021 – July 20, 2021

**Administration**

➤ **Finances:**

- **2021 Budget & 2022-2025 Budget Forecast(s)**
  - i. Finalized the 2021 Operating Budget & Budget Forecasts.
  - ii. 2021 Combined Assessment & Tax Notices have been finalized and mailed.

➤ **2021 Public Auction - Tax Sale**

- Information regarding the Tax Recovery Auction has been brought forward to Council.

➤ **Administrative/Public Works Assistant – Vacancy**

- Administration has drafted a template AD for the Administrative/Public Works Assistant position. Administration will be advertising on our social media platform (i.e. Facebook), Village website as well as in the Innisfree Informer.

➤ **Events:**

- The Village currently has no events planned at this time.
- August 11, 2021 – Innisfree Fair Day

➤ **Grant Funding**

- **Canada Summer Jobs:**
  - i. Approved and paperwork has been finalized.
  - ii. Summer workers started with the Village on July 5, 2021.
- **Community Garden:**
  - i. Community Garden is up and running. We are already noticing some vegetables that are sprouting!
  - ii. Administration has also applied for funding through MSI for the Community Garden. We are hoping to receive funds to assist the Village with start up costs. As of right now, the only cost we have incurred was the dirt and clay, as well as the twine and stakes used to measure out the plots. Future costs may include fencing, signage, etc. if necessary.
  - iii. Newcomers are always welcome!
- **MOST Grant**
  - i. Administration has prepared a “Application Form” for those not-for-profit organizations to apply for the COVID-19 Funding that the Village has set aside. Administration has advertised on website.
- **MSP Grant (2021 Projects)**
  - i. **Birch Lake Campground: \$25,000.00**
    - i. Ball diamonds (repaint, repair dug outs, repair electrical connections, add shale in diamonds, etc.)
    - ii. Repairs/Replace Change House and outhouses
    - iii. Camp Kitchen (Day use area) - replace wood stove



ii. **Innisfree Fire Department: \$25,000.00**

High Priority Items:

- a. Repair/replace overhead doors
- b. Build a gear locker
- c. LED Lighting
- d. Build shelving in truck bay

Low Priority Items:

- a. Repair cement pad - truck bay
- b. run air lines along roof
- c. Repainting of Truck Bay Floor

*\*Fire Department has been directed to obtain quotes for items listed under "High Priority" \**

➤ **GIS System – County of Minburn**

- Ongoing.
- County workers were out on July 14 & 15, assisting Public Works in locating CC Valves.

➤ **2021 Municipal Election**

- Nomination packages for the 2021 Municipal Election are available online or by contact Administration.

➤ **Training**

- Elected Officials:
  - MEO (Municipal Elected Officials Course) *\*On-line or in-person\**
- Director of Emergency Management:
  - DEM *\*In-Person\**
  - 300 *\*ICS 100 on-line and in-person\**
- Municipal Staff:
  - BEM (Basic Emergency Management) *\*on-line or in-person\**  
*\*PW Foreman has been registered. Currently ongoing\**
- **Subdivision & Development Appeal Board Training**
  - Administration has not received any applications for members at large to sit on the SDAB. Administration will continue to advertise.

## **Birch Lake Campground:**

Campground is thriving and we continue to receive a lot of bookings/reservations.

### ➤ **Innisfree Campground Cleanup & Inventory**

Some tasks that are currently on going are:

- Post removal at campground (*not a high priority item*)

## **Public Works**

Submitted Separately.

### ➤ **2020 Village Project List:**

- Flooding Mitigation & Culvert Installation – Ongoing  
*\*Administration will be contacting a few paving companies to finalize this project\**

### ➤ **Proposed Project List:**

- Trimming of Tree's in Town. Ensuring back-alleys/sidewalks are clear of overhanging tree's
- Stop Sign Replacement
- Seniors Drop-In Centre (Inspect/Repair Plumbing Issues)
- Fire Hydrant Replacement
- Install 2 more Fire Hydrants to Increase Coverage  
*MSI Grant has been applied for.*
- Sidewalk Rehabilitation
- Correct Multiple Manhole Defects  
*Administration will have PW inspect the MH and prepare a list of those needing to be replaced. FGTF Grant has been applied for.*
- Remove concrete pile – West side of Town
- Hole in road (culvert)  
*ongoing.*

## **Bylaw Enforcement**

- Bylaw enforcement is still on going.
- Administration has sent out our first round of unsightly premises letters. Administration will continue to monitor and inspect properties each week.
- Stray cats: Administration has spoken to residents regarding the feeding/harboring of stray cats. Live traps have been set out by the Public Works Department.

## **Upcoming Events:**

- August 2, 2021 – Civic Holiday
- August 11, 2021 – Innisfree Fair
- August 17, 2021 – Regular Council Meeting

## **ACTION LIST**

- See page 4.

## ACTION LIST

MOTION #	TITLE	DEPARTMENT	Details:
2019-11-19/04	Innisfree/Minburn Fire Department – Agreement Analysis	Admin	Fire Services Feasibility Study is completed. Waiting for the County of Minburn’s recommendation.
2020-07-21/09	Flood Mitigation / Culvert Installation – Bar Engineering	Admin	Completed. Currently waiting for a surveyor to survey the URW area in order to discharge the rest of the URW. Sidewalk and road repair to take place in 2021. <i>*survey has been completed. Public Works has drawn up a map to be included with the Discharge of Partial URW Form. Administration to submit with lawyers &amp; AB Land Titles*</i>

## July Public Works Report

Through the month of July public works has been training our two summer students and working alongside them getting caught up on grass trimming in town and at the ball diamonds as well as tackling the list of unsightly properties in town. Moving forward we will be shifting our attention to the following tasks along with continuing to complete our day to day tasks:

- Trimming over hanging trees on sidewalks and road ways
- Replacing sidewalks that were removed last fall
- Mowing and cleaning up the transfer station





# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
<b>TAXATION</b>			
1-00-00-110	Taxes Residential	167,372.73	167,372.73
1-00-00-111	Taxes Non-Residential	46,719.48	46,719.48
1-00-00-112	Taxes M & E	4,341.49	4,341.49
1-00-00-190	Taxes Linear	27,882.89	27,882.89
1-00-00-230	Taxes Federal GIL	1,056.16	1,056.16
1-00-00-250	Taxes Minimum Levy	25,643.83	25,643.83
1-00-00-321	ASFF Residential Levy	27,694.85	27,702.32
1-00-00-322	ASFF Non-Residential Levy	11,781.89	11,781.88
1-00-00-330	Seniors Housing Levy	2,825.00	2,825.02
1-00-00-260	Taxes - Designated Industrial Property	90.77	90.77
<b>* TOTAL TAXATION</b>		<b>315,409.09</b>	<b>315,416.57</b>
<b>REQUISITIONS</b>			
2-00-00-260	Designated Industrial Property Req	90.77	0.00
2-00-00-321	ASFF Requisition Residential	27,694.85	12,988.96
2-00-00-322	ASFF Requisition Non-Residential	11,781.89	5,344.34
2-00-00-330	Seniors Foundation Requisition	2,825.00	2,825.00
<b>* TOTAL REQUISITIONS</b>		<b>42,392.51</b>	<b>21,158.30</b>
<b>**P TOTAL TAX AVAILABLE FOR MUNICI</b>		<b>273,016.58</b>	<b>294,258.27</b>
<b>GENERAL REVENUE</b>			
1-00-00-510	Penalties Taxes	27,500.00	20,591.84
1-00-00-540	Franchise Fees - Natural Gas	22,600.00	12,991.12
1-00-00-541	Franchise Fees - Electricity	13,965.00	7,352.88
1-00-00-550	Bank Interest	2,500.00	1,620.96
1-01-00-590	Other Revenue Own Sources Invest	385.00	385.00
1-11-00-152	Council Health Benefit Cost Recovery	2,190.00	0.00
1-11-00-765	Transfer from Reserves General	5,000.00	0.00
<b>** TOTAL GENERAL REVENUE</b>		<b>74,140.00</b>	<b>42,941.80</b>
<b>ADMIN REVENUE</b>			
1-12-00-401	Sales Photocopies, Faxes, Services	1,150.00	547.93
1-12-00-560	Rental Revenue Adm	9,000.00	3,730.74
1-12-00-590	Other Revenue Own Sources Adm	7,875.00	6,000.00
1-12-00-841	Provincial Grant Capital	0.00	15,168.00
1-12-00-911	LTO Cost Recovery	250.00	0.00
1-12-00-290	Election (Senate/Referendum)	2,000.00	0.00
<b>** TOTAL ADMIN REVENUE</b>		<b>20,275.00</b>	<b>25,446.67</b>
<b>FINE REVENUE</b>			
1-21-00-530	Fines Police	500.00	100.00
<b>** TOTAL FINE REVENUE</b>		<b>500.00</b>	<b>100.00</b>
<b>FIRE REVENUE</b>			
1-23-00-410	Fees Fire Fighting	14,500.00	6,123.16
1-23-00-850	Grants Conditional Local Gov't Fire	20,750.00	15,783.20



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
1-23-00-765	Transfer from Reserves Fire	2,000.00	0.00
<b>**</b>	<b>TOTAL FIRE REVENUE</b>	<b>37,250.00</b>	<b>21,906.36</b>
<b>BYLAW REVENUE</b>			
1-26-00-522	License Animal	850.00	857.00
1-26-00-523	Business Licenses	400.00	350.00
1-26-00-590	Fines Bylaw	450.00	0.00
<b>**</b>	<b>TOTAL BYLAW REVENUE</b>	<b>1,700.00</b>	<b>1,207.00</b>
<b>PUBLIC WORKS REVENUE</b>			
1-32-00-430	Sales Service (Grass,Snow)	1,100.00	1,425.00
1-32-00-560	PW Rental Revenue	500.00	100.00
1-32-00-830	Grants Federal (CSJ) PW	6,300.00	0.00
1-32-00-765	Transfer From Operating Reserves PW	10,130.00	0.00
<b>**</b>	<b>TOTAL PUBLIC WORKS REVENUE</b>	<b>18,030.00</b>	<b>1,525.00</b>
<b>STORMWATER REVENUE</b>			
1-37-00-410	Stormwater Infrastructure Renewal	4,775.00	2,324.80
<b>**</b>	<b>TOTAL STORMWATER REVENUE</b>	<b>4,775.00</b>	<b>2,324.80</b>
<b>WATER REVENUE</b>			
1-41-00-410	Water Consumption	38,250.00	22,013.82
1-41-00-411	Regional Water Fund	23,300.00	11,366.74
1-41-00-412	Water Base Fee	28,100.00	10,430.21
1-41-00-510	Penalties Water	2,500.00	1,665.93
<b>**</b>	<b>TOTAL WATER REVENUE</b>	<b>92,150.00</b>	<b>45,476.70</b>
<b>SEWER REVENUE</b>			
1-42-00-410	Billings Sewer	35,075.00	17,430.84
1-42-00-765	Transfer from Reserves Sewer	5,000.00	0.00
<b>**</b>	<b>TOTAL SEWER REVENUE</b>	<b>40,075.00</b>	<b>17,430.84</b>
<b>SOLID WASTE</b>			
1-43-00-410	Billings Garbage	46,950.00	23,235.87
1-43-00-411	Regional SWM Infrastructure Fee	17,950.00	8,727.29
<b>**</b>	<b>TOTAL SOLID WASTE</b>	<b>64,900.00</b>	<b>31,963.16</b>
<b>COMMUNITY REVENUE</b>			
<b>**</b>	<b>TOTAL COMMUNITY REVENUE</b>	<b>0.00</b>	<b>0.00</b>
<b>LAND REVENUE</b>			
1-61-00-522	Permits (Development, Subdivision)	250.00	150.00
<b>**</b>	<b>TOTAL LAND REVENUE</b>	<b>250.00</b>	<b>150.00</b>
<b>RECREATION REVENUE</b>			
1-72-00-590	Fees Park Grounds	24,500.00	7,153.30



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
1-72-00-591	Fees Park Concession	2,000.00	0.00
1-72-00-765	Transfer from Reserves Recreation	5,000.00	0.00
<b>**</b>	<b>TOTAL RECREATION REVENUE</b>	<b>31,500.00</b>	<b>7,153.30</b>
<b>CULTURAL REVENUE</b>			
1-74-00-415	Museum Donations	100.00	0.00
<b>**</b>	<b>TOTAL CULTURAL REVENUE</b>	<b>100.00</b>	<b>0.00</b>
<b>***</b>	<b>TOTAL REVENUE</b>	<b>658,661.58</b>	<b>491,883.90</b>
<b>COUNCIL EXPENSE</b>			
2-11-00-151	Fees Council	5,750.00	3,422.50
2-11-00-211	Travel/Subsistence Council	350.00	0.00
2-11-00-212	Conventions/Seminars Council	500.00	50.00
<b>**</b>	<b>TOTAL COUNCIL EXPENSE</b>	<b>6,600.00</b>	<b>3,472.50</b>
<b>GENERAL EXPENSE</b>			
2-19-00-274	General Insurance	5,130.00	5,128.41
<b>**</b>	<b>TOTAL GENERAL EXPENSE</b>	<b>5,130.00</b>	<b>5,128.41</b>
<b>ADMIN EXPENSE</b>			
2-12-00-110	Salaries & Wages Adm	64,533.00	31,563.77
2-12-00-111	Honorarium (Admin)	750.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,380.00	2,271.48
2-12-00-131	Employer Benefits Adm	8,500.00	4,132.32
2-12-00-135	Workers Compensation ADM	2,300.00	679.79
2-12-00-211	Travel/Subsistence Adm	250.00	79.48
2-12-00-215	Telecommunications	6,225.00	2,872.79
2-12-00-216	Postage & Freight	925.00	448.74
2-12-00-220	Membership Dues Adm	1,350.00	1,243.99
2-12-00-221	Advertising/Printing/Subscriptions Adm	5,500.00	1,576.49
2-12-00-230	Audit/Assessor Fees Adm	25,000.00	19,450.00
2-12-00-250	Contracted Services Adm	15,500.00	12,234.11
2-12-00-274	insurance Adm	960.00	959.07
2-12-00-290	Election/Census Expense Adm	2,000.00	17.85
2-12-00-510	Goods, Materials & Supplies Adm	7,500.00	5,372.83
2-12-00-540	Utilities Heat Adm	1,600.00	660.73
2-12-00-541	Utilities Power Adm	2,650.00	1,013.28
2-12-00-650	Provision Doubtful Accounts	3,500.00	0.00
2-12-00-810	Bank Charges Adm	1,575.00	795.04
2-12-00-911	Land Title Charges	800.00	570.00
2-12-00-995	Legal Expenses	10,000.00	1,988.85
2-12-00-212	Education Adm	500.00	0.00
<b>**</b>	<b>TOTAL ADMIN EXPENSE</b>	<b>166,298.00</b>	<b>87,930.61</b>
<b>FIRE EXPENSE</b>			
2-23-00-120	Salaries & Wages Fire	16,750.00	8,905.00
2-23-00-211	Travel & Subsistence Fire	750.00	0.00
2-23-00-215	Telecommunications Fire	2,750.00	2,075.57
2-23-00-217	Freight & Postage Fire	50.00	0.00
2-23-00-234	Training Fire	2,500.00	0.00



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
2-23-00-250	Contracted Services Fire	600.00	289.74
2-23-00-274	Insurance Fire	1,600.00	1,605.55
2-23-00-510	Supplies, Goods & Equipment Fire	10,000.00	3,654.84
2-23-00-521	Fuel & Oil Fire	400.00	327.30
2-23-00-540	Utilities Heat Fire	2,565.00	1,536.29
2-23-00-541	Utilities Power Fire	1,790.00	840.49
2-23-00-762	Transfer to Capital Reserves Fire	1,500.00	0.00
<b>** TOTAL FIRE EXPENSE</b>		<b>41,255.00</b>	<b>19,234.78</b>
<b>EMERGENCY SERVICE EXPENSE</b>			
2-25-00-310	911 Requisition	1,205.00	1,204.20
<b>** TOTAL EMERGENCY SERVICE EXPENS</b>		<b>1,205.00</b>	<b>1,204.20</b>
<b>BYLAW EXPENSE</b>			
2-26-00-221	Bylaw Advertising	150.00	0.00
2-26-00-222	Bylaw Enforcement Costs	250.00	0.00
2-26-00-510	Animal Control Goods & Materials	125.00	0.00
<b>** TOTAL BYLAW EXPENSE</b>		<b>525.00</b>	<b>0.00</b>
<b>PUBLIC WORKS EXPENSE</b>			
2-32-00-110	Salaries & Wages PW	27,084.00	13,384.25
2-32-00-111	Honorarium (PW)	750.00	0.00
2-32-00-115	Salaries & Wages Casual PW	4,200.00	0.00
2-32-00-130	Employer Contributions Source PW	2,500.00	940.56
2-32-00-131	Employer Benefits PW	3,350.00	1,485.24
2-32-00-211	Travel & Subsistence PW	100.00	0.00
2-32-00-215	Telecommunications PW	2,515.00	1,325.25
2-32-00-217	Freight & Postage PW	350.00	0.00
2-32-00-250	Contracted Services PW	595.00	302.34
2-32-00-270	CN Services PW	130.00	130.00
2-32-00-274	Insurance PW	2,765.00	2,766.29
2-32-00-510	Goods, Supplies & Materials PW	27,500.00	5,271.56
2-32-00-521	Fuel & Oil PW	6,000.00	2,863.76
2-32-00-540	Utilities Heat PW	1,900.00	1,044.63
2-32-00-541	Utilities Power (Street/Shop) PW	56,565.00	21,224.77
2-32-00-762	Transfer to Capital PW	2,500.00	0.00
<b>** TOTAL PUBLIC WORKS EXPENSE</b>		<b>138,804.00</b>	<b>50,738.65</b>
<b>STORM DRAINAGE EXPENSE</b>			
2-37-00-510	Goods & Equipment Repairs - Storm Draina	1,200.00	0.00
2-37-00-762	Contribution to Capital - Storm Drainage	4,775.00	0.00
<b>** TOTAL STORM DRAINAGE EXPENSE</b>		<b>5,975.00</b>	<b>0.00</b>
<b>WATER EXPENSES</b>			
2-41-00-110	Salaries & Wages Water	11,607.00	5,736.09
2-41-00-130	Employer Contributions Source Water	770.00	403.13
2-41-00-131	Employer Benefits Water	1,275.00	636.56
2-41-00-215	Telecommunications - Water	1,085.00	521.26
2-41-00-250	Contracted Services Water	7,640.00	3,274.60
2-41-00-274	Insurance Water	2,165.00	2,166.66



