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1. **WELCOME AND CALL TO ORDER**

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2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

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3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for March 11, 2025  
3.2 Consent Agenda for March 11, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
  - b) **Adoption of Minutes**
    - o Regular Council Meeting Minutes – February 25, 2025
  - c) **Council Reports**

None
  - d) **Administrative Reports**
    - o Report for Council, Enforcement & Protective Services Monthly Report – February 2025
    - o Report for Council, Development & Building Monthly Report – February 2025
    - o Report for Council, 2024-2026 Mid-Term Strategic Plan Actions Update
  - e) **Boards, Committee and Commission Minutes and/or Reports**
    - o Library Board Meeting Minutes - January 7, 2025
    - o Recreation Culture and Parks Board Meeting Minutes - January 8, 2025
    - o Recreation Culture and Parks Board Meeting Minutes - February 5, 2025
  - f) **Information**
    - o ABmunis Preliminary Analysis on Alberta's 2025 Budget
    - o Blackfalds Library Programming Report Library - January 2025
    - o Thank You Certificate - Blackfalds Seniors Club - February 20, 2025
    - o City of Lacombe Council Highlights – February 24, 2025
    - o Lacombe County Council Highlights – February 27, 2025
  - g) **Correspondence**

None

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4. **PUBLIC HEARING**

None

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5. **DELEGATION**

- 5.1 Big Brothers Big Sisters of Lacombe and District, *Brianna Berthiaume & Jennifer Harty*

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6. **BUSINESS**

- 6.1 Request for Decision, Community Initiatives Grant Application - Frazier's Next Level Coaching  
6.2 Request for Decision, Community Initiative Grant Application - Cold Blooded Cornhole  
6.3 Request for Decision, Community Initiative Grant Application - Heart of Blackfalds Society  
6.4 Request for Decision, Blackfalds Policing Committee  
6.5 Request for Decision, Council Remuneration and Compensation Review  
6.6 Request for Decision, Regional Collaboration Committee  
6.7 Request for Decision, Policies for Rescinding

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7. **NOTICES OF MOTION**

None

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8. **CONFIDENTIAL**

None

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9. **ADJOURNMENT**

**Future Meetings/Events:**

- Standing Committee of Council Meeting – March 17, 2025
- Regular Council Meeting – March 25, 2025

## MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on February 25, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

### MEMBERS PRESENT

Mayor Jamie Hoover  
Deputy Mayor Edna Coulter  
Councillor Marina Appel  
Councillor Brenda Dennis  
Councillor Jim Sands

### ATTENDING

Kim Isaak, Chief Administrative Officer  
Rick Kreklewich, Director of Community Services  
Ken Morrison, Director of Emergency Management & Protective Services  
Jolene Tejkl, Planning & Development Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

### REGRETS

Councillor Laura Svab

### MEDIA

None

### OTHERS PRESENT

None

### WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of February 25, 2025, indicated Councillor Svab sent her regrets and called the meeting to order at 7:00 p.m.

### TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six Territory.

### ADOPTION OF AGENDAS

**041/25** Councillor Sands moved That Council adopt the Regular Agenda for February 25, 2025, as presented.

**CARRIED UNANIMOUSLY**

**042/25** Deputy Mayor Coulter moved That Council adopt the Consent Agenda for February 25, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
  - Regular Council Meeting Minutes - February 11, 2025
  - Standing Committee of Council Meeting Minutes - February 18, 2025
- **Council Reports**
  - Mayor Hoover
  - Deputy Mayor Coulter
  - Councillor Appel
  - Councillor Svab
  - Councillor Dennis
  - Councillor Sands



**MINUTES**

- **Administrative Reports**
  - Report for Council, CAO Report - February, 2025
  - Report for Council, Volunteer Recognition Awards 2025 Plans
  - Report for Council, Chairs for Charity Blackfalds
- **Boards, Committee and Commission Minutes and/or Reports**
  - Blackfalds & District Family & Community Support Services Board Meeting Minutes - January 9, 2025
- **Information**
  - City of Lacombe Council Highlights - February 10, 2025
  - Lacombe County Council Highlights - February 13, 2025
- **Correspondence**
  - None

**CARRIED UNANIMOUSLY**

**PUBLIC HEARING**

None

**DELEGATION**

None

**BUSINESS**

**Request for Decision, Subdivision File No. S-01-25, Aurora Heights Phase 5B (East)**

Manager Tejkl brought forward for Council's consideration, Subdivision File No. S-01-25, Aurora Heights Phase 5B (East).

**043/25**

Councillor Appel moved That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and moves to APPROVE the further subdivide of 2.38 hectares (5.88 acres) of land to accommodate a future residential development comprised of 60 residential lots and 1 Municipal Reserve lot within Pt. SW 35-39-27-W4M in the Aurora Heights community subject to the following conditions:

1. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as shown on the attached Tentative Plan of Subdivision, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
3. That pursuant to Section 655(1)(b) of the *Municipal Government Act*, the developer enters into a Development Agreement with the Town of Blackfalds concerning the servicing and development of the subdivision and the payment of off-site levies.

That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register a utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivisions Plan of Survey.

**CARRIED UNANIMOUSLY**

**Request for Decision, Subdivision File No. S-02-25, Aurora Heights Phase 4 (Outline)**

Manager Tejkl brought forward Subdivision File No. S-02-25, Aurora Heights Phase 4 (Outline) for Council's consideration.

**044/25**

Councillor Sands moved That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and move to APPROVE the subdivision of Pt. SW 35-39-27-W4M subject to the following conditions:

**MINUTES**

1. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as shown on the attached sketch, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
3. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register a utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivisions Plan of Survey.

**CARRIED UNANIMOUSLY****Request for Decision, Bylaw 1320.25 - McKay Ranch Phase 4 Redistricting**

Manager Tejkl brought forward Bylaw 1320.25, being a Bylaw to redistrict McKay Ranch Phase 4 for Council's consideration of First Reading and subsequent setting of a Public Hearing.

- 045/25** Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1320.25 - McKay Ranch Phase 4 Redistricting, as presented.

**CARRIED UNANIMOUSLY**

- 046/25** Deputy Mayor Coulter moved That a Public Hearing date be set for March 25, 2025, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY****Request for Decision, Bylaw 1325.25 – 4409 South Street Redistricting**

Manager Tejkl brought forward Bylaw 1325.25, being a Bylaw to redistrict 4409 South Street for Council's consideration of First Reading and subsequent setting of a Public Hearing.

- 047/25** Councillor Sands moved That Council give First Reading to Bylaw 1325.25, to redistrict 4409 South Street to Direct Control District #5.

**CARRIED UNANIMOUSLY**

- 048/25** Councillor Appel moved That a Public Hearing date be set for March 25, 2025, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY****Request for Decision, Council Policy CP-185.24 - Community Initiatives Grant Policy - Amendment**

Following Standing Committee of Council's recommendation on February 18, 2025, Director Kreklewich presented the amended Community Initiatives Grant Policy for Council's consideration.

- 049/25** Councillor Appel moved That Council amend Council Policy CP-185.24 – Community Initiatives Grant to allow for-profit organizations to apply, provided that any proceeds from their initiative go toward a community initiative, program or project deemed worthy.

**CARRIED*****Opposed: Councillor Dennis*****Request for Decision, Council Policy CP-188.25 - Community Services Framework**

Following the recommendation from the Standing Committee of Council on February 18, 2025, Director Kreklewich presented the Community Services Framework Policy for Council's consideration.

- 050/25** Councillor Coulter moved That Council adopt Council Policy CP-188.25 - Community Services Framework, as presented.

**CARRIED UNANIMOUSLY**

**MINUTES**

**Request for Decision, Alberta Community Partnership Grant Application –  
Regional Recreational Facility**

CAO Isaak presented for Council's consideration the Town's participation in the Alberta Community Partnership Program Grant application with the City of Lacombe and Lacombe County.

**051/25**

Deputy Mayor Coulter moved That the Town of Blackfalds agrees to participate in the Alberta Community Partnership Program Grant application with the City of Lacombe and Lacombe County to explore the feasibility of a Regional Recreation Facility, and further, that the City of Lacombe be designated as the managing partner for this project.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**CONFIDENTIAL**

None

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 8:00 p.m.

\_\_\_\_\_  
Jamie Hoover, Mayor

\_\_\_\_\_  
Kim Isaak, CAO

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**MEETING DATE:** March 11, 2025

**PREPARED BY:** Ken Morrison, Director of Emergency Management & Protective Services

**SUBJECT:** **Enforcement and Protective Services Monthly Report - February 2025**

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## **BACKGROUND**

Administration provides the Council with monthly updates for activity from the Town's Municipal Enforcement, Fire Services, OHS, Emergency Management and RCMP.

## **DISCUSSION**

The attached documents are a combination of activities occurring during the month of February for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.

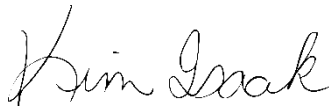
## **FINANCIAL IMPLICATIONS**

None

## **ATTACHMENTS**

- *Protective Services Monthly Report*
- *Municipal Enforcement February Incident Report*
- *Fire February monthly Incident Summary*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Director/Author

## Protective Services Monthly Report

### Municipal Enforcement:

**Overview:** In February, the focus was on ensuring animal welfare during severe weather/windchill conditions and assisting stranded motorists. In the last two weeks officers ensured pro-active patrols and enforcement of the Traffic Bylaw dealing specifically with snow/ice removal from sidewalks.

February saw the Municipal Enforcement vehicles start getting equipped with the new In Car Video Systems. The first was the Ford F150, the second our EV and at the beginning of March the new Ford Explorer will be going in to be outfitted with the emergency equipment as well as the new in car Video system. Our officers will now be equipped with Body Worn cameras, as well all information will continuously download into a cloud-based server.

The summer student position was advertised and we have to date over 12 applications come in, this job advertisement will end early March.

### **Key Statistics:**

- **Total Files Generated: 237**
  - **Notices for Ice/Snow Buildup on Sidewalks:** 113 Files created
  - **Assisting Public Works with Snow Removal:** 20 Files created
  - **Additional Files Created:**
    - Extension cord violations across roadways
    - Parking violations in alleys
    - Industrial noise complaints
    - Unsightly premises
    - Speeding on Womacks Road during restricted times
    - Towed vehicles for prohibited parking
    - Monitoring school zones (vehicles stopped for traveling 18 kp/h over the posted speed limited)
    - School zone parking complaints (blocking driveways and fire hydrants and crosswalks)
    - Animal complaints (1 cat at large, 3 dog complaints: aggressive, at large, and welfare check)
    - 1 abandoned animal file concluded by surrender to animal control Services (reported in February remedy on March 1/25)

### **Traffic Violations:**

- **Total Traffic Violations Issued: 79**
  - **Violations Breakdown:**
    - 21 under the Traffic Safety Act
    - 17 under Rules of Road and Regulation
    - 3 under Vehicle Equipment Regulation
    - 3 under Gaming and Liquor and Cannabis Act
    - 1 under Operator, Licensing, and Vehicle Control Regulation
  - Failed to stop at intersections
  - License plate visibility issues
  - Prohibited parking incidents
  - Snow clearance on sidewalks (within 48 hours)
  - Unregistered vehicle issues
  - Improper parking

- Failing to obey traffic control devices
- Not stopping for school buses with flashing red lamps

### Digital Traffic Sign Statistics:

- **Battery-Powered Digital Signs:**
  - **Broadway (Southbound):**
    - Vehicles Recorded: 15,653
    - Speed Range: 4 km/h to 82 km/h
  - **Parkwood Road:**
    - Vehicles Recorded: 7,414
    - Speed Range: 4 km/h to 77 km/h

**Note: Batteries were removed during severe weather to prevent damage.**

- **Solar-Powered Digital Signs:**
  - **Cottonwood (Westbound):**
    - Vehicles Recorded: 63,716
    - Speed Range: 6 km/h to 105 km/h
  - **Vista Trail (Southbound):**
    - Vehicles Recorded: 51,870
    - Speed Range: 1 km/h to 90 km/h

*Notably, solar-powered signs functioned well in the extreme cold conditions.*

This report highlights the ongoing efforts of municipal enforcement to maintain safety and respond to community issues, particularly during challenging weather conditions.

### Municipal Enforcement Statistics attached.

#### **Blackfalds Fire Rescue**

##### February 2025 Monthly Activity Summary Report

The 2<sup>nd</sup> presentation by CPKC Rail was a hands-on practical scenario of the rail cars valves, relief valves and piping. How to utilize them in the event of an emergency and the equipment CPKC Rail has, to mitigate a leak.

The rest of the month Fire focused on SCBA blackout skills and communicating in a stressful situation.

Our posting for a Deputy Chief of Training and Fire Prevention is closed and interviews will begin in March.

The RFP for a Command Truck was awarded to Weidner Motors out of the City of Lacombe.

The RFP for the Wildland Apparatus (Brush Truck) closes the first week of March.

We have received two new applications to the Fire Department, is making arrangements to interview these potential recruits in early March.

During the month of February 2025, the department responded to nineteen incidents, this is on pace compared to February 2024.

A summary of the types of incidents is included.

**Occupational Health & Safety**

During the month there were 3 hazard id's, 5 near misses, 5 personal injuries, and 2 property damage <\$5K reported.

Attended three morning toolbox meetings (Parks & Facilities, Public Works, along with attending the Public Works monthly safety meeting and led discussion on Respiratory requirements.

Conducted two work site inspections (Tayles Park with parks, Ops B shop with Public Works).

An unexpected audit at the EBC from Alberta OH&S resulted in several orders requiring attention, completion, and submission. Items included grounding of the flammable storage cabinet, conducting, and verifying quantitative mask fit testing for employees required to wear respirators, creating a "Respiratory Protective Equipment Code of Practice", and providing Arena Operators Training Certificates. All items were completed by the assigned deadlines and all orders are now compliant and closed.

Created a "Manager/Director Worksite Inspection Policy" to ensure Alberta OH&S and COR legislative requirements are met as per the 2024 COR audit corrective action Plan. Reviewed and completed some items on the 2024 COR audit corrective action plan. Items included the previously mentioned policy as well as re-distributed the TOB Safety Policy and Workers Rights for review for ALL employees.

Continued IT sessions with Lisa from Core Point, re-configuring some components to create user-friendliness and improve the function of the program.

Assisted departments with due diligence for contractor management. Began creating a pre-job checklist for contractors prior to them arriving to sites and conducting tasks.

Created new forms with the aid of Marketing and Communications regarding the TOB Respiratory Code of Practice including a health questionnaire for mask fit tests and specific location Respiratory Code of Practice for each facility requiring (EBC, Abbey, Public Works).

**RCMP**

Of note Blackfalds RCMP responded to and investigated an "Attempted Child Abduction". A thorough investigation was conducted, which resulted in a determination that the allegations had in fact been fabricated. A press release was completed immediately upon determining the report was false to ensure the least amount of anxiety and fear to the public.

The accused from the November Armed Robbery in town, were convicted last week after entering a guilty plea and received a sentence of 4.5 years. This was great investigational work by our GIS team who gathered evidence which secured this conviction.

**Emergency Management**

February 3<sup>rd</sup> to February 7<sup>th</sup> attended the AACPO conference, attending several workshops during the week. Of interest was the Police Governance workshop with representatives from the Alberta government.

Along with CAO Isaak attended the annual meeting with the RCMP to review Annual priorities. Priorities for 2025/2026 remain like 2024, (Crime Reduction, Police Community Relations, and Traffic Safety. All municipalities requested an increased focus on Mental Health and youth.

Attended a Teams meeting with AEMA "Be Prepared information, providing some great information to assist during the 2025 Emergency Preparedness week.

**Ken Morrison**

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Director of Emergency Management & Protective Services



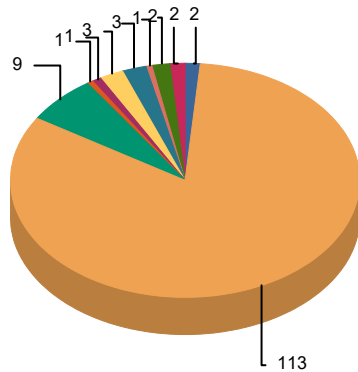
## Town of Blackfalds

MONTH END Statistics from Occurred Date: 2/1/2025 12:00:00AM to 2/28/2025 11:59:59PM

### Municipal Reports/Files

### MUNICIPAL ENFORCEMENT -

## Count of Incident Types



1 TRAFFIC BYLAW 1232/19	2
1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS	113
1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS	9
1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : PLACE EXTENSION CORD/ROPE/ANY OTHER ACROSS SIDEWALK/WALKWAY/PATHWAY	1
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING	1
1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN	3
1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A PLAYGROUND ZONE	3
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: INDUSTRIAL/CONSTRUCTION NOISES	1
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE	2
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY	2
Total:	137

1 TRAFFIC BYLAW 1232/19: 2 1%

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**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS: 113 55%

1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS: 9 4%

1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : PLACE EXTENSION CORD/ROPE/ANY OTHER ACROSS  
SIDEWALK/WALKWAY/PATHWAY: 1 0%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR  
LOADING/UNLOADING: 1 0%

1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN: 3 1%

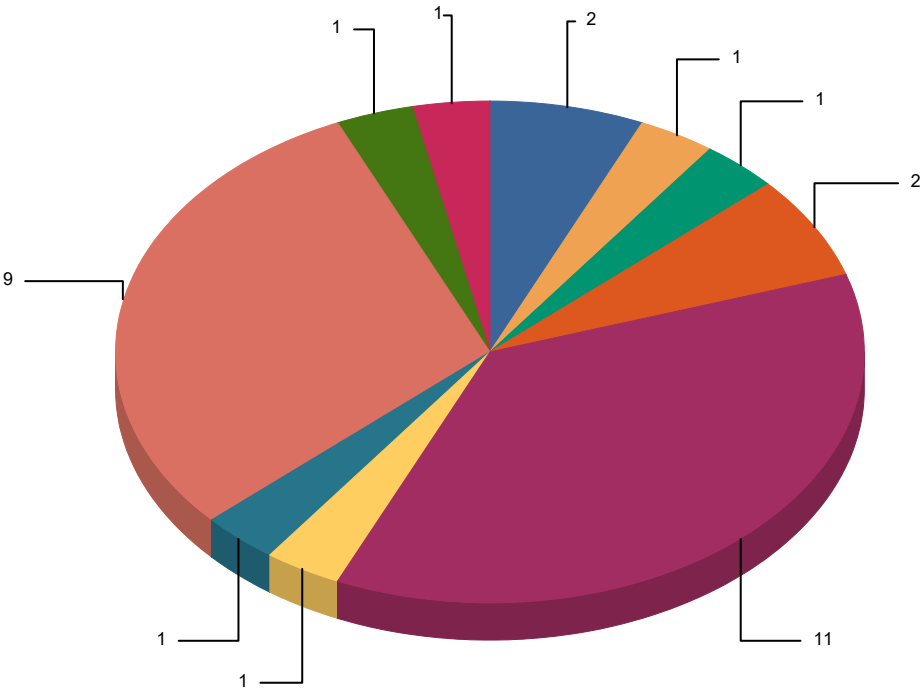
1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A PLAYGROUND ZONE: 3 1%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: INDUSTRIAL/CONSTRUCTION NOISES: 1 0%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE: 2 1%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY:  
2 1%

Count of Incident Types



4 INCIDENTS : ALARMS	2
4 INCIDENTS : ASSIST RCMP	1
4 INCIDENTS : DRIVING COMPLAINT	1
4 INCIDENTS : NEIGHBOUR DISPUTE	2
4 INCIDENTS : PARKING COMPLAINT	11
4 INCIDENTS : PARKING DURING PROHIB. TIMES VEHICLE TOWED	1
4 INCIDENTS : PUBLIC CONCERN OTHER	1
4 INCIDENTS : REQUEST & CONCERNS	9
4 INCIDENTS : SCHOOL ZONES	1
4 INCIDENTS : THEFT UNDER	1
Total:	30

4 INCIDENTS : ALARMS: 2 1%

4 INCIDENTS : ASSIST RCMP: 1 0%

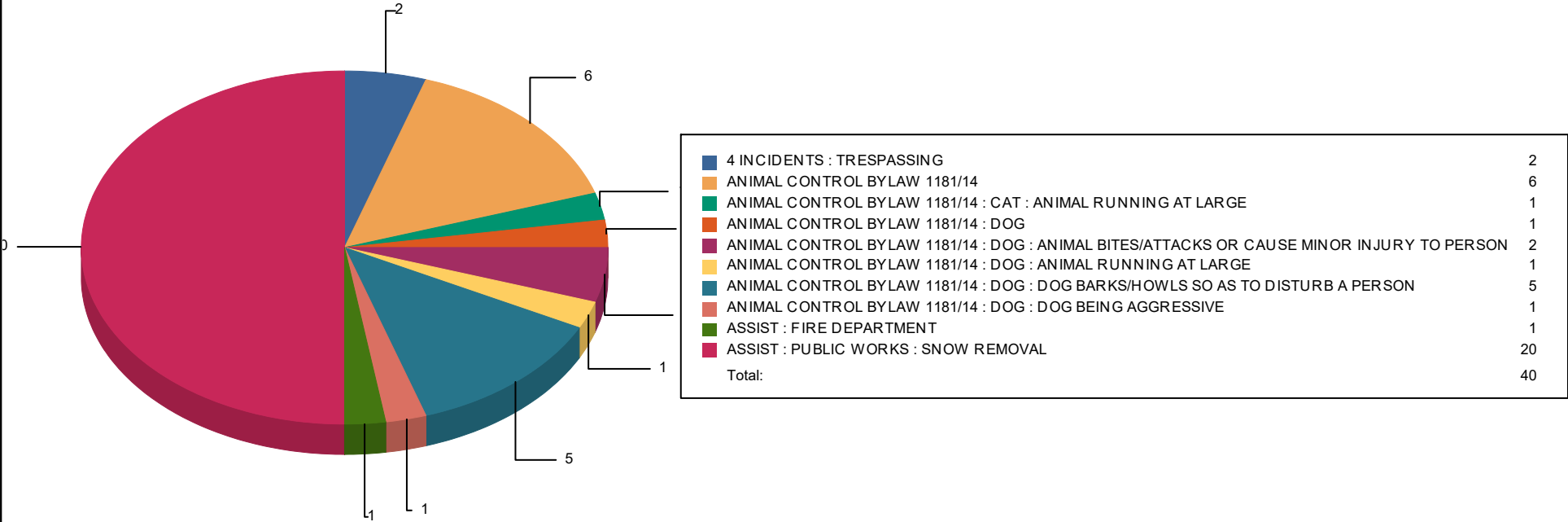
4 INCIDENTS : DRIVING COMPLAINT: 1 0%

4 INCIDENTS : NEIGHBOUR DISPUTE: 2 1%

**Municipal Reports/Files**    MUNICIPAL ENFORCEMENT -

4 INCIDENTS : PARKING COMPLAINT:	11	5%
4 INCIDENTS : PARKING DURING PROHIB. TIMES VEHICLE TOWED:	1	0%
4 INCIDENTS : PUBLIC CONCERN OTHER:	1	0%
4 INCIDENTS : REQUEST & CONCERNS:	9	4%
4 INCIDENTS : SCHOOL ZONES:	1	0%
4 INCIDENTS : THEFT UNDER:	1	0%