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
2-41-00-350	ACE Regional Water Purchase	57,500.00	31,323.00
2-41-00-510	Goods, Supplies & Materials Water	5,500.00	79.05
2-41-00-540	Utilities Heat Water Plant	1,615.00	1,005.40
2-41-00-541	Utilities Power Water Plant	6,225.00	2,680.50
2-41-00-762	Transfer to Capital Water	2,500.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	37,400.00	37,400.00
<b>** TOTAL WATER EXPENSES</b>		<b>135,282.00</b>	<b>85,226.25</b>
<b>SEWER EXPENSE</b>			
2-42-00-110	Salaries & Wages Sewer	6,683.67	3,244.50
2-42-00-130	Employer Contributions Source Sewer	445.00	234.30
2-42-00-131	Employer Benefits Sewer	350.00	185.28
2-42-00-250	Contracted Services Sewer	1,000.00	0.00
2-42-00-274	Insurance Sewer	1,440.00	1,439.63
2-42-00-510	Goods, Supplies & Materials Sewer	3,500.00	3,415.00
2-42-00-541	Utilities Power Sewer Lift Stations	5,915.00	2,866.27
2-42-00-762	Transfer to Capital Sewer	2,500.00	0.00
<b>** TOTAL SEWER EXPENSE</b>		<b>21,833.67</b>	<b>11,386.98</b>
<b>GARBAGE EXPENSE</b>			
2-43-00-110	Salaries & Wages Garbage	20,519.00	10,062.08
2-43-00-130	Employer Contributions Source Garbage	1,300.00	715.51
2-43-00-131	Employer Benefits Garbage	1,500.00	883.48
2-43-00-250	Contracted Services Garbage	27,050.00	9,086.13
2-43-00-274	Insurance Garbage	380.00	0.00
2-43-00-510	Goods, Supplies & Materials Garbage	2,500.00	0.00
2-43-00-762	Transfer to Capital Garbage	5,000.00	0.00
2-43-00-763	Transfer to Reserves - Regional SWM	17,950.00	0.00
<b>** TOTAL GARBAGE EXPENSE</b>		<b>76,199.00</b>	<b>20,747.20</b>
<b>FCSS EXPENSE</b>			
2-51-00-351	FCSS Requisition	1,850.00	1,837.75
<b>** TOTAL FCSS EXPENSE</b>		<b>1,850.00</b>	<b>1,837.75</b>
<b>PLANNING EXPENSE</b>			
2-61-00-510	General Goods, Supplies and Materials	500.00	0.00
2-61-00-250	Contracted Services	775.00	0.00
<b>** TOTAL PLANNING EXPENSE</b>		<b>1,275.00</b>	<b>0.00</b>
<b>LAND PURCHASES EXPENSE</b>			
<b>** TOTAL LAND PURCHASES EXPENSE</b>		<b>0.00</b>	<b>0.00</b>
<b>RECREATION EXPENSES</b>			
2-72-00-130	Employer Contributions Source Recreation	600.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	815.00	595.91
2-72-00-221	Printing/Advertising/Subscriptions	380.00	0.00
2-72-00-250	Contracted Services Recreation	12,000.00	5,000.00
2-72-00-255	Maintenance Sports Grounds	750.00	0.00
2-72-00-274	Insurance Recreation	2,355.00	2,355.45



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2021 Budget	2021 Actual
2-72-00-510	Goods, Materials & Supplies Recreation	15,000.00	15,549.66
2-72-00-511	Rec Park Float	100.00	0.00
2-72-00-521	Fuel and Oil Park	1,200.00	842.42
2-72-00-540	Utilities Heat Park Building	1,065.00	424.23
2-72-00-541	Utilities Power Park Grounds	1,530.00	1,008.92
2-72-00-762	Transfer to Capital Recreation	1,000.00	0.00
2-72-00-115	Salaries & Wages Casual Recreation	4,200.00	0.00
<b>**</b>	<b>TOTAL RECREATION EXPENSES</b>	<b>40,995.00</b>	<b>25,776.59</b>
 <b>CULTURE EXPENSES</b>			
2-74-00-250	Contracted Services Library/Museum	100.00	0.00
2-74-00-274	Insurance Cultural Organization	4,870.00	4,870.86
2-74-00-300	Regional Library Requisition	1,165.00	1,166.29
2-74-00-350	Local Municipal Library Grant	3,500.00	0.00
2-74-00-415	Donations - Museum	100.00	0.00
2-74-00-540	Utilities Heat Museum	3,116.00	2,045.11
2-74-00-541	Utilities Power Museum	1,540.00	714.08
<b>**</b>	<b>CULTURE EXPENSES</b>	<b>14,391.00</b>	<b>8,796.34</b>
<b>***</b>	<b>TOTAL EXPENSES</b>	<b>657,617.67</b>	<b>321,480.26</b>
<b>****</b>	<b>(SUPLUS)/DEFICIT</b>	<b>(1,043.91)</b>	<b>(170,403.64)</b>

\*\*\* End of Report \*\*\*



# Village of Innisfree

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2021-07-12

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	315,416.57	Local Improvement Levy		0.00				
		Additional Tax Levy	0.00	Accumulated Penalty		20,591.84				
				Outstanding Penalty		19,279.28				
		<b>Sub Ledger</b>		<b>General Ledger</b>						
		Current	301,836.03							
		1 Year	49,882.71				301,836.03			
		2 Years	38,588.93				146,427.79			
		3 Years	21,156.66							
		Over 3	36,799.49							
		Outstanding	448,263.82							
				Totals			448,263.82			
				Total GL			448,263.82			
				Total SL			448,263.82			
				Proof			0.00			

\*\*\* End of Report \*\*\*



**Village of Innisfree**  
**Utilities Trial Balance (All Balances)**  
 Trial Balance As Of 2021-07-12

Page 1 of 1  
 2021-Jul-12  
 2:09:15PM

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger		
Current	9,589.35	3-00-00-274		
Overdue 1	3,497.63			20,502.57
Overdue 2	2,334.98			
Overdue 3	1,289.08			
Overdue 4	3,791.53			
Outstanding	20,502.57		<b>Totals</b>	20,502.57
			<b>Total GL</b>	20,502.57
			<b>Total SL</b>	20,502.57
			<b>Proof</b>	0.00

\*\*\* End of Report \*\*\*





# Village of Innisfree

## Cheque Listing For Council

2021-Jul-12  
2:13:56PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20210259	2021-06-16	Brownlee LLP	2-12-00-995 2-12-00-995	511187 516050	PAYMENT GRANT BERGMAN - TAX BYLAW CH/ AUDIT LETTERS	194.36 315.00	509.36
20210260	2021-06-16	Chmil, Glen	2-72-00-510	1	PAYMENT CAMPGROUND FIREWOOD	1,350.00	1,350.00
20210261	2021-06-16	Deerland Equipment	2-32-00-510	P40586	PAYMENT BATTERIES	81.55	81.55
20210262	2021-06-16	Desjardins Card Services	2-72-00-510 2-72-00-510 2-72-00-510 2-72-00-510 2-72-00-510 2-72-00-510 2-12-00-510	27-05-2021 27-05-2021 27-05-2021 27-05-2021 27-05-2021 27-05-2021 27-05-2021	PAYMENT MASKS, SPRAY BOTTLE, HAND SAN EAR PLUGS HANDSANITIZER UNITS & REFILLS PINESOL PAPER TOWEL, AIR FRESHENERS, C TOILET PAPER, BLEACH PAPER, COFFEE	24.31 86.56 297.65 40.72 190.53 117.94 107.02	864.73
20210263	2021-06-16	Doug's Backhoe & Bobcat Service	2-42-00-510	7713	PAYMENT REPLACE WATER VALVE IN MANHO	330.75	330.75
20210264	2021-06-16	Martin Plumbing & Heating Ltd	2-72-00-510	7935	PAYMENT REPLACE SEWER PUMP AT REC PA	855.75	855.75
20210265	2021-06-16	Suncor Energy Products Partnersl	2-32-00-521	21-06-01	PAYMENT PW FUEL	656.89	656.89
20210266	2021-06-16	Telus Communications Company	2-12-00-215 2-12-00-215 2-41-00-215 2-12-00-215 2-12-00-215 2-23-00-215	MAY28-JUN27,21 MAY28-JUN27,21 MAY28-JUN27,21 MAY28-JUN27,21 MAY28-JUN27,21 MAY28-JUN27,21	PAYMENT CABLE MILEAGE 780-592-2010 780-592--2414 780-592-3729 780-592-3886 780-592-3939	45.82 73.72 94.72 73.88 120.76 73.72	482.62
20210267	2021-06-16	Telus Communications Company	2-12-00-215	MAY28-JUN27,21	PAYMENT 780-592-2041	105.14	105.14
20210268	2021-06-16	Telus Mobility	2-12-00-215 2-32-00-215 2-72-00-215	JUN02-JUL01,21 JUN02-JUL01,21 JUN02-JUL01,21	PAYMENT ADMIN CELL PHONE PW CELLPHONE CAMPGROUND WIFI	69.55 113.45 170.87	353.87
20210269	2021-06-16	Wells Fargo Equipment Fin Co	2-12-00-250	5015161250	PAYMENT OFFICE PHOTOCOPIER LEASE	620.55	620.55
20210270	2021-06-28	ACE	2-41-00-840 2-41-00-350	46 64	PAYMENT PHASE 7 - 2021 ACE WATER CAPITA MAY 2021 WATER CONSUMPTION	37,400.00 4,616.30	42,016.30
20210271	2021-06-28	Agriterra Equipment	2-32-00-510	14420V	PAYMENT PARTS FOR TORO LAWN MOWER	373.29	373.29
20210272	2021-06-28	Alberta Municipal Services Corpor	2-32-00-540 2-41-00-540 2-74-00-540 2-23-00-540 2-12-00-540 2-32-00-541 2-41-00-541 2-32-00-541 2-74-00-541 2-23-00-541 2-12-00-541 2-42-00-541 2-42-00-541 2-42-00-541 2-72-00-541 2-32-00-541	21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822 21-1038822	PAYMENT PW Gas WTP Gas Museum Gas Fire Hall Gas Admin Gas PW Power WTP Power PW Power Museum Power Fire Hall Power Admin Power Lift Station Power Lift Station Power Lift Station Power Rec Park Power Street Lights	35.27 111.82 232.15 147.85 78.82 290.65 423.49 21.00 135.76 133.03 195.97 149.39 122.28 341.48 426.90 3,707.21	6,553.07



# Village of Innisfree

## Cheque Listing For Council

2021-Jul-12  
2:13:56PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20210273	2021-06-28	Alta-Wide Builders	2-72-00-510	35	PAYMENT CAMPGROUND ADMIN BLDG ROOF -	576.11	576.11
20210274	2021-06-28	ATB Financial MasterCard	2-12-00-221 2-32-00-215 2-23-00-215 2-12-00-510 2-32-00-510 2-12-00-290 2-72-00-510	May2021 May2021 May2021 May2021 May2021 May2021 May2021	PAYMENT POSTAGE MCSNET MCSNET ADOBE PDF VIEWER PUBLIC WORK SUPPLIES LAEA ACT (ELECTION) LAPTOP - ADMIN BLDG	169.21 104.95 104.95 19.64 38.37 17.85 212.08	667.05
20210275	2021-06-28	Canadian National	2-32-00-270	9500225687	PAYMENT RAIL CROSSING LEASE	136.50	136.50
20210276	2021-06-28	Cornerstone Co-Operative	2-12-00-510	MAY 2021	PAYMENT CLEANING SUPPLIES	13.64	13.64
20210277	2021-06-28	County of Minburn	2-43-00-250	31591	PAYMENT MAY 2021 TIPPAGE AND HAULING	1,634.82	1,634.82
20210278	2021-06-28	Digital Connection Inc.	2-12-00-221	331527	PAYMENT ADMIN PHOTOCOPIER	220.10	220.10
20210279	2021-06-28	Kostynuk, Eldon	2-23-00-215	JUNE 2021	PAYMENT FIRE CHIEF CELL PHONE COVERAG	50.00	50.00
20210280	2021-06-28	McEwen, Darlene	2-12-00-250	JUNE 2021	PAYMENT JUNE CLEANING SERVICES	200.00	200.00
20210281	2021-06-28	Minco Gas Co-op Ltd.	2-72-00-540	MAY 2021	PAYMENT MAY 2021 REC PARK GAS	79.13	79.13
20210282	2021-06-28	Municipal Information Systems Inc	2-12-00-250	20210789	PAYMENT SOFTWARE INSTALLATION PLAN 34	1,416.78	1,416.78
20210283	2021-06-28	Northeast Alberta Information HUE	2-12-00-220	549	PAYMENT 2021 MEMBERSHIP FEE	111.50	111.50
20210284	2021-06-28	Town of Vegreville	2-41-00-250	IVC59955	PAYMENT MAY 2021 WTP SUPERVISION	521.36	521.36
20210285	2021-06-28	Vegreville Home Hardware	2-72-00-510	MAY 2021	PAYMENT PAINT REMOVER AND PAINT SUPPL	338.99	338.99
20210286	2021-06-28	Wagner, Lucas	2-72-00-510	001	PAYMENT FIREWOOD - TRUCK LOAD	300.00	300.00
20210287	2021-06-28	Wasylciw, Darcey	2-72-00-521 2-12-00-250 2-72-00-521	JUNE 2021 JUNE 2021-01 JUNE2021	PAYMENT WD40 & FUEL CONDITIONER RECREATION PARK MANAGER WAG FUEL FILTER FOR Z 930M JOHN DEI	26.23 2,500.00 8.12	2,534.35
20210304	2021-06-29	Anderson, Joan	2-23-00-510	JUNE2021	PAYMENT FIRE DEPARTMENT SUPPLIES	38.91	38.91
20210305	2021-06-29	CANADA REVENUE AGENCY	4-00-00-237	JUNE2021	PAYMENT QUARTER 2 INSTALLMENT - SOURC	9,159.78	9,159.78
20210306	2021-07-05	ACE	2-41-00-350	75	PAYMENT JUNE 2021 WATER CONSUMPTION	5,936.00	5,936.00
20210307	2021-07-05	Magosse, Brooke	2-12-00-211	JUNE2021	PAYMENT MEETING/LUNCH	79.48	79.48
20210308	2021-07-05	Municipal Assessment Services	2-12-00-230	v01025	PAYMENT Q3 2021 ASSESSMENT SERVICES	1,207.50	1,207.50
20210309	2021-07-05	Provincial Policing Agreement - R(	2-12-00-510	1800012769	PAYMENT POLICE FUNDING MODEL (PFM) FIS	3,742.00	3,742.00
20210310	2021-07-05	Saskiw Mechanical	2-72-00-510	662721	PAYMENT SIDE BY SIDE REPAIRS	3,147.90	3,147.90



# Village of Innisfree

## Cheque Listing For Council

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20210311	2021-07-05	Suncor Energy Products Partnersl	2-32-00-521	JUNE2021	PAYMENT PW FUEL	712.85	712.85
20210312	2021-07-05	Telus Communications Company	2-12-00-215	JUNE28-JULY27	PAYMENT CABLE MILEAGE	49.25	486.89
			2-12-00-215	JUNE28-JULY27	780-592-2010	73.72	
			2-72-00-215	JUNE28-JULY27	780-592-2414	96.51	
			2-12-00-215	JUNE28-JULY27	780-592-3729	73.77	
			2-12-00-215	JUNE28-JULY27	780-592-3886	119.92	
			2-41-00-215	JUNE28-JULY27	780-592-3939	73.72	
20210313	2021-07-05	Telus Communications Company	2-12-00-215	JUNE28-JULY27	PAYMENT 780-592-2041	116.11	116.11
20210314	2021-07-05	Telus Mobility	2-12-00-215	JULY1-AUG1	PAYMENT ADMIN / PW CELLPHONE AND WIFI	68.71	243.85
			2-32-00-215	JULY1-AUG1	ADMIN / PW CELLPHONE AND WIFI	102.97	
			2-72-00-215	JULY1-AUG1	ADMIN / PW CELLPHONE AND WIFI	72.17	
20210315	2021-07-05	Vegreville Home Hardware	2-32-00-510	35608	PAYMENT PW SUPPLIES	82.37	89.15
			2-32-00-510	JUNE2021	PW SUPPLIES	6.78	
20210318	2021-07-12	Alberta One-Call Corporation	2-12-00-250	IN168387	PAYMENT JUNE 2021 NOTIFICATIONS	19.85	19.85
20210319	2021-07-12	Brownlee LLP	2-12-00-995	517477	PAYMENT TAX RECOVERY AUCTION	315.00	315.00
20210320	2021-07-12	County of Minburn	2-43-00-250	31838	PAYMENT JUNE 2021 TIPPAGE AND HAULING	1,069.70	1,069.70
20210321	2021-07-12	Desjardins Card Services	2-12-00-510	JUNE 2021	PAYMENT OFFICE SUPPLIES	158.88	158.88
20210322	2021-07-12	Digital Connection Inc.	2-12-00-221	338078	PAYMENT LIBRARY PHOTOCOPIER	131.25	131.25
20210323	2021-07-12	Municipal Information Systems Inc	2-12-00-250	20211019	PAYMENT SOFTWARE INSTALLATION PLAN 35	1,416.78	1,416.78
20210324	2021-07-12	UFA Co-Operative Limited	2-72-00-521	113296426	PAYMENT CAMPGROUND FUEL	384.86	384.86
20210325	2021-07-12	Veg Auto & Industrial Supply 2013	2-32-00-510	826530	PAYMENT PUBLIC WORKS SUPPLIES	2.36	69.01
			2-32-00-510	837510	Grease Monkey 8 Mil Nitr	66.65	

**Total 92,479.95**

\*\*\* End of Report \*\*\*



July 2021

### **Operations**

Due to the extreme heat and high-water demand, the communities on the west side of ACE, supplied by EPCOR had been under water restrictions for several days. These restrictions were out of ACE's control. Thank you to the municipalities that provided strong water conservation and management during this period.

### **Operations Meeting**

Ace will be holding an in person operational meetings for municipal operators and their CAO's. We will be sending out the logistics of the meeting next week.

### **Board Member Resigns**

Clint McCullough, a long serving board member has resigned from his position as ACE Director and Secretary of the ACE Board. Alberta Central East Water Corporation thanks Clint for his contribution to ACE over the years and wishes him well in his future endeavors.

Board of Director positions are approved through each zone. The Vermilion River zone will need to hold a zone meeting to approve a new zone representative prior to the next Board meeting July 22, 2021.

### **Construction**

Ace has completed its first phase of the indigenous consultation process and looks forward to working with our indigenous communities to complete the final stage.



Chair Don Gulayec provide an acknowledgement of our First Nations and Metis land treaties at the kickoff of construction for the Dewberry to Clandonald leg. Vyna Fluney, elder for the Metis Nation of Alberta provided a prayer for the occasion. Left to Right: Ryan Sharp – MPE Engineering, Dennis Roth – Vice Chair ACE, Rex Smith – Director ACE, Vyna Fluney -Elder Metis Nation of Alberta Division 2, Don Gulayec – Chair ACE Water, Brent Romanchuk – Project Manager, missing Rhonda King ACE Manager.

Construction has begun on Contract 18 Marwayne to Dewberry and Contract 19 Dewberry to Clandonald. Material supplies for construction have been very challenging and contractors have experienced some difficulty obtaining the needed materials. This has caused some delays.

Ace is working with MPE, the municipalities and Alberta Transportation to finalize the remaining routes.

**Policy Highlight – AD 012 – Construction – Altering or Maintenance/Crossing of Pipeline**

A reminder to municipalities working around ACE infrastructure that caution is required to avoid inadvertently damaging infrastructure. In some cases, there maybe a requirement to alter structures to coincide work being done by the municipality.