Count of Incident Types



4 INCIDENTS : TRESPASSING: 2 1%

ANIMAL CONTROL BYLAW 1181/14: 6 3%

ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE: 1 0%

ANIMAL CONTROL BYLAW 1181/14 : DOG: 1 0%

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO PERSON: 2 1%

ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE: 1 0%

ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON: 5 2%

ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BEING AGGRESSIVE: 1 0%

ASSIST : FIRE DEPARTMENT: 1 0%

ASSIST : PUBLIC WORKS : SNOW REMOVAL: 20 10%

Grand Total: 100.00% Total # of Incident Types Reported: 207

Fax: 403 - 885 - 5499

Blackfalds Fire Rescue Department				BLF	FEBRUARY	2025	
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION	RCMP FILE #	MAFP 1244	
022	5	MEDICAL	BLK2500027	Within Corporate Boundaries	N/A	EMS	
023	8	HAZ -MAT	BLK00028	Lacombe County	N/A	N/A	
024	9	FIRE STRUCTURE	BLK2500029	Within Corporate Boundaries	YES	EMS	
025	9	MUTUAL AID	LAC2500036	Lacombe County	N/A	N/A	
026	10	MUTUAL AID	LAC00038	Lacombe County	N/A	N/A	
027	10	ALARM	BLK2500030	Within Corporate Boundaries	N/A	N/A	
028	11	MUTUAL AID	LAC25000	Lacombe County	N/A	N/A	
029	12	MOTOR VEHICLE INCIDENT	BLK2500031	Lacombe County	YES	EMS	
030	14	ALARM	BLK2500032	Within Corporate Boundaries	N/A	N/A	
031	15	MEDICAL	BLK2500033	Within Corporate Boundaries	N/A	EMS	
032	15	ALARM	BLK2500034	Within Corporate Boundaries	N/A	N/A	
033	17	HAZ-MAT	BLK2500035	Lacombe County	YES	N/A	
034	17	ALARM	BLK2500036	Within Corporate Boundaries	N/A	N/A	
035	18	MOTOR VEHICLE INCIDENT	BLK2500037	Lacombe County	YES	EMS	
036	19	HAZ-70 PUBLIC HAZARD	BLK2500038	Within Corporate Boundaries	N/A	N/A	
037	23	ALARM	BLK2500039	Within Corporate Boundaries	N/A	N/A	
038	25	MOTOR VEHICLE INCIDENT	BLK2500040	Within Corporate Boundaries	YES	N/A	
39	25	ALARM	BLK2500041	Within Corporate Boundaries	N/A	N/A	
40	27	ALARM	BLK2500042	Within Corporate Boundaries	N/A	N/A	
TOTAL RESPONSES	19	OFFICER		Robert Côté		REV DT FEB 02/17	Print Form

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**MEETING DATE:** March 11, 2025

**PREPARED BY:** Jolene Tejkl, Planning & Development Manager

**SUBJECT:** Development & Building Monthly Report – February 2025

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## **BACKGROUND**

Attached is the February 2025 Development & Building Permit Report and Comparison for 2023-2025 year to date. We also have shown the comparison for the year-to-date figures for 2024 on the comparison report.

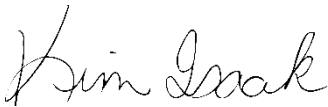
For Council's information, the "other" category captures the following types of residential permits:

- Shed
- Garage & deck. On occasion both a garage and deck will be applied for under the same development permit and when that happens, it will be captured as "other")
- Hot tub
- Ensuite addition to Master Bedroom. This type of development is not appropriate to capture under "addition" because it does not entail a structural alteration as it's changing the interior of the home
- Shed & deck. Occasionally these two developments will be applied for under the same development permit. When that happens, it will fall under "other"
- Grading permits

## **ATTACHMENTS**

- February 2025 Development/Building Permit Report
- 2023 – 2025 Development/Building Comparison Report

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author



File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
14-25	13 Aztec Street	R-1M	SFD		
15-25	4509 Broadway Avenue	R-1L	Home Business	approved	5-Feb-25
16-25	5 Maclean Close	R-1M	Basement Reno	approved	18-Feb-25
17-25	33 Rolling Hills Ridge	R-1M	Basement Reno	approved	18-Feb-25
18-25	56 Churchill Place	R-1M	Home Business	approved	10-Feb-25
19-25	5614 Prairie Ridge Avenue	R-1S	Basement Reno	approved	25-Feb-25
20-25	9 Westglen Boulevard	R-1M	Home Business	approved	13-Feb-25
21-25	113 Athens Road	R-2	Townhouses		
22-25	117 Athens Road	R-2	Townhouses		
23-25	121 Athens Road	R-2	Townhouses		
24-25	125 Athens Road	R-2	Townhouses		
25-25	151 Cedar Square	R-1M	SFD		
26-25	22 Coachman Way	R-1S	Basement Reno		
27-25	4487 Broadway Avenue (unit 215)	C-2	Change of Occupancy/Use	approved	25-Feb-25
28-25	94 Palmer Circle	R-1M	SFD		

Town of Blackfalds Development/Building Permit Comparison 2023 to 2025							2024 YTD	
	2023		2024		2025		February	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	21	\$ 7,037,626.70	38	\$ 13,213,080.00	4	\$ 1,470,000.00	3	\$ 1,080,000.00
Duplexes	6	\$ 1,060,000.00	20	\$ 4,774,000.00	0	\$ -	0	\$ -
Manufactured Home	2	\$ 250,000.00	11	\$ 1,751,566.00	0	\$ -	1	\$ 225,000.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	11	\$ 1,790,000.00	157	\$ 36,667,435.00	4	\$ 960,000.00	6	\$ 912,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	8	\$ 3,495,000.00	0	\$ -	8	\$ -
Total Res. Dwellings	40	\$ 10,137,627	234	\$ 59,901,081	8	\$ 2,430,000	18	\$ 2,217,000
Garage	9	\$ 293,000.00	24	\$ 788,152.61	0	\$ -	2	\$ 55,000.00
Deck	9	\$ 102,000.00	11	\$ 105,100.00	0	\$ -	0	\$ -
Basement Reno	40	\$ 865,700.00	49	\$ 1,339,000.00	10	\$ 166,000.00	9	\$ 224,500.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	1	\$ -
Home Business	21	\$ -	20	\$ -	4	\$ -	3	\$ -
Other	44	\$ 1,232,115.84	68	\$ 20,325,799.71	2	\$ 25,000.00	9	\$ 6,110,120.00
Commercial	27	\$ 5,190,341.00	47	\$ 4,594,822.26	4	\$ 3,160.00	6	\$ 220,900.00
Industrial	4	\$ 200,000.00	5	\$ 2,504,073.00	0	\$ -	0	\$ -
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	4	\$ 192,300.00	13	\$ 38,078,150.00	0	\$ -	0	\$ -
TOTAL PERMITS	199	\$ 18,213,083.54	472	\$ 127,636,178.58	28	\$ 2,624,160.00	48	\$ 8,827,520.00
General Yearly Notes:		1 - 2,500,000 Vista Trail Commercial						
		1 - 1,000,000 Dental Office						

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**MEETING DATE:** March 11, 2025

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **2024-2026 Mid-Term Strategic Plan Actions Update**

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## **BACKGROUND**

The 2024 – 2026 Mid-Term Strategic Plan was adopted by Council on January 23, 2024. At that time Administration committed to providing updates on the actions flowing out of the areas of focus identified in the plan.

Note recent updates are listed below:

### **Community Life Action Items**

- Meeting held with the Minister responsible for Service Alberta to discuss registry services. Awaiting a response from the Ministry office on follow-up questions.
- CPTED Review Complete.
- Increased Development and Building Permits: 306 more permits in 2024 for a total of 505, as opposed to a total of 199 in 2023.

### **Economy**

- Highway 2A Mural Corridor Initiative to encourage travelers from Highway 2 onto to HWY 2A with the expected outcomes to increase stops within the community.
- Economic Development Department conducts 2-3 virtual Entrepreneurial Tours a week with an additional 3-4 in person tours per month.
- 4 Provincial Softball Tournaments are scheduled for Sterling Park in 2025.

### **Leadership and Engagement**

- Resolution approved by Council at the February 25, 2025 Regular Meeting of Council to apply for a Tri-Party Alberta Community Partnership Grant with City of Lacombe and Lacombe County on a feasibility study for a regional recreation facility.
- Election Services Agreement with Wolf Creek School Division currently in progress.
- Treaty Six Territory Land Acknowledgement Review Committee currently undertaking review of land acknowledgement with area elders and will seek feedback from students at the junior high school and the high school.

## **DISCUSSION**

2024-2026 Mid-Term Strategic Plan Progress and Accomplishments.

The following summarizes the accomplishments under each priority area.

## COMMUNITY LIFE

**Community Life** – The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Ensure that all residents have access to the services that the Town provides.	- BOLT Transit	- 33 Local Stops - 5 Regional Stops
Connect residents to services and services to residents.	- BOLT Transit - Trans Canada Trail - Electrical vehicle charging stations - Online Service Options - Advocate for Alberta Registry Service - Increase services provided by Canada Post	- New stops at Aspelund Industrial Centre and Red Deer Polytechnic - electrical vehicle charging stations installed and in use - Meeting being scheduled with the Minister of Service Alberta and Red Tap Reduction to discuss the community's registry service needs and the process to open a registry.
Provide opportunities for residents to connect to enhance community spirit and volunteerism.	- Community Events (Blackfalds Days, Winterfest, etc.) - Volunteer Appointments to Council Committees - Volunteer Coordination - Volunteer Appreciation Events	- Winterfest and Blackfalds Days held. - 12 new volunteer appointments to the 6 MAL Committees to Council Committees. - Council Committee Audit complete with recommended changes to enhance and assist the work of the Committees. - 2,093 hours of volunteering in the Community - Volunteer Awards Galas Held

Ensure that the safety of our residents is paramount to decision making.	<ul style="list-style-type: none"> <li>- Policing Committee</li> <li>- Traffic Bylaw and Master Plan</li> <li>- Emergency Management Preparedness</li> </ul>	<ul style="list-style-type: none"> <li>- CPTED Review complete</li> <li>- Parkwood Road Heavy Vehicle Parking initiative</li> <li>- Revision of Traffic Plan in progress</li> <li>- Tabletop exercise scheduled for November 27, 2024.</li> <li>- Development of individual Town of Blackfalds Emergency Management Plan.</li> </ul>
Promote options for housing diversity.	<ul style="list-style-type: none"> <li>- Amendments to existing Area Structure Plans (ASP) to accommodate higher density housing</li> <li>- Land subsidies for development</li> <li>- Partnership with Lacombe Foundation</li> <li>- Land designated and set aside for Senior Housing Options</li> </ul>	<ul style="list-style-type: none"> <li>- Amendments to McKay Ranch ASP for smaller lot residential</li> <li>- Amendments to Valley Ridge Estates ASP for multi-dwelling developments</li> <li>- Amendments to Aspen Lakes West ASP that included additional multi-dwelling developments</li> <li>- land sale for 4-unit apartment Buildings</li> <li>- MPC approval for 13 single detached dwellings with accessory suites on Palmer Circle</li> <li>- Increased in Development and Building Permits support the multi-family developments</li> </ul>

## ECONOMY

**Economy** – A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Create an attractive environment for industrial and commercial growth.	<ul style="list-style-type: none"> <li>- Long and short-term planning (Master Plans)</li> <li>- Explore development Incentives</li> <li>- Census</li> <li>- Regional Tourism Boards</li> </ul>	<ul style="list-style-type: none"> <li>- Census completed.</li> <li>- Members of Central Alberta Tourism Association and Central Alberta Economic Partnership</li> <li>- Connected with Travel Alberta for new TDZ</li> <li>- Highway 2A Mural Corridor</li> <li>- Entrepreneurial Tours with average 2-3 virtual tours a week.</li> </ul>
Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.	<ul style="list-style-type: none"> <li>- Economic Development Committee</li> <li>- funding and partnership with Chamber of Commerce</li> <li>- Business and development surveys</li> <li>- Business and Development Page on Website</li> </ul>	<ul style="list-style-type: none"> <li>- New EDO to work on prioritization session for action plan. Due to position vacancy progress has halted on this.</li> <li>- conducted 50+ business visitations</li> <li>- reviewing website</li> <li>- starting quarterly newsletter</li> </ul>
Attend targeted trade shows that allow the promotion of development opportunities and provide access to major retail companies and institutional investors.	<ul style="list-style-type: none"> <li>- Red Deer Home Show</li> <li>- Explore additional options for Trade Show attendance and site selector shows</li> </ul>	<ul style="list-style-type: none"> <li>- Attended Red Deer Home Show</li> </ul>
Contribute to Planning and Development documents to create clear policy and regulations for business.	<ul style="list-style-type: none"> <li>- Land Use Bylaw Amendments as needed</li> <li>- Planning policy amendments as needed</li> <li>- Bylaw amendments as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Planning Department brought forward LUB amendments early in 2024 for the industrial districts (RV Storage) and definitions for use clarity for businesses.</li> </ul>

Plan, support, invest, and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.	<ul style="list-style-type: none"> <li>- Work with sports organizations and other cultural organizations to create events</li> <li>- Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting</li> </ul>	<ul style="list-style-type: none"> <li>- National Women's Fastpitch Championship held in August with a bid being submitted to host again in 2026. with success. in August</li> <li>- Working with developers on a Supercross Track</li> <li>- 4 Provincial softball tournaments will be held at Sterling Sports Park in 2025</li> </ul>
Clearly message the Town's benefits and the competitive advantage.	<ul style="list-style-type: none"> <li>- Promotional videos</li> <li>- Marketing brochures</li> <li>- Blackfalds business, investment, and intelligence tool</li> </ul>	<ul style="list-style-type: none"> <li>- No action to date</li> </ul>

## LEADERSHIP AND ENGAGEMENT

**Leadership and Engagement** – are crucial to keep Blackfalds moving toward our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected, and able to provide feedback. This will result in the best possible decisions for everyone.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.	<ul style="list-style-type: none"> <li>- Council Committees</li> <li>- Recreation Master Plan</li> <li>- Transportation Master Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing initiatives through the EDTAC Committee, FCSS Committee, Library Board, Recreation and Culture Board, Policing Committee and MPC</li> <li>- Recreation Master Plan review to be budgeted for in 2026</li> </ul>

Community involvement is built into Council decision-making.	<ul style="list-style-type: none"> <li>- Public Participation Policy</li> <li>- Resident surveys and customer feedback</li> <li>- Open Houses</li> <li>- Council Committees</li> </ul>	<ul style="list-style-type: none"> <li>- Policy reviewed and updated.</li> <li>- Budget survey complete.</li> <li>- Customer service surveys for various services provided such as fitness programming, childminding etc.</li> <li>- Area Structure Plan Open Houses</li> <li>- Front Parking Pad Land Use</li> <li>- Bylaw Amendment Open House held in June, which resulted in a proposed amendment to the LUB Bylaw to allow for front parking pads based on the resident and open house feedback.</li> <li>- EBC Parking Lot Options Open House held with feedback to be provided to Council during Capital Budget</li> </ul>
Town communication will use widely distributed means of engagement such as social media, in addition to existing dialogue streams.	<ul style="list-style-type: none"> <li>- Website improvements and user driven metrics – Blackfalds Connect</li> <li>- Digital Signage Program and Activity Guide</li> <li>- Public Participation Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Monitoring of quick links to determine when changes are required.</li> <li>- 306 registrants signed up for Blackfalds Connect. Using this platform for road closures, event notification</li> <li>- Digital signage used on a daily basis to advertise Town programming and initiatives</li> </ul>
The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.	<ul style="list-style-type: none"> <li>- Intermunicipal Collaborative Framework Agreements</li> <li>- Intermunicipal Development Agreements</li> <li>- Joint Use Area Planning Agreements</li> <li>- Regional Grant Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>- Meetings for the ICF and IDP scheduled regularly as per the Terms of Reference and Agreement.</li> <li>- Cost Sharing Agreements for Blackfalds Crossing Sanitary Trunk</li> <li>- Draft Cost Sharing Agreement for Broadway Reservoir Upgrade.</li> <li>- JUPA Agreements with Wolf Creek and Red Deer Catholic Schools</li> </ul>



		<ul style="list-style-type: none"> <li>- Plans in place for ACP grant with Lacombe County for Lacombe Lake Management Plan</li> <li>- Tri-Party Alberta Community Partnership grant with City of Lacombe, Lacombe County on a feasibility study for a regional recreation facility resolution approved by Council at the February 25, 2025 Regular Meeting of Council.</li> <li>- Scheduled a regional Council Orientation Session for October 2025, to be held in Blackfalds with 14 municipalities taking part.</li> <li>- Election Services Agreement with Wolf Creek School Division currently in progress</li> </ul>
The Town advocates for community champions from a variety of demographics and interest groups.	<ul style="list-style-type: none"> <li>- Funding support for community not-for-profits</li> <li>- School resource officer funding</li> <li>- Treaty Six Territory Land Acknowledgement Review Committee</li> </ul>	<ul style="list-style-type: none"> <li>- Loan forgiveness for Beyond Food Hub</li> <li>- Community Initiatives Grant budget allocation of \$15,000</li> <li>- FCSS Community Groups Grant budget allocation of \$23,500</li> <li>- Treaty Six Territory Land Acknowledgement Review Committee completed initial review of Land Acknowledgement through engagement with elders and will seek input from youth at the junior school and high school</li> </ul>
The Town will ensure that adequate staffing and processes are established.	<ul style="list-style-type: none"> <li>- Municipal Service Level Inventory</li> <li>- Employee Engagement Survey</li> <li>- Develop Employee Training Profiles</li> <li>- Development of Succession Plan</li> </ul>	<ul style="list-style-type: none"> <li>- MSLI completed and will be used internally for a year MSLI Policy approved by Council</li> <li>- Employee Engagement Survey completed with Engagement Plan in the works</li> </ul>

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	- COR Audit	- Compensation Review complete. - Research on Succession Plans ongoing - COR Audit complete with action plan to follow.
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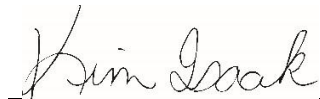
**FINANCIAL IMPLICATIONS**

Various initiatives will have funds allocated within the budget.

**ATTACHMENTS**

- 2024-2026 Mid-Term Strategic Plan

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author

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# TOWN OF BLACKFALDS

## 2024 - 2026

# MID-TERM STRATEGIC PLAN

Prepared by  
**Tracey Lorensen**  
Civic Excellence

Strategy proposed  
**01/16/2024**

**BLACKFALDS**  
ALBERTA

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# Land Acknowledgement

The Town of Blackfalds acknowledges that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Metis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

# Vision Statement

Blackfalds is an active, family community full of pride, commitment and opportunities reflecting an economically sustainable, self-sufficient, and safe living environment, with a balanced range of municipal services provided through innovation and proactive community partnerships.

# Mission Statement

To provide excellence in the area of Municipal Service to make available the highest possible quality of life to the residents of Blackfalds.



# MAYOR'S MESSAGE —

This 2024 Strategic Plan has been developed over a period of several months as part of a priority of this current Council at the mid-point of the current term in to refocus the direction of the municipality for the remaining 2 years of this election cycle. The first 2 years of the cycle saw significant changes in senior administration, including the retirement of the previous CAO, and the addition of the current CAO who brings her own vision and priorities for the future of Blackfalds. Since the last strategic plan was released, significant changes and milestones have been reached, and that progress means that there will be a great benefit to how the community will be steered, through this mid-term revision.

Through a comprehensive discussion and workshop process the previous Strategic Plan has been reviewed through the lens of simplifying and streamlining. Council looked at what changes have occurred in the past few years; What achievements have been made, in some cases faster than expected, as well what aspects of the previous plan are less applicable today, or what priorities are no longer as apparent as they were only a few years ago. In particular, having weathered more of the economic downturn, seeing the changes that the community and the world experienced due to the COVID19 pandemic, experiencing changes in direction from other levels of government, and continued growth in the population in our municipality were only some of the factors that contributed to this plan revision.

The end result of this Strategic Plan is a simpler and more measurable document. It recognizes and celebrates the many accomplishments that have occurred to bring Blackfalds to this point, and it sets a more clear, directed path for the next 2-3 years; It better supports the efforts of our administration and staff, and provides the next Council more ability to measure and plan their next term. The groundwork is being set for better, more focused advocacy for our residents, and through this plan this Council looks ahead to an even more successful, resilient, and sustainable future in Blackfalds.



# BLACKFALDS COUNCIL

## 2021 - 2025



**Mayor Jamie Hoover**



**Councillor  
Marina Appel**



**Councillor  
Edna Coulter**



**Councillor  
Brenda Dennis**



**Councillor  
Jim Sands**



**Councillor  
Rebecca Stendie**



**Councillor  
Laura Svab**



# ABOUT BLACKFALDS

Centrally located between Red Deer and Lacombe, the Town of Blackfalds is one of Canada's fastest growing communities. Blackfalds' first growth spurt was a result of the historic Calgary and Edmonton trail, and the establishment of the railway line in 1891 - long before the Town's incorporation in 1904.

Blackfalds was known as a small bedroom community in between the two growing cities of Lacombe and Red Deer. However, in recent years, more young families moved to Blackfalds due to its central location within the province and its small-town, safe and inviting feel.

Due to a growing population, Town Administration and Council, with resident input and recommendations from volunteer boards and committees, worked towards providing more amenities for its residents.

This commitment resulted in the creation of the Eagle Builders Centre (formally known as the Multi-Plex), multiple themed playgrounds, open green spaces, parks, the Abbey Centre, Vesta Energy Bike Skills Park, Sterling Industries Sports Parks, the renovated Community Centre, and much more.

As the Town continues to grow, more and more amenities are being added to the community including health services, personal services, unique restaurants and local businesses and the first high school in the Town's history.