**POLICY NO: AD 012**

**POLICY TITLE: ACE Construction Altering or Maintenance /  
Crossing of the Pipeline**

**DEPARTMENT: Administration**

**APPROVAL DATE: April 5, 2016 (2016-04-09)**

**REVISION DATE:**

**REVIEW DATE:**

**Policy Statement:**

The Alberta Central Water (ACE) Corporation recognizes the importance of protecting ACE infrastructure, while recognizing the need for Municipalities to perform work on or adjacent to the waterline. Further, ACE requires unrestricted access to its waterlines at all times.

**Purpose:**

To ensure a proper procedure for municipalities working on or near the water line and to allocate associated costs with the construction.

**Policy:**

1. Municipalities must provide the Utility with unrestricted access to pipeline and all other property of the Utility located on Municipality property from time to time for the purpose of allowing the Utility to perform all of its obligations or exercise its obligations or rights.
2. Subject to any specific agreement between ACE and the municipality, any upgrades or modifications to the property, required solely for the Utility, will be completed at the Utility's expense.
3. Subject to any specific agreement between ACE and the municipality, any upgrades or modifications to the property or the ACE Material, required solely for the Municipality, will be completed at the Municipality's expense.

4. An agreement with ACE must be entered into prior to a municipality working on or adjacent to the waterline or any of its facilities.

## Village of Innisfree (CAO)

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**From:** Stephen Covey <marie-pier.triganne@cn.ca>  
**Sent:** June 15, 2021 1:33 PM  
**To:** Admin  
**Cc:** Village of Innisfree (CAO)  
**Subject:** Rail Safety Week 2021 | Proclamation request  
**Attachments:** Rail Safety Week 2021 Resolution\_CDN MUNICIPALITIES.pdf; RSW2021\_Resolution\_Canada\_Fr.pdf



cn.ca

Dear Mayor McMann:

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. Most of these incidents and deaths are preventable. By looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

As a responsible railroad that links communities to markets around the world, CN continues to play its essential role in the economy. We also continue to take all necessary steps to protect our employees, communities, customers, vendors and partners, in response to the continued and unprecedented challenges associated with the pandemic. As we safely serve our customers and keep the economy moving, we remain committed in our efforts to educate the public on rail safety.

Rail Safety Week will be held in Canada, the United States, and Mexico from September 20 - 26, 2021. Once again this year, our in-person activities may be restricted, yet efforts to get the rail safety message out will be stronger than ever. Rail safety never takes a break and, as proud neighbours, we continue to work with *Operation Lifesaver*, our communities and local authorities, CN Police Service officers and all CN employees to help prevent accidents and injuries at rail crossings, and ensure everyone's safety on and around railroad infrastructure year-round.

### **Rail Safety is a shared responsibility**

No one wants such tragedies to occur in their community. Your council can be a powerful ally in this effort to prevent these incidents and save lives by adopting the attached draft proclamation. Please send a copy of your proclamation by mail or by e-mail to [Marie-Pier.Triganne@cn.ca](mailto:Marie-Pier.Triganne@cn.ca) and let us know about your plans to promote rail safety in your community.

If you have any questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2021, please consult [cn.ca/railsafety](http://cn.ca/railsafety) or [operationlifesaver.ca](http://operationlifesaver.ca).

Sincerely,

Stephen Covey



(Draft Resolution)

**RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK**

**Whereas *Rail Safety Week*** is to be held across Canada from September 20 to 26, 2021;

**Whereas** it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 20 to 26, 2021.

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – July 7, 2021



On July 1, 2021, the Government of Alberta moved to Stage 3 of its Open for Summer Plan. All restrictions are lifted, including the ban on indoor social gatherings. The general indoor provincial mask mandate has been lifted, but masking may still be required in limited and specific settings.

For the most up-to-date information, visit [alberta.ca/COVID19](https://alberta.ca/COVID19).

While the frequency of these updates will be reduced, Municipal Affairs remains committed to issuing updates to address frequently asked questions and provide new information or resources as they become available. If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lgsmall@gov.ab.ca](mailto:ma.lgsmall@gov.ab.ca).

### Municipal Advisory Services

If you have further questions, please call 780-427-2225 (or toll-free by first dialing 310-0000) or email [ma.lgsmall@gov.ab.ca](mailto:ma.lgsmall@gov.ab.ca).

### Alberta's Open for Summer Plan: Stage 3

#### Are there provincial restrictions that remain in effect?

YES. Isolation requirements for confirmed cases of COVID-19 and some protective measures in continuing care settings remain in place. Masking is still required in hospitals, mass transit, ride shares, and taxis. While masking is no longer required in most situations, it is important to support those who may wish to continue wearing masks while adjusting to Stage 3.

A [general guidance document](#) has been created for all sectors to help transition into Stage 3.

#### Can local municipalities support Alberta's Open for Summer Plan?

YES. Individuals should continue to be encouraged to get both vaccine doses. As stated by the Chief Medical Officer of Health, one of the greatest impacts local municipal leaders can have is to support and encourage vaccine uptake in your community.

Municipalities can develop ideas and creative strategies to support vaccine uptake by sharing resources and information with other community leaders and businesses.

Municipalities can help ensure residents are aware that all working Albertans can access three hours of paid, job-protected leave to get each dose of the vaccine, and share information about the vaccination program available online at [www.alberta.ca/covid19-vaccine](http://www.alberta.ca/covid19-vaccine).

The employer toolkit can also be shared and is available at [open.alberta.ca/publications/employers-toolkit-for-vaccination](http://open.alberta.ca/publications/employers-toolkit-for-vaccination).

Residents can be encouraged to practice good hygiene, including staying at home when they are sick, washing or sanitizing their hands often, covering coughs and sneezes, and avoiding touching their face.

**Can municipalities with face covering bylaws continue to require people to wear face masks in public spaces?**

YES. Municipal councils may continue to have mask bylaws if the municipal council believes these bylaws are still required in their local community.

**Are all municipal recreational facilities required to be open to the public on July 1?**

NO. Municipalities may develop opening plans and strategies that take into account their staff, operational, and financial capacities.

## Municipal Operations

**Are there additional resources as municipalities transition back to working from the office?**

YES. Resources are available for [guidance](#) in the workplace and to assist with occupational health and safety considerations. The information and suggestions outlined in the guidance documents are optional, and it is up to the individual municipality to determine what measures, if any, to implement.

**Do community peace officers still have the extended authority to enforce the *Public Health Act* and Chief Medical Officer of Health's Orders?**

NO. Ministerial Order 24/2021, issued on June 2, 2021, extended the authorities of peace officers to enforce the *Public Health Act*. This ministerial order expired at 23:59 on July 1, 2021, and is not being extended.

Any municipal bylaws in effect related to enforcement during a public health emergency are not affected.

To review information bulletins for municipalities authorized by Alberta Justice and Solicitor General to employ peace officers, please visit: [open.alberta.ca/publications/bulletin-peace-officer-program](http://open.alberta.ca/publications/bulletin-peace-officer-program).

## Additional Resources



RMA's COVID-19 response hub is available at [rmaalberta.com/about/covid-19-response-hub](http://rmaalberta.com/about/covid-19-response-hub).

AUMA's updated guide is available at [auma.ca/covid19](http://auma.ca/covid19).

The Federation of Canadian Municipalities links and resources for municipalities is available at [fcm.ca/en/resources/covid-19-resources-municipalities](http://fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit [alberta.ca/COVID19](http://alberta.ca/COVID19).

# Information Bulletin 07/2021

## Key Municipal Dates

July 1 – September 30, 2021

July 1	Last day for municipalities to send assessment notices. (s. 310 <i>Municipal Government Act</i> (MGA)).
July 1	The earliest date that municipal employees wishing to be nominated as a candidate may notify employer that they are taking a leave of absence (s. 22(5), 22(5.1) <i>Local Authorities Election Act</i> (LAEA)).
July 2	Due date for Statement of Funding and Expenditures (SFE) Municipal Operating Support Transfer Program
August 1	Last day for the Registrar to send a notice to an owner of a parcel of land shown on the tax arrears list. (s. 417 MGA).
August 1	Last day for a municipality to send notice to the owner of a designated manufactured home, the manufactured home community, and all lien holders for each designated manufactured home shown on the tax arrears list (s. 436.08 MGA).
August 18	No later than two months prior to election, Council may pass a bylaw to authorize the printing of ballots in lots (s. 43 LAEA).
August 21	Council may pass a bylaw not less than 30 days prior to nomination day requiring a deposit with nomination papers (s. 29 LAEA).
August 31	Last day for a council of a summer village to hold an organizational meeting (s. 192(2) MGA).
September 6	Notice of nomination day advertisement (first week) if using a newspaper (s. 26 LAEA).

- September 13 Notice of nomination day advertisement (second week) (s. 26 LAEA).  
Municipalities not using a newspaper may mail or deliver a notice to every residence in the local jurisdiction at least one week before nomination day or use the method(s) provided for in advertising bylaw passed under section 606.1 of the MGA (if applicable).
- September 19 Municipal employees seeking election must take leave of absence before the last working day prior to nomination day (s. 22(5) LAEA)
- September 19 Council may pass a bylaw prior to nomination day to discontinue an election for an office for which a candidate has died (s. 33 LAEA).
- September 20 Nomination day for the 2021 general election closes at 12 noon. (s. 25 LAEA).
- September 21 If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations shall stand adjourned to the next day at the same place at the hour of 10 a.m. to 12 noon for the purpose of receiving further nominations.  
  
Continue to adjourn in the same manner until sufficient nominations are received (for up to 6 days, including nomination day but not Saturday, Sunday and holidays).  
  
Notify the Minister of Municipal Affairs if insufficient nominations are not received after this time period has elapsed (s. 31 LAEA).
- September 21 24 hours after the close of nominations, the returning officer shall forward a signed statement showing the name of each nominated candidate to the Minister using the Elections Database (EDB).
- September 22 Within 48 hours of the close of nominations on nomination day, the returning officer shall post or cause to be posted at the local jurisdiction office, the names of all candidates that have been nominated and the offices for which they were nominated (s. 28(10) LAEA).
- September 30 Municipalities must submit the 3rd quarterly installment to a board or the Alberta School Foundation Fund (s. 167 Education Act).



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

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June 30, 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 update outlines the work that the interim board has undertaken since we last reported February 15<sup>th</sup>.

#### *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 RMA, AUMA and the Alberta Association of Police Governance, with specific representation identified by each association. The Interim Board's mandate concludes at the end of 2021. Based upon the Minister of JSG accepting the recommendations for the Governance structure of the permanent Board, the recruitment & selection process for the permanent Board will begin.

#### *Interim Board's Focus*

Since the last report, the Interim Board has held eight meetings. All of our meetings have been held virtually due to COVID-19 compliance. JSG staff and the RCMP continue to be active participants in these meetings. During this past four months our primary focus has been developing a recommendations on the governance structure and recruitment for the permanent board. This has included reviewing a governance survey sent to you in March. We were very fortunate to have 98 municipalities respond to our survey. Your input has been integral in developing these documents.

The Interim Board submitted our recommendations to the Minister of Justice and Solicitor General on June 24<sup>th</sup>, 2021. Attached to this update is a copy of our submission. Depending on the direction that the Minister takes we are hoping to begin recruitment for the permanent Board in the next couple months and start planning for the transition to a permanent Board.

The Interim Board will be developing a survey for Fall 2021 to collect data for our next submission into the 2022/23 priorities and collect feedback on process of the Board and implementation to date.

### *Interim Board's Engagement with Municipalities*

Several Board members have attended various meetings and conferences to report on where we are at with the development of the permanent board and our next steps, and the policing priorities of 2021/22. These meetings have included but are not limited to:

- Police Summit
- RMA Convention
- AAPG

### *Quarterly Template from RCMP*

In late March and early April, the RCMP finalized a document that they referred to as a Quarterly template. All municipalities should be seeing this document presented to them by their local Detachment Commander. This document should provide councils with not only local content, but HR and Financial data, and crime trends. We are told that all municipalities down to the smallest village should see this document. The Board feels that this document will help inform all councils on all policing questions. Appendix 1 is a sample of what this document looks like. We encourage you all to be asking your detachment commanders for this information and about this report if you are not seeing it.

### *Enhanced Policing Document*

Recently a member of the Board worked with staff at JSG to develop an easier to follow document to aid in minimizing the confusion surrounding Enhanced Policing and its impact on the Provincial Police Funding Model (PFM). This is included as Appendix 2 of this report. If you require further discussion on this or any other policing document, please do not hesitate to reach out to any member of your Board.

### *Funding Reconciliation*

In attempts to assure the municipalities of where the money they are now paying is being spent, the RCMP has put accounting processes in place to ensure transparency and accountability. We have requested and expect a full reconciliation for our July meeting. We are also expecting an understanding on the expenditure plan for 2021/2022.

### *RCMP Update on Staffing*

As of June 7, 2021, the RCMP advised that 70 of 76 new regular member positions had been filled to date, 6 positions are pending within the staffing process. As well, of the 57 public service employee positions, a total of 42 positions have been filled to date, and the remaining positions are pending within the staffing process. See Appendix 3 PPSA Police Funding Model Positions June 2021 for further details.

The 2021/22 Funding letter from JSG to the RCMP has not yet been received which authorizes the positions for the current year. It is expected that the target will be 55 Regular Members and 42 Civilian Members. We expect to have an update on this at our July meeting.

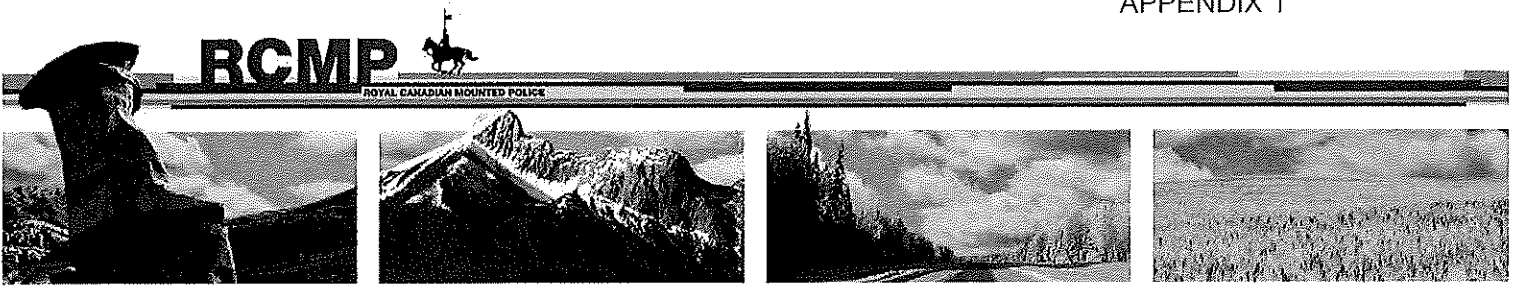
In conclusion, my fellow Board members and I are pleased with the engagement of the RCMP and Justice & Solicitor General in our discussion and our progress to date. As always we are pleased with the potential of this Board to increase the municipal voice in policing across the province. Please contact 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,



Tanya Thorn  
Board Chair, Alberta Police Interim Police Advisory Board  
403-860-7342  
[Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com)





# RCMP Provincial Policing Report

MUNICIPALITY OF... X | VILLAGE OF... X

Provided for the ----: (month or quarter as per reporting schedule noted below)

DATE:

## PROVINCIAL POLICE SERVICE COMPOSITION

2020-21 Fiscal Year Staffing Category:	Number as per Org Chart <sup>1</sup>	Actual Number	Variance	Pending (+/-)
Regular Members			0	
Public Servants			0	
<b>Detachment Commander :</b>				

\* current could include mat leave, long term leave etc., which should be noted in explanation below.  
 \* Pending – status of members/PSS leaving or coming to the detachment  
 1 The number of approved Provincial Police Service positions on the detachment Organisation Chart

*Variance explanations: 1 cadet coming in March.....one retirement pending April.....*

*May want to mention duties over and above Detachment policing such as Major Event deployments or special duties on the detachment members ERT, TAC, SAR and Containment*

### 1 REPORTING SCHEDULE

The reporting schedule as determined in consultation between the RCMP and the municipality, as of October 2020 is set for quarterly reporting.

- *It is agreed that in addition to the template the following additional reporting will be provided:*
- *Initiatives such as programs like START and DART, or briefing on a current issue like the Fentanyl role out, or crime trends).*
- *Other items that could be considered are traffic initiatives with support from Divisional Traffic Units*
- *Major Investigations with significant support of Provincial Support Services Units (FIS, PDS, MCU etc.)*

## 2 MANAGEMENT OF THE POLICE SERVICE:

### 2.1 Objectives, Priorities and Goals for 2020/21:

*As per the meeting on date.....Municipality of XX place a high value on controlling property crime.....Drugs on our streets and in our schools is a major issue for the municipalities.....*

*This should read identical to the objectives and initiatives as indicated on your Detachment Annual Performance Plan.*

### RCMP's Planned Initiatives to Meet Objectives, Priorities and Goals:

#### 2.1.1 OBJECTIVE:

*Sample Text: Control Property Crime*

##### **Initiative #1:**

*Sample Text: The RCMP will target prolific offenders in the community committing property crime offences.....*

##### **Current Status and Results:**

*What is the impact on the community, what has been achieved, school visits, drug awareness presentations, and prolific offender checks done?*

##### **Initiative #2:**

##### **Current Status and Results:**

#### 2.1.2 OBJECTIVE:

*Sample text: The RCMP will work with the community and the schools on target drug enforcement and education*

##### **Initiative #1:**

*Sample text: \_Community Mobilization*

##### **Current Status and Results:**

##### **Initiative #2:**

*Sample text: Drug Enforcement activities*

##### **Current Status and Results:**

**3 CURRENT ACTIVITY STATISTICS – (as selected by municipality, should be tied to policing priorities)**

Category:	Number This Half in 2020-21	Number This Half in 2019-20	Year to Date 2020-21	Year to Date 2019-20
Property Crime				
Common Offence Notices				
Impaired Driving Charges				
Other statistic as requested (specify)				
Other statistic as requested				
Other				

*In order to provide comparable information, the reporting period for the current year is being compared to the same reporting period for the previous year. This will provide a more accurate comparison by taking into account any special events that happen in the community on an annual basis, and also account for seasonal changes in traffic/tourism, and RCMP strategic initiatives etc.*

**3.1 TRENDS/ POINTS OF INTEREST/ VALUE/ PERTINENT COST DRIVERS**

*Sample Narrative could include: traffic initiatives that required outside support from other detachments or Traffic Service members, requirement for resources outside detachment area such as major incident where ERT, Major Crimes, or other support services were required to deal with investigation of significant event. Also include any particular cost drivers that have potentially put a strain on the detachment budget such as mentioning a large incident or file in the community that has resulted in elevated overtime costs.*

**3.2 SIGNIFICANT MEETINGS IN THE COMMUNITY**

*Meetings attended with organizations within the community, (Municipalities, Villages, First Nations, Chamber of Commerce, School District, Victim Services, local service clubs, COPP). This would speak to the goal of community based policing. This is different from officers attending schools or participating in community charity events. It is more about meetings attended by the **RCMP leadership** to provide a RCMP insight to a specific issue.*

# Police Funding Regulation

The **Police Funding Regulation (PFR)** came into force on April 1, 2020. It implemented two separate initiatives:

- 1) The creation of the Police Funding Model (PFM), and
- 2) The absorption of Option 1 Enhanced Policing Positions (EPPs).