# WHAT WE ARE MOST PROUD OF!

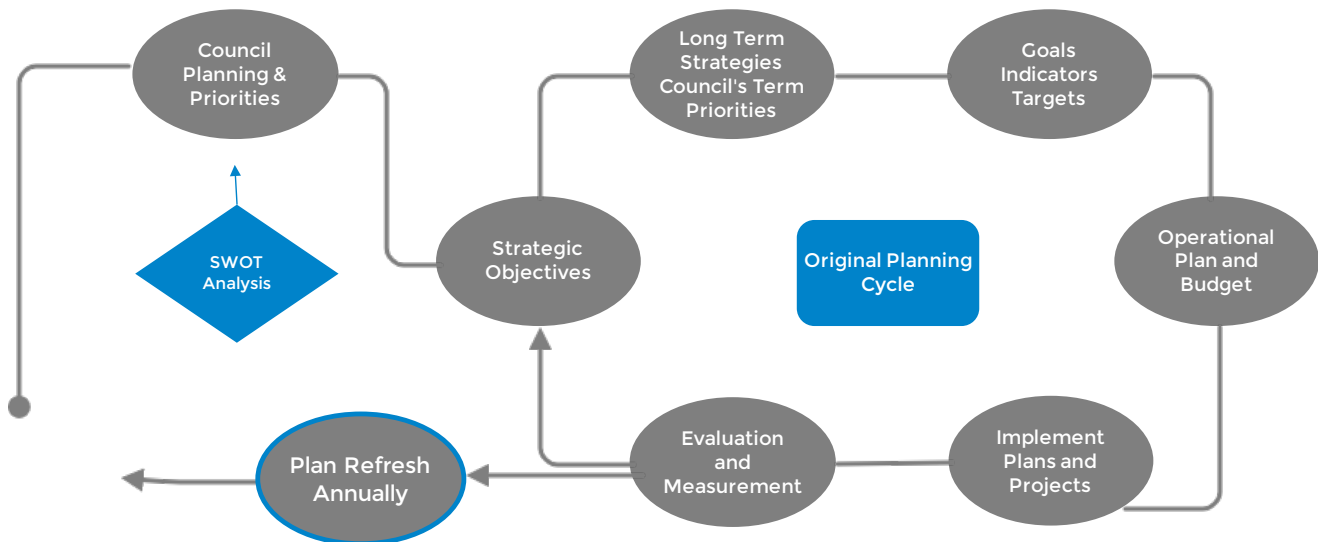
- Family-focused and modern recreational facilities
- Walkability
- Outdoor lifestyle
- Friendly, generous and helpful people
- Services and infrastructure
- Safe community
- Themed and inclusive playgrounds
- Small town feel with urban facilities
- Growth and future growth
- Location in the province
- Regional Partnerships
- Young population
- Beautiful and natural trail and water systems



# FRAMEWORK & PROCESS

The purpose of this Strategic Plan is to articulate strategic choices and provide information on how the organization intends to achieve its priorities. The Strategic Plan outlines priorities to be achieved over the next several years and addresses four questions:

- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**
- **How do we measure our progress?**



# TOP PRIORITIES

## 1. Our Town connects residents to services and services to residents

- Expand upon BOLT option
- Continue to advocate for local autonomy for physician recruitment

## 2. Invest in the safety of our residents through pedestrian safety and advocacy for highway improvements

- Consider pedestrians first and focus on safe pedestrian crossings throughout the town
- Highway 2A safety improvements

## 3. The Town has a diverse range of housing to meet the needs of the residents

- Consider land subsidies to promote development of affordable rental housing
- Conduct a housing needs assessment

## 4. Our Town can clearly articulate the competitive advantage and the benefits of Blackfalds

- Development of Place Branding for the Town

## 5. The Town has adequate resources to provide the services to its residents

- Introductory Municipal Service Level Inventory
- Employee Engagement Survey

## 6. We have open and transparent governance

- Public Engagement Policy
- Council Committee Structure



## TOP ADVOCACY

- Allow municipalities to hire physicians at the local level
- Safety improvements to Highway 2A
- Replacement of Iron Ridge Elementary School
- Provincial funding for housing-first model
- Development of second approach to Highway 2
- Legislative change to allow Licenced Practitioners to operate clinics



# STRATEGIC PRIORITIES

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## *Community Life*

The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

### **AREAS OF FOCUS**

- Ensure that all residents have access to the services that the Town provides
- Connect and provide recreational facilities and services to residents
- Provide opportunities for residents to connect to enhance community spirit and volunteerism
- Ensure that the safety of our residents is paramount to decision making
- Promote options for housing diversity

# Economy

A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

## AREAS OF FOCUS

- Create an attractive environment for industrial and commercial growth.
- Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating the business community's needs and issues.
- Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.
- Contribute to Planning and Development Documents to create clear policy and regulations for businesses.
- Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.
- Clearly message the Town's benefits and the competitive advantage.





# Leadership & Engagement

Leadership & Engagement are crucial to keep Blackfalds moving towards our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected and able to provide feedback. This will result in the best possible decisions for everyone.



## AREAS OF FOCUS

- The Town of Blackfalds provides leadership and collaboration with citizens to enable community sustainability.
- The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.
- Community involvement is built into Council decision-making.
- The Town will be fiscally responsible while meeting the needs of citizens.
- Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.
- The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.
- The Town advocates for community champions from a variety of demographics and interest groups.
- The Town will invest to ensure adequate staffing and processes are established.

# DECISION-MAKING LENSES

The natural environment contributes to a high quality of life. As part of Council's decision making process the preservation of natural environment and promote a culture to improve environmental performance.



Infrastructure and building investments for the Town should focus on improving the safety, and quality of life for the community members. Thoughtful acquisitions and maintenance of assets that will improve service levels for residents and non-residents will be part of Council's decision making process.





# EXECUTING THE PLAN





## STRATEGIC PRIORITY #1

# Community Life

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
Ensure that all residents have access to the services that the Town provides.	<ul style="list-style-type: none"><li>• BOLT Transit</li></ul>
Connect residents to services and services to residents.	<ul style="list-style-type: none"><li>• BOLT Transit</li><li>• Trans Canada Trail</li><li>• Electrical vehicle charging stations</li><li>• Online service options</li><li>• Advocate for Alberta Registry services</li><li>• Increase services provided by Canada Post</li></ul>
Provide opportunities for residents to connect to enhance community spirit and volunteerism.	<ul style="list-style-type: none"><li>• Community Events (Blackfalds Days, Winterfest, etc)</li><li>• Volunteer appointments to Council Committees</li><li>• Volunteer Coordination</li><li>• Volunteer Appreciation</li></ul>
Ensure that the safety of our residents is paramount to decision making.	<ul style="list-style-type: none"><li>• Policing Committee</li><li>• Traffic Safety Plan</li><li>• Emergency Management Preparedness</li></ul>
Promote options for housing diversity.	<ul style="list-style-type: none"><li>• Land Use Bylaw</li><li>• Land subsidies for development</li><li>• Land designated and set aside for Senior Housing Options</li></ul>

## STRATEGIC PRIORITY #2

# Economy

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
Create an attractive environment for industrial and commercial growth.	<ul style="list-style-type: none"> <li>• Long and short term planning (Master Plans)</li> <li>• Explore development incentives</li> <li>• Census</li> <li>• Regional Tourism Boards</li> </ul>
Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.	<ul style="list-style-type: none"> <li>• Economic Development Committee</li> <li>• Funding and partnership with Chamber of Commerce</li> <li>• Business and Developer Surveys</li> <li>• Business and Development Page on Website</li> </ul>
Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.	<ul style="list-style-type: none"> <li>• Red Deer Home Show</li> <li>• Explore additional options for Trade Show attendance and site selector shows</li> </ul>
Contribute to Planning & Development documents to create clear policy and regulations for businesses.	<ul style="list-style-type: none"> <li>• Land Use Bylaw amendments as needed</li> <li>• Planning policy amendments as needed</li> <li>• Bylaw amendments as needed</li> </ul>
Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.	<ul style="list-style-type: none"> <li>• Work with sports organizations and other cultural organizations to create events</li> <li>• Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting</li> </ul>
Clearly message the Town's benefits and the competitive advantage.	<ul style="list-style-type: none"> <li>• Promotional videos</li> <li>• Marketing brochures</li> <li>• Blackfalds business, investment, and intelligence tool</li> </ul>



## STRATEGIC PRIORITY #3

# Leadership & Engagement

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.	<ul style="list-style-type: none"><li>• Council Committees</li><li>• Recreation Master Plan, Transportation Master Plan, etc.</li></ul>
Community involvement is built into Council decision-making.	<ul style="list-style-type: none"><li>• Public Engagement Policy</li><li>• Resident surveys and customer feedback</li><li>• Open Houses</li><li>• Council Committees</li></ul>
The Town will be fiscally responsible while meeting the needs of citizens.	<ul style="list-style-type: none"><li>• Operational and Capital Budget Planning</li><li>• Budget Surveys</li><li>• Asset Management</li><li>• Annual Report</li></ul>
Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.	<ul style="list-style-type: none"><li>• Website improvements and user driven metrics - Blackfalds Connect</li><li>• Digital Signage</li><li>• Program &amp; Activity Guide</li><li>• Public Participation Policy</li></ul>
The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.	<ul style="list-style-type: none"><li>• Intermunicipal Collaborative Framework Agreements</li><li>• Intermunicipal Development Plans</li><li>• Regional Grant Collaboration</li></ul>
The Town advocates for community champions from a variety of demographics and interest groups.	<ul style="list-style-type: none"><li>• Funding support for community Not-for-profits</li><li>• School resource officer funding</li></ul>
The Town will ensure adequate staffing and processes are established.	<ul style="list-style-type: none"><li>• Municipal Service Level Inventory</li><li>• Employee Engagement Survey</li><li>• Develop Employee Training Profiles</li><li>• Development of Succession Plan</li><li>• COR Audit</li></ul>





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**Blackfalds Library Board Meeting Minutes  
January 7, 2025**

**Meeting was called to order** at 6:33 p.m. by Library Administrator Carley Binder

Present: Richard Poole, Glenda Brown, Edna Coulter, Glyn Evans, Starr Sinclair, Ray Olfert & Peter Gomes  
Absent:  
Regrets: Marina Appel, Ann Siford & Vincent Wolfe  
Staff: Carley Binder, Administrator

**1. Introduction of New & Returning Board Members: Peter Gomes and returning members, Ray Olfert & Richard Poole.**

**2. Organizational Meeting for 2025 year:**

Board Chair: Glyn Evans  
Vice Chair: Glenda Brown  
Secretary: Starr Sinclair  
Bank Signing Authority to remain unchanged from last year: Glyn Evans, Ray Olfert, Glenda Brown & Carley Binder

**MOTION L1-25**

Moved by Edna Coulter that Glyn Evans, Ray Olfert, Glenda Brown & Carley Binder remain signing authority for the Blackfalds Public Library. **C.U.**

**3. Acceptance of the Agenda**

**MOTION L2-25**

Moved by Richard Poole to accept the agenda items **C.U.**

**4. Acceptance of Consented Agenda**

- 2.1** Minutes of the November 5, 2024 meeting
- 2.2** Programmer's update for November 2024
- 2.3** Statistics for November 2024

**MOTION L3-25**

Moved by Ray Olfert to accept the Consented Agenda. **C.U.**

**5. Business from Last Meeting:**

**5.1** Website – Manager and Board Chair meeting was scheduled for January 6<sup>th</sup> to discuss library websites.

**5.2** Glenda Brown, board Vice Chair, was emailed by a staff person about being stalked. Looking into possible banning person from the library. Have we contacted bylaw officers about stalker? It has been reported to the organization they work for and he was banned from working there. Feel like there may not be grounds to ban individual now but acknowledge that is should be addressed. It is creating an unsafe environment for the staff. Also, teens were caught exchanging money in the library. (Potential drug transaction) Enforcement was called by library staff.

#### **MOTION L4-25**

Moved by Richard Poole for the meeting to go *in camera* at 6:55pm. C.U.

#### **MOTION L5-25**

Moved by Richard Poole for meeting to *come out of in camera* at 7:28pm

#### **MOTION L6-25**

Moved by Edna Coulter for Administrator, Carley Binder and Board Chair, Glyn Evans, to write an invitation letter/email to the Director of Emergency Management & Protective Services, Ken Morrison, Bylaw Officer, Joe Croken and CAO, Kim Isaak for a meeting about safety concerns at the library. **C.U.**

Side Note: Board Chair, Glyn Evans & Vice Chair, Glenda Brown will attend the meeting as well.

**6. Board Basic Workshop** – No new dates announced that are close to Blackfalds.

#### **7. New Business**

- 7.1** Acceptance of Income Statement, Budget update & Direct Bill payments for December 2024 Payments.

#### **MOTION L7-25**

Moved by Ray Olfert to accept the Income Statement Budget update & Direct payments for December 2024 as information. **C.U.**

- 7.2** February 17 – open on Family Day Stat from 12pm – 4pm for Blackfalds Winter Fest – 2 board volunteers to help with greeting and directional needs. Volunteers: Peter, Richard & Glenda. Board requested Carley put a reminder in the February Board Package.

#### **8. Policies** – Social Media Policy – draft review

Questioning the need for “Unless authorized by the Boards to use social media on the Board’s behalf” (p.2), since only the board chair would do that. Suggested that the sentence be removed. Suggestion to edit and change it to only the Chair or Library manager is authorized to use social media on the Board’s behalf and move it to an earlier section more relevant to the statement. Suggestion that we see a final report before it is approved.

#### **MOTION L8-25**

Moved by Richard Poole to review final policy at the February meeting. **C.U.**

Side note: Edna Coulter asked if Carley can send the revised policy draft one week before the meeting to allow time for review.

#### **9. Plan of Service** –No update.

#### **10. Bylaw** – Nothing new to review.

#### **11. Emergency Planning** – Review June 2025

#### **12. Round Table Discussion** –

May 31 & June 1 is our next Library Casino Fundraiser. Volunteers will be needed. Carley will email everyone the details.

Dominos fundraiser for the library with proceeds going towards programs. The fundraiser is from Jan. 15 – Feb. 15.

It was suggested that we try and get back on the Bulldogs 50/50. Carley will look into it for next year.

**13. Adjournment:** Adjourned at 8:01 P.M.

**Next Regular Board Meeting: Tuesday, February 4, 2025 at 6:30 pm**

Regrets:

## MINUTES

### MEMBERS PRESENT

Laura Svab, Town of Blackfalds Councillor  
Barb Shepherd, Lacombe County Representative  
Kayla Marquis, Public at Large  
Trent Kroetsch, Public at Large  
Louise Rellis, Public at Large  
Kristy Lawrence, Public at Large  
Shauna Sawchuk, Public at Large

### OTHERS ATTENDING

Rick Kreklewich, Director of Community Services  
Carol Simpson, Abbey Centre General Manager  
Jeff Heindel, Parks and Facilities Manager

### REGRETS

Marina Appel, Town of Blackfalds Councillor

### WELCOME AND CALL TO ORDER

Director Kreklewich welcomed all attending and called the Recreation, Culture and Parks Board Meeting to order at 6:35 pm.

Member Svab moved That the Recreation, Culture and Parks Board approve the Agenda as presented.

**CARRIED UNANIMOUSLY**

### TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

### PRESENTATIONS

None

### BUSINESS

#### **Board Nominations**

The Recreation, Culture and Parks Board by acclamation, appointed Member Kroetsch as Chair and Member Lawrence as Vice-Chair.

Member Rellis moved That the Recreation, Culture and Parks Board approve the Board nominations.

**CARRIED UNANIMOUSLY**



## MINUTES

### Minutes

Member Rellis moved That the Recreation, Culture and Parks Board approve the Minutes from December 4, 2024 as presented.

**CARRIED UNANIMOUSLY**

### Community Services Budget

Administration presented the 2025 operating budget for the Abbey Centre, Community Centre, Recreation Programming, Eagle Builders Centre, Athletic Parks and Parks and Playgrounds. It was noted that the reports contained errors and that new reports would be dispersed to Board Members. Administration also presented the department's capital budget for the year.

### Abbey Centre Update

- Manager Simpson presented the monthly highlights

### Parks and Facilities Update

- Manager Heindel presented the monthly highlights

The Recreation, Culture and Parks Board received the items as information.

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 7:40 p.m.

-Original Signed-

\_\_\_\_\_  
Trent Kroetsch, Chair

-Original Signed-

\_\_\_\_\_  
Rick Kreklewich, Director of Community Services

## MINUTES

### MEMBERS PRESENT

Laura Svab, Town of Blackfalds Councillor  
Marina Appel, Town of Blackfalds Councillor  
Barb Shepherd, Lacombe County Representative  
Louise Rellis, Public at Large  
Kristy Lawrence, Public at Large  
Shauna Sawchuk, Public at Large

### OTHERS ATTENDING

Rick Kreklewich, Director of Community Services  
Carol Simpson, Abbey Centre General Manager  
Jeff Heindel, Parks and Facilities Manager

### REGRETS

Kayla Marquis, Public at Large  
Trent Kroetsch, Public at Large

### WELCOME AND CALL TO ORDER

Member Lawrence welcomed all attending and called the Recreation, Culture and Parks Board Meeting to order at 6:33 pm.

Member Rellis moved That the Recreation, Culture and Parks Board approve the Agenda as presented.

**CARRIED UNANIMOUSLY**

### TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

### PRESENTATIONS

None

### BUSINESS

#### Minutes

Member Rellis moved That the Recreation, Culture and Parks Board approve the Minutes from January 8, 2025 as presented.

**CARRIED UNANIMOUSLY**

#### Community Initiatives Grant – Central Alberta Warriors

Representatives from the Central Alberta Warriors organization attended the RCP Board Meeting to discuss their Community Initiatives Grant application. The RCP Board requested more information from their group and perhaps tie it to an event.

**Community Initiatives Grant – Frazier's Next Level Coaching**

Representatives from Frazier's Next Level Coaching attended the RCP Board Meeting to discuss their Community Initiatives Grant application for a provincial arm wrestling event being held at the Eagle Builders Centre on May 3<sup>rd</sup>. The RCP Board discussed the application and noted that it is a for-profit organization requesting this funding. The RCP Board requested that this be brought forward to Council and consider possible changes to the Community Initiatives Grant Policy guidelines and that we receive confirmation from the provincial arm wrestling association that this event has been awarded to Frazier's Next Level Coaching.

Member Appel moved That the Recreation, Culture and Parks Board recommend to Council that the Community Initiatives Grant Policy be amended to allow for-profit organizations to apply for funding, provided any profits go towards a program or project deemed worthy

**CARRIED UNANIMOUSLY**

Member Appel moved That the Recreation, Culture and Parks Board receive confirmation from the provincial arm wrestling association that this event has been awarded to Frazier's Next Level Coaching and upon receiving the letter, bring forward the application to Council for approval.

**CARRIED UNANIMOUSLY**

**Community Initiatives Grant – Cold-Blooded Cornhole**

An application was received by Cold-Blooded Cornhole to host a regional cornhole event in June at the Eagle Builders Centre. The RCP Board discussed the application and requested that the application be applied for through a representative other than a Town staff person. A question was asked about whether Cold-Blooded Cornhole would consider having a time for the community to tryout the activity.

Member Svab moved That the Recreation, Culture and Parks Board recommend to Council to give Cold-Blooded Cornhole \$1,360 for their event upon changing the applicant to another representative from the group.

**CARRIED UNANIMOUSLY**

**Aspen Community Garden Relocation**

Manager Heindel brought forward an idea of moving the Aspen Community Garden to Willow Park. New soil has been approved in the budget for Aspen, but considering it's location and accessibility, Willow Park would be better laid out to add a community garden there. The community would have to be engaged before any action would be taken.

Member Rellis moved That the Recreation, Culture and Parks Board advise Administration to engage the community on moving the community garden from Aspen Park to Willow Park and if the comments/results of engagement are primarily in favour (over 65%), then recommend to bring forward to Council and if the community is not in favour, discuss further at the RCP Board.

**CARRIED UNANIMOUSLY**

**Community Services Framework Policy**

Director Kreklewich presented a draft Community Services Framework Policy for the RCP Board to review. Two suggested changes were provided to Administration before providing the draft policy to Council.

**Abbey Centre Update**

- Manager Simpson presented the monthly highlights

**Parks and Facilities Update**

- Manager Heindel presented the monthly highlights

The Recreation, Culture and Parks Board received the items as information.

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 8:12 p.m.

-Original Signed-

\_\_\_\_\_  
Kristy Lawrence, Vice Chair

-Original Signed-

\_\_\_\_\_  
Rick Kreklewich, Director of Community Services

# Preliminary Analysis of Alberta's 2025 Budget



 **Alberta  
Municipalities**  
Strength  
In Members

February 28, 2025

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# Introduction

Alberta Municipalities is pleased to provide our members with this preliminary analysis of the 2025-26 Alberta Budget. This budget focuses on meeting the demands of growth and economic uncertainty. Municipalities provide the foundational infrastructure and services that support Alberta's population and economy. Our analysis examines how the provincial government is meeting the needs of municipalities and areas for improvement. It is our hope that this will lead to ongoing conversations between municipal councils and the Alberta Government on the various challenges facing communities.

## What you will find in this document

This document includes ABmunis' preliminary analysis of Alberta's 2025-26 budget as it relates to:

- Municipal priorities,
- Details of provincial funding for municipal governments,
- Potential impacts on provincial education property taxes and municipal property taxes,
- Decisions that may impact the financial future of Alberta's municipal governments,
- A summary of the province's fiscal outlook, and
- Highlights of individual ministry business plans that most impact Albertans at the local level.

# Priorities for Alberta's Municipal Governments

## Infrastructure Funding

In 2011, the Government of Alberta was investing \$444 per Albertan in municipal infrastructure. In Budget 2025, that figure is estimated to be \$321 per Albertan, without considering the impact of inflation.<sup>1</sup>

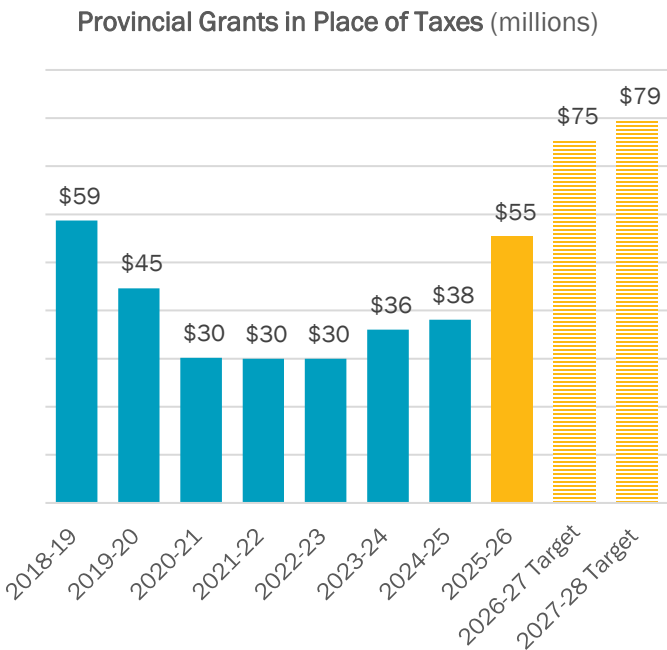
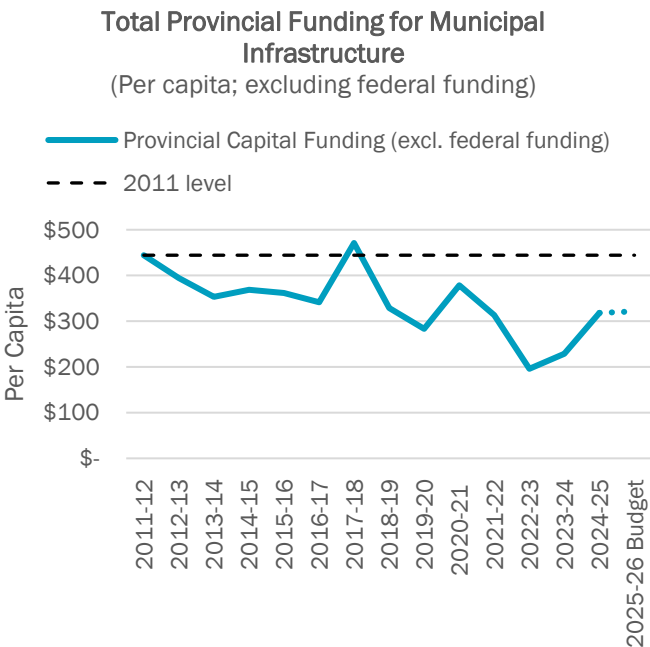
ABmunis acknowledges that the provincial programs that are available to most municipalities will increase by \$48 million in 2025-26, primarily due to the planned increase in the Local Government Fiscal Framework Capital program. However, we are concerned that the collective budget of provincial capital funding to municipalities, including one-time projects, is \$17 million lower than the 2024-25 budget. For example, in 2023 members adopted a resolution calling for the province to create a program to support high-growth communities. Therefore, we are disappointed that the province is discontinuing the short-lived Local Growth and Sustainability Grant. Further analysis of provincial infrastructure funding is provided in the Core Capital Funding for Municipalities section of this report.

Later this year, ABmunis will release findings of our new research that will provide the provincial government and Albertans a better picture of our current path for communities and the benefits of investing in infrastructure.

## Grants in Place of Taxes (GIPOT)

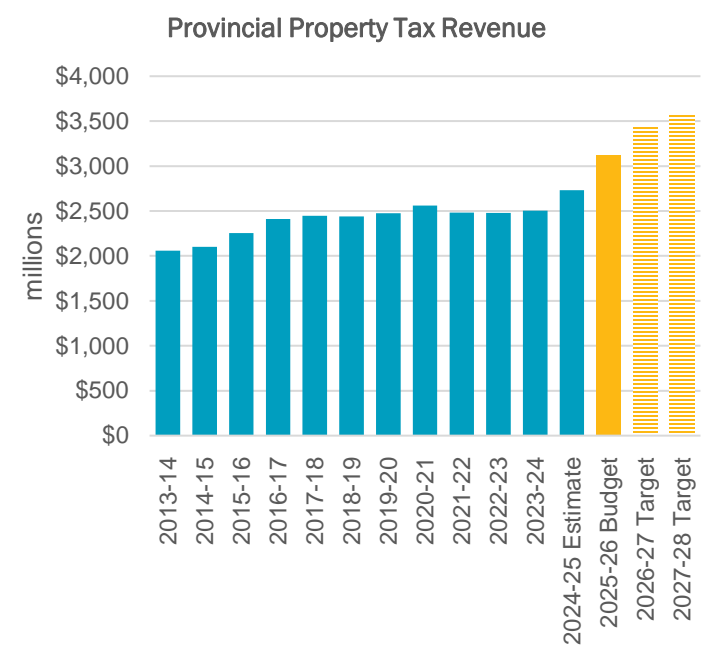
In 2019-20, the Government of Alberta implemented a policy change whereby funding to municipalities for services to provincial properties would be cut to 50 per cent of the eligible property tax amount. This had an adverse impact on communities whose property owners were forced to cover the bill, while Albertans in other communities still benefited from provincial facilities such as hospitals, schools, and courthouses. ABmunis and our members made the case that the province should contribute its fair share to cover the infrastructure and services that municipalities provide to provincial properties, just like any other property owner. We are pleased the province listened: starting in 2025-26, GIPOT funding will be paid to municipalities at 75 per cent of the property tax amount that would be owed, equal to \$55 million. Next year it will increase to 100 per cent. We applaud the province for restoring this funding.

<sup>1</sup> Figures represent provincial capital funding programs plus specific projects funded outside of a program that municipalities receive directly. Figures for 2011 to 2024 are sourced based on reported actuals or year-end estimates in Alberta's annual Government Estimates reports and population numbers are based on Statistics Canada Table 17-10-0005-01, assuming a 2.5% increase in Alberta's population for 2025.





## Provincial Property Taxes Increase



In last year’s budget, the province forecasted that revenue from provincial education property taxes would increase by \$123 million in 2025-26. However, the province has made a surprising move to increase education tax rates by 6.3 per cent on residential property and 6.4 per cent on non-residential property. This translates to a \$392 million (14.3 per cent) increase in tax revenue that the province will collect from homeowners and business property owners compared to 2024-25.

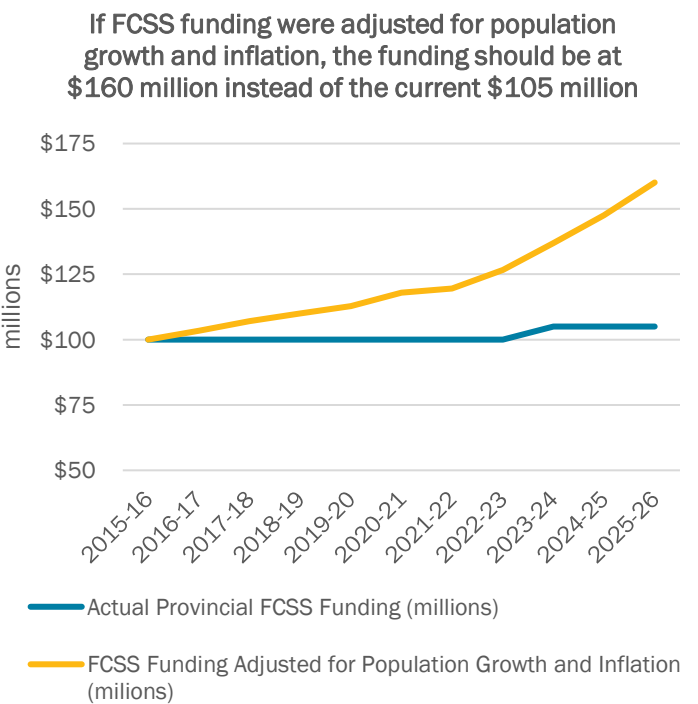
The increase represents a shift of the provincial tax burden onto the property tax base when the province has other more transparent and efficient revenue generation options. In contrast, property taxes are the main source of revenue for municipalities who are managing increased costs and expectations. As such, we continue to call on the province for adequate levels of operational and capital support from the provincial budget to ensure fair distribution of taxation to Albertans for critical and mandatory services.

## Family and Community Support Services (FCSS)

ABmunis is concerned to see that funding for FCSS has remained stagnant at \$105 million for 2025-26. FCSS is an 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis Settlements. Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities.

There are currently 210 local FCSS programs across Alberta providing services to 316 municipalities and Métis Settlements, most of which can be considered as “rural” or “small town.” According to a recent [University of Alberta report](#), 63 per cent of rural FCSS offices rely on municipal contributions, well over their required 20 per cent. Of those respondents whose municipalities overcontribute, almost 43 per cent estimated that the true contribution of their municipality is higher than 35 per cent of their FCSS program’s budget.

ABmunis has long advocated for FCSS funding to keep up with population growth and inflation. Last year, ABmunis members passed a [resolution](#) calling for the Government of Alberta to immediately increase provincial funding for FCSS to \$161.5 million in 2025 to account for Alberta’s growth and inflation. This would be an incredibly cost-effective investment because every dollar invested in preventive services saves \$7 to \$12 in future spending on justice, health care, and addiction.



## Preliminary Analysis on Alberta's 2025 Budget

The graph above compares actual provincial FCCS funding over the past ten years to what funding amounts would be had funding kept pace with population growth and inflation. To maintain 2015 per capita FCCS funding levels while addressing these factors, the province would need to invest an additional \$55.1 million in the program.

In addition to stagnant FCCS funding, we note a 12.5 per cent decrease (\$2 million) in funding for Alberta's Community Initiative Program, and a 23 per cent (\$20 million) year-on-year decrease in preventative programs related to mental health and addictions. ABmunis is interested in the potential impact of these decreases.

## Affordable and Seniors' Housing

Advocating for improved access to affordable housing, as well as the supports and services needed to maintain housing and prevent homelessness, is a strategic priority for ABmunis. The pressing need for investment in affordable housing is highlighted by the number of [related resolutions](#) recently passed by ABmunis members.

Budget 2025 allocates \$343 million to programs that support social, specialized, and affordable housing, including rental assistance. This is an increase of \$23 million (7.2 per cent) from 2024-25, and will address pressures in rental assistance from market conditions; support housing providers with operational pressures to maintain service quality; and support lodge operators providing housing to low-income seniors. The 2025 Capital Plan allocates \$1.1 billion over three years to enhance affordable housing and social supports across the province. Combined with related Capital Maintenance and Renewal (CMR) funding, \$1.2 billion is being allocated to housing and seniors' facilities.

The Government of Alberta released its [provincial affordable housing strategy](#) in November 2021. The primary goal of the provincial affordable housing strategy is to support up to 25,000 more households, an increase of 44 per cent. This will be accomplished by developing 13,000 additional affordable housing units and providing rent assistance to 12,000 more households. While ABmunis appreciates provincial efforts to increasing funding for affordable housing, this target will only meet the needs of 15 per cent of Alberta households living in need of core housing.

## Mental Health and Addiction

Advocating for improvements to Alberta's mental health and addictions system, including evidence-based action to address opioid and methamphetamine use, is a strategic priority for ABmunis. ABmunis currently has [two active resolutions](#) related to advocacy on mental health and addiction.

ABmunis is pleased to see the province following through with its commitment to build 11 new recovery communities for Albertans seeking voluntary treatment for addiction or mental health issues. We also appreciate the following investments to help increase access to mental health services:

- \$4 million will be invested in 2025-26 to add additional mental health professional spaces in Alberta's post-secondary institutions. The Mental Health Professionals Enrollment Expansion grant program will support 12 institutions to create 761 new seats in high-demand mental health programs.
- \$61.9 million is allocated to improving access to mental health and addiction treatment services in police and correctional settings to help facilitate recovery for individuals interacting with the justice system.
- Increased operating funding to expand mental health classrooms from 20 to 60 for clinical support to students with complex mental health needs.

ABmunis notes mental health and addiction related preventive programming is seeing a \$20 million decrease in investments from \$87.1 million to \$67.1 million. ABmunis is interested in understanding whether this decrease in funding could impact community partners, as well as Albertans seeking services from these same community partners.

ABmunis also notes that Budget 2025 allocated \$207 million in capital funding over three years to develop two new, secure mental health and addiction facilities to provide involuntary care for adults and youth suffering from mental health or addiction issues who are deemed a danger to themselves or others. Although not yet passed, the [Mental](#)

## Preliminary Analysis on Alberta's 2025 Budget

[Health Services Protection Amendment Act](#), 2025 was introduced on February 25, 2025 to create a framework to give a mandated addiction treatment order to support a person who is likely to cause harm to themselves or others because of their problematic substance use.

## School Construction Accelerator Program

Significant investments are being made in the construction of new schools, with \$789 million allocated in Budget 2025 for this purpose. Adequate school capacity is integral for community growth so municipalities would like to have shovel-ready sites serviced to take advantage of this investment. However, for many communities it is a significant expense to service a site without a guarantee of a school being built there. Better coordination between the province, school boards, and municipalities would help to address this concern. ABmunis has an [active resolution](#) on school site servicing costs and will be advocating further to the province on this issue.

## Emergency Medical Services (EMS)

Access to EMS and ambulance response times continue to be top-of-mind for Alberta municipalities, particularly those in rural and remote areas. ABmunis was pleased to see that the province has budgeted \$789 million for Emergency Health Services in 2025-26 to increase system capacity. Budget 2025 also allocates \$60 million, including \$40 million in new funding, for the EMS Vehicles Capital Program to purchase new EMS vehicles and ambulances, upgrade the existing fleet, and acquire additional equipment. These actions align with the Alberta Emergency Services Provincial Advisory Committee and Alberta Emergency Health Services Dispatch Review recommendations, which ABmunis helped develop.

## Training for Health Care Professionals

Access to healthcare is a priority for municipalities, who are playing an increasingly active role in the provision of primary care and the attraction and retention of health care professionals. We are pleased that Budget 2025 includes the following investments to meet provincial demand for health care professionals:

- \$2 million for the expansion and upgrades of Keyano College to provide training for in-demand programs like nursing and paramedicine.
- 439 additional seats for certification and licensing of internationally educated nurses.
- \$44 million to the Physician Training Expansion Program in 2025-26. This program is delivered through rural training centres and provides rural, Indigenous, and other learners with increased access to medical education in rural areas.

## Libraries

Public Library Services funding has remained the same at \$39.9 million. This captures operating grants, advisory and training support, and e-content.

## Community Peace Officers (CPOs)

In February 2025, the Minister of Public Safety and Emergency Services requested municipalities with CPO programs to integrate these programs with their local police service operations to help provide a coordinated response to social disorder issues. While there does not appear to be funding in Budget 2025 to offset any additional expenses incurred by municipalities as a result of this request, the budget does include a \$46 million increase in the Ministry's operating expense. This funding includes:

- \$8 million to support additional police officers in Edmonton and Calgary under the Safe Streets Action Plan.
- \$24 million to secure the Alberta-US border. A new Interdiction Patrol Team will combat drug smuggling, gun trafficking, illegal border crossing and other illegal activities. This team will include Peace Officers to enforce Criminal Code and provincial statutes along the international border.

### Wildfire Response

Budget 2025 makes several key initiatives to support wildfire response and mitigation. Alberta Forestry and Parks' budget allocates \$30.7 million to support wildfire mitigation initiatives. Municipal Affairs has maintained the Fire Services Training Program Grant at \$500,000 for 2025-26, while also making the [February 2025 announcement](#) that an additional \$500,000 is being made available in the 2024-25 fiscal year, bringing the total for 2024-25 to \$1 million. Municipal Affairs is also working on improving the quality of fire data reported to the province. Budget 2025 contains a \$58 million increase for the Jasper Wildfire Disaster Financial Assistance Arrangements. Public Safety and Emergency Services identifies an increase in funding for the Alberta Emergency Management Agency over the 2024 budget estimate, however, the actual funding for this entity depends on the severity of the hazard season for that particular year. Public Safety and Emergency Services also budgets \$47 million in capital support for wildfire management. Continued work on wildfire and similar emergencies, in collaboration with partners such as the Rural Municipalities of Alberta, will continue to be a priority for ABmunis.

### Provincial Highways, Roads and Bridges

Budget 2025 identifies \$2.49 billion over three years to support Alberta's network of province-owned roads and bridges. This includes \$264 million in new funding for highway twinning, widening, and expansion projects. Projects include:

- Deerfoot Trail Upgrades (Calgary)
- Edmonton / Calgary Ring Roads
- La Crete Bridge
- QEII and 40th Avenue Interim Ramp (near Airdrie)
- Highway 1 and Range Road 33 in Rockyview County
- Highway 1A Upgrade (Stoney First Nation)
- Highway 2 Balzac Interchange Replacement
- Highway 2 Interchange at Cardiff Road South of Morinville
- First stage of realignment and connection of Highways 2 and 3 near Fort McLeod
- Highway 3 Twinning (From Taber to Burdett)
- Highway 11 Twinning from Red Deer west to Rocky Mountain House
- Highway 16A and Range Road 20 Intersection
- Highway 19 (East and West ends)
- Highway 28 - Detailed design work for safety improvements
- Highway 40 grade widening between Grande Cache and Hinton
- Highway 40 Twinning south of Grande Prairie
- Paving Highway 58
- Highway 60 Capital Improvements
- Highway 63 Twinning North of Fort McMurray
- Highway 201 Bow River Bridge on SE Stoney Trail
- Highway 686 paving between Peerless Lake and Trout Lake and commencing design work to extend the highway from Fort McMurray to Peerless Lake
- Highway 791 North from Highway 590
- Highway 881 safety and roadway improvements

# **PLANNING FOR YOUR COMMUNITY'S FINANCIAL FUTURE**

**HOW BUDGET 2025  
SUPPORTS  
MUNICIPAL  
GOVERNMENTS**

# How Budget 2025 Supports Municipalities

## Core Capital Funding for Municipal Governments

\$ millions	2024-25 Budget	2024-25 Estimate	2025-26 Budget	2026-27 Forecast	2027-28 Forecast	Budget 2025 vs. 2024
<b>Provincial Capital Funding</b>						
<b>Programs Available to Most Municipalities</b>						
Local Government Fiscal Framework - Capital	724	724	820	800	871	96
Municipal Water/Wastewater Partnership	66	54	45	67	84	(21)
Water for Life	50	33	51	111	95	1
Strategic Transportation Infrastructure Program	44	34	33	39	55	(11)
Local Growth and Sustainability Grant	20	20	-	-	-	(20)
Green Transit Incentives Program (GreenTRIP)	-	-	3	-	-	3
First Nations Water Tie-In Program	8	2	8	15	27	-
	912	867	960	1,032	1,132	48
<b>Directed Funding Separate from a Formal Funding Program <sup>2</sup></b>						
Edmonton and Calgary LRT (prov. portion)	470	502	372	556 <sup>3</sup>	506 <sup>3</sup>	(98)
Edmonton major roads <sup>4</sup>	108	45 <sup>5</sup>	130	107	85	22
Edmonton Downtown & Coliseum Site Improv.	-	-	6	30	70	6
Calgary Rivers District & Events Centre	102	90	97	66	24	(5)
YYC Rail Connection	2	2	6	-	-	4
Capital Region Wastewater Treatment	10	40	10	-	-	-
Designated Industrial Zone Pilot Project	4	3	18	10	10	14
Sundre Wastewater Treatment Plant	-	-	8	-	-	8
Red Deer Regional Airport Expansion	20	5	4	8	-	(16)
	716	687	651	747	625	(65)
Total Provincial Funding	1,628	1,554	1,611	1,779	1,757	(17)
Year-over-year change in budget			-1%	10%	-1%	
<b>Federal Capital Funding</b>						
<b>This funding is distributed by the province on behalf of the Government of Canada</b>						
Edmonton and Calgary LRT (federal portion)	379	411	400	539 <sup>3</sup>	490 <sup>3</sup>	21
Canada Community-Building Fund	266	270	276	276	287	10
Investing in Canada Infrastructure Program	73	71	48	20	1	(25)
Clean Water Wastewater Fund	1	-	-	-	-	1
	719	752	724	835	779	5
Total Provincial + Federal Capital Funding	2,347	2,306	2,335	2,614	2,536	(12)

<sup>2</sup> This category summarizes funding distributed directly to a municipality outside of any formal funding program that municipalities can apply for.

<sup>3</sup> Based on historical breakdowns, ABmunis has made an assumption that the Government of Alberta is responsible for 51% of the Edmonton and Calgary LRT project for 2026-27 and 2027-28 and the Government of Canada is responsible for 49%.

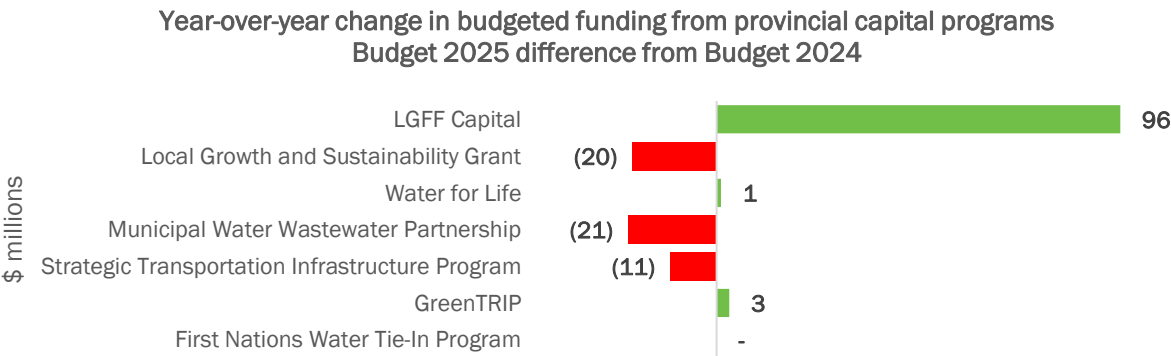
<sup>4</sup> 'Edmonton major roads' includes projects for 50 Street, Yellowhead Trail, Ray Gibbon Drive, and Terwillegar Drive.

<sup>5</sup> ABmunis noted inconsistencies in reported amounts in the 2025 Fiscal Plan versus the 2025 Government Estimates material.



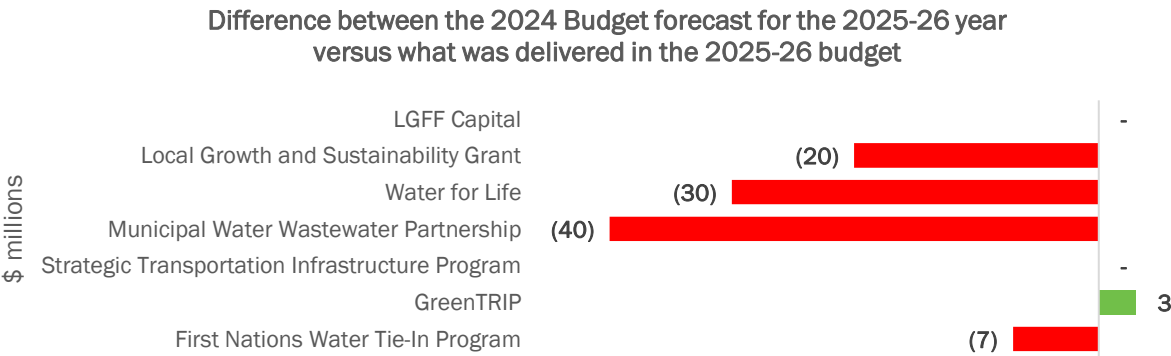
Year-Over-Year Change in Budgeted Funding for Municipal Infrastructure Programs

When looking at provincial infrastructure programs that most municipalities can access, those programs will see a collective net increase of \$48 million in funding in 2025-26, largely driven by the legislated increase in the Local Government Fiscal Framework Capital program.