## Provincial Police Services

Pursuant to Alberta's *Police Act*, the Province of Alberta is responsible for ensuring that an adequate and effective level of policing is maintained throughout the Province. For municipalities with populations 5,000 or under, police services are provided by the Royal Canadian Mounted Police (RCMP) through the Provincial Police Service Agreement (PPSA) between the Government of Alberta and the Government of Canada.

Detachment resources are determined taking into consideration a number of factors such as nature and volume of crime, Crime Severity Index (CSI), demographics, priorities, access and travel considerations, etc.

## Enhanced Policing Program



In order to meet additional specific local service initiatives, some Provincial Police Service (PPS) municipalities desire additional dedicated policing

services over and above the base service level they receive. These enhanced levels of policing have been available to communities through the Enhanced Policing Program (EPP) under two options.

### OPTION 1 – PPS Full Time/Long Term Positions

In this option, the municipality agreed to pay Alberta Justice and Solicitor General (JSG) the provincial cost (70%) of a full time RCMP position, for a minimum period of three years. In order to grow the PPS, a moratorium was placed on PPS EPP Option

1 agreements in late 2019. No new agreements have been entered into.

Any PPS EPP Option 1 Agreements in effect in 2019 had the costs transitioned to JSG as part of its PPS costs effective April 1, 2020. As a result, **EPP Option 1 Agreements were terminated**. However, the full-time policing **positions were maintained and unchanged**. This means that the communities which had EPP Option 1 Agreements in place in 2019, kept those positions, but no longer bear the cost of those positions. Municipalities also had a Memorandum of Understanding (MOU) that set out the duties and responsibilities of the EPP Option 1 positions. It is expected the **MOUs also continue** as the positions are understood to continue providing services **under the same terms, with the same position duties and responsibilities. No changes are to be made** unless the effected municipalities determine to do so in consultation with their RCMP. This status is in place for the five year period of the Police Funding Regulation (2020-2025).

<p><b>Option 1s</b> As of April 1, 2020</p>
<p><b>TERMINATED</b></p>
<p>AGREEMENTS with JSG MUNICIPAL COST (JSG now PAYING)</p>
<p><b>CONTINUED/UNCHANGED</b></p>
<p>POSITIONS DUTIES/RESPONSIBILITIES MOUs with RCMP</p>

### OPTION 2 -- Short Term Services

Under this option, the municipality agrees to pay JSG a specified amount to enhance existing police service levels for a specific community event / short term seasonal or special event dedicated services over a limited period of time. Option 2 Agreements continue to be available to PPS communities.

## The Police Funding Model

Under the PPSA, 70 percent of RCMP provincial police service member costs are paid by the province in a cost-sharing arrangement between the province and the federal government. Starting April 1, 2020, PPSA municipalities began contributing a portion of that cost through the PFM.

This municipal-provincial cost-sharing initiative enables an investment of up to \$286 million over five years into the PPS, with a priority being the addition of up to 300 RCMP PPS officers placed in rural detachments and in specialized RCMP PPS units that augment detachment policing. In addition, the investment will enable the addition of up to 200 new civilian positions to the PPS to assist with administrative tasks and investigative support to enable officers to have more active time and be engaged in communities.

The RCMP and JSG have a plan to invest in RCMP officers and civilian staff that will:

- support rural detachment enhancement (this is the priority in the first few years of reinvestment);
- undertake methamphetamine and opioid initiatives;
- expand aerial observation capability;
- address auto theft;
- continue to advance the Call Management Initiative;
- enhance General Investigative Services; and
- further support vulnerable persons, missing persons, and homicide investigations.

While not every municipality may receive a new police officer or civilian position locally, every PPSA community in Alberta will benefit from the total increased RCMP resources either through direct detachment placements, through specialized units that benefit all municipalities such as the Alberta Law Enforcement Response Team (ALERT), Crime Reduction Units, Call Back Units, Operational Support Services, or Emergency Response Teams, and civilian positions such as Court Case Management, Criminal Operations, Offender Management Programs, and Community Outreach.

## The PFM Formula for Cost Distribution



A municipality's cost share of total policing costs is calculated according to a formula comprised of a base amount (weighted equalized assessment (50%) + weighted population (50%)), adjusted by modifiers, where appropriate. Modifiers include: shadow population, CSI, and a detachment subsidy for towns, villages and summer villages without a detachment in their community. Invoices are the amount to be paid. **Any modifiers are already accounted for in the PFM formula.**

Costs are being phased in, with 10 per cent contributed to policing costs in 2020, followed by 15 per cent in 2021, 20 per cent in 2022, and 30 per cent in 2023 and 2024. Total policing costs are static for the entire five year period as they have been based on 2018 costs.

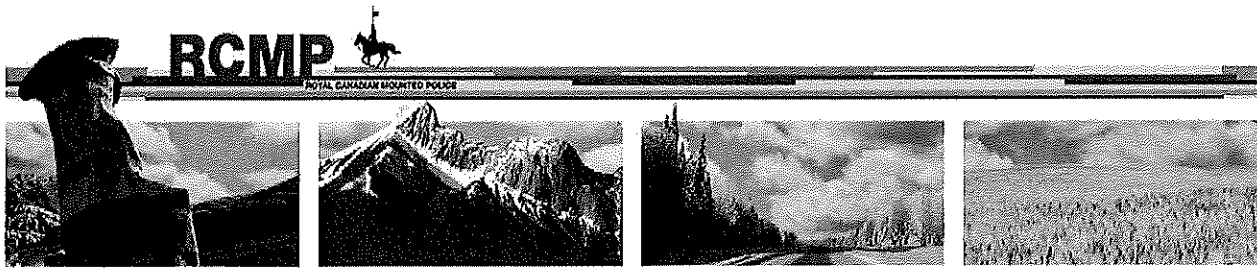
PPSA Municipal Policing Costs	
Pre April 1, 2020 ←	→ Post April 1, 2020
<b>Enhanced Policing Program</b>	
Formal EPP Position	"Enhanced" Position
MOU	MOU
Provincial Cost	\$0
<b>Police Funding Model</b>	
\$0	PFM Cost

## Future Status of EPP and PFM

Changes to both initiatives will be assessed during the *Police Funding Regulation* five year review.

## Provincial Police Transition Study

The transition study is an entirely separate initiative. The study will inform the government on whether a future dedicated provincial police service (not a federally contracted one) is in the best interests of Albertans. The study is examining the RCMP's current policing model to determine costs and operational requirements should Alberta transition to its own provincial police. It is not conducting an assessment of the current RCMP-provided contract policing service.



## PPSA Police Funding Model – 2020/21 Positions

*Updated: June 7, 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:

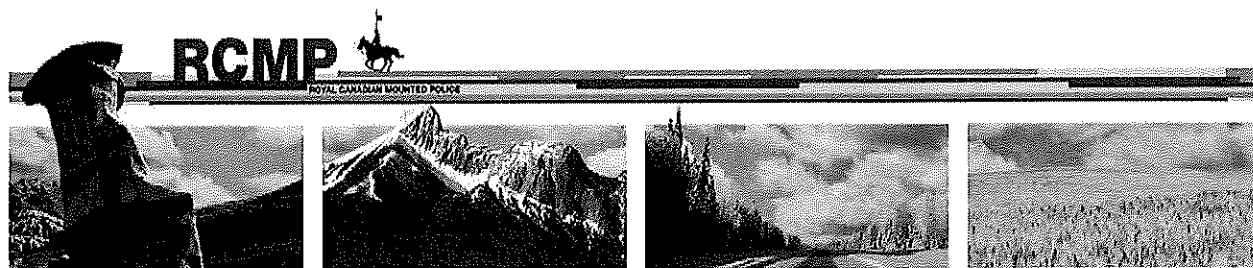
- 46 positions in rural Alberta Detachments (Filled)
- 10 positions in the Call Back Unit (Filled)
- 2 positions to KMOSS (Filled)
- 3 positions to Child Advocacy Centers (Filled)
- 3 positions to Emergency Response Teams (Filled)
- 4 positions to Offender Management (2 Filled, 2 Pending)
- 3 positions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

This accounts for all of the 76 regular member positions. A total of 70 positions have been filled to date, 6 positions are pending within the staffing process. See Annex A for further details.

The following public service employee positions have been allocated:

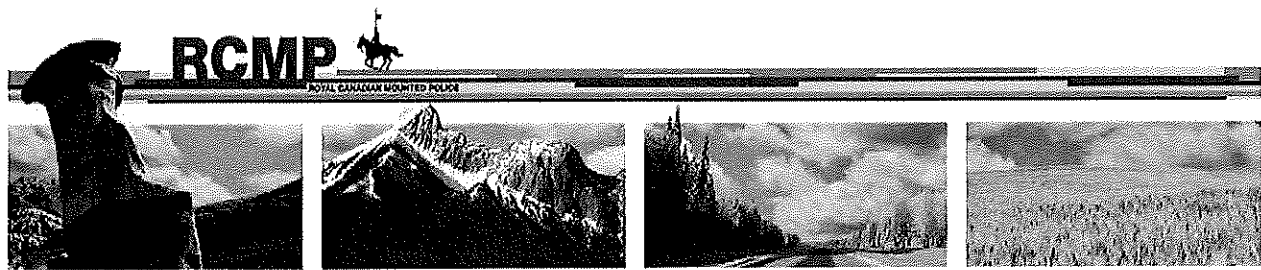
- 31 Detachment Services Support positions (25 Filled, 6 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (Filled)
- 2 Operational Call Center Administrative Support positions (Filled)
- 4 Rural Crime Reduction Analysts (3 Filled, 1 Pending)
- 1 Rural Crime Administrative Support positions (Filled)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Filled)

This accounts for all of the 57 public service employee positions. A total of 42 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.



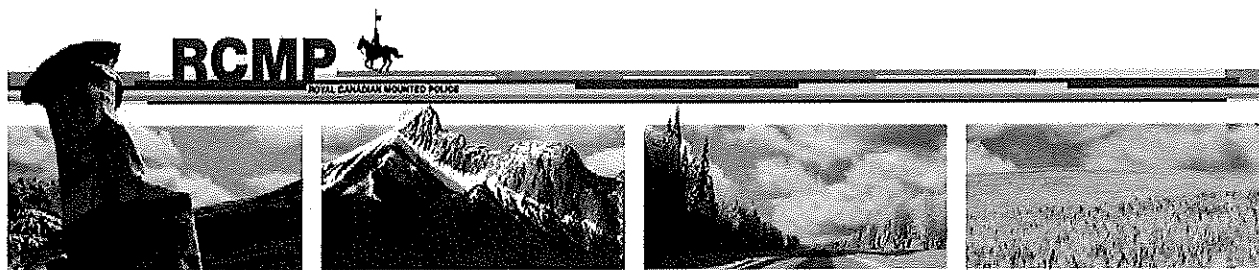
## Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of June 7, 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	



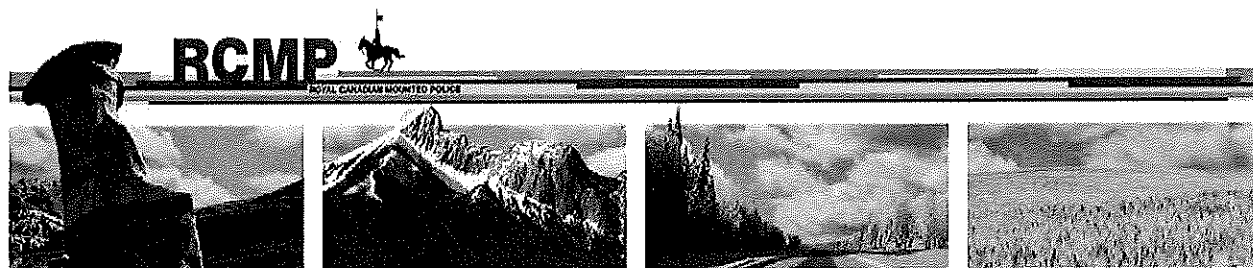
Police Funding Model - Year 1 - Regular Members - as of June 7, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE 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	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		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	Filled	2021-03-12
Hate Crimes	Pending			
Offender Management	Pending			
Offender Management	Filled	2021-07-01		
Offender Management	Filled	2021-07-01		
Offender Management	Pending			
Police Dog Services	Filled	2020-10-30		
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 June 7, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Filled	2021-02-19
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Filled	2021-04-01
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Filled	2021-06-07
	OLDS	Detachment support	Filled	2021-01-11
	PICTURE BUTTE	Detachment support	Filled	2020-12-01
	TURNER VALLEY	Detachment support	Pending	2021-04-05
Central Alberta District	BASHAW	Detachment support	Filled	2021-03-01
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Filled	2021-01-04
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Filled	2021-05-17
	SYLVAN LAKE	Detachment support	Filled	2020-11-30
	THORSBY	Detachment support	Filled	2021-01-12
Eastern Alberta District	CORONATION	Detachment support	Filled	2020-12-21
	DESMARAIS	Detachment support	Filled	2021-04-21
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Filled	2021-04-12
	TWO HILLS	Detachment support	Filled	2021-01-05
	WOOD BUFFALO	Detachment support	Filled	2021-03-08
		Detachment support	Filled	2020-11-12
Western Alberta District	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	Filled	2021-04-29
VALLEYVIEW	Detachment support	Filled	2021-01-11	



Police Funding Model - Year 1 - Civilian Support - as of June 7, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
			Filled	2020-10-14
		OCC - Telecommunications Operators	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	Filled	2021-04-01
			Filled	2021-04-01
			Filled	2021-04-01
		Crime Reduction - Administrative Support	Filled	2021-04-01
			Filled	2021-01-13
			Filled	2020-04-01
	Intellex	Filled	2021-08-23	

# Alberta Police Interim Advisory Board: Report on Governance

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## Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities a strong voice in setting RCMP policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing 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 structure and scope of the Advisory Board. On completion of the interim Board's mandate, the work of the operational Alberta Police Advisory Board will begin.

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 government and RCMP "K" Division on the buildup of the provincial police service.
5. Provide input into discussions respecting the 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 the operational Board's scope; terms of reference; recruitment and selection process; and governance documents (Mandate Items #1, 2, and 3).

## Development of Draft Governance Documents

Over the past year, the interim Board has been engaging with key stakeholders to gather information and develop recommendations on the operational Board's composition, mandate, and governance. The interim Board distributed a survey to municipalities in March 2021 to learn more about municipal perspectives on Board governance (see Appendix 6).

Using the feedback from this survey and the Government of Alberta's Public Agency Governance Policy as guides, the interim Board has drafted following governance documents for operational Board:

1. Terms of Reference (Appendix 1)
2. Code of Conduct (Appendix 2)
3. Conflict of Interest (Appendix 3)
4. Recruitment and Selection Proposal (Appendix 4), which includes:
  - Competency Matrix
  - Position Profile
  - Application Interview Questions
  - Evaluation Matrix
  - Selection Process

These documents reflect the interim Board's recommendations and advice on the operational Board's scope, terms of reference, recruitment and selection process, and other key governance documents.

Although the interim Board was tasked with completing a Mandate and Roles document, this document is only required for public agencies that are subject to the *Alberta Public Agencies Governance Act*. As the classification of the operational Board is contingent on several Ministerial decisions regarding governance and implementation, the interim Board felt that it did not have enough direction to complete a draft Mandate and Roles document. However, the draft governance documents included in this report contain all the necessary information to complete a Mandate and Roles document if needed, once the Minister has given direction (see Appendix 5 for more information).

In drafting the attached governance documents, the interim Board applied the following key principles that were identified as priorities for governance:

1. Transparency
  - The Alberta Police Advisory Board must enable the Minister of Justice and Solicitor General, the Government of Alberta and the communities and municipalities it represents to see and understand how the Board operates. Accordingly, the Board must provide information about its activities, governance, policies, and processes to stakeholders in a way that is accurate, complete, and timely.
2. Accountability
  - The Board must be accountable to both the communities and municipalities it represents as well as the Minister of Justice and Solicitor General and the Government of Alberta. The Board must demonstrate its accountability by reporting on how it is achieving its mandate; how it is engaging with stakeholders; and how it is using its budget.
3. Grassroots
  - The Board must be driven by Albertans at the local level who receive RCMP services, as they are best positioned to identify community policing and public safety issues. The Board's recommendations should not be driven by the Government of Alberta nor the RCMP.
4. Two-way communication
  - The Board must engage in two-way communication between the communities it represents and the government to which it is accountable. This means that the Board must engage with municipalities and communities to learn more about the policing and public safety issues that these stakeholders experience, as well as report back to them on related Government of Alberta and RCMP outcomes and initiatives. Similarly, the Government of Alberta and the RCMP must not only accept and consider recommendations from the Board but share information as needed to support the Board's work.

## Key Decision Points

As mentioned above, the implementation of the operational Alberta Police Advisory Board is contingent on several Ministerial decisions. Three key decisions relate to the Board's budget, recruitment and selection process and permanent operational Board.

## Decision Point 1: Operational Board Financial Support

The interim Board has requested that the Ministry of Justice and Solicitor General provide an annual budget to the operational Board to support the following activities:

- Administrative support, including taking notes and minutes, preparing and distributing agenda packages, and managing records.
- IT support, including software licenses, file sharing and storage, and dedicated email and webpage(s).
- Research projects.
- Report development.
- Board member expenses and honoraria.

Provincial resources were not allocated to support the interim Board. As a result, the Alberta Urban Municipalities Association, the Rural Municipalities of Alberta, and the Alberta Association of Police Governance were required to provide an equivalent of a full time staff support, as well as cover the costs of Board member expenses and honoraria, to enable the interim Board to meet its mandate items. These associations cannot and should not be expected to continue to subsidize a Board that has been established the Minister of Justice and Solicitor General. The interim Board would support using a portion of the funds raised by the new police costing model implemented to fund the operational Board.

Confirming financial support for the operational Board as soon as possible will ensure that those applying for the Board will have a full understanding of the Board's capacity as well as their level of financial support should they be appointed.

## Decision Point 2: Operational Board Recruitment Process

The interim Board also feels strongly that the Board itself should be responsible for recruiting and selecting Board members on an ongoing basis. As the interim Board was mandated to develop a recruitment and selection process, it should have an opportunity to ensure this process is well executed. Interim Board members consist of representatives of municipalities from across the province who are well-positioned to ensure that those selected to the operational Board will effectively represent their own communities and Albertans more broadly. Additionally, making the Board responsible for recruitment and selection aligns with the principle of grassroots, with the Board being driven by Albertans at the local level who receive RCMP services.

Making a timely decision on this issue will ensure that the recruitment process can commence as soon as possible, and an operational board will be in place by the end of 2021.

## Decision Point 3: Permanent Operational Board

The terms of reference provided to the interim Board indicated that when formed, the operational Board would be in place for a four-year term. Given the importance of building and maintaining an improved collaborative relationship between local communities, Alberta Justice and Solicitor General, and the RCMP, the interim Board strongly believes that the operational Board should be formed as a permanent entity. Disbanding the operational Board after a four-year term would waste the hard work of all parties in developing the Board's mandate and purpose, and would send a negative message to

municipal and community stakeholders about the importance of ongoing policing-related collaboration in the province.

Providing the newly formed operational Board with the assurance that their role will exist permanently (or at least not be subject to a pre-determined four-year term) will be crucial to developing a strong initial relationship between the Board and the Government of Alberta.