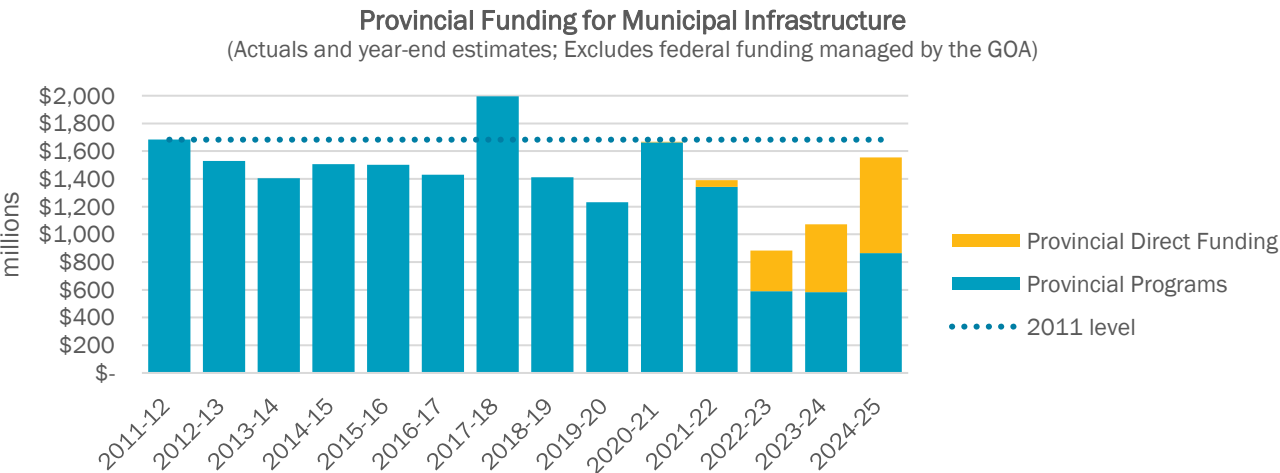


Program funding increased, but was almost \$100 million short of what was forecasted

Funding for provincial capital programs increased to \$960 million, but the 2024 budget forecasted that funding for these programs would be \$1.05 billion in 2025-26. The Local Growth and Sustainability Grant was surprisingly discontinued and funding for water and wastewater infrastructure projects are a combined \$70 million less than what was projected for this year.



The province is increasingly delivering capital funding to municipalities outside of formal funding programs



## Preliminary Analysis on Alberta's 2025 Budget

### Breakdown of Provincial Capital Funding Programs

#### Local Government Fiscal Framework Capital

This program is allocated to every municipal government and Metis settlement in Alberta through a formula that enables local governments to plan for their financial future.

2024 Budget	Budget 2024 Forecast for 2025	2025 Budget	Change from the Forecast for 2025
\$724	\$820	\$820	-

- Per the *Local Government Fiscal Framework Act*, the funding amount for LGFF Capital will increase or decrease annually based on changes in the Government of Alberta's actual revenues from three years prior.
- The increase in the budget for 2025-26 reflects the increase in the Government of Alberta's revenue from 2021-22 to the 2022-23 fiscal year.
- In 2026, the funding will drop by \$20 million to \$800 million because the Government of Alberta's revenue declined between the 2022-23 and 2023-24 fiscal years.
- For 2027, the funding is forecasted to increase to \$871 million, but that could change subject to the province finalizing its books for the 2024-25 fiscal year.

#### Alberta Municipal Water/Wastewater Partnership (millions)

This competitive application program is available to municipalities up to 45,000 population.

2024 Budget	Budget 2024 Forecast for 2025	2025 Budget	Change from the Forecast for 2025
\$66	\$85	\$45	(\$40)

- The 2025 budget of \$45 million is \$21 million less than last year and \$40 million less than what the 2024 budget forecasted for the 2025-26 year.
- The program was underspent by \$12 million in 2024-25.

#### Water for Life (millions)

This competitive application program is available to municipalities up to 45,000 population.

2024 Budget	Budget 2024 Forecast for 2025	2025 Budget	Change from the Forecast for 2025
\$50	\$81	\$51	(\$30)

- The 2025 budget of \$51 million represents a \$1 million increase over the 2024 budget, but it's \$30 million less than the 2024 budget forecast for the 2025-26 year.
- ABmunis also notes that the program was underspent by \$17 million in 2024-25.

#### Strategic Transportation Infrastructure Program (millions)

This competitive application program provides funding for local airports, bridges, resources roads, and other initiatives. The eligibility for funding depends on the funding stream.

2024 Budget	Budget 2024 Forecast for 2025	2025 Budget	Change from the Forecast for 2025
\$44	\$33	\$33	-

- The 2025 budget amount is the same as what was forecasted in the 2024 budget for this year.
- The program was underspent by \$10 million in 2024-25.
- Based on funding allocations from 2021 to 2023, ABmunis notes that STIP funding is primarily allocated to municipal districts, counties, and Metis Settlements, with an annual average of 16 per cent of the funding provided to cities, towns, villages, and summer villages.



Preliminary Analysis on Alberta’s 2025 Budget

Local Growth and Sustainability Grant (millions)

This competitive application program was launched in 2024 to support mid-sized cities with growth pressures and small municipalities experiencing emergency failures in infrastructure.

2024 Budget	Budget 2024 Forecast for 2025	2025 Budget	Change from the Forecast for 2025
\$20	\$20	-	(\$20)

- Launched in October 2024 as a three-year commitment of \$60 million total, ABmunis was surprised to learn that the province has discontinued this program for the 2025-26 year.
- This means that only \$20 million of the original \$60 million commitment will be delivered to municipalities.
- Municipalities that applied for this funding in fall 2024 should expect to learn who receives the funding by March 2025.
- ABmunis is disappointed that the Local Growth and Sustainability Grant has been discontinued because it helped meet the [call by our members](#) for funding that supports high-growth communities.

Explanation of Federal Capital Funding that is Distributed by the Government of Alberta

Canada Community-Building Fund (CCBF)	<ul style="list-style-type: none"><li>• CCBF is distributed on a per-capita basis based on census data.</li><li>• In 2025, \$276 million is available under the CCBF, an increase of \$10 million (3.8 per cent) over 2024.</li><li>• The \$10 million increase is due to the federal government’s two per cent indexation of CCBF each year, which is delivered in \$100 million increments and allocated across all provinces and territories.</li><li>• This funding is administered under a 10-year agreement between the federal and provincial government.</li><li>• The CCBF also identifies support for asset management as one of the requirements of the agreement.</li></ul>
Clean Water Wastewater Fund (CWWF)	<ul style="list-style-type: none"><li>• This is a historical, temporary program that has expended its funds. No further funding is expected for the CWWF.</li></ul>
Investing in Canada Infrastructure Fund (ICIP)	<ul style="list-style-type: none"><li>• All ICIP funds have all been allocated to projects. Any reference to ICIP funds are for re-profiled amounts or carry-overs from prior years projects as they are allocated for construction.</li><li>• In total, Alberta received \$3.66 billion through ICIP.</li></ul>
Edmonton and Calgary Light Rail Transit (LRT)	<ul style="list-style-type: none"><li>• \$1.6 billion in ICIP funding has been allocated over three years (2025-2028) for LRT expansion in Edmonton and Calgary.</li><li>• ABmunis estimates that \$400 million is being provided by the federal government for these projects in 2025-26.<sup>6</sup></li></ul>

<sup>6</sup> The Government of Alberta’s 2025 Fiscal Plan reports the total expense on Edmonton and Calgary LRT as a combined total of federal and provincial portions. ABmunis relied on details in the Government of Alberta’s 2025 Government Estimates report to estimate that \$400 million of the total \$772 million is federal funding.

## Core Operating Funding for Municipal Governments

\$ millions	2023-24 Budget	2024-25 Budget	2025-26 Budget	% Change	Note
Alberta Community Partnership	15.4	15.4	<b>13.4</b>	(13.0%)	1
Emergency Management Preparedness Program	0.2	0.2	<b>0.2</b>		
Family and Community Support Services	105.0	105.0	<b>105.0</b>	-	2
Fire Services Training Program	0.5	0.5	<b>0.5</b>	-	
Grants in Place of Taxes	36.0	38.1	<b>55.3</b>	45.1%	3
Local Government Fiscal Framework Operating	-	60.0	<b>60.0</b>	-	4
Municipal Sustainability Initiative – Operating	60.0	-	-	-	4
Policing Support Grant (formerly MPAG and POG)	98.8	108.8	<b>119.0</b>		5
	<b>315.9</b>	<b>328.0</b>	<b>353.4</b>		

## Notable Funding for Community Entities

\$ millions	2023-24 Budget	2024-25 Budget	2025-26 Budget	% Change	Note
Agricultural Service Boards	11.9	11.9	<b>11.9</b>	-	
Agricultural Societies and Exhibition Grants	11.5	11.5	<b>11.5</b>	-	
Agricultural Societies Infrastructure Revitalization	2.5	2.5	<b>2.5</b>	-	
Community Facility Enhancement Program	50.0	50.0	<b>50.0</b>	-	
Community Initiatives Program	17.5	16.0	<b>14.0</b>	(12.5%)	6
Community Recreation Centre Infrastructure Program	-	10.0	<b>10.0</b>	-	
Library Services – Operating	39.7	39.9	<b>39.9</b>	-	
Legal Aid	134.6	110.0	<b>88.1</b>	(19.9%)	
Regional Economic Development Alliances	1.1	1.1	<b>1.1</b>	-	
	<b>268.8</b>	<b>252.9</b>	<b>229.0</b>		

### Notes

1. The budget for the Alberta Community Partnership was reduced by \$2 million, reflecting the province's decision in fall 2024 to [eliminate funding](#) to the Calgary Metropolitan Region Board and the Edmonton Metropolitan Region Board.
2. Since 2023, the province has included funding for Food Banks in the budget line item of Family and Community Support Services (FCSS). The figures reported by ABmunis exclude that amount for transparency to show what portion municipalities receive for FCSS.
3. The Grants in Place of Taxes (GIPOT) funding increased from \$36 million to \$38.1 million in 2024-25, which was due to rising property values plus new provincial properties. Based on advocacy by ABmunis and our members, the province has announced a plan to fully fund GIPOT by 2026-27. For 2025-26, GIPOT will be funded at 75 per cent of the eligible tax amount and is forecasted to increase to \$75.3 million in 2026-27 when the program is funded at 100 per cent.
4. In 2024, MSI Operating was replaced by the Local Government Fiscal Framework (LGFF) Operating program at the same \$60 million budget, which has been continued for 2025 as well. In 2024, Municipal Affairs froze the allocations by municipality at the 2023 funding allocations set under the former MSI Operating formula. The plan for the 2025 LGFF Operating allocation formula is likely to be announced shortly.
5. The Policing Support Grant is for any municipality with a population over 5,000 that provides their own police service and was eligible for the former Municipal Policing Assistance Grant and Police Officer Grant.
6. ABmunis is concerned with the 12.5 per cent decrease in the Community Initiatives Program, as the reduction in funding support for community organizations will put further pressure on councils to increase property taxes to fund their local organizations.

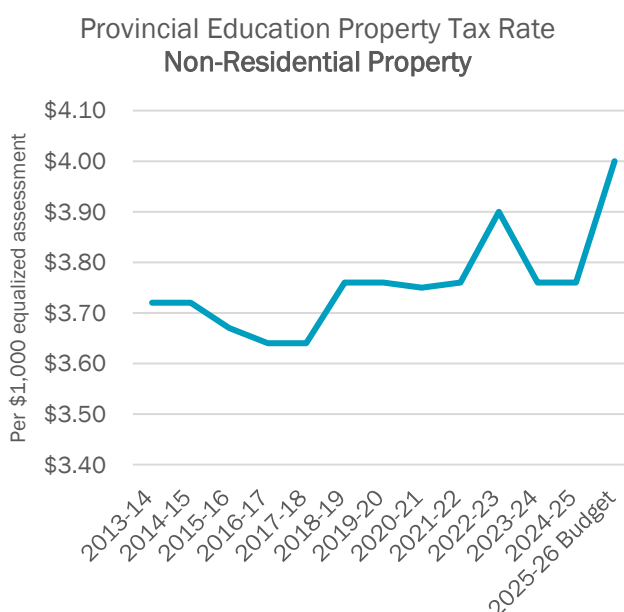
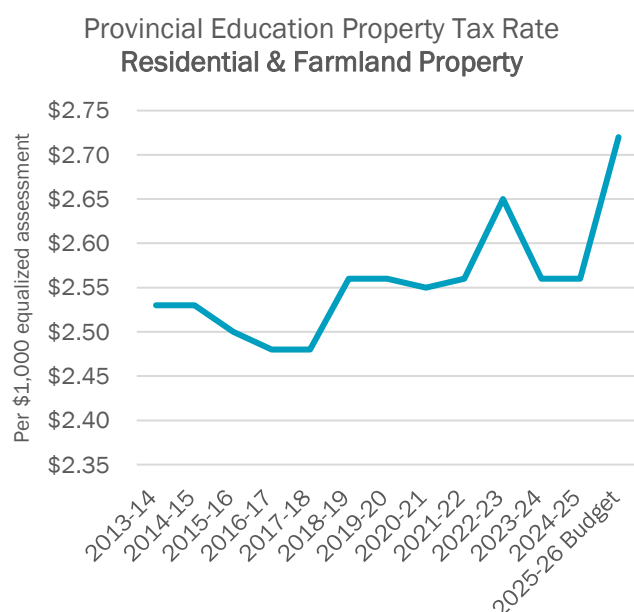
# Provincial Education Property Tax

Over the last decade, the Government of Alberta has frequently changed its approach to how it determines the amount of provincial education property taxes to be collected from Alberta's property owners.

	Adjust the mill rates to cover a target % of the K-12 budgeted operating expense	Freeze the mill rates to match the previous year	Adjusted the mill rates to match the previous year's tax revenue amount
2015-16	✓ (32% target)		
2016-17	✓ (32% target)		
2017-18		✓	
2018-19			✓
2019-20		✓	
2020-21			✓ <sup>7</sup>
2021-22			✓
2022-23			✓
2023-24			✓
2024-25		✓	
2025-26	✓ (31.6% target)		
2026-27 Plan	✓ (33.3% target)		

## A shift in tax revenue from personal income taxes to property tax

The Government of Alberta has pivoted again to announce a new strategy to structure provincial property taxes to generate tax revenue that is equivalent to one-third of the operating cost for the Ministry of Education by 2026-27. To meet this goal, the province is increasing the provincial tax rate on residential and farmland properties by 6.3 per cent and increasing the rate on non-residential property by 6.4 per cent in 2025-26.



<sup>7</sup> Budget 2020 set a plan to set the requisition amount based on Alberta's population growth and inflation but shortly after the release of the budget, the [province reverted](#) to freeze the revenue amount to the 2019-20 year due to the economic impact of the COVID-19 pandemic.

Increase in provincial property tax to help fund K-12 education costs

Since 2014-15, the province’s revenue from provincial property taxes represented an average of 30.3 per cent of the operating costs for K-12 education. Based on estimates for 2024-25, the ratio is currently at 28.9 per cent and the province’s planned tax increase will bring that ratio to 31.6 per cent of the Ministry of Education’s operating cost in 2025-26.<sup>8</sup>

An additional 10 per cent increase in provincial property taxes is planned for 2026-27 to reach the target revenue of \$3.4 billion equivalent to one-third of the Ministry of Education’s operating costs.

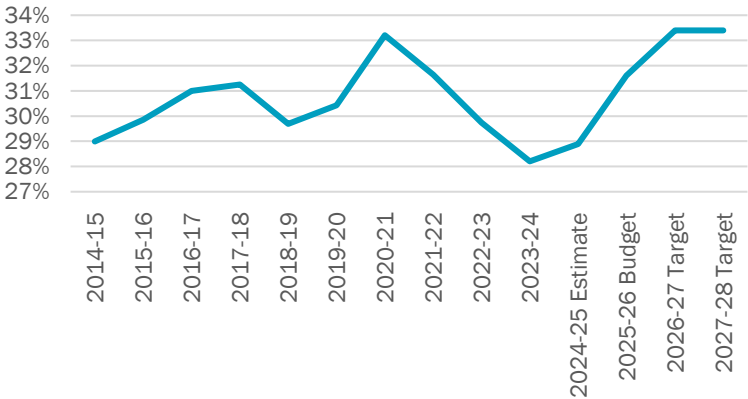
The combination of the tax rate increase plus new development in Alberta is budgeted to increase the province’s revenue from property taxes by \$392 million, with total provincial property tax growing from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26. This is a substantial change from previous years where the province maintained a stable approach to its reliance on property taxes.

Municipal councils will be challenged by the increase in provincial property tax rates

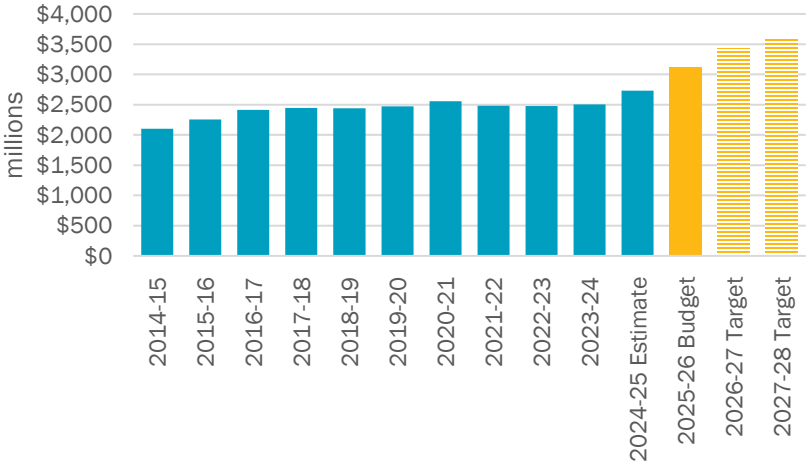
Municipal councils are always aware that the Government of Alberta may increase provincial property taxes, but we had no forewarning of the province’s plan to substantially increase its reliance on property taxes to fund its revenue needs. As always, municipal governments will be responsible to collect this tax on behalf of the Government of Alberta and as a result, will wear much of the political blame for this tax increase.

Now that the province has released their budget, municipalities will finalize their 2025 budget and set their municipal tax rates for the 2025 year. Due to the increase in provincial property taxes, councils will face political pressure to limit any future increase in municipal property taxes, despite the long-term needs of their community. This will likely result in lower service levels in many communities and/or deferred maintenance of local infrastructure.

Provincial Education Property Tax Revenue as a % of the Operating Expense for K-12 Education



Provincial Property Tax Revenue



\$ millions	2023-24 Actual	2024-25 Estimate	2025-26 Budget	2026-27 Forecast	2027-28 Forecast
Provincial education property tax	2,504	2,732	3,124	3,435	3,576
Year-over-year change (%)		9.1%	14.3%	10.0%	4.1%

<sup>8</sup> The spike in 2020-21 is a combination of the reduction in operating costs for K-12 education from \$8.1 billion in 2019-20 to \$7.7 billion in 2020-21 and an \$84 million increase in provincial property tax revenue that year.

# **GOOD TO KNOW**

## **AN OVERVIEW OF ALBERTA'S 2025 FISCAL PLAN**

# An Overview of the 2025 Fiscal Plan

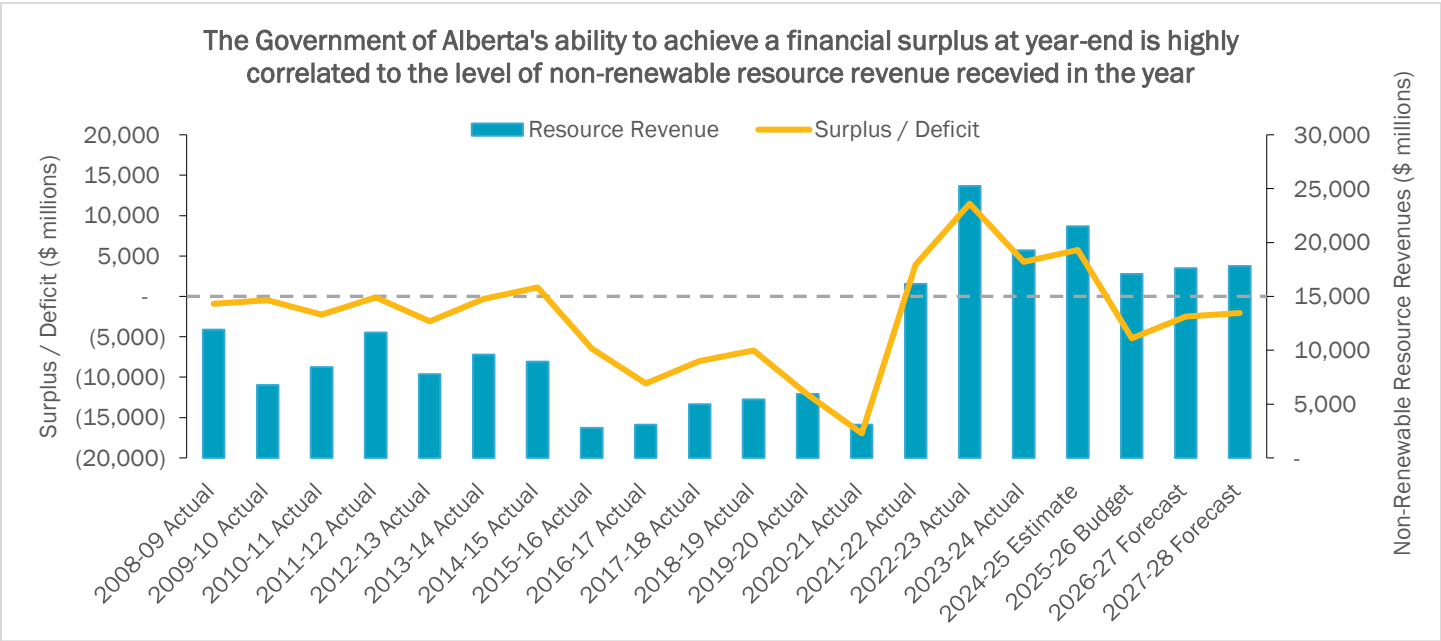
The Government of Alberta is projecting a \$5.2 billion deficit in 2025-26. This is following surpluses of \$4.3 billion in 2023-24 and \$5.8 billion (forecasted) in 2024-25. The 2024-25 surplus can be attributed to significantly higher investment income (+58 per cent) and non-renewable resource revenue (+34 per cent) than initially budgeted.