## **Next Steps and Implementation**

As the role of the Alberta Police Interim Advisory Board is to provide recommendations on the governance of the operational Board to the Minister of Justice and Solicitor General, it is ultimately the responsibility of the Minister and the provincial government to decide whether to accept the Board's recommendations, and if so, how to integrate them into existing agency board committee processes.

The Board would appreciate an opportunity to meet with the Minister to discuss the recommendations identified in this report and how the Board and the Ministry can work together towards effective implementation.

## Appendix 1 – Terms of Reference

### **ALBERTA POLICE ADVISORY BOARD TERMS OF REFERENCE**

#### **BACKGROUND**

The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the Government of Alberta's and the Minister's mandate and responsibilities regarding the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will consist of diverse municipal and community representatives from across the province. The Board will ensure that local policing priorities and concerns are communicated to the Minister, the Government of Alberta, and the Royal Canadian Mounted Police (RCMP) to inform strategic planning and decision-making in relation to RCMP police services in Alberta.

#### **MANDATE / RESPONSIBILITIES**

On behalf of all municipalities policed by the RCMP (whether through the Provincial Police Service Agreement or a Municipal Police Service Agreement), the Board will collaborate with the Government of Alberta, RCMP "K" Division, and those municipalities to:

- Provide ongoing input, advice, and recommendations to the Government of Alberta and RCMP "K" Division on policing in Alberta.
- Collaborate with the Government of Alberta and RCMP "K" Division to develop annual provincial policing priorities.
- Engage with the Government of Alberta and RCMP "K" Division to provide input on any policing-related issues that the Board identifies as relevant.
- Serve as a communications conduit between all municipalities served by the RCMP and the Government of Alberta/RCMP "K" Division. This includes:
  - Regularly reporting to municipal associations and municipalities on the Board's activities and other policing-related information.
  - Regularly soliciting local input from municipalities and other relevant organizations on policing issues, initiatives, and priorities.
  - Distributing at least one policing priorities survey to municipalities each year and using the survey results to inform the Board's input into the provincial policing priorities development process.
  - Working with the Government of Alberta and RCMP "K" Division to provide information to municipal associations and municipalities on how police funds were spent and the resulting outcomes to municipalities.



## **SCOPE**

The Board can discuss, research, develop policy positions, and provide advice and input to the Government of Alberta and RCMP “K” Division on any policing-related issue that it deems relevant. The Board will be responsible for developing its own issue identification and vetting processes.

The Board will undertake the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of importance to Albertans and Alberta municipalities. Priorities and issues identified by the Board may include, but are not limited to:

- Community safety and well-being;
- Crime reduction and prevention; and
- Cross-jurisdictional crime.

In addition to collaborating with the Government of Alberta and RCMP “K” Division to develop annual provincial policing priorities (as noted in the “mandate/responsibilities” section), the Board may also make recommendations and provide advice to the Minister with respect to the Justice and Solicitor General/RCMP joint business plan, annual performance plans, multi-year financial plans, and any other plans and documents it deems relevant.

## **MEMBERSHIP**

The Board is comprised of 11 voting members based on the following:

- One member from the Alberta Association of Police Governance (AAPG)
- One member from the Alberta Urban Municipalities Association (AUMA)
- One member from the Rural Municipalities of Alberta (RMA)
- Two members from communities in the RCMP “K” Division Western Alberta District (Western Alberta community members)
- Two members from communities in the RCMP “K” Division Eastern Alberta District (Eastern Alberta community members)
- Two members from communities in the RCMP “K” Division Central Alberta District (Central Alberta community members)
- Two members from communities in the RCMP “K” Division Southern Alberta District (Southern Alberta community members)

The Board’s recruitment and selection process will strive to ensure that community members are diverse and represent a range of municipal types and sizes.

Non-voting members of the Board include:

- Executive Director, Law Enforcement and Oversight Branch, Justice and Solicitor General (or designate)
- Deputy Commissioner of RCMP “K” Division (or designate)

### **Chair**

A Board Chair (Chair) will be elected by the Board for a two-year term through an internal nomination and voting process. Any voting Board member may nominate a fellow Board member for the Chair position. In the case of multiple nominations, the Board will vote by secret ballot.

### **Vice Chair**

A Board Vice Chair (Vice Chair) will be elected by the Board for a two-year term through an internal nomination and voting process. Any voting Board member may nominate a fellow Board member for the Vice Chair position. In the case of multiple nominations, the Board will vote by secret ballot.

Chair and Vice Chair will be elected so that the terms are staggered, i.e. the first Vice Chair will serve a one-year term.

## **BOARD MEMBER TERMS**

Board members will serve staggered four-year terms to support continuity. To allow for staggering upon the establishment of the Board, **initial terms** will be as follows:

- AAPG member: two years
- AUMA member: four years
- RMA member: four years
- Western Alberta community member #1: four years
- Eastern Alberta community member #1: four years
- Central Alberta community member #1: four years
- Southern Alberta community member #1: four years
- Western Alberta community member #2: two years
- Eastern Alberta community member #2: two years
- Central Alberta community member #2: two years
- Southern Alberta community member #2: two years

Ongoing terms (i.e. subsequent appointments to the Board) will be four years. Board members can serve a maximum of ten years.

## **RESPONSIBILITIES**

### **Conduct**

Board members must at all times observe the highest standards of integrity and objectivity in their duties. Detailed Board conduct requirements are found in the “Code of Conduct Policy.”

### **Conflict of Interest**

Board members are required to declare that they have no real or perceived conflicts of interest with their role on the Board. This is confirmed through the completion of a conflict of interest declaration form upon appointment to the Board.

### **Duties**

Specific Board member duties are listed in the Public Board Member Position Profile (see Appendix 5).

### **Meetings**

Meetings are expected to be held quarterly at minimum, either face-to-face or virtually. However, meetings can be held more or less frequently at the discretion of the Board.

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

### **Reporting**

#### *Board members*

Within the context of confidentiality provisions, the Board:

- Will report to their respective organizational members (i.e. AAPG, AUMA, and RMA) on key Board actions and decisions;
- Will keep municipalities and community organizations apprised of government policing priorities and initiatives respecting policing priorities and Board mandate matters;
- Will publish a quarterly report on Board activities and deliverables.

#### *Minister and Justice and Solicitor General*

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

1. An annual report outlining the Board's work during the previous year, including a summary of input, advice and recommendations provided to the Government of Alberta or RCMP "K" Division, due on December 31 of each year;
2. A summary of the results of the annual municipal policing priorities survey, due on December 31 of each year;
3. Any other report or document as determined necessary and appropriate by the Minister.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Board will be provided to Justice and Solicitor General.

To support the Board's work, the Minister and RCMP "K" Division will provide the following information annually to the Board:

- A report on the previous year's policing priorities, resources, and outcomes.
- A report on how the Board's previous year's priority recommendations were addressed and/or implemented.

- RCMP resourcing plans for the upcoming year.
- The budget amount for the provincial police service.
- Financial reports showing how police funding was allocated in the previous year, including information on how funds raised by the police costing model were spent.

### **Quorum**

Quorum is required to conduct a meeting and for any Board business. Quorum must include the Chair or Vice Chair. Quorum is set at a minimum of six voting members.

### **Voting**

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

### **FUNDING SUPPORT**

An annual budget will be provided to the Board to support the following activities:

- Administrative support, including taking notes and minutes, preparing and distributing agenda packages, and managing records.
- IT support, including software licenses, file sharing and storage, and dedicated email and webpage(s).
- Research projects.
- Report development.
- Board members expenses and honoraria.

Funding for the Board's budget is provided by the Ministry of Justice and Solicitor General.

### **EXPENSES**

Expenses necessarily incurred in the performance of duties as a member of the Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 4/2021) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

### **CONFIDENTIALITY**

Any information brought to the Board that is confidential must be clearly marked and identified as such. The members of the Board must maintain the confidentiality of any such materials and information that is brought before them in the conduct of their work. Any information and knowledge not clearly marked and identified as confidential that is learned, acquired or shared with the Board from the Minister, the Government of Alberta, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Board or in relation to Board work and its mandate may be further communicated, disseminated, or shared beyond the Board without

express permission from the originator of the information.

Any information and knowledge shared by the Board members to the chairs, presidents, and executive directors of the organizations to which they belong will be governed by the same confidentiality provisions as noted by the Board and its members.

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

## Appendix 2 – Code of Conduct

### **ALBERTA POLICE ADVISORY BOARD CODE OF CONDUCT**

#### **I. Preamble**

The Code of Conduct (Code) for the Alberta Police Advisory Board (Board) applies to all members, including the Chair. The Code reflects a commitment to the Board's values and provides a framework to guide ethical conduct in a way that upholds the integrity and reputation of the Board and the Government of Alberta. Members are expected to behave in a way that aligns with this Code. Members understand that this Code does not cover every specific scenario. Therefore, the spirit and intent behind this Code is to be used to guide their conduct, and Board members will exercise care and diligence in the course of their work with the Board.

To demonstrate commitment to transparency and accountability, this Code is available to the public if requested.

#### **II. Core Values**

- a. Board members must act with impartiality and integrity.
- b. Board members must demonstrate respect and accountability.
- c. Board members must act and fulfill their work in an ethical manner.

#### **III. Guiding Principles**

These principles guide the behaviour and decisions of Board members:

- a. The actions and decisions of Board members are made to promote public interest, and to advance the mandate and long-term interests of the Board.
- b. Board members are responsible stewards of public resources.
- c. To serve the public interest, the Board members have a responsibility to uphold the Board's mandate and to represent fairly and diligently the voices of the organizations they may represent and all Albertans in the work of the Board. This has been agreed upon in the Terms of Reference, as arrived at in agreement between the Board, their respective organizations, and the Minister of Justice and Solicitor General.
- d. Board members have a responsibility to act in good faith and to place the interests of the Board above their own private interests and above the interests of any particular municipality, community or organization they may represent.
- e. Board members are expected to perform their duties in an ethical and respectful manner.

- f. Board members may be members of multiple organizations and subject to multiple codes of conduct. Board members understand that this Code is not intended to conflict with other codes of conduct, and members will discuss any potential conflicts with the Board Chair.
- g. The Code applies to all Board members unless a specific exemption from one or more provisions is granted by the Ministry of Justice and Solicitor General.
- h. Conflicts between the private interests of Board members and their responsibility to the public and the municipality, community, or organization that they represent, which are not specifically addressed in this Code, must be dealt with according to the principles and intent of this Code.
- i. Board members know that when they become aware of real or perceived conflicts of interest, they must at the first opportunity disclose this conflict to the Board Chair, who then may choose to elevate the issue to the Minister of Justice and Solicitor General.
- j. Board members understand that disclosure itself does not remove or resolve a conflict of interest.
- k. Board members should encourage their colleagues to act fairly and ethically and know that they can raise concerns about a suspected breach of this Code or a conflict of interest by another member to the Board Chair.
- l. Board members know that breaches of this Code may result in action to address the breach, up to and including, removal of the Board member.
- m. Board members know that if they have any questions about the Code, or are not sure how to apply these principles, they should consult with the Board Chair, who may clarify the question, or request further direction from the Ministry of Justice and Solicitor General.
- n. Each Board member confirms, on an annual basis, their understanding of and commitment to the Code's expectations.

#### **IV. Behavioural Standards**

Behavioural standards help Board members make appropriate decisions when the issues they face involve ethical considerations. Behavioural standards cannot cover all scenarios but provide guidance in support of day-to-day decisions. All Board members must adhere to the following standards:

- a. Board members must not engage in any criminal activity and comply with all relevant laws, regulations, policies, and procedures.
- b. If a Board member is charged with a criminal offence under a statute in Canada or a statute in the Province of Alberta during their appointment to the Board, the Board

member must immediately report the charge to the Board Chair, who will then report the charge to the Ministry of Justice and Solicitor General.

- c. Board members must not use their status or position with the Board to influence or gain a benefit or advantage for any individual or business.
- d. Board member conduct contributes to a safe and healthy environment that is free from discrimination, harassment (as defined by the *Respectful Workplace Policy for the Government of Alberta* document), or violence.
- e. Board members may not use drugs or alcohol in any way that impacts their role on the Board, including meeting attendance and participation, and representing the Board at public functions.
- f. Board members must not comment at all in the media about the Board or its work. Board members must promptly notify the Board Chair of any media requests for comment and the Board Chair or a designate will provide any media comment and advise the Ministry of Justice and Solicitor General of such request.
- g. Board members must take reasonable steps to avoid situations where they may be placed in real or perceived conflict between their private interests and the interests of the Board.
- h. Board members must devote sufficient time and attention to official duties and obligations to support informed and balanced decision making.

#### Gifts and Gratuities

- i. Board members must not accept or receive gifts and gratuities other than:
  - the normal exchange of hospitality between persons doing business together;
  - tokens exchanged as part of protocol; or
  - normal presentation of gifts to persons participating in public functions, awards, speeches, lectures, presentations, or seminars.

The above-mentioned gifts and hospitality (if received while members are representing the Board) should be of nominal or nil monetary value. Generally, the value of gifts should not exceed \$100 and must not include cash or cheques. Any tokens or awards received by a Board member that lack an easily determined value but may have a value in excess of \$100 must be disclosed to the Board Chair.

- j. Board members who run as candidates for a local authority election under the *Local Authorities Election Act* may receive campaign contributions that adhere to the requirements of the Act.



- k. Board members who run as candidates for a provincial election under the *Election Act* may receive campaign contributions that adhere to the requirements of the Act.
- l. Board members who run as candidates for a federal election under the *Canada Elections Act* may receive campaign contributions that adhere to the requirements of the Act.

#### Confidential Information and Conflicts of Interest

- m. Board members must use respect and protect confidential information, use it only for the work of the Board and not use it for personal gain. Board members must comply with protocols that guide the collection, storage, use, transmission, and disclosure of information, and abide by the terms of confidentiality set out in the Terms of Reference.
- n. Once Board members have left the Board, they must not disclose confidential information that they became aware of during their time with the Board and must not use their contacts developed as a Board member to gain an unfair advantage for their current circumstance.
- o. Board members must avoid participating in activities that conflict with the interests and work of the Board. For example:
  - Business Interests: Board members must not hold interests in a business directly or indirectly through a relative or friend that could benefit from, or influence, the decisions of the Board.
  - Community or Volunteer Interests: Prior to accepting any new community or volunteer activities where a conflict of interest might arise, members are required to notify the Board Chair in writing, or in the case of the Chair, they are required to notify the Ministry of Justice and Solicitor General.

Nothing in this section shall be interpreted to prevent the Board member from participating in activities required in relation to their role with municipal councils or their existing community or organizational commitments, if disclosed when applying for Board membership.

- Political Interests: Board members may participate in political activities including membership in a political party, supporting a candidate for elected office, volunteering for an election campaign, or seeking elected office. However, they must not participate directly in soliciting contributions for a political party. In addition, any political activity must be clearly separated from activities related to the work of the Board, must not be done while carrying out the work of the

Board and must not make use of Board facilities, equipment or resources in support of these activities.

## V. Administrative Processes

Administrative processes help Board members manage ethical dilemmas, including any real or perceived conflict of interest concerns.

### a. Declaration

To encourage Board members to regularly consider whether any activities carry a potential conflict of interest with their role on the Board, all members are required to complete and submit a conflict of interest declaration form. The form must be completed by new Board members within 60 days of their appointment to the Board, and existing Board members are required to complete a new declaration every three years throughout their time on the Board, and review the terms of the declaration at a Board meeting annually.

### b. Administration

The Board Chair receives and ensures that the confidentiality of all disclosures and that any real or perceived conflict of interest is avoided or effectively managed. As well, the Board Chair is responsible for providing advice and managing concerns and complaints concerning potential breaches of the Code, including conflicts of interest within the Board. The Board Chair is responsible for ensuring procedural fairness.

In the event a potential conflict or breach by the Board Chair is reported by a Board member, the member will ask the Board Vice Chair to conduct an investigation and provide a decision.

### c. Disclosure

It is the responsibility of each member to declare in writing to the Board Chair those private interests and relationships that they think could be seen to impact the decisions or actions they take on behalf of the Board. When there is a change in their responsibilities within the Board, or in their personal circumstance, members must disclose in writing any relevant new or additional information about those interests as soon as possible. Where a real or perceived conflict of interest cannot be avoided, Board members must take the appropriate steps to manage the conflict. Appropriate steps may include:

- Board members disclose these real or perceived conflicts of interest so the Board Chair is aware of situations that could be viewed as influencing the decisions or actions they are making on behalf of the Board. This provides Board members, following a review by the Board Chair, an opportunity to take action to minimize a conflict of interest (mandatory step);

- Board members must remove themselves from matters in which the conflict exists or is perceived to exist (mandatory step);
- Giving up the particular private interest causing the conflict; and
- In rare circumstances, resigning their position from the Board.

If Board members are unwilling to take any of the actions above in response to a real or perceived conflict of interest, the Minister of Justice and Solicitor General may remove the member from the Board.

d. Reporting a Potential Breach by Another Member

Board members are required to report in writing a potential breach of this Code by another member to the Board Chair. When reporting a potential breach in good faith and with reasonable grounds, Board members are protected from retaliation for such reporting.

In the event of a potential breach by the Board Chair, members are required to report the breach in writing to the Board Vice Chair, who will then follow the process outlined in the sub-section below.

e. Responding to a Potential Breach

Once a potential breach has been reported, the Committee's procedures for responding to and managing a potential breach will be promptly initiated. The Board Chair will review the circumstance and details of the potential breach and will notify the alleged Board member. The alleged Board member has the right to complete information and the right to respond fully to the potential breach. The identity of the reporter will not be disclosed unless required by law or in a legal proceeding. The Board Chair makes a decision and completes a report in a timely manner. The decision may range from finding no potential breach to one that reveals suspected criminal conduct.

f. Consequences of a Breach

Board members who do not comply with the standards of behaviour identified in this Code, including taking part in a decision or action that furthers their private interests, may be subject to action up to and including removal of the Board member.

g. Review of a Decision

A Board member can request in writing that the Ministry of Justice and Solicitor General review the decision made by the Board Chair that they have breached the Board's Code of Conduct.

h. Unresolved Conflict

If there is no resolution, the matter will be elevated to the Deputy Minister or Ethics Commissioner with a notification to the Minister.

i. Leave from Board

Board members must take a leave from the Board in the following cases:

- Running for federal elected office.
- Running for provincial elected office.

In the case of running for provincial office, Board members must take leave from their position prior to filing nomination papers under section 61 of the *Election Act*. In the case of running for federal office, candidates must take leave from their position prior to filing their nomination papers under section 67 of the *Canada Elections Act*.

If, following the election, the member is not elected to federal or provincial office, they may resume their position on the Board.

j. Removal or Resignation from Board

If a member is elected to federal and provincial office, they must resign their position on the Board. Board member vacancies may also arise due to a Board member being removed or choosing to resign. With respect to filling Board vacancies, in the case of an at-large member, the Board will determine the appropriate process for replacement. In the case of an association member, the association will nominate a replacement Board member.

**VI. Other Resources**

a. Where to Get Advice

When Board members require advice and guidance in determining whether misconduct or a conflict exists, or need clarification, they may discuss their issue with:

- The Board Chair for concerns with Board members.
- The Board Vice Chair for concerns with the Board Chair.

b. Questions to Consider

When Board members are faced with a difficult situation, the following questions may help them decide the right course of action:

- Have I reflected on or consulted with the Board Chair about whether I am compromising the Code's values, principles or behavioural standards?