‘Cautious’ and ‘uncertain’ best describe the Government of Alberta’s budget situation due to reliance on non-renewable natural resource revenue to drive its surplus or deficit position and the United States (US) being Alberta’s most important trade partner. While the Government of Alberta is touting a strategy to dramatically grow the Heritage Savings Trust Fund to \$250 billion by 2050, it is also projecting lower revenues over the next three years compared to the 2024-25 forecast. This is in part due to the introduction of an 8 per cent tax bracket for personal income up to \$60,000, which is projected to reduce tax revenue by \$1.2 billion.

Even with Alberta’s population growth expected to start to wane in 2025, population increases of 159,000 in 2023 and 189,000 in 2024 are putting tremendous strain on infrastructure and provincial services. In the coming years, challenging decisions will need to be made regarding the services levels Albertans expect, the property tax increases required to sustain their communities, and provincial operational and capital investment required to meet expectations.

## Non-Renewable Natural Resource Revenue Determines Surplus or Deficit

The graph below shows the trend of non-renewable resource revenues in comparison to the Government of Alberta’s year-end operational surplus or deficit. The trend shows the direct correlation between the provincial government’s financial position and the volume of non-renewable resources earned year-to-year. The 10 per cent energy tariffs expected to be imposed by the US are expected to be detrimental to Alberta, but the impact should be somewhat buffered by Canada’s weak dollar and the lack of substitutes for Canadian oil in US markets.



Source: Government of Alberta’s 2025-28 Fiscal Plan, Schedule 25: Historical Fiscal Summary, page 157.

## Manufacturing and Agricultural Sectors to Face ‘Head Winds’

Alberta’s manufacturing and agricultural sectors are expected to be ‘hit hard’ by US-imposed tariffs. In 2024, Alberta exported \$32 billion worth of manufactured goods to the US, comprising nearly three-quarters of its total international manufacturing exports. And unlike energy products, manufactured goods tend to be greatly affected by tariffs due to the ready availability of domestic substitutes in the US. Crop and livestock export volumes are expected to decrease, shrinking these sectors of the Alberta economy.

## Preliminary Analysis on Alberta's 2025 Budget

### Municipal Governments Need a Bigger Piece of the 'Fiscal Pie'

Funding provided to municipalities via the Local Government Fiscal Framework (LGFF) is directly tied to the provincial government's revenues. With 2025-26 projected revenues being less than what was forecasted in 2024-25, municipalities stand to receive less financial support while needing to provide more to their communities. This context is particularly important as the Government of Alberta has formalized how it will allocate future cash surpluses as part of the *Sustainable Fiscal Planning and Reporting Act*, which primarily directs it to the Heritage Fund or repaying maturing debt.

ABmunis will be advocating for the Government of Alberta to engage municipalities in frank discussions about how it allocates funds, including future cash surpluses, to ensure the sustainability of municipal tax rates, infrastructure, and service delivery. This is further highlighted in Municipal Affairs' expenditures, as a percentage of the Government of Alberta's total expenditures, which have been decreasing year-to-year since 2011-12.

## Statement of Operations

\$ millions	2023-24 Actual	2024-25 Estimate	2025-26 Budget	2026-27 Forecast	2027-28 Forecast
<b>Revenue</b>					
Personal income tax	15,160	16,120	<b>15,510</b>	16,271	16,981
Corporate income tax	7,044	7,351	<b>6,764</b>	6,938	7,254
Other tax revenue	4,543	5,995	<b>6,563</b>	6,941	7,156
Resource revenue	19,287	21,509	<b>17,067</b>	17,620	17,815
Investment income	4,581	5,171	<b>2,882</b>	3,135	3,467
Premiums, fees, and licenses	5,565	5,565	<b>5,636</b>	5,874	6,032
Other own-source revenues	6,216	6,022	<b>6,428</b>	6,859	7,037
Federal transfers	12,336	12,958	<b>13,287</b>	13,753	14,228
Total revenue	74,732	80,692	<b>74,138</b>	77,390	79,969
 Health	27,447	29,815	<b>30,465</b>	30,982	32,121
Basic/Advanced education	16,359	17,423	<b>18,069</b>	18,426	18,880
Social services	8,035	8,487	<b>9,163</b>	8,751	8,780
Other program expenses	15,829	16,371	<b>19,059</b>	18,785	18,995
Total program expense	67,670	72,096	<b>76,756</b>	76,944	78,776
Debt servicing costs	3,149	3,199	<b>2,968</b>	3,258	3,629
Pension provisions	(372)	(363)	<b>(375)</b>	(384)	(389)
Total expense	70,447	74,932	<b>79,349</b>	79,818	82,016
Surplus / (Deficit)	4,285	5,760	<b>(5,211)</b>	(2,428)	(2,047)

Source: Alberta's 2025-28 Fiscal Plan, Schedule 25: Historical Fiscal Summary, page 157.

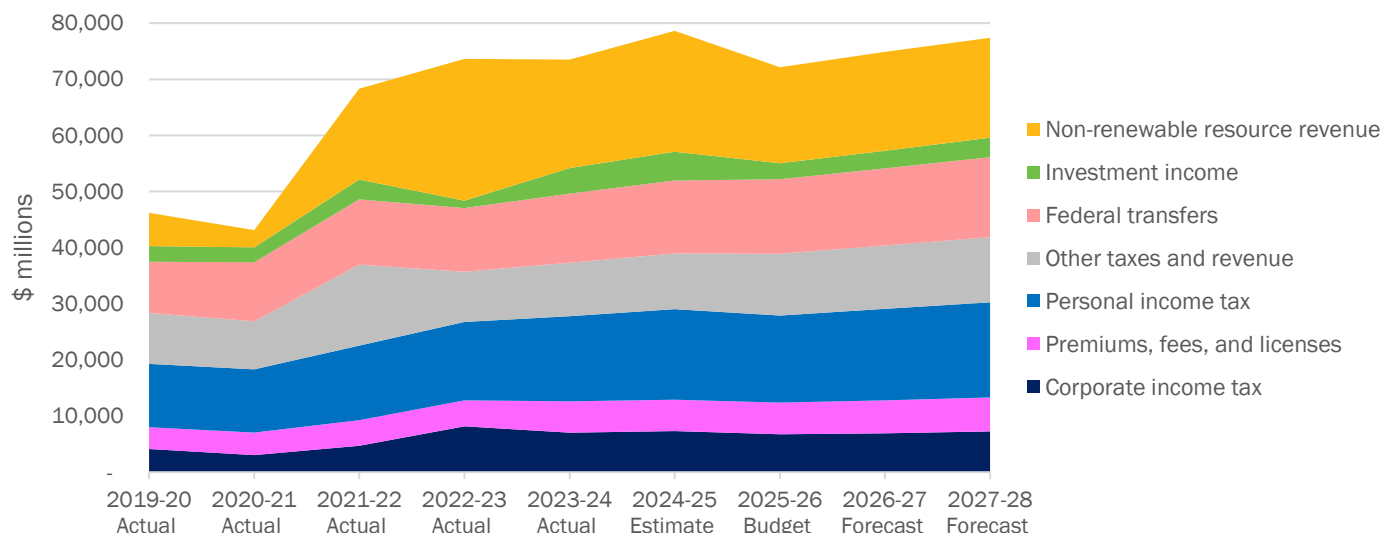
## Revenues

Total revenues are forecasted to be \$74.1 billion in 2025-26, a decrease of one per cent from the 2024-25 budget. In 2025-26, 23 per cent of total government revenue is estimated to come from non-renewable resource revenues, with another 20 per cent coming from personal income tax. After 2025-26, revenue sources are predicted to remain stable or increase nominally, apart from personal income tax revenue, which will increase by 4 to 5 per cent year over year.



## Preliminary Analysis on Alberta's 2025 Budget

Government of Alberta revenues by source



## Expenditures

Total expenditures for 2025-26 are projected to increase by \$6.167 billion compared to the 2024-25 budget, which is an 8.4 per cent increase. Specifically, the Government of Alberta is projecting to spend more on:

- Healthcare (5 per cent),
- K-12 education (7 per cent),
- Social services ministries (10 per cent),
- Other Ministries / Legislative Assembly (8 per cent),
- Total operating expense (7 per cent),
- Amortization / inventory consumption / loss on disposals (9 per cent), and
- Contingency (100 per cent).

Notably, the very substantial increase to the contingency expenditure line is in response to the potential impacts of US-imposed tariffs and potential challenges related to compensation agreements being negotiated across government. The government also plans to spend 12 per cent less on debt servicing.

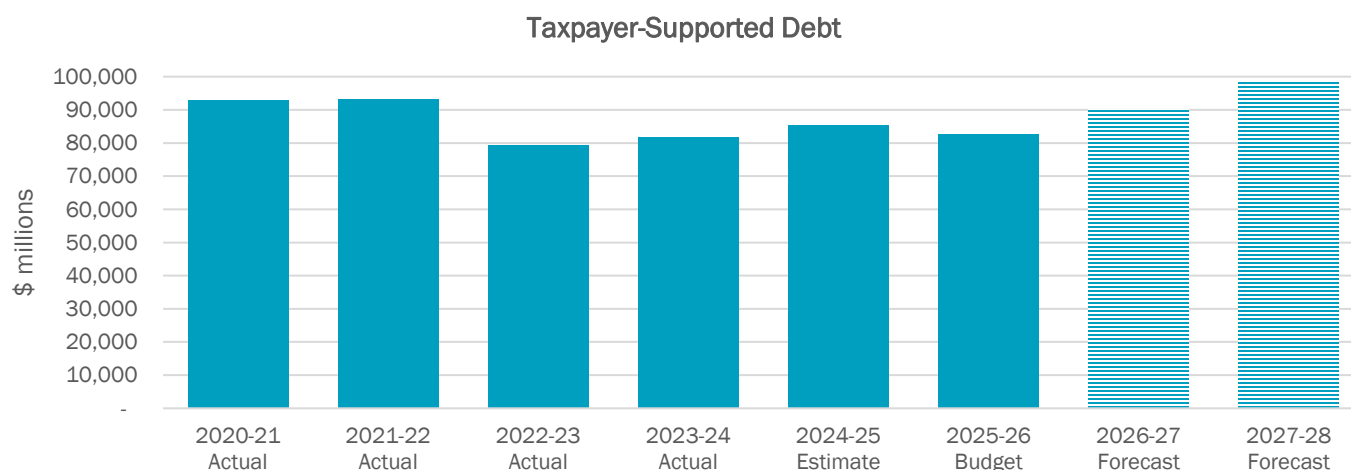
## Taxpayer-Supported Debt and Debt Servicing Costs

Debt servicing costs are forecast to decrease by \$200 million in 2025-26 to \$3 billion. This is largely attributed to the gradual reduction in interest rates by the Bank of Canada starting in 2024.

Taxpayer-supported debt is estimated to be \$85.4 billion at the end of 2024-25 and \$82.8 billion at the end of 2025-26. This debt is expected to increase year-to-year as a result of deficit positions forecasted in future years.



## Preliminary Analysis on Alberta's 2025 Budget



## Contingency for Disasters

A total expense contingency provision of \$4 billion has been included in *Budget 2025*. This is an increase of \$2 billion to address unanticipated spending, including compensation pressures, emergencies, and emerging priorities that may arise during the year and that are not practical to delay until the next budget. This increase helps the government manage potential U.S. trade tariffs, economic fluctuations, and unexpected expenses. It also accounts for compensation agreements across public sectors like healthcare and education.

Future contingency levels are set at \$3.3 billion in 2026-27 and \$3.7 billion in 2027-28.

## Key Energy and Economic Assumptions

\$ millions	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast
<b>Crude Oil Prices</b>				
WTI (US\$/bbl)	74.00	<b>68.00</b>	71.00	71.50
Light-Heavy Differential (US\$/bbl)	13.20	<b>17.10</b>	16.50	15.60
WCS @ Hardisty (Cdn\$/bbl)	84.70	<b>73.10</b>	75.80	75.80
<b>Natural Gas Price</b>				
Alberta Reference Price (Cdn\$/GJ)	1.20	<b>2.50</b>	3.10	2.90
<b>Production</b>				
Conventional Crude Oil (000s barrels/day)	528	<b>519</b>	512	504
Raw Bitumen (000s barrels/day)	3,455	<b>3,558</b>	3,689	3,752
<b>Interest Rates</b>				
10-year Canada Bonds (%)	3.30	<b>3.10</b>	3.10	3.10
<b>Exchange Rate (US\$/Cdn\$)</b>				

Source: Alberta's 2025-28 Fiscal Plan, Energy and Economic Assumptions, page 10.

# Ministry Highlights

All expense figures presented in the following tables are sourced from the Government of Alberta's 2025-26 Fiscal Plan, Schedule 3: Statement of Operations, page 144.

## Advanced Education

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	6,823	7,049	7,342	<b>7,411</b>	7,411	7,411

- The ministry's budget will increase by 5 per cent in 2025-26.
- \$78 million per year will be invested over the next three years to create more seats in apprenticeship classes across the province to build skilled trades that will respond to the needs of industry and connect Albertans with jobs.
- \$4 million is allocated to the First Nations Colleges Grant, which is distributed equally across five colleges in rural and remote Indigenous communities.

## Affordability and Utilities

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	127	92	132	<b>168</b>	169	166

- Affordability and Utilities is exploring rate design changes to ensure distribution costs are more consistent across the province.
- The Ministry will be implementing the Natural Gas Rebate Program, which is intended to protect Albertans from spikes in natural gas prices.

## Agriculture and Irrigation

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	2,650	993	2,066	<b>984</b>	995	927

- Total expense is estimated at \$984 million, \$1,082 million lower than the 2024-25 third quarter forecast. This is primarily due to \$1,112 million in 2024-25 in-year disaster assistance that does not continue in 2025-26.
- \$9 million is allocated over three years for the University of Calgary Veterinary Medicine to improve access to diagnostic services.

## Arts, Culture and Status of Women

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	262	260	251	<b>226</b>	212	220

- Despite the 13.9 per cent overall decrease in the Ministry's budget:
  - Operating expenses will increase by \$11 million.
  - Federally-funded initiatives under the National Action Plan to End Gender-Based Violence will receive an additional \$12 million.
  - The Alberta Foundation for the Arts will see a \$4.5 million funding boost.
  - Non-profit organizations will have access to \$84.6 million through community grants programs; this is an increase 11.6 per cent from the 2024-25 budget.
- These increases are offset by a \$36 million reduction in capital grants.

## Children and Family Services

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	1,606	1,498	1,504	<b>1,595</b>	1,645	1,650

- The total expense for this Ministry will increase by \$91 million, or 6.1 per cent from the 2024-25 estimate.
- Most of the increases are for child intervention and Alberta Child and Family Benefit payments.
- Child intervention funding is increasing by \$58 million (6.5 per cent), to \$957 million in 2025-26; this is primarily to support contracted agencies facing recruitment challenges and rising costs.
- An additional \$19 million over three years is allocated to women's shelters to support increasing demand and higher costs.
- In 2025-26, \$67million is allocated to Family Resource Networks to develop and deliver prevention and early intervention programming; this is the same as in 2024-25.
- The Alberta Child and Family Benefit, a non-taxable benefit supporting child well-being, addressing child poverty, and improving the quality of life for children and families, is budgeted at \$375 million in 2025-26, an increase 8.4 per cent over 2024-25 due to indexed increases and anticipated population growth.
- The province has also instituted a new policy that extends access to Alberta Child and Family Benefit payments when a child has passed away.

## Education

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	9,393	9,759	9,972	<b>10,398</b>	10,791	11,213

- The Ministry's overall budget will increase by 6.5 per cent, rising from \$9.7 billion in 2024-25 to \$10.4 billion in 2025-26, with projected growth to \$11.2 billion by 2027-28.
- Operating expenses will increase by \$426 million, 4.5 per cent from 2024-25 and are expected to grow at a rate of 4.1 per cent annually, reaching \$825 million by 2027-28.
  - \$55 million is allocated in 2025-26 to address classroom complexity, including hiring specialists, and training and development to improve access to educational assistants.
- A significant portion of the budget is being allocated for the design and construction of new schools and the modernization of existing ones.
  - The 2025-26 budget allocates \$789 million for the construction of school facilities in 2025-26, with 3.3 billion in capital investment being allocated over three years for the maintenance, planning, and development of new schools.
  - Budget 2025-26 also includes \$8.6 billion for the New School Construction Accelerator Program Funding that will support approximately 150,000 new student spaces, with 90,000 expected to be completed within the next four years.

## Energy and Minerals

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	965	1,041	1,057	<b>1,122</b>	991	1,014

- Royalties from bitumen and crude oil are expected to decrease, while royalties from natural gas are expected to increase.
- \$145 million is allocated to the Orphan Well Association to support continued remediation of orphan wells.

## Environment and Protected Areas

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	465	557	458	<b>570</b>	523	537

- The Ministry's budget will increase by 2.3 per cent, rising from \$557 million in 2024-25 to \$570 million in 2025-26.
- Budget highlights include revised revenue forecasts for the Technology Innovation and Emissions Reduction Fund (TIER):
  - TIER revenue is estimated at \$397 million, compared to \$542 million in Budget 2024, and is expected to further decrease in 2026.
  - This fund implements Alberta's industrial carbon pricing and emissions trading framework.
  - It also supports industrial facilities in reducing emissions, investing in clean technology, and improving cost efficiency.
- \$5.4 million in annual funding is being added to support the expansion of the Aquatic Invasive Species Program, which manages and prevents the entry of species like zebra mussels and goldfish from entering Alberta's water system.
- Water management remains a key priority in the 2025-26 budget:
  - The Department of Environment and Protected Areas will review and assess current water conservation processes. This work is expected to be completed by December 2026, which is timely as ABmunis recently updated our [2024 Water Conservation, Efficiency, and Productivity plan](#).
- \$40 million is allocated for caribou recovery planning and actions in 2025-26 to maintain and improve caribou habitat while supporting economic, recreational, and traditional land uses. This is a 4.9 per cent increase from 2024-25 budget allocation.
- \$22.2 million is allocated to conservation programs including \$10 million from the Land Stewardship Fund in 2025-26 to support the conservation and stewardship of land in Alberta. This is consistent with 2024-25 budget allocation.
- \$18.1 million is allocated to effectively anticipate, respond to, and mitigate the impact of adverse environmental events or emergencies in 2025-26. This is a significant decrease of 62 per cent in funding from the 2024-25 allocation of \$47.7 million
- ABmunis values its partnership, funded through TIER, with the Government of Alberta to support practical action on sustainable environment practices through several programs delivered by the Municipal Climate Change Action Centre (MCCAC).

## Executive Council

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	48	63	62	<b>67</b>	67	67

- This Ministry's budget will increase by 6 per cent in 2025-26 as it continues to lead the coordination and advancement of Alberta's priorities relating to other governments across Canada and internationally.
- Notable initiatives include:
  - Building and maintaining strong relationships with priority international partners, particularly with national- and state-level officials in the United States, and key markets in Latin America, the Indo-Pacific region, the Middle East, and Europe.
  - Supporting Invest Alberta Corporation's (IAC) governance in collaboration with other Ministries to lead investment attraction into Alberta and to fulfil its mandate as described in the Alberta Investment Attraction Act.
- The budget for the Premier's office will increase by nearly \$5 million or 23 per cent.

## Forestry and Parks

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	1,166	410	1,116	<b>403</b>	405	395

- The Ministry's budget for 2025-26 is \$403 million, which is a 14.8 per cent increase from the 2024-25 allocation of \$351 million.
- \$30.7 million is allocated to support wildfire mitigation initiatives.
- \$2.1 million is allocated to modernize wildfire applications.

## Health

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	22,091	22,602	23,695	<b>24,037</b>	24,557	25,724

- Budget 2025 supports the ongoing refocusing of the health care system, including the creation of four new provincial health agencies:
  - Recovery Alberta (overseen by the Minister of Mental Health and Addiction, operational September 2024)
  - Primary Care Alberta (overseen by the Minister of Health, operational February 2025)
  - Acute Care Alberta (overseen by the Minister of Health launched February 2025)
  - Assisted Living Alberta (overseen by the Minister of Seniors, Community and Social Services) launching April 1, 2025)
- Alberta's growing population is creating fiscal challenges for the health system. This includes growth in the elderly population that consumes the largest portion of health services, as well as increasing patient complexity, rising wages for health care workers, and inflationary pressures on supplies and utilities.
- In 2025-26, health operating expense will increase by \$990 million (5.7 per cent) from Budget 2024, with \$26 million of this increase offset by higher federal transfers.
- Other increases in 2025-26 include \$451 million for physician compensation and \$513 million for Alberta Health Services cost pressures, mainly due to higher volume and inflation.
- \$44 million is allocated to the Physician Training Expansion Program. This program is delivered through rural training centres and provides rural, Indigenous, and other learners with increased access to medical education in rural areas.
- \$2 million is allocated in 2025-26 for the expansion and upgrades of Keyano College to provide training for in-demand programs like nursing and paramedicine.
- The province is also adding 439 additional spaces for certification and licensing of internationally educated nurses.
- \$20 million in 2025-26 will be invested in the Nurse Practitioner Primary Care Program to improve access to primary health practitioners in urban and rural communities across Alberta.
- \$60 million, including \$40 million in new funding, is allocated to the Emergency Medical Services (EMS) Vehicles Capital Program to purchase new EMS vehicles and ambulances, upgrade the existing fleet, and acquire additional equipment.
- A total of \$3.8 billion in health capital funding will be invested over the next three years to maintain or expand health care facilities in Alberta.
  - This includes \$265 million for the Alberta Surgical Initiative (ASI) capital program to increase physical capacity for surgical procedures. ASI funding will be used to build more operating rooms, renovate existing space, and purchase new equipment for publicly owned and operated hospitals.

## Immigration and Multiculturalism

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	39	42	40	<b>42</b>	42	42

- Total expense (all operating) is \$42 million in 2025-26, an increase of almost \$2 million from the 2024-25. This is mainly due to a 79 per cent increase in application fees paid by applicants to the Alberta Advantage Immigration Program and the introduction of new fees for International Qualifications Assessment Services.
- A decline in the number of immigrants is expected as a result of recent federal policy changes.
- Support for Newcomer Integration is forecasting support for up to 16,000 individuals, a decrease from 20,652 individuals in 2023-24.

## Indigenous Relations

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	225	220	237	<b>238</b>	237	238

- Indigenous Relations' work involves leading the facilitation of cross-government collaboration with municipalities, utility commissions, and industry for projects, programs, and services that support Indigenous communities. The Ministry also responds to federal Indigenous initiatives and legislation, including Jordan's Principle.
- The Alberta Indigenous Opportunities Corporation (AIOC) is a provincial corporation that enables access to capital funding for Alberta-based Indigenous groups investing in medium- to large-scale natural resources, agriculture, transportation, and other related infrastructure. AIOC had an increase in funding of \$0.5 million.

## Infrastructure

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	862	885	944	<b>921</b>	952	933

- Under the School Accelerator Program, Infrastructure is committed to constructing up to 30 new schools.
- ABmunis has an active resolution on [school site servicing costs](#).
- There are concerns from municipalities that if they do not have a serviced site prepared, they will miss out on funding for a new school.

## Jobs, Economy and Trade

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	1,558	1,862	1,949	<b>2,315</b>	1,767	1,773

- \$95 million is allocated to the Alberta Film and Television Tax Credit, a \$10 million decrease from 2024-25.
- \$15 million is allocated to the Investment and Growth Fund.
- \$3 million is for the North Regional Economic Development
- \$1.6 billion is allocated to increase access to affordable, high-quality, and inclusive licensed childcare and \$324 million to support the recruitment and retention of early childhood educators working in licensed child care.
  - Forecasted childcare expenses include a decrease of \$492 million by 2027-28, reflecting provincial investment to support the childcare system while preparing to negotiate a renewed funding agreement with the federal government. The results of these negotiations could impact Alberta's future funding levels,



## Justice

Expense \$ millions	2023-24 Actual	2024-25 Budget	2024-25 Estimate	2025-26 Budget	2026-27 Target	2027-28 Target
	659	691	694	<b>707</b>	716	711

- Court and Justice Services operating expenses are \$276 million, an increase of \$12 million (4.5 per cent) from 2024-25, to address higher volumes of court cases and to improve capacity to hear criminal and family matters in a timely and appropriate manner.
- Funding for Alberta Crown Prosecution Services is \$147 million in 2025-26, an increase of \$8 million (5.8 per cent) from 2024-25. The increase supports a new Human Trafficking Unit which aims to hold perpetrators accountable; disrupt and dismantle human trafficking enterprises; and hire specialized resources to manage and support the growing volume of prosecutions. Funding will also address growth in criminal and youth prosecutions.
- The government is also working with the Alberta Law Foundation to increase its contribution to Legal Aid Alberta. While the provincial grant to Legal Aid Alberta is decreasing in 2025-26 by \$22 million or 20 per cent, current service levels will be maintained as a result of increased contributions from the Alberta Law Foundation.

## Mental Health and Addiction

Expense \$ millions	2023-24 Actual	2024-25 Budget	2024-25 Estimate	2025-26 Budget	2026-27 Target	2027-28 Target
	1,588	1,862	1,949	<b>2,315</b>	1,767	1,773

- Mental Health and Addiction operating expense has increased by \$64 million (4 per cent) from 2024-25, due mainly to higher demand for services due to population growth.
- Operating expense is targeted to increase by another \$79 million over two years to:
  - Implement the involuntary treatment framework, Recovery Alberta services, and 11 new voluntary recovery communities that will be operational by 2027. This includes five recovery communities in Indigenous communities. Three communities, with a total of 200 beds, have already been completed in Red Deer, Lethbridge and Gunn. The Calgary Recovery Community is scheduled to open in 2025.
  - Expand mental health classrooms from 20 to 60 for clinical support to students with complex mental health needs.
- \$207 million is allocated over three years for the development of specialized secure mental health and addiction facilities to provide involuntary care for adults and youth suffering from mental health or addiction issues who are a danger to themselves or others.
- \$4 million will be invested in 2025-26 to add additional mental health professional spaces in Alberta's post-secondary institutions. The Mental Health Professionals Enrollment Expansion Grant will support 12 institutions to create 761 new seats in high-demand mental health programs.
- \$61.9 million is allocated to improving access to mental health and addiction treatment services in police and correctional settings to help facilitate recovery for individuals interacting with the justice system.

## Municipal Affairs

Expense \$ millions	2023-24 Actual	2024-25 Budget	2024-25 Estimate	2025-26 Budget	2026-27 Target	2027-28 Target
	989	1,287	1,311	<b>1,388</b>	1,377	1,475

- Key announcements by Municipal Affairs are covered in the above sections of this report.

## Public Safety and Emergency Services

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	1,494	1,279	1,460	<b>1,350</b>	1,367	1,366

- Total expense for Public Safety and Emergency Services is \$1.35 billion in 2025-26, \$110 million (7.5 per cent) lower than the estimated expense for 2024-25. This is mainly due to \$163 million in 2024-25 in-year emergency expense that does not continue in 2025-26 (partly offset by increases of \$46 million in operating expense and \$7 million in capital grants).
- A \$46 million increase in Ministry operating expense includes:
  - \$7 million for 911 call centres offset by the 911 levy.
  - \$2 million from the federally funded Gun and Gang Violence Action Fund (less \$1 million in reductions and transfer to capital investment).
  - \$24 million to secure the Alberta-US border. A new Interdiction Patrol Team will combat drug smuggling, gun trafficking, illegal border crossing and other illegal activities. This team will include Peace Officers to enforce Criminal Code and provincial statutes along the international border.
- \$12 million is allocated to the Victims of Crime Assistance Program in 2025-26 to facilitate direct and timely supports and services to victims, including emergency expenses and recovery. \$26.8 million is committed to external partner organizations that provide supports and services to victims of crime and tragedy, including the implementation of the new victim service delivery model.
- Alberta Emergency Management Agency operating expense is \$84 million in 2025-26, \$3 million (3.7 per cent) higher than forecast in 2024-25, mainly for disaster risk reduction, public education, and grants for specialty teams in emergency management.
- Budget 2025 also allocates funding over three years to support ongoing projects and programs and to fund new measures aimed at mitigating hazards from natural disasters. This includes:
  - \$155 million for Flood Mitigation projects, with \$12 million in new funding to advance planning and regulatory approval processes to mitigate flood and drought hazards in the Bow River basin.
  - \$47 million in capital support for wildfire management.
  - \$20 million to enhance Public Safety and Emergency Infrastructure, including \$1.6 million to design and procure a mobile air monitoring lab to respond to emergency air monitoring requests.

## Seniors, Community and Social Services

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	8,929	9,590	9,770	<b>10,603</b>	10,712	10,867

- Total expense in 2025-26 is \$10.6 billion, an \$833 million (8.5 per cent) increase from the 2024-25 estimate, due mainly to the impact of population growth on core social programs and continuing care, a short-term bump in estimated need for support programs from potential US tariffs, and steadily rising capital grants for housing programs.
- Funding for Family and Community Support Services (FCSS) remains flat at \$105 million.
- Assisted Living Alberta operating expense is \$3.8 billion in 2025-26, an increase of \$184 million (5 per cent) from 2024-25 primarily from population growth.
- Federal funding of about \$40 million per year for the next three years is forecast under the Aging with Dignity agreement. This funding enables seniors to receive home care and supports to age well at home; innovation in community care; and higher quality facility-based care in their community. The funding also supports wage enhancements for Personal Support Workers and should lead to improved outcomes in a growing segment of the continuing care sector.
- Employment and Income Support expense is estimated at \$1.255 billion in 2025-26, an increase of \$258 million (26 per cent) from the 2024-25 estimate. The increases are driven mainly by the significant population growth in 2023 and 2024 that was not fully anticipated during Budget 2024 planning. \$38 million has been added in 2025-26 in anticipation of potential US tariffs.

## Preliminary Analysis on Alberta's 2025 Budget

- Funding for the Assured Income for the Severely Handicapped (AISH) program is \$1,641 million in 2025-26, a net decrease of \$49 million (2.9 per cent) from the 2024-25 estimate.
- Funding is also allocated to prepare for the new Alberta Disability Assistance Program set to launch in 2026, including expansion of funding for employment supports for disabled Albertans.
- Other disability services programs are budgeted at \$1.71 billion, an \$86 million increase from 2024-25, with grants under the Persons with Developmental Disabilities increasing by \$73 million, Family Support for Children with Disabilities expense increasing by \$9 million, and program support up \$4 million. Increases are driven by caseload pressures.
- Support to lower-income seniors through Alberta Seniors Benefits is increasing by \$33 million (6.5 per cent) in 2025-26, to \$540 million, and reaches \$619 million by 2027-28, due to growth in the seniors' population and annual rate escalation.
- In 2025-26, \$212.7 million is allocated to support homeless shelters, Navigation and Support Centres, and housing and supports programs to assist Albertans experiencing homelessness.
- Alberta Social Housing Corporation (ASHC) expense is increasing by \$245 million (62.0 per cent) in 2025-26, to \$641 million, with most of the increase due to a \$221 million increase in capital grants. Capital grant programs include \$767 million over three years to expand housing options for seniors, families, and individuals under the Affordable Housing Strategy; support for Indigenous housing; and \$50 million per year for lodges.
- ASHC operating programs include support for social, specialized and affordable housing, rental assistance and others. These are budgeted at \$343 million in 2025-26, an increase of \$23 million (7.1 per cent) from 2024-25. Increases mainly address pressures in rental assistance from market conditions, support housing providers with operational pressures to maintain service quality, and support lodge operators providing housing to low-income seniors.
- \$769 million is allocated to support transformational changes in continuing care and the new continuing care agency, Assisted Living Alberta.
- The 2025 Capital Plan allocates \$1.1 billion over three years to enhance affordable housing and social supports across the province. Combined with related Capital Maintenance and Renewal (CMR funding), nearly \$1.2 billion is being allocated to housing and seniors' facilities. Key investments (each over three years) include:
  - \$655 million for the Affordable Housing Partnership Program, an increase of \$250 million from *Budget 2024*, to support the goal of creating 13,000 affordable housing units.
  - \$150 million, including \$50 million in new funding, for the Seniors Lodge Modernization Program.
  - \$113 million, including \$21 million in new funding, for the Affordable Housing Strategy. This strategy funds the maintenance of government-owned social housing buildings.
  - \$769.4 million for continuing care. This funding will be used to develop new continuing care spaces; modernize existing space; develop culturally appropriate spaces for Indigenous groups and organizations; and create innovative small care homes.

## Service Alberta and Red Tape Reduction

Expense \$ millions	2023-24	2024-25	2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Target	Target
	179	203	208	203	203

- Budget 2025 provides an increase of \$4 million over three years for health care card modernization.

## Technology and Innovation

Expense \$ millions	2023-24	2024-25	2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Target	Target
	812	938	930	1,109	917

- Budget 2025 allocated \$42 million for modernizing government technology.

## Preliminary Analysis on Alberta's 2025 Budget

- \$106.2 million is allocated to fund approved fixed wireless access and fibre to the home broadband projects as a part of the ongoing Broadband Strategy, which aims to connect every community across the province to broadband services by the end of fiscal year 2026-27. \$48 million is re-profiled from 2024-25,

## Tourism and Sport

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	112	136	136	<b>133</b>	125	121

- The Ministry will continue to implement Higher Ground: Alberta's Tourism Strategy and grow the province's visitor economy to \$25 billion in annual visitor expenditures by 2035.
- \$10 million is allocated to the Active Communities Initiative to support the development of small to mid-sized sport and recreation facilities throughout the province.
- \$2.5 million is allocated to support major sport events, such as national and international championships.

## Transportation and Economic Corridors

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	2,205	2,734	2,715	<b>2,681</b>	3,042	2,892

- Transportation and Economic Corridors (TEC) is responsible for delivering key road and bridge projects. Highlights from Budget 2025 include:
  - Highway 3 twinning from Taber to Burdett,
  - Highway 40 twinning south of Grande Prairie,
  - Highway 63 twinning north of Fort McMurray, and
  - Highway 881 safety and roadway improvements.
- TEC supports municipal transit solutions through investments in Edmonton and Calgary's LRT systems. Combined municipal and federal investments in LRT systems will be \$776 million in 2025.
- TEC is also responsible for the Passenger Rail Master Plan. \$6 million has been allocated to the development of this plan, which will explore the feasibility of passenger rails connections between Edmonton and Calgary, the mountain parks, regional rail lines to connect municipalities, and integration with municipal mass transit systems.
- \$13 million has been allocated to the Traffic Safety Fund.

## Treasury Board and Finance

Expense \$ millions	2023-24	2024-25		2025-26	2026-27	2027-28
	Actual	Budget	Estimate	Budget	Target	Target
	2,260	2,108	2,159	<b>2,227</b>	2,256	2,265

- Budget 2025 delivers on the government's election campaign promise to implement an eight per cent tax bracket for personal income taxes. This will reduce personal income tax revenue by \$1.2 billion in 2025-26.
- The Ministry is also making various investments to support the province's goal of increasing the Heritage Savings Trust Fund from the current \$25 billion to \$250 billion by 2050.
- While not mentioned in the Government of Alberta's Budget 2025 documents, at ABmunis' 2024 Convention, the Premier announced the province's plan to [remove the premium on capital loans](#) from the province to municipal governments. ABmunis advocated for this change to reduce the long-term cost of capital infrastructure and we are pleased to see that the new policy will take effect on April 1, 2025.



# Alberta Municipalities

## Strength In Members

### **Connect**

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Edmonton, AB T6E 6E6  
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[abmunis.ca](http://abmunis.ca)





**Programming Highlights:**

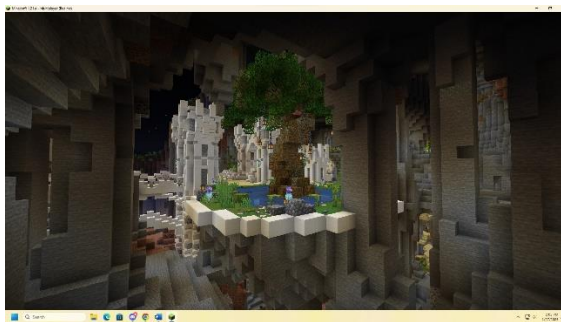
- Evening classes Baby & Toddler Time and All Age Pajama Story Time were moved to Mondays this month. Families have attended the classes on the new day! We had so much in the Pajama story time reading stories, making a craft, and having a light snack in their pajamas!
- For the students break we hosted a Winter Minute to win it games for ages 4+. They had a lot of fun playing Build a snowman (Holding a popsicle stick in their mouth and balancing 3 mini marshmallow on top), Building a Pine tree (stacking solo cups to make a tree) and more games.
- The Little Star Kinders came for a Story time. We read the Gingerbread man loose in the school and then the Kinders decorated their own gingerbread man paper craft.
- January's Community Member Story Time's guest was a registered Psychologist named Suzie Bisson from Soul Expression. The family that attended listened to a story, molded clay and asked Suzie questions.
- We had 2 Friday classes for Ages 6+ at 4pm. A making slime class and making pinecone bird feeder & playing winter charades. The classes were a lot of fun!





**Programming Highlights:**

- January has seen more new-comers at adult programs such as cards and crocheting/knitting.
- We have a gotten a few more new kids on our Java Minecraft server, which has been really fun as they explore all of the complex and beautiful builds that the kids have been doing
- The Lakers have asked to have a Calypso music day here in the library for February, so we are hoping to get a lot of people out to listen to some amazing music! They have brought in a musician from Edmonton to play the steel pan as well!



**Statistics: Waiting for Stats**

	<b>2025 YTD</b> Total Sessions	<b>2025 YTD</b> Total Participants	<b>2024</b> Total Sessions	<b>2024</b> Total Participants
<b>Children's</b>	61	343	665	5100
<b>Young Adult</b>	18	98	170	831
<b>Adult</b>	21	260	306	1558
<b>Multigenerational</b>	17	281	1310	3283
<b>Outreach</b>	6	12	48	2110
<b>Virtual sessions</b>	3	13	25	83

# THANK YOU

This Certificate Is Presented To

Town of Blackfalds

for your generous support of the  
Blackfalds Seniors Club.



President

Carol Jackson



Feb 20, 2025

Date



# COUNCIL HIGHLIGHTS

February 24<sup>th</sup>, 2025

## 2. Review of Agenda

### 2.1 Consent Agenda

- Council gave first reading to Bylaw 263.7, as presented scheduled a public hearing for Bylaw 263.7 on Monday, March 24<sup>th</sup>, 2025, at 6:00 p.m.
- Council gave first reading to Bylaw 400.59, as presented and scheduled a public hearing for Bylaw 400.59 on Monday, March 24<sup>th</sup>, 2025, at 6:00 p.m.
- Council gave first reading to Bylaw 400.67 as presented and scheduled a public hearing for Bylaw 400.67 on Monday, April 14<sup>th</sup>, 2025, at 6:00 p.m.
- Council gave first reading to Bylaw 524 as presented and issued a Notice of Intent to designate the Stewart Residence as a Municipal Historic Resource and provides this Notice to the property owners.

## 4. Presentations

### 4.1 Audit Plan – BDO

Mitchell Kennedy, BDO Senior Manager, and Tetiana Nabutovskyi, BDO Manager, gave a presentation to Council on the City's Audit Plan.

### 4.2 Flying Club/Airport Committee 2025 Update

Jon From, Lacombe Flying Club President and Stewart Wilson, Flying Club Treasurer, gave an update on the Lacombe Flying Club and the Airport Committee.

## 5. Public Hearings

### 5.1 Bylaw 400.68 - Redesignation for 4722 and 4902 Beardsley Avenue

Notice was given that the Council of the City of Lacombe gave first reading to Bylaw 400.68 to amend Land Use Bylaw #400. If approved, Bylaw 400.68 would amend Schedule A of the Land Use Bylaw by:

- Redesignating the subject site from UT – Utility District to R1 - Residential Detached District.

## **6. Requests for Decision**

### **6.1 Appointment of External Auditor for 2024–2028**

Under Section 280(1) of the Municipal Government Act (MGA), Council is required to appoint one or more auditors for the municipality. Following a competitive Request for Proposal (RFP) process, BDO Canada LLP emerged as the highest-ranked candidate to provide audit services and financial reporting for 2024–2028. To meet MGA requirements, Council must formally appoint BDO Canada LLP as the City's auditor. The 2024 audited financial statements are scheduled to be presented to Council at the April 28th, 2025, Regular Meeting.

Council appointed BDO Canada LLP as the City of Lacombe's auditor for the 2024–2028 fiscal years.

### **6.2 2025 Council Public Engagement Plan**

The City of Lacombe conducts a variety of public engagement activities every year both planned and ad-hoc. The Lacombe 2025 Council Public Engagement Plan aims to involve Council members in significant local events such as Farmers' Markets, festivals including Lacombe Days and Light Up Lacombe, and other community meet-up opportunities.

This document represents some of the planned ways Council actively engages with the public and does not encompass all City communications, public participation and engagement avenues.

Council endorsed the 2025 Council Public Engagement Plan as presented.

### **6.3 Bylaw 400.68 Land Use Bylaw Amendment – Redesignation for 4722 and 4902 Beardsley Avenue**

Administration is currently processing a subdivision application for the previously redesignated lots. During the review process, it has been identified that Lot 20 (previously designated as a Public Utility Lot [UT District]) would more appropriately be designated as R1 District to ensure compliance with the City's Encroachment Policy, for adequate protection of City infrastructure, and to prevent unnecessary maintenance costs.

Bylaw 400.68 proposes an amendment to the City of Lacombe Land Use Bylaw (LUB) to redesignate a portion of Lot 8 and 9, Block 7, Plan 042 4116 within the NE 31-40-26-W4M (4722 and 4902 Beardsley Avenue).

Council gave second and third reading to Bylaw 400.68 as amended.

### **6.4 Bylaw 523 - Data Integrity Project Phase 3.12**

In 2016, the City identified a priority data integrity project to organize and index the City's bylaws, policies and administrative directives. In the course of this work, it was discovered that many of the City's governing documents were inoperative, obsolete or expired. Over the following years, Council has repealed over 1,000 Bylaws and nearly 1,300 Policies.

In 2022, Council endorsed a formalized approach to categorizing, developing and maintaining the City's various Governance Documents. This was subsequently formalized as Council's Governance Framework Policy. The May 2nd presentation also included a list of Governance Documents for Update, which identified the policies in this batch. Phase 3.12 of the Data Integrity Project repeals fourteen bylaws that have been determined by Administration to no longer be necessary.

Council gave second and third reading to Bylaw 523 – Repeal of Inactive Bylaws 2025.

## **6.5 Birth Place Forest**

The Birth Place Forest Program (Policy), initiated in 2007, continues to transform Lincoln Park on Woodland Drive into a thriving commemorative urban forest. Designed to celebrate the birth of children, this program also supports Lacombe's urban forestry objectives by enhancing air quality and beautifying the city. The trees remain accessible for all residents to enjoy.

Originally, in September 2006, Lot 1MR, Block 5, Plan 922-2219 (Lincoln Park, west of the cemetery) was designated as the Birth Place Forest site. However, on November 20, 2006, the motion was amended to allocate only the eastern portion of Lincoln Park for the forest, with plans for Phase II to be developed northeast corner of Lot 43ER (Bruns Pond).

The existing site has been well received by residents, with ongoing interest from community families. As Phase I has now reached capacity, the program must expand into Phase II. Given the site conditions, extending west from the current (Phase I) location is a natural progression.

The initially designated Phase II area contains remnants of an old roadbed, making it less suitable for sustaining healthy tree growth.

Council approved the expansion of the Birth Place Forest to the west of the path at the current location, situated on the east side of Lot 1MR, Block 5, Plan 922-2219, as Phase II. Additionally, Council approved Lot 1R, Block 6, Plan 922-2219, located northeast of Bruns Pond, be designated as Phase III of the Birth Place Forest.

## **8. In Camera**

### **8.1 Land (FOIP Section 16)**

Council directs Administration to submit a letter and Expression of Interest to MLA Johnson requesting her support in facilitating discussions with relevant Provincial Ministries.

#### ***\*The next scheduled Council Meetings:***

- Monday, March 10<sup>th</sup>, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, March 24<sup>th</sup>, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, April 14<sup>th</sup>, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***





## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING FEBRUARY 27, 2025

### COMMITTEE OF THE WHOLE MEETING NOTES

The following recommendations from the Committee of the Whole meeting held on February 4, 2025 received the approval of Council:

- That the Lacombe County Social Media presentation be received for information.
- That the Industrial Lot Inventory and Future Industrial Development presentation be received for information.
- That the Advertising Bylaw presentation be received for information; and further, that the County Manager be directed to draft an Advertising Bylaw for Council's consideration at a future meeting.
- That the Dust Control Program presentation be received for information.
- That the Tracking Dirt onto Roads discussion be received for information.
- That the Mature Asset Strategy discussion be received for information.
- That the Sandy Point Development presentation be received for information.
- That the Watering Wagon for Shelterbelt Planting discussion be received for information.
- That the Meeting with the Rural Municipalities of Alberta discussion be received for information.
- That the Purchase of U.S. Goods, Services, and Supplies discussion be received for information.