- Have I considered the issue from a legal perspective?
- Have I investigated whether my behaviour aligns with a policy, procedure or mandate of the Board?
- Could my private interests or relationships be viewed as impairing my objectivity?
- Could my decision or action be viewed as resulting in personal gain, financial or otherwise?
- Could my decisions or actions be perceived as granting or receiving preferential treatment?

## **VII. Affirmation**

The Code of Conduct for the Police Advisory Board was accepted on \_\_\_\_\_, 20\_\_ and is reaffirmed annually by the Board to ensure it remains current and relevant. This includes a signed acknowledgment by Board members to abide by the Code.

## Appendix 3 – Conflict of Interest

### ALBERTA POLICE ADVISORY BOARD CONFLICT OF INTEREST DECLARATION EXPLANATION AND INSTRUCTIONS

#### Appointment to Board

All members of a board must act impartially in carrying out their responsibilities. As a member of the Alberta Police Advisory Board (Board), you are required to identify and disclose, in writing, any real or perceived conflicts of interest. This is a continuing obligation to disclose, in accordance with the disclosure practice outlined in the *Alberta Public Agency Governance Act* and the *Conflicts of Interest Act*.

This document sets out information to assist you in identifying real or perceived conflicts of interest. Please (1) read this document, and (2) complete and sign the attached ***Conflict of Interest Declaration***.

#### What is a real or perceived conflict of interest?

This includes any interest that actually conflicts, may conflict, or may reasonably appear to conflict with responsibilities as a member of the Board. The existence of a real or perceived conflict of interest will not necessarily preclude a Board member from serving on the Board.

#### When does a real or perceived conflict of interest exist?

- You have a private interest that influences or appears to influence the objective exercise of your responsibilities as a Board member;
- Your private interests are *at variance to or in conflict with* your duties and/or responsibilities as a Board member; or
- You gain or appear to gain advantage, for yourself or others, by virtue of your role as a Board member.

#### What do private interests include?

Private interests include a personal obligation, financial interest, business interest or an interest of a closely associated person or entity. Private interests may also include involvement in an appointment, business, undertaking or employment.

- **Business interests:** include any interest arising as a result of your current, former or prospective affiliation with any for profit, not-for-profit or charitable entity.
- **Affiliation:** includes being a member, employee, volunteer, owner, shareholder, creditor, director, appointee, or trustee of an entity, or having any legal or equitable interest in such an entity.
- **Entity:** includes a corporation, partnership, sole proprietorship, firm, franchise, association, trust, organization, holding company, joint venture, society, or institution.

- **Closely associated person:** includes persons with whom you have a substantial relationship such as a spouse, adult interdependent partner, child, other relative, close friend, employer, business associate, or client.

**What do private interests not include?**

- An interest in a matter that is of general application.
- An interest in a matter that affects you as part of a broad class of the public. This means, for example, that a decision of the Board would affect you in the same way as it would affect others in the broad class.
- An interest that is trivial. This means that the interest may be a private interest, but it is of such minor significance that it is trivial.

**ALBERTA POLICE ADVISORY BOARD  
CONFLICT OF INTEREST DECLARATION**

Name of Board Member: \_\_\_\_\_

**Declaration**

- I have no real or perceived conflicts of interest to declare at this time.
- I have interests to declare that may actually conflict, or appear to conflict, with my responsibilities as a member of the Alberta Police Advisory Board.

*Please list the interests declared below. If you are not sure if you have a real or perceived conflict of interest, please explain. Attach additional sheets if you need more space:*

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I, \_\_\_\_\_, declare that the information provided on this form is a complete and accurate accounting of any actual or perceived conflict(s) of interest that may affect my responsibilities as a member of the Alberta Police Advisory Board of which I am aware at this time.

I understand that I have a continuing obligation to disclose, in writing, any actual or perceived conflicts of interest that arise prior to, and during, any term of appointment in accordance with the disclosure practice outlined in the *Alberta Public Agency Governance Act* and the *Conflicts of Interest Act*.

**Board Member's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The information on this form is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of assessing the eligibility and suitability of candidates for an appointment to the public ABC. If you have any questions, please contact the Director of the Executive Search Unit, Alberta Public Service Commission, 780-408-8372, [psc.executivesearchservices@gov.ab.ca](mailto:psc.executivesearchservices@gov.ab.ca); 5<sup>th</sup> Floor Peace Hills Trust Tower, 10011 109 Street, Edmonton, Alberta T5J 3S8.

<p><b>For Program Area's Use:</b></p> <p>Follow up required: Y / N    Date Completed (dd/mm/yy): _____</p>
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## Appendix 4 – Recruitment and Selection Proposal

### **ALBERTA POLICE ADVISORY BOARD RECRUITMENT AND SELECTION PROPOSAL**

The Alberta Police Interim Advisory Board (interim Board) is responsible for developing recommendations related to the recruitment and selection of Board members for the operational Alberta Police Advisory Board (APAB).

This proposal includes a combination of recommendations as to how the recruitment process itself should proceed, as well as specific documents that the interim Board supports for use in the recruitment process.

The interim board recommends that the initial recruitment and selection process not follow the standard ministry- and Minister-focused process, and that instead the interim Board directly administer the recruitment and selection process for the creation of the initial operational Board.

#### *Recruitment and selection recommendations*

- The selection process should include an initial written submission (resume and cover letter) followed by an interview process for selected candidates.

The interim Board expects that there will be a high level of interest in participation on the operational APAB. A high level of interest combined with the interim Board's recommendation that selection criteria be more experiential in nature (as opposed to specific technical and/or behavioural competencies) will require a two-phased selection process involving an initial written application process followed by interviews of a short-list of candidates. A written application includes a resume and cover letter that link the applicant's experience to the competencies outlined in the position description as required to participate effectively on the APAB.

This approach will ensure minimal barriers for initial applicants while allowing for the experiences and perspectives of short-listed candidates to be well understood by the selection committee.

- Representatives from the current interim Board should form the selection committee for the operational APAB.

It is crucial that members of the interim Board be responsible for the operational Board member selection process. As the interim Board was mandated to develop a selection process, they should also have an opportunity to ensure it is effectively executed. Secondly, interim Board members consist of representatives of municipalities from across the province who are well-positioned to ensure that those selected to the operational APAB will represent their own communities and Albertans more broadly.

Depending on the size of the selection committee, a minimum of three interim Board representatives should be involved, including at least one from both an urban municipality and a rural municipality.

- The recruitment process should be designed in such a way as to make applying for the APAB accessible to all Albertans, including those belonging to marginalized groups.

While the selection process for APAB positions should be intensive, it should seek to minimize barriers that may prevent Albertans from applying. For example, the interview process should include a virtual interview option, and should reimburse applicant expenses for travelling for an interview.

Additionally, there should be an option to submit an initial application either digitally or through mailing a hard copy.

- Membership on the APAB does not require a set of specific qualifications but applicants must be able to demonstrate how their experiences align with the required Board member competencies.

Policing is an issue that impacts all Albertans in a variety of ways. For this reason, it is important that a wide range of perspectives are included on the APAB. As the APAB is not expected to address highly technical issues (as is the case with some other public agencies, boards and commissions), it is not necessary to require any members to possess specific behavioural or technical competencies. The interim Board's preferred alternative is to identify broad competencies and require applicants to provide examples of their experiences in meeting the competencies. Experiences could take the form of formal roles, certifications, etc., or may take the form of specific activities or scenarios.

#### Recruitment and selection documents

- Document 1: Competency Matrix

The competency matrix is intended to outline the competencies required for APAB Board members and provide the selection committee with several questions for each to assist them in evaluating applications and selecting Board members.

- Document 2: Position Profile

This document provides an overview of the APAB and required competencies in the same format as the position descriptions used by the Public Agencies Secretariat (PAS) to recruit for ABC positions.

- Document 3: Application/Interview Questions

This document would guide the selection committee by providing specific questions that can be used during the evaluation process. Each question is intended to provide information related to a specific competency in the competency matrix.

- Document 4: Evaluation Matrix

This document will be used by the selection committee to evaluate applications, provide a numerical ranking to each applicant, and support the identification of other non-quantitative considerations for each candidate. This matrix may be used during both the initial screening process and the interview process.

- Document 5: Selection Process

This document is intended to summarize the interim Board's recommended process and timelines for recruiting and selecting operational Board members.

**ALBERTA POLICE ADVISORY BOARD  
BOARD MEMBER COMPETENCY DESCRIPTIONS AND MATRIX**

The Alberta Police Advisory Board (APAB) is intended to enhance the role of municipalities and local representatives in informing provincial policing priorities. It is important that APAB members have the requisite experiences and perspective to represent their communities' views on policing.

The document below includes descriptions of the competencies required for APAB board members.

The competencies and descriptions are intentionally high-level to avoid limiting the potential candidate pool to those with formal professional and volunteer experience.

<b>Competency Area 1: Relevant Experience</b>	
<b>Competency</b>	<b>Description</b>
Familiarity with policing/public safety	<ul style="list-style-type: none"> <li>• Does the applicant have previous work/volunteer/academic experience relating to policing or public safety?</li> <li>• Does the applicant demonstrate a basic understanding of policing in Alberta, either at the local/detachment level or at the provincial level?</li> <li>• Does the applicant have work/volunteer/academic experience relating to root causes and factors influencing crime?</li> </ul>
Governance and board participation	<ul style="list-style-type: none"> <li>• Does the applicant have previous experience participating on or supporting a non-profit board?</li> <li>• Does the applicant have other governance-related experience?</li> <li>• Does the applicant's experience suggest an understanding of the role of a board and of effective governance practices?</li> </ul>
Community organization/participation	<ul style="list-style-type: none"> <li>• Is the applicant active in their community through professional or voluntary experience?</li> <li>• Does the applicant's experience suggest that they have a high level of familiarity with the various views and perspective within their community?</li> <li>• Does the applicant have experience working with or on behalf of marginalized populations?</li> </ul>

<b>Competency Area 2: Relevant Skills</b>	
<b>Competency</b>	<b>Description</b>
Leadership/teamwork	<ul style="list-style-type: none"> <li>• Does the applicant have previous experience serving in a leadership position?</li> <li>• Does the applicant have previous experience in working closely with a team?</li> </ul>
Critical thinking/problem solving	<ul style="list-style-type: none"> <li>• Has the applicant provided an adequate example of solving a complex problem or issue?</li> </ul>
Public engagement	<ul style="list-style-type: none"> <li>• Has the applicant demonstrated skills or experience in gathering information or input from community members?</li> </ul>

## **ALBERTA POLICE ADVISORY BOARD PUBLIC BOARD MEMBER POSITION PROFILE**

### Role(s) Required

Eight public member positions on the Alberta Police Advisory Board (APAB).

### Role Description

The successful candidates will represent their communities and Albertans in general in providing input to Alberta Justice and Solicitor General and the RCMP “K” Division related to provincial policing priority planning.

Board members contribute to:

- Establishing the policies that guide the Board in fulfilment of its mandate;
- Participating in the development of the business plan, goals, and priorities of the APAB;
- Providing ongoing input to the Minister of Justice and Solicitor General and the Commanding Officer of RCMP “K” Division regarding policing issues and priorities in the province;
- Engaging with relevant organizations, associations, municipalities, and individual Albertans on an ongoing basis to identify local priorities and concerns related to provincial policing;
- Informing relevant organizations, associations, municipalities, and individual Albertans on provincial policing initiatives or policy changes;
- Providing specific feedback on the Government of Alberta’s and RCMP “K” Division’s annual performance planning and multi-year financial planning processes.

The Board includes eight public members (two from each of Alberta’s four RCMP districts), as well as three association members. One member is elected as Chair through an internal selection process. One member is elected as Vice Chair through an internal selection process. Public members are appointed for four-year terms, and may be eligible for one or more additional four-year terms, to a maximum of ten consecutive years.

### About the Agency

The Alberta Police Advisory Board was formed in 2021 and is responsible for providing advice to the Minister of Justice and Solicitor General and Commanding Officer of RCMP “K” Division. The Board composition includes members of the public, as well as one member each from the Rural Municipalities of Alberta, Alberta Urban Municipalities Association, and Alberta Association of Police Governance.

### Competencies and Experience

In this role, you will demonstrate an understanding of the role of police in Alberta's communities, and the complex relationship that exists between police and various populations, including marginalized groups. You will demonstrate strong teamwork and strategic thinking in collaborating with your fellow Board members to develop advice and priorities to inform the Government of Alberta and RCMP "K" Division strategic planning in relation to provincial policing. Exercising strong communication and engagement skills, you will build relationships with organizations, associations, municipalities and individual Albertans across the province to understand local perspectives on policing. You will use this information to support strategic planning and priority development.

### Specialized Knowledge and Expertise

- Familiarity with policing and public safety: Board members should have some familiarity with policing and the justice system. This can include experience in the policing and justice field, experience with organizations that interact with police in some way, experience related to marginalized groups who may be more likely to come into contact with police, root causes and factors influencing crime and social disorder, or a personal interest in learning more about policing in your community and across Alberta.
- Governance and Board participation: As the APAB has an important role in providing consistent information to the Government of Alberta and Royal Canadian Mounted Police "K" Division, it is critical that the Board functions effectively. For this reason, prospective Board members will be asked to share their experience and familiarity with effective Board governance.

While this could take the form of direct experience participating on a private sector or non-profit Board of directors, not everyone who would be a good fit in this role will have had formal Board governance experience. For this reason, this competency will be evaluated partially on experience, and partially based on applicants' perspective on the processes and characteristics that they believe would make the APAB operate effectively.

- Community organization/participation: It is important that APAB members have a strong understanding of the various perspectives that shape interactions with policing in communities across Alberta. Applicants will be asked to share their experiences in participating in community organizations, events, or causes. Of particular importance will be whether an applicant has experience working with different organizations and segments of the population, including rural and urban communities and marginalized populations, as this experience is invaluable to understanding the diverse views related to policing.
- Leadership/teamwork: Leadership and teamwork can be found in many aspects of society and can take many forms. Applicants will be expected to describe times they have been a member of a team or served in a leadership position. This could be related to a formal organization, or it could be an example of a specific situation in which the applicant showed leadership qualities.

- Critical thinking/problem solving: The APAB will address complex and important topics relating to policing, including spending, resource allocation, community engagement, and others. Understanding these topics and how different approaches may impact Alberta communities is critical to effectively serving on the APAB. Applicants will be required to demonstrate times in which they have solved a complex problem.
- Public engagement: To effectively represent communities across Alberta, the APAB will have to effectively engage with various sectors and community organizations. Applicants are required to demonstrate experience with community engagement. This could include formal engagement in a professional, non-profit or academic context, or of informal engagement with community member associated with a local project or initiative.

Remuneration, Time Commitment and Meeting Location

Board members will be remunerated for their time in accordance with the Committee Remuneration Order (O.C. 466/2007). Expenses necessarily incurred in the performance of duties as a member of the Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive April 1, 2021) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

Meetings are expected to be held quarterly at minimum, either face-to-face or virtually. However, meetings can be held more or less frequently at the discretion of the Board.

Additional Notes

To be eligible for appointment a candidate must:

- be a resident of Alberta;
- reside in an area of Alberta that is policed by the RCMP;
- not currently be employed as a police officer for any police service operating in Alberta;
- not currently be employed as an Alberta Sherriff or a peace officer;
- not currently be employed in Alberta's justice system in any way;
- not currently serve as a sitting elected official at the provincial or federal level.

Final candidates will be asked to undergo a Canadian Police Information Centre (CPIC) check, and a disclosure and conflict of interest screening. The results of the check and screening may impact candidates' suitability for appointment.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal.

Diversity and inclusion are valued and supported on the Boards of Alberta's public agencies.



## **ALBERTA POLICE ADVISORY BOARD BOARD MEMBER APPLICATION INTERVIEW QUESTIONS**

The following questions are recommended by the Interim Board for the initial establishment of an operational Board. The operational Board should review the recruitment and selection process going forward and make adjustments as it sees fit.

Please answer the questions below to the best of your ability.

1. Indicate your physical address and (if different) mailing address.

*Purpose:* Determine applicant's municipality/Metis settlement/First Nation of residence to assist with regional requirements.

2. Describe why you are interested in serving on the Alberta Police Advisory Board.

*Purpose:* Links to "familiarity with policing/public safety" competency.

3. Describe how your past experiences (professional, academic, volunteer, or personal) would make you a good fit on the Alberta Police Advisory Board.

*Purpose:* Links to all competencies.

4. Describe your thoughts on the effectiveness of policing in your community and in Alberta. What works well? What could be improved?

*Purpose:* Links to "familiarity with policing/public safety" competency and "critical thinking/problem solving" competency.

5. Describe any experience you have related to marginalized or vulnerable populations. This could include your personal experiences as part of a marginalized or vulnerable population, or experience working with or supporting marginalized or vulnerable populations.

*Purpose:* Links to "familiarity with policing/public safety" competency and "community organization/participation" competency.

6. Describe your previous experience in leadership roles.

*Purpose:* Links to "leadership/teamwork" competency.

7. Describe some complex issues you have dealt with and the solutions that you offered.

*Purpose:* Links to critical thinking/problem solving" competency.

8. Describe your community engagement experience. This could include a formal engagement in a professional, non-profit or academic context, or informal engagement with community members associated with a local project, issue or initiative.

*Purpose:* Links to “community engagement” competency.

9. Describe any other experiences that would be relevant to participating on the Alberta Police Advisory Board.

*Purpose:* Links to all competencies.

**ALBERTA POLICE ADVISORY BOARD  
APPLICANT EVALUATION MATRIX**

This matrix is intended to allow for the evaluation of applications for membership on the Alberta Police Advisory Board. The competencies listed below are described in the *Position Profile* document. For each candidate, each competency is to be scored based on the total ranking in the matrix below. Competencies are weighted differently based on their relative importance to serving effectively on the Board. The document also includes other comment areas that, when completed, may assist in differentiating among candidates with similar scores.

Applicant name: \_\_\_\_\_

Applicant community: \_\_\_\_\_

RCMP District: \_\_\_\_\_

Competency	Ranking	Notes/Comments
Familiarity with Policing and Public Safety	/20	
Governance and Board Participation	/20	
Community organization/participation	/20	
Leadership/teamwork	/15	
Critical thinking/problem solving	/15	
Public engagement	/10	
Total ranking	/100	

Supplementary considerations

- Did anything stand out about this application as unique?
- Did this application have any “red flags”?
- Is there anything in this application that requires further clarification or discussion with the applicant?
- Are there any gaps in the application that may require further training or education?

## **ALBERTA POLICE ADVISORY BOARD MEMBER RECRUITMENT AND SELECTION PROCESS**

This document outlines the preferred recruitment and selection process for the Alberta Police Advisory Board (APAB) as identified by the interim Board. In this process, the Public Agency Secretariat will support the interim Board in recruiting applicants through their centralized process, but the candidate evaluation and selection process will be the responsibility of the interim Board.