### POLICY RC(9) COUNTY SUPPORT OF COMMUNITY PROGRAMS, EVENTS & ACTIVITIES UPDATE

Council approved the following 2025 RC(9) funding applications:

All Applications Lacombe County RC(9) Grant Program - 2025			
Community	Applicant	Event	Approved Amount
Alix	Alix Mirror Wellness Supports Society	Family Day/Easter /Mother's Day	\$ 1,222.00
Bentley	Bentley & District Ag Society	Bentley Fair and Rodeo	\$ 1,222.00
Blackfalds	Town of Blackfalds	Blackfalds Day	\$ 8,561.00
Clive	Village of Clive	Clive Funfest	\$ 1,222.00
Eckville	Town of Eckville	Eckville Canada Day	\$ 1,222.00
Lacombe	Lacombe Performing Arts Centre Foundation	Music in the Park	\$ 1,500.00
Lacombe	City of Lacombe Arts Endowment Fund	Creation Station	\$ 2,000.00
Lacombe	Lacombe Days Association	Lacombe Days	\$ 8,948.00
Lacombe	Lacombe Museum	Summer Student Salaries	\$ -
Lacombe County	Friends of Mirror Library Society	May Long Children's activities	\$ 660.00
Lacombe County	Mirror Jolly Senior Social Club	Seniors Week Family Bingo, Labour Day BBQ	\$ 725.00
Lacombe County	Mirror Recreation Society	Easter/Spring Celebration	\$ 600.00
Lacombe County	Mirror Recreation Society	Children's Halloween Party & Haunted House	\$ 600.00
Lacombe County	Mirror Recreation Society	Christmas Celebration (Santa)	\$ 600.00
Lacombe County	Mirror Association for Ball Diamonds, Campground	Canada Day, Fire and Ice	\$ 1,500.00
Lacombe County	Tees Agricultural Society	Spring Chilli Cook-off and Bingo	\$ 500.00
Lacombe County	Tees Agricultural Society	Christmas Concert and Carol Festival	\$ 500.00
Lacombe County	Birch Bay Community Association	Family Day, July 1st fireworks, Beach Day BBQ	\$ 1,474.00
Lacombe County	Wilson Beach Estates	Christmas Parade	\$ 750.00
Lacombe County	Ellis Bird Farm	Canada Day, Blue Bird Festival, Bug Jamboree	\$ 1,500.00
SV of Birchcliff	SV of Birchcliff	Summer Celebration	\$ 611.00
SV of Gull Lake	Gull Lake Community League	Family Day, Canada Day , Christmas Pot Luck	\$ 611.00
SV of Sunbreaker Cove	SV of Sunbreaker Cove	Sunbreaker Cove Regatta	\$ 611.00
SV of Half Moon Bay	SV of Half Moon Bay	July 1st Canada Day	\$ 611.00
			\$ 37,750.00

### **2024 TAX SALE (PUBLIC AUCTION) FOLLOW UP**

On November 1, 2024, the County held its annual tax sale via public auction in accordance with section 418 of the Municipal Government Act. This auction included four properties with outstanding property taxes for more than two years. Two of the subject properties are located in Mirror, one in Rosedale Valley and one south of Blackfalds. No bids were received at the auction for any of the properties.

By resolution of Council, Lacombe County will acquire title to the following properties and offer them for sale in accordance with the Municipal Government Act:

- Lot 25, Block 3, Plan 7159AI
- Lot 25, Block 4, Plan 7159AI
- NW Quarter Section 17, Township 39, Range 26, West of the 4<sup>th</sup> Meridian
- OT (road allowance) portion, Section 36, Township 40, Range 27, West of the 4<sup>th</sup> Meridian

### **LACOMBE DISC GOLF ASSOCIATION RC(1) ROSEDALE VALLEY DISC GOLF COURSE FUNDING REQUEST**

Council approved \$9,000 in funding for the Lacombe Disc Golf Association's Rosedale Valley Disc Golf Course project. The funding will come from the County's Recreation Capital Assistance Reserve.

### **OPERATIONS POLICY REVIEW**

Council approved the revised OP(1) Road Designations and Standards policy as presented and the revised OP(6) Dust Control policy.

### **AVILA ENERGY – 2024 PROPERTY TAX PAYMENT PLAN REQUEST - UPDATED**

A motion that Lacombe County approve the payment plan proposed by Avila Energy for its tax account with payments paid over a thirty-six period starting June 1<sup>st</sup>, 2025, as outlined in its February 25, 2025 proposal, did not receive Council approval.

### **LACOMBE PERFORMING ARTS CENTRE 2024 REPORT**

Council received a presentation on the 2024 Report for the Lacombe Performing Arts Centre and directed the County Manager to prepare a report and recommendation for consideration at a future Council meeting.

### **FRIENDS OF LANDOWNERS ASSOCIATION**

Council received a presentation from the Friends of Landowners Association.

### **MUNICIPAL ELECTION BYLAW**

Council approved first, second, and third readings to Bylaw No. 1431/25, a bylaw governing municipal elections in Lacombe County.



SUCCESS GROWS HERE!

**Next Regular Council Meeting is**

**March 13, 2025 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**

**April 1, 2025 – 9:00 a.m.**

**Lacombe County Administration Building**

**\*\*For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website ([www.lacombecounty.com](http://www.lacombecounty.com)) after approval.**

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**MEETING DATE:** March 11, 2025  
**PRESENTED BY:** Brianna Berthiaume & Jennifer Harty  
**SUBJECT:** **Big Brothers Big Sisters of Lacombe and District**

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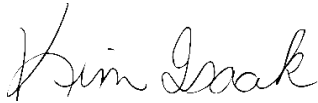
**BACKGROUND**

Brianna Berthiaume and Jennifer Harty, representing Big Brothers Big Sisters of Lacombe and District, will present an overview of the organization's impact on mentoring youth and strengthening the community of Blackfalds throughout 2024 and beyond by sharing the transformative stories of mentoring relationships and their long-lasting benefits for youth, families, and the community.

**ATTACHMENTS**

- *Blackfalds Big Brothers Big Sisters Impact Report*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



# Blackfalds Impact Report

"Because of my mentors I have more friends." - Mentee, Age 12

Big Brothers  
Big Sisters  
OF LACOMBE AND DISTRICT

## The Importance of Mentoring

Big Brothers Big Sisters of Lacombe and District is committed to empowering youth through meaningful, one-on-one and group mentoring relationships. By partnering with community organizations, businesses, individuals, and families, we provide young people with the support and guidance they need to thrive. Many of the youth in our programs have experienced obstacles that can make it harder to reach their full potential. The average Adverse Childhood Experience number for the youth we serve is 6.04, which is 1.5x higher than the national average. This underscores the importance of providing strong, supportive relationships that help youth build resilience, confidence, and brighter futures. **Through our work, we are not only helping youth grow stronger and healthier but also contributing to building a more connected, vibrant community for everyone.**

"The biggest positive change seen in my mentee is comfort in being herself." - Mentor

### Big Brothers Big Sisters of Canada National Statistics

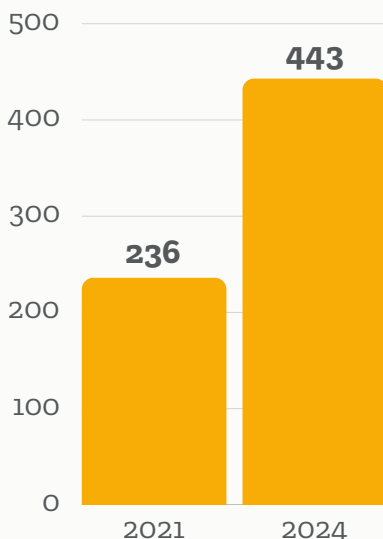
Data indicates:

Before Mentoring: **63%** of mentees when they enroll in the program state they experience bullying or engage in bullying behavior, and **50%** of mentees express they face social isolation.

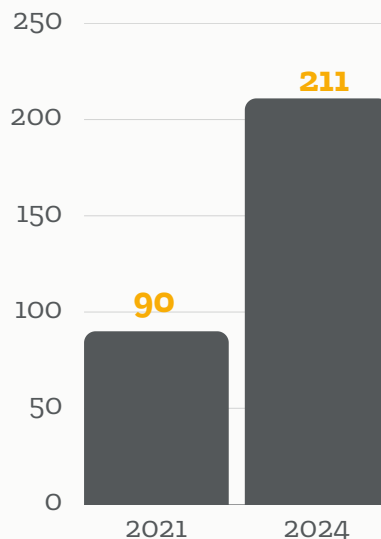
**Every \$1 invested in mentoring, returns \$23 to society.**

After a year of Mentoring: The data highlights the positive outcomes for youth which includes: **50%** are more likely to volunteer, **98%** believe they make good life choices, and **87%** report having strong social networks.

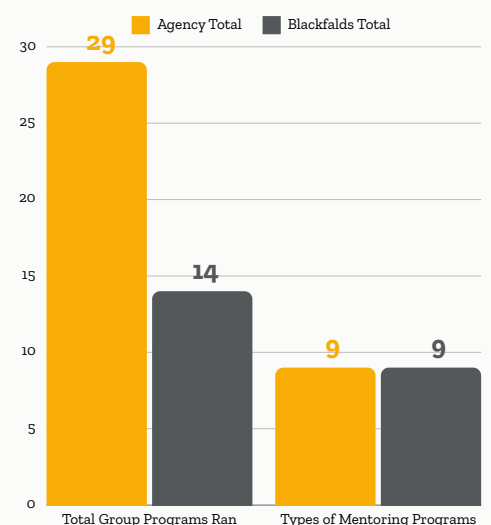
Total Children Served  
Agency Wide



Total Children Served  
Blackfalds

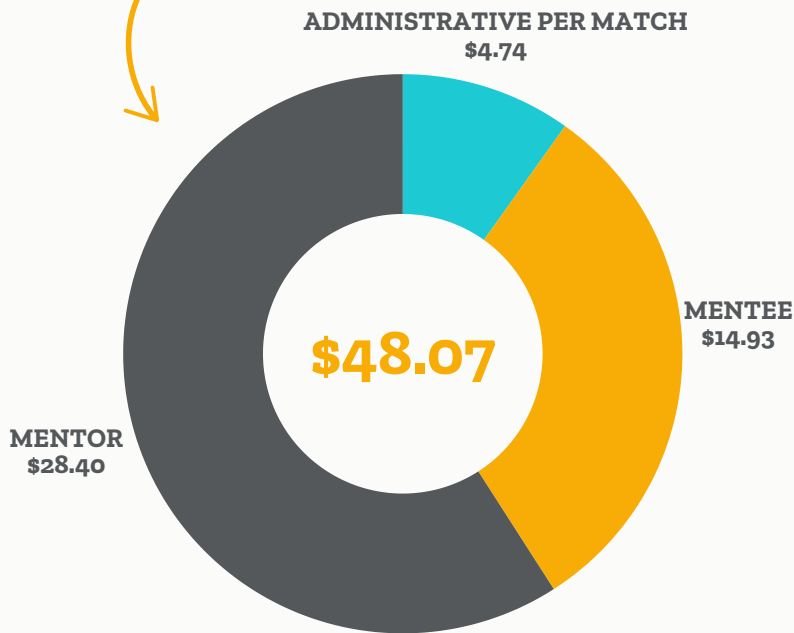


2024 Agency  
Impact



# Cost Breakdown

Here is a breakdown of our monthly cost to support a single mentoring relationship (2023 data):



This cost includes training, the matching process, and ongoing support throughout the mentoring journey.



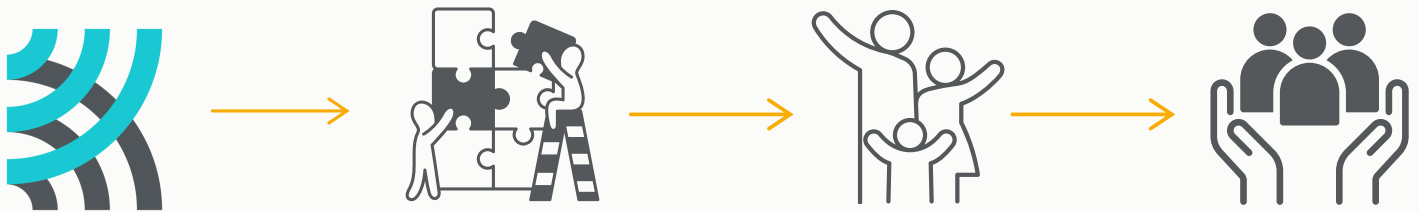
Mentor Sierra and Mentee Kyleigh have been matched since January 2023. The two of them started as an in-school match and then transitioned to a community-based match. Their favourite thing to do together is go to the library to do crafts. Sierra and Kyleigh have built a trusting mentoring relationship.

"After seeing this match together, I wish every student in the classroom had a mentor." -School Social Worker

## Community Investment

A total of **1,702 volunteer hours** in Blackfalds.

### The Power of Four



**The Power of Four** is a collaborative effort that includes our agency, our partners, the families, and the community. Through our processes and procedures, we build developmental relationships that support youth in reaching their full potential. The entire community plays a vital role, shaping who we are as an agency and working alongside us to empower youth. Together, we create a network of support that helps youth in our community thrive.

#### Contact Information:

✉ [lacombe@bigbrothersbigsisters.ca](mailto:lacombe@bigbrothersbigsisters.ca)  
☎ 403-782-7870  
🌐 <https://lacombe.bigbrothersbigsisters.ca/>

Funded by:



**United Way**  
Central Alberta  
[ca.unitedway.ca](http://ca.unitedway.ca)

**BLACKFALDS**  
**FCSS**  
FAMILY & COMMUNITY  
SUPPORT SERVICES



**BLACKFALDS**  
ALBERTA



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**MEETING DATE:** March 11, 2025

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Community Initiatives Grant – Frazier’s Next Level Coaching**

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## **BACKGROUND**

The Community Initiatives Grant was established to help local groups improve their programs and support their community events. This not only helps them establish themselves as a self-sufficient group and generate buy-in/memberships, but it also takes pressure off Town staff to plan programs. A total of \$17,000 is budgeted in the 2025 budget for this initiative.

## **DISCUSSION**

We received a Community Initiatives Grant application from Frazier’s Next Level Coaching in January to receive funding to offset costs relating to hosting the Arm Wrestling Alberta Provincial Championship at the Eagle Builders Centre on May 3, 2025. The Recreation, Culture and Parks (“RCP”) Board reviewed the grant at the February 5, 2025 RCP Board Meeting. Costs include trophies/awards, referees, scorekeepers, marketing, venue rental costs and travel/meals for officials. Frazier Benoit has competed at the World Arm Wrestling Championships, has been a National Champion multiple times and is now acting as a community champion. He is a semi-retired trainer/coach at Frazier’s Next Level Coaching. This group is requesting \$1,500 from the Community Initiative Grant program to host this event, which is expected to bring 200 participants to our community. Support for this event would align with the Town of Blackfalds 2024 to 2026 Mid-Term Strategic Plan under Strategic Priority #2, Economy.

## **FINANCIAL IMPLICATIONS**

The Community Initiatives Grant program has \$17,000 in the budget.

## **ADMINISTRATIVE RECOMMENDATION**

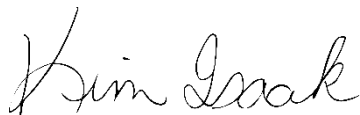
That Council consider the following motion:

1. That Council provides funding to Frazier’s Next Level Coaching from the Community Initiatives Grant in the amount of \$1,500.

## **ATTACHMENTS**

- *Frazier’s Next Level Coaching Community Initiatives Application*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

# GUIDELINES

## Purpose

The Community Initiatives Grant provides financial support to groups/organizations to deliver art, culture, heritage, sport, and recreation initiatives within Blackfalds. The grant will assist groups/organizations to create diverse cultural activities, engage residents, strengthen community partnerships, and develop safe and accessible initiatives to provide a positive and lasting impact on the community.

## Eligibility

Groups/organizations seeking to apply for financial support from the Community Initiatives Grant must demonstrate the following:

- The initiative must relate to an art, culture, heritage, sport and/or recreation activity.  
Examples include community art projects, festivals, art or culture programs, sporting events, performances, celebrations, etc.
- The initiative must serve the community of Blackfalds.

The following groups will be considered ineligible:

- Grants to individuals
- For-profit organizations
- Political based organizations/events

The following expenses will be considered ineligible to receive grant funding:

- Liquor expenses (including a liquor license)
- Retroactive funding for programs/projects
- Items for resale (including food)

## Application Review

Applications are reviewed by Administration and the Recreation, Culture and Parks Board and ultimately considered by Council. Applications will be reviewed up until the deadline on the second Friday of April.

## **Funding Availability**

The maximum amount a group/organization can apply for is \$2,500 per application. Total funding varies per year based on budget approval from Council. Please note that if funding is applied for and received one year, it does not mean that funding will be guaranteed for the following year. Due to limited funding, all application requests meeting the assessment criteria may not receive funding.

## **Assessment Criteria**

Applications will be assessed based on the ability to meet the criteria listed below:

- Fulfill a need within the community
- Encourage community participation
- The initiative is free to attend
- Will the initiative provide a positive and lasting impact on the community?

## **Requirements of Grant Applicants**

Grant applicants are required to complete the Community Initiatives Grant Application Form in full and answer any follow-up questions as required. Grant amount requests (as a part of revenues) should not exceed the total expense incurred, thus providing a surplus for the initiative. A final report will be required as outlined below.

## **Outcomes**

Community initiatives play an important role in Blackfalds' community development by providing opportunities to improve the quality of life of residents and create a positive and lasting impact. Successful initiatives will deliver engaging art, culture, heritage, sport and/or recreation opportunities through programming, events, or projects in Blackfalds that will engage residents, promote community well-being, celebrate diversity and heritage, and generate community spirit.

## **Funding Requirements**

Funding must be used for the purposes specified and in the timeline indicated. The Town of Blackfalds must be notified if any approved funding is not expended to allow for funding to be used for other Community Initiative Grant opportunities.

## **Final Report**

The Town of Blackfalds requires a complete final report to be received no later than 30 days after the completion of the event. The final report should include event details, actual financial numbers, attendance, and overall event summary.

## **Contact Information & Support**

Blackfalds Community Initiative Grant Information  
Community Services Department

Town of Blackfalds

Box 220

Blackfalds, Alberta T0M 0J0

403.885.4677

[info@blackfalds.ca](mailto:info@blackfalds.ca)

## COMMUNITY INITIATIVES GRANT APPLICATION

*\*Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

### APPLICANT INFORMATION

Organization/  
Group Name: Frazier's Next Level Coaching

Contact Person: Frazier Benoit Phone Number: 587 644 2057

Mailing Address & Postal Code: 5 Coleman Crest Blackfalds AB T0M0J0

Email Address: fraziersnextlevelcoaching@gmail.com

Website (if applicable): fraziersnextlevelcoaching.com Social Media (if applicable): facebook, instagram

#### Brief Organization Description:

Local business providing one on one fitness training, coaching for all skill levels and ages. Strength training, self confidence and self esteem building. Working with a variety of sports specializing in Arm-Wrestling training.

### INITIATIVE INFORMATION

Dates/Times: May 2nd and 3rd, 2025 Fulldays

Location(s): Eagle Builders Arene #1

#### Please provide a brief description of the initiative?

Alberta provincial Arm-Wrestling Championship 2025. Each year, Alberta communities, towns and cities put their proposals in to host this event. This year it's been awarded to "Frazier's Next Level Coaching" in Blackfalds. This event is the qualifier for Nationals which will be held in Regina, SK in July. 2025. Competitors are required to compete at Provincials to qualify for Nationals. Along with hosting Provincials in 2025, "Frazier's Next level Coaching" will be bidding for the up and coming Nationals in the next few years.

#### How does the initiative fulfill a need with the community?

This will promote growth of this sport locally, as well to promote the growth of our community and show what we have to offer in our sporting facilities.

## COMMUNITY IMPACT

How does the initiative encourage community participation?

Come as a spectator or join this event as it is open to the public. See what Arm-Westling has to offer, try your skills as a new competitor in the Novice division. Build the sport in our Community.

What is the cost to attend your program or event?

There is no cost to be a spectator, just come and enjoy the event. Competitors pay an entry fee.

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

Currently we have a small sponsor on board and working with the Microtel in Blackfalds as our host hotel. In the past years during Blackfalds Days "Frazier's Next Level Coaching" has held Arm-Wrestling tournaments at the Abbey Centre which does a fund raiser during the event for the "Tools for school Program". We will be continuing to put on the same tournament and raise funds again going to the same program. This will be an annual event which "Frazier's Next Level Coaching" will host every year at Blackfalds Days.

How will the initiative provide a positive and lasting impact on the community?

This event will be bringing in revenue to local businesses during the two day event. Host hotel, grocery stores, convenient stores, gas, transportation and purchasing of essentials or non-essential items will be purchased throughout from spectators and /or competitors while here stay in Blackfalds. We expect approximately 200 entries as well as family and friends who come to watch.



## INITIATIVE BUDGET

*\*Please fill in the anticipated budget for your program/event or provide an attached budget*

Revenue:	Value \$	Details
Grants		
Donations		
Sponsorships	\$500	Sponsorship from Trophy Loft
Other Revenues	\$5000.00 - \$7500.00	100 entries @ \$50.00 each - 150 entries @ \$50.00 each approx
Grant Amount Requested	\$1500.00	Requesting from Town of Blackfalds
<b>Total Revenues:</b>	<b>\$9500.00</b>	<b>Approx figure</b>
Expenditures:		
Materials	\$3000.00	Trophies and Awards
Artist/Instructor/Performance Fees	\$3200.00	Certified Referees flown in , MC, Score keepers
Promotional Expenses	\$1000.00	Banners, posters and media postings
Administrative Costs	\$1100.00	Admin costs and meals for staff
Insurance, Licencing	\$500.00	Approx costs
Other Costs	\$1700.00	Flights/Hotels/ transportation for Refs, MC & score keepers
<b>Total Expenditures:</b>	<b>\$10600.00</b>	
<b>Deficit:</b>	<b>\$1100.00</b>	

### Additional Information:

Venue rental cost to be determine. Expenditures are an approximate figure. We believe that our Community is growing and we have the best facilities to offer