### *Recruitment and Selection Committee Members*

- Alberta Police Interim Advisory Board – three members (one each from RMA, AUMA, and AAPG)

### *Recruitment Process*

To ensure that the recruitment opportunity is distributed as widely as possible, the interim Board would collaborate with RMA, AUMA, AAPG, and the Government of Alberta, including the Indigenous Policing Program delivered by Justice and Solicitor General, to post the opportunity in multiple places, including the associations' websites and the GOA's Public Agency Secretariat website. RMA and AUMA may also encourage other stakeholder organizations and their members to share the opportunity locally.

To allow time for the opportunity to be distributed and individuals to apply, it is recommended that recruitment remain open for approximately six weeks.

### *Recruitment and Selection Decision-Making*

The Government of Alberta requires that appointments to public agencies, boards and commissions be based on the use of specific competencies. Therefore, applicant evaluations and selection decisions will be based on the rankings that applicants receive on the APAB competency matrix. Selection committee members should complete their matrices based on discussions with their fellow committee members, and engage in discussions on the competencies, etc. of comparable candidates. In other words, while competency matrix rankings will determine the final selection of applicants, it should be informed by engagement and discussion among the selection committee.

### *Recruitment and Selection Two-Part Process*

To balance the need for applicants to provide a meaningful description of how their experiences will support their participation on the Board with the need to make the application process as straightforward and accessible as possible, applicants will be required to submit an initial application that consists of a resume and cover letter. The resume can highlight any specific professional, community, academic or other experience that may make them a good fit

for the Board, while the cover letter will allow them to expand on the link between their experiences and the Board’s mandate, as well as the required competencies found in the position profile. There will be no specific structural requirements for the two documents, but to allow the selection committee time to review all applications, a word or page limit should be considered.

Based on the information provided by applicants in their initial application, the selection committee would evaluate each applicant using the competency matrix and invite a set number of short-listed candidates to participate in an interview. The exact number and distribution of short-listed candidates will depend on the final Board structure.

Following the initial application process, short-listed candidates could be interviewed by the selection committee using the interview questions found in the “APAB Interview Questions” document. Following the interviews, the selection committee would re-evaluate each applicant on the matrix to make final membership decisions.

Recruitment and Selection Timeline

Step	Date	Notes
APAB recruitment opportunity posted on PAS website, distributed by RMA, AUMA, AAPG, etc.	July 5, 2021	N/A
Recruitment closes	August 19, 2021	N/A
Selection process phase 1	August 23, 2021	The selection committee will review all written applications and evaluate based on competency matrix. This may also involve one or more in-person meetings to discuss applications, etc. Phase 1 will be complete when short-list of applicants is determined.
Selection process phase 2	September 27, 2021	Phase 2 will consist of interviews with short-listed applicants, and the re-completion of competency matrices for those applicants.
Final Board member selection	November 1, 2021	The at-large members of the APAB should be determined and notified by this point.

### Board Member Orientation, Learning, and Development

Alberta Justice and Solicitor General, and RCMP “K” Division will collaborate to develop and provide presentations and written materials to support new Board member orientation, learning, and development. Topics should include, but are not limited to:

- APAB governance documents and policies.
- Previous APAB work completed to date (reports, newsletters, etc.).
- The policing system and police governance in Alberta.
- The budgeting and planning process for the Provincial Police Service Agreement, including the development of the Justice and Solicitor General/RCMP “K” Division joint business plan, annual performance plans, and multi-year financial plans.
- The budgeting and planning process for Municipal Police Service Agreement communities.
- The RCMP resourcing strategy and algorithm.

### Evaluation and Succession Planning

Once appointed, the APAB will be responsible for creating evaluation and succession planning processes.

## Appendix 5 – Compliance with Best Practices

### ALBERTA POLICE ADVISORY BOARD COMPLIANCE WITH GOVERNANCE POLICY BEST PRACTICES

According to the Mandate and Roles Document (MRD) Guidebook provided by the Government of Alberta, it is a best practice that all public agencies have a document that clearly articulates the agency's mandate, including the roles and responsibilities of the agency and the department. Public agencies subject to the Alberta Public Agencies Governance Act (APAGA) are required to develop, review, and renew the MRD collaboratively with the responsible minister, and make it publicly available. For non-APAGA agencies, a document identifying key elements such as the mandate, roles, and responsibilities may be an MRD, terms of reference, or a memorandum of understanding.

The Guidebook includes a checklist of required content for an MRD in accordance with APAGA and the Public Agencies Governance Policy best practices. This checklist is shown in the table below, along with a brief analysis of whether the governance documents for the Alberta Police Advisory Board as drafted by the interim Board and included in this report contain the required content.

Topic	Required by APAGA	Governance Policy Best Practice	Contained in Draft Governance Document
<b>Public Agency Mandate</b>			
<i>Applicable Legislation and Regulations</i> <ul style="list-style-type: none"> <li>A reference to both the legislation used to establish the public agency as well as other legislation and regulations that may apply.</li> </ul>	No	Yes	No. Minister's decisions will determine whether the Board is subject to APAGA or not.
<i>Public Agency Mandate</i> <ul style="list-style-type: none"> <li>Concise statement of the public agency's mandate and/or a reference to the mandate provided in the enabling legislation/documents.</li> </ul>	Yes	Yes	Yes, in Terms of Reference.
<i>Independence (if applicable)</i> <ul style="list-style-type: none"> <li>Adjudicative agencies should have an acknowledgement of the importance of the arms-length relationship to the Minister in the execution of their decision-making responsibilities.</li> </ul>	No	Yes	Not applicable.
<b>Duties and Responsibilities</b>			
<i>Roles and Responsibilities</i> <ul style="list-style-type: none"> <li>A description of the roles, responsibilities, and reporting relationships for the following: minister, public agency, department or employees of the</li> </ul>	Yes	Yes	Yes, in Terms of Reference.

	<p>government, chair and if applicable, the Chief Executive Officer (CEO) and subsidiaries.</p> <ul style="list-style-type: none"> <li>• Include, where applicable, responsibilities relating to collaboration between the department and the public agency.</li> </ul>			
	<p><i>Code of Conduct Administration</i></p> <ul style="list-style-type: none"> <li>• Required to identify the person responsible and the process used to administer the public agency's code of conduct. If the public agency has its own staff, the administration of the code of conduct should be identified.</li> <li>• Note: All APAGA agencies are subject to the code of conduct provisions in section 23.922 of the Conflicts of Interest Act.</li> </ul>	Yes	Yes	Yes, in Code of Conduct.
	<p><i>Financial, Staffing, and Administrative Arrangements</i></p> <ul style="list-style-type: none"> <li>• Identify the source of funding for the public agency, budget, and expenditure authority.</li> <li>• Determine the agency's responsibility for staffing, and whether it will employ its own staff.</li> </ul>	Yes	Yes	Yes, in Terms of Reference.
	<p><i>Planning and Reporting</i></p> <ul style="list-style-type: none"> <li>• Business plans, annual reports, and financial reports should be identified including responsibilities and applicable timelines.</li> <li>• Identify whether the business plan requires ministerial approval.</li> </ul>	Yes	Yes	Yes, in Terms of Reference.
	<p><i>Evaluation</i></p> <ul style="list-style-type: none"> <li>• Identify responsibilities for member and agency evaluations and how the information is to be shared.</li> </ul>	No	Yes	No. To be developed by the operational Board.
	<p><i>Orientation, Training and Development</i></p> <ul style="list-style-type: none"> <li>• Describe the programs/services provided for orientation, training and ongoing director and board development, and the person responsible for providing the programs.</li> </ul>	No	Yes	Yes. In recruitment and selection proposal.
	<p><i>Succession Planning</i></p> <ul style="list-style-type: none"> <li>• Describe the process for member performance reviews/evaluation, process to identify and confirm competencies, as well as linkages to succession planning.</li> <li>• The review of the agency should also be referenced as this informs succession planning and required competencies.</li> </ul>	No	Yes	No. To be developed by the operational Board.



	<p><i>Committee Structure</i></p> <ul style="list-style-type: none"> <li>• Sub-committees should be described including structure, scope, timelines for review and reporting relationships with the board.</li> <li>• Public agencies with budgets should indicate how their audit committee process is structured.</li> </ul>	Yes	Yes	Yes, in Terms of Reference.
	<p><i>Communications</i></p> <ul style="list-style-type: none"> <li>• The public agency and the minister's expectations should be identified including internal and external communication, collaboration and consultation/engagement.</li> </ul>	Yes	Yes	Yes, in Terms of Reference.
<b>Recruitment and Appointment of Members</b>				
	<p><i>Centralized Recruitment Process</i></p> <ul style="list-style-type: none"> <li>• Identify the roles of the minister, department, PAS and public agencies in the recruitment process including: <ul style="list-style-type: none"> <li>○ Individuals responsible for developing a competency matrix and related documentation, and the primary person to facilitate the recruitment process, and</li> <li>○ For reappointments, the rationale, competency matrix and related documentation.</li> </ul> </li> </ul>	No	Yes	The interim Board recommends that the Board itself be responsible for recruitment and selection. A draft competency matrix and related documentation are included in the recruitment and selection process.
	<p><i>Conflicts of Interest</i></p> <ul style="list-style-type: none"> <li>• Identify and clarify the process to ensure candidates are screened prior to the appointment.</li> </ul>	No	Yes	Yes, in Conflict of Interest Declaration.
	<p><i>Transparency</i></p> <ul style="list-style-type: none"> <li>• A description of the competencies required for the position needs to be identified and included in agency documentation as well as publicly, if applicable.</li> </ul>	No	Yes	Yes, in Competency Matrix.

Interaction between the Public Agency, Minister, and Department				
	<p><i>Clarity of roles</i></p> <ul style="list-style-type: none"> <li>• Expectations and procedures related to communication, collaboration and consultation between the public agency and the minister, or the minister's designate, should be clarified including a description of:               <ul style="list-style-type: none"> <li>○ Process for ensuring the minister is informed of challenges, issues and progression toward achievement of mandate and organizational goals, and</li> <li>○ Application of relevant government policy.</li> </ul> </li> </ul>	Yes	Yes	Yes, in Terms of Reference and Code of Conduct.

## Appendix 6 – Stakeholder Survey Results

### **ALBERTA POLICE INTERIM ADVISORY BOARD STAKEHOLDER ENGAGEMENT AND GOVERNANCE SURVEY RESULTS**

#### ***Overview***

In March 2021, the Alberta Police Interim Advisory Board distributed a survey to municipalities to learn more about municipal perspectives on Board governance. This survey received 131 responses from 98 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.

Overall, many of the Interim Board's initial thoughts related to Board size, experience, and composition aligned with survey responses. Key survey outcomes were as follows:

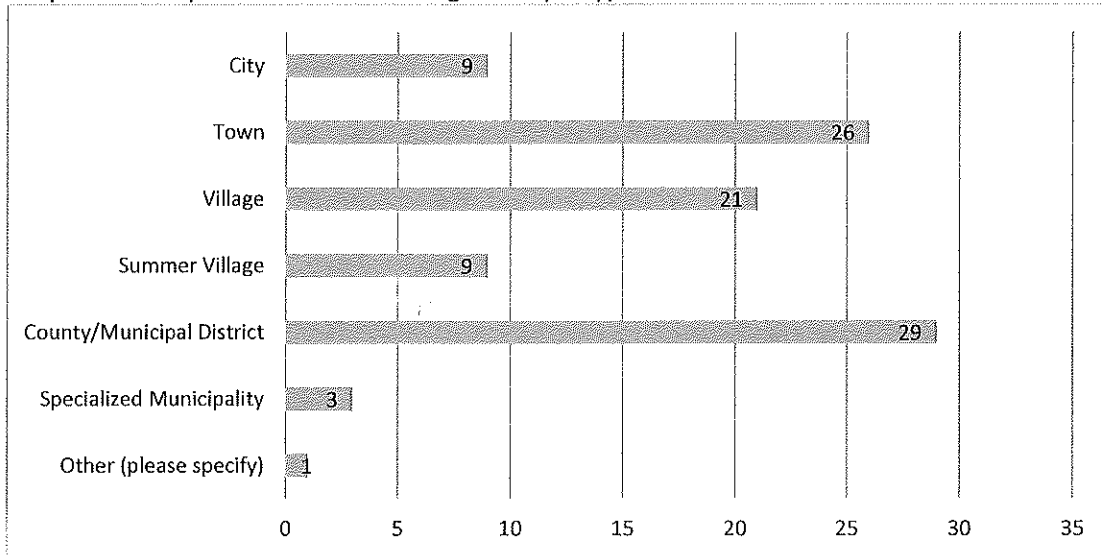
- Respondents clearly identified police costs, funding, and service levels as priority issues for the Board moving forward.
- Respondents generally agreed that the Board should play a role in communications between the Government of Alberta/RCMP and municipalities. However, a very large number of respondents were neutral on this question.
  - The high level of neutral responses may be an indication that respondents are not familiar enough with how the Board will be positioned in relation to the Government of Alberta/RCMP and municipalities to determine whether they can effectively support communications and information-sharing.
- Most respondents supported the operational Board representing all municipalities that receive policing from the RCMP. However, this support was not overwhelming, as 34% of respondents indicated that the Board should only represent municipalities impacted by the new police funding model.
- Respondents were comfortable with an 11-member Board comprised of three association representatives (one each from RMA, AUMA and AAPG) and eight at-large representatives.
- The majority of respondents supported an equal number of at-large representatives from each RCMP district.
- A significant majority supported an internal chair selection process.
- The most common written comments on Board composition focused on the need for at-large representatives to have a municipal background, with several comments suggesting that in each district, one at-large representative be from a municipality, and one from the broader community.
- Nearly all respondents supported the example competencies and believed that representatives from their community would fulfill the competencies.
- Written comments in this section commonly identified strong communication skills, board/governance background, and familiarity with municipalities as required competencies for Board members.

## Survey Results

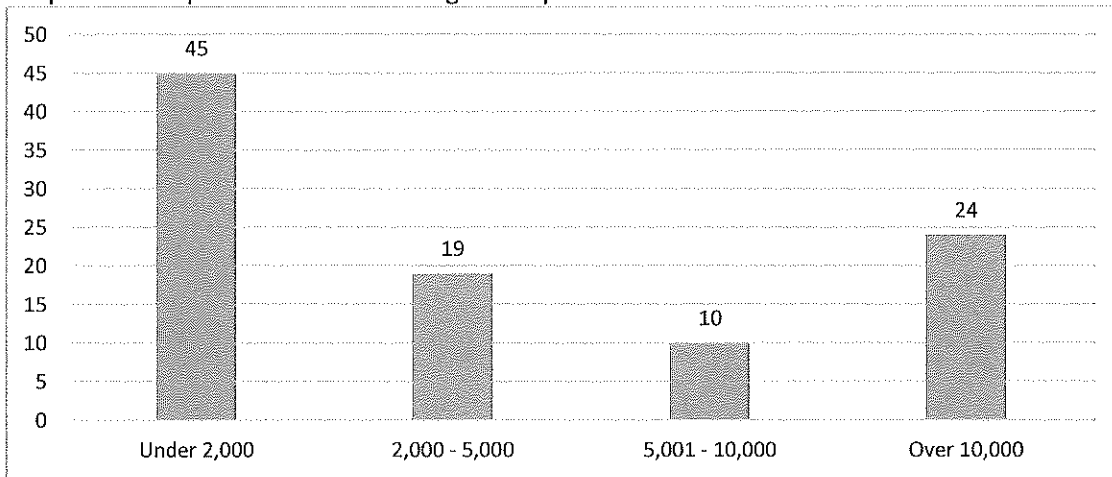
### Demographic Information

Questions 1 through 4 asked respondents to identify themselves, their municipality, their municipal type, and their municipal size.

Respondents represented the following municipal types:



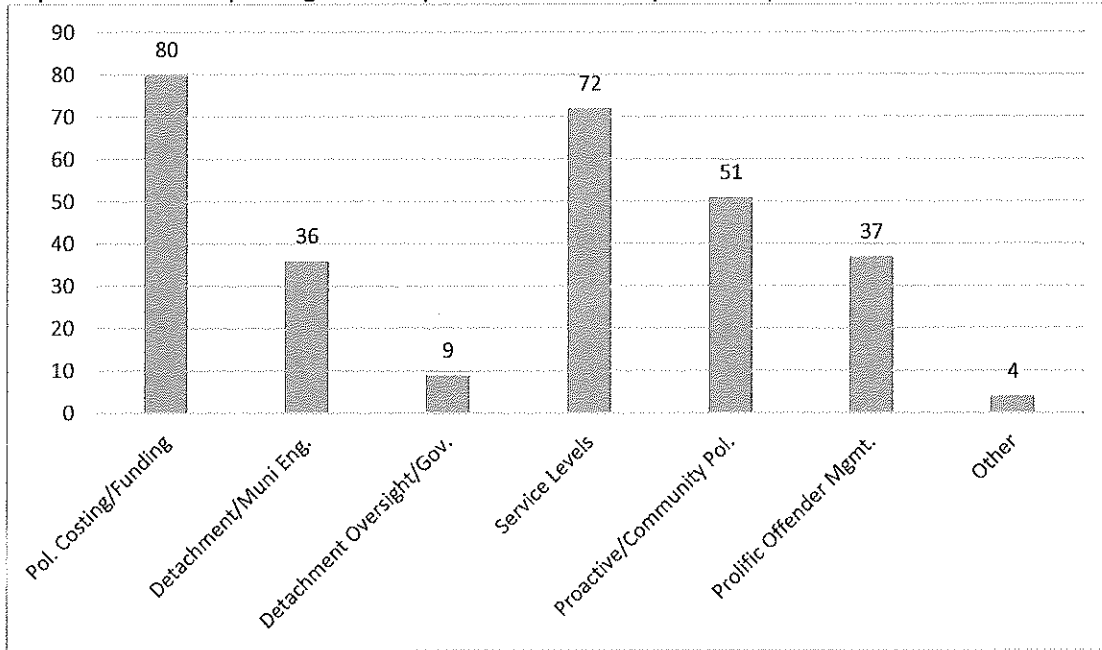
Respondents represented the following municipal sizes:



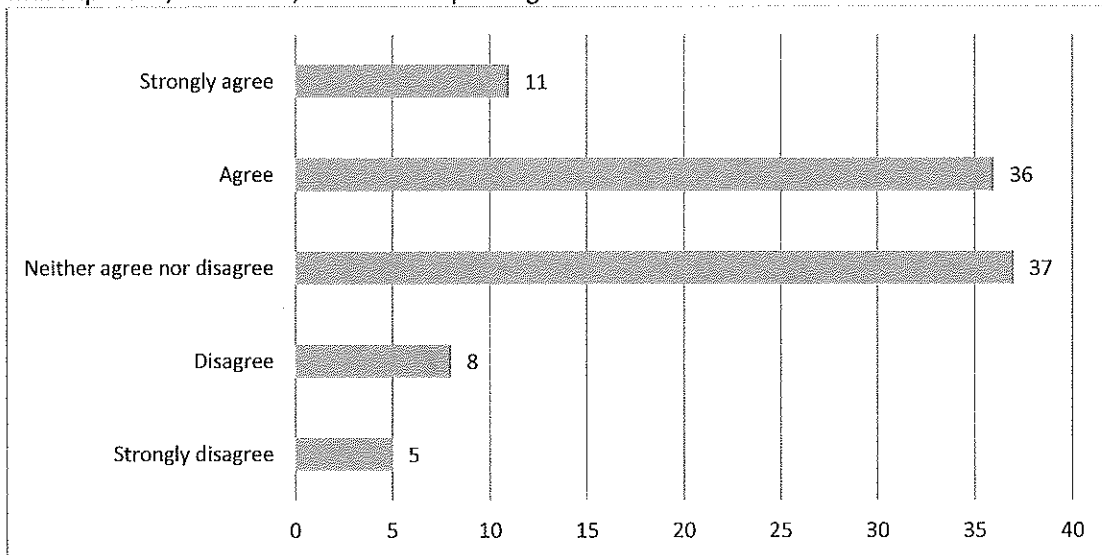
Board scope and deliverables

This section focused on gathering input on what areas of policing the operational Board should address, as well as whether the operational Board should serve as a communications and information-sharing conduit between the GOA/RCMP and municipalities. The section consisted of the following two questions.

Question 5: Aside from informing general policing priorities in the province, select the three most important areas of policing for the operational Board to provide input into:



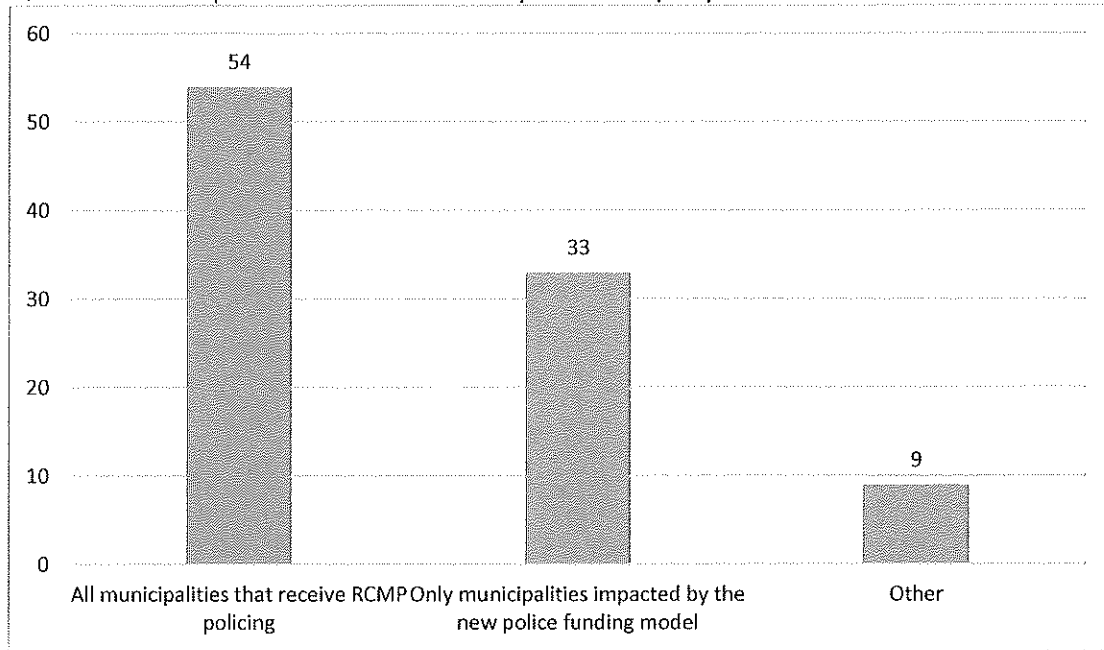
Question 6: The operational Board is well-positioned to serve as a communications conduit between municipalities, the RCMP, and GOA on policing issues.



Board representation

This section was intended to address what municipalities the operational Board should represent. It consisted of only one question.

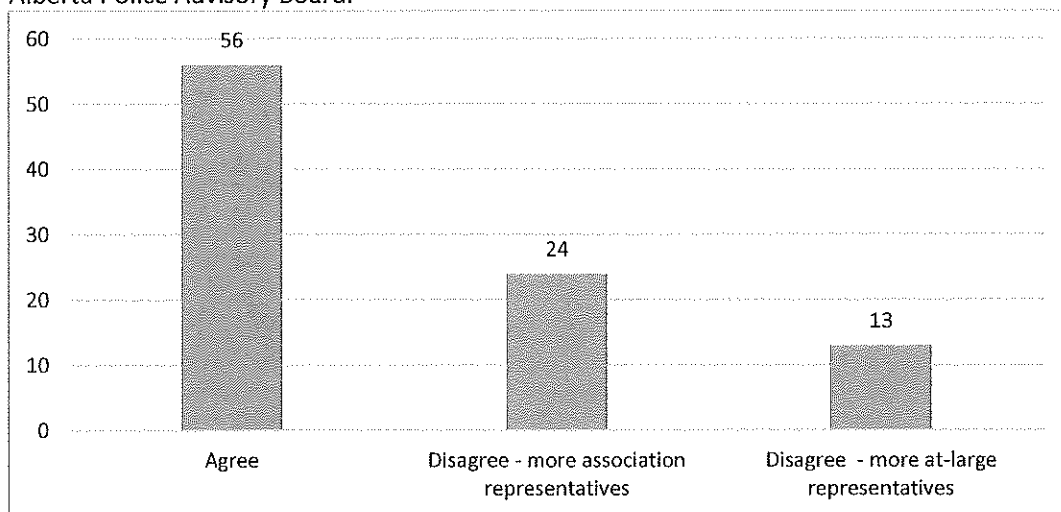
Question 7: The operational Board should represent the perspectives of:



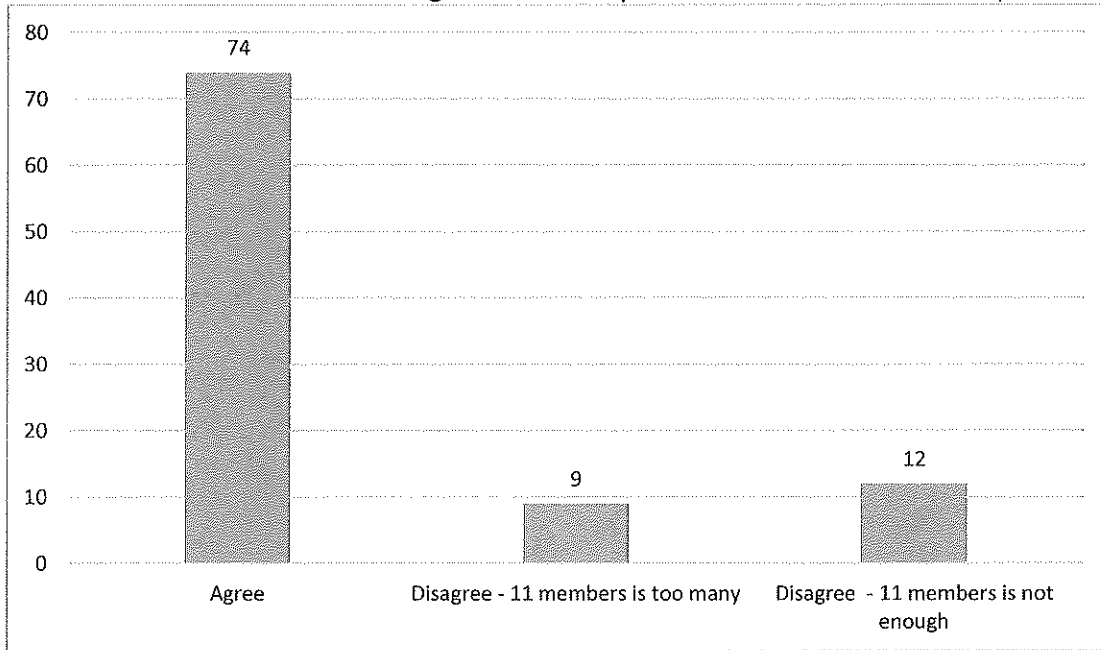
Board size, composition, and term

The questions in this section focused on an example of a hypothetical 11-member Board. This section also included a question on the chairperson selection process.

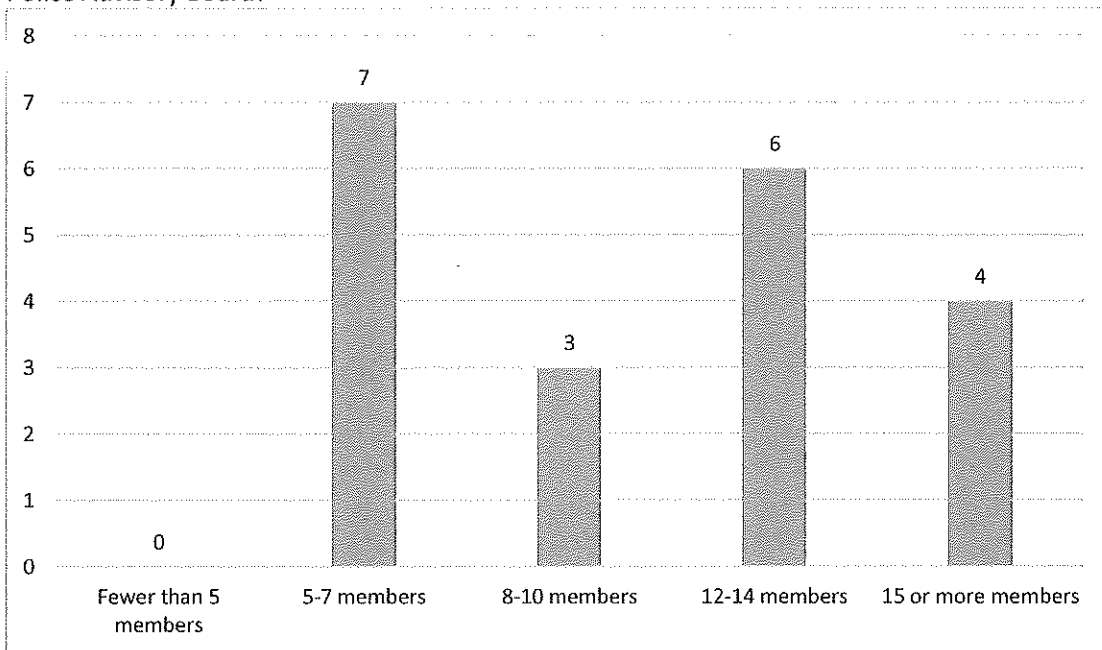
Question 8: The balance of association (3) and at-large (8) representatives in the example is right for the Alberta Police Advisory Board.



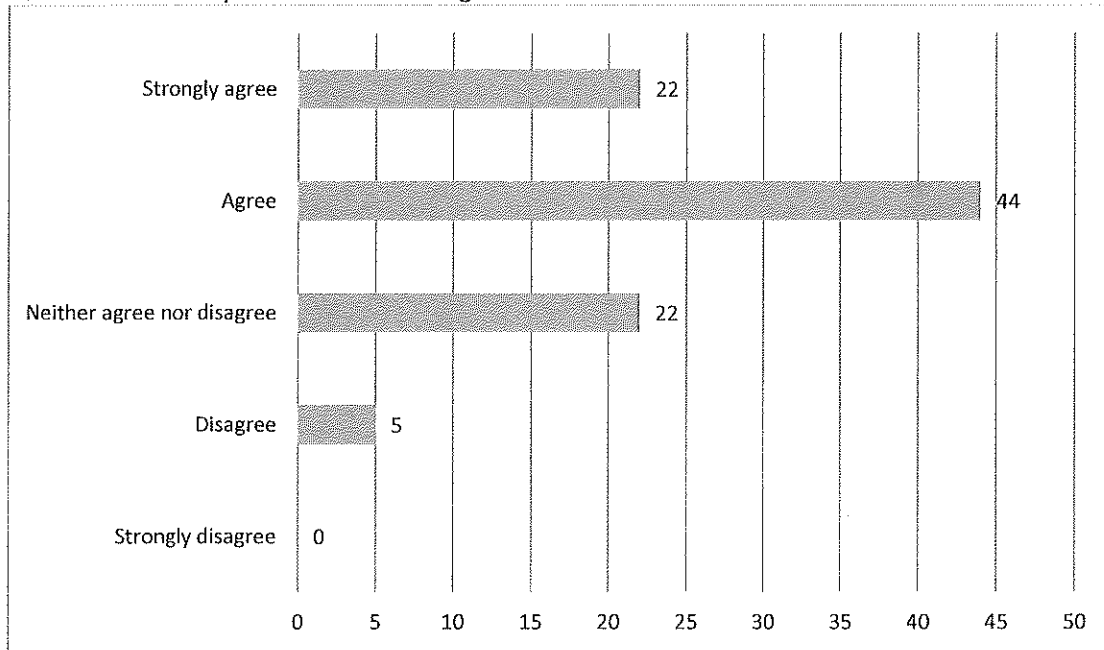
Question 9: Eleven members is the right size for the operational Alberta Police Advisory Board.



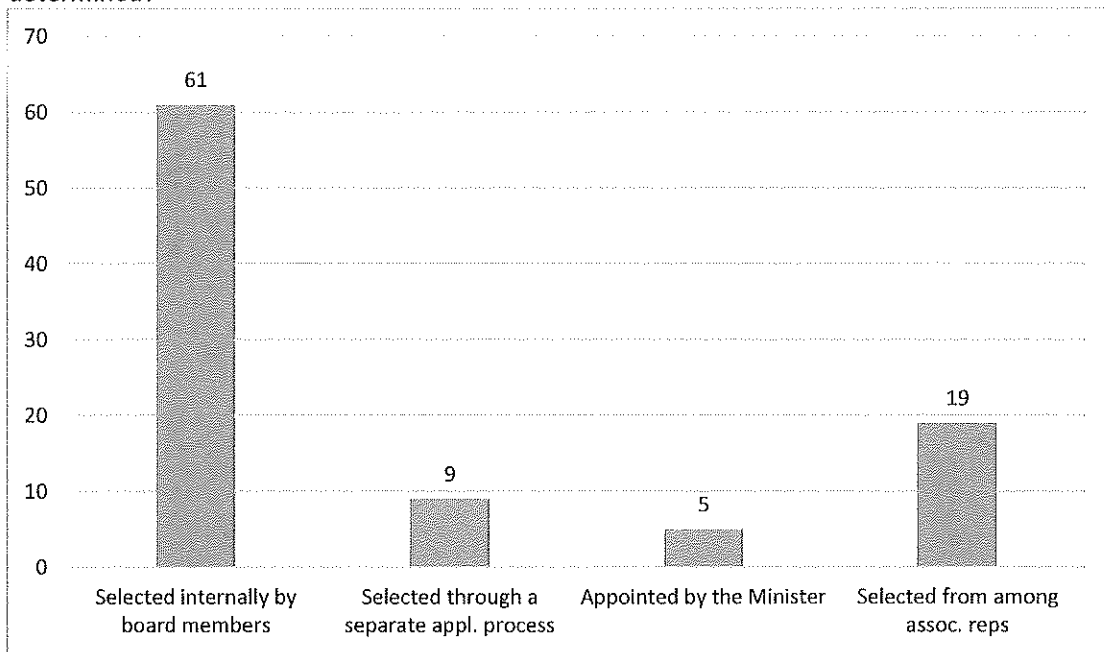
Question 10: If you answered "Disagree" to question 8, what is the right size for the operational Alberta Police Advisory Board?



Question 11: An equal number of at-large Board members should be recruited from each RCMP District.



Question 12: How should the Chairperson of the operational Alberta Police Advisory Board be determined?



Question 13 asked respondents if they had any other comments on the hypothetical example, or general comments related to the Board size, composition, and chairperson selection process.

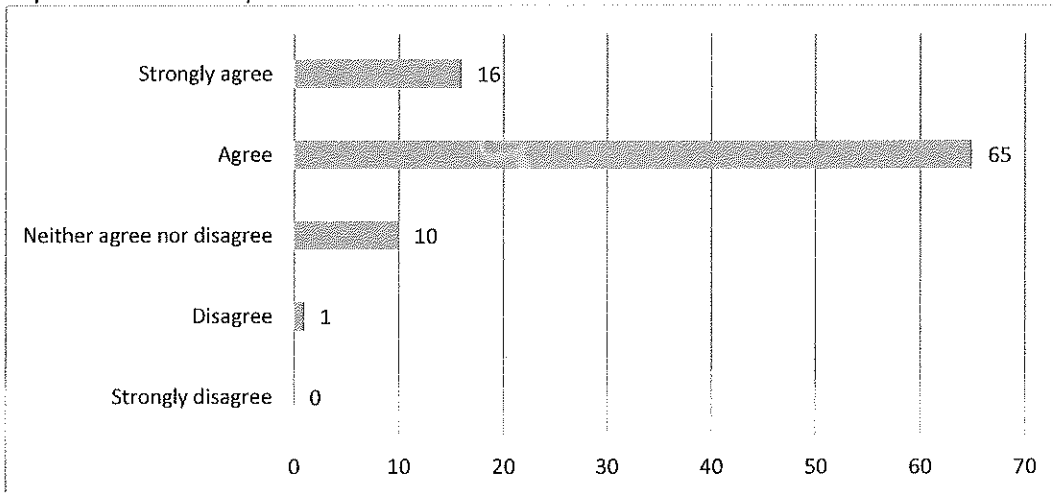


Board member characteristics and competencies

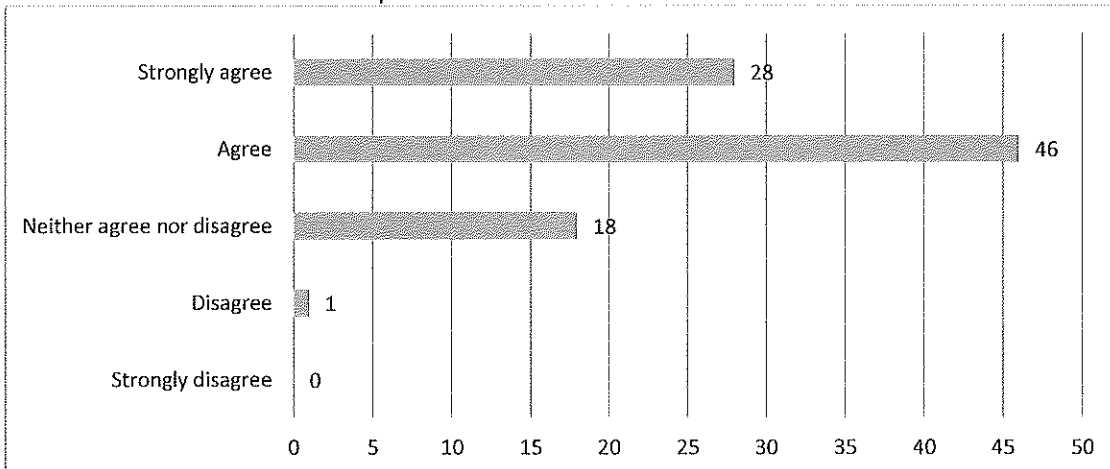
This section focused on determining the proper competencies, experiences, etc. needed for Board members to effectively contribute to the operational Board’s mandate. The section was based around the following example attributes previous supported by the interim Board:

- Familiarity with policing and public safety
- Governance and Board participation
- Community organization/participation
- Critical thinking/problem solving
- Public engagement

Question 14: The example attributes will result in the right combination of competencies and experiences on the operational Board.



Question 15: There are representatives within our community that would be a good fit for participation on the Board based on the example attributes.



Question 16 asked respondents to list any other competencies or attributes that should be required for Board member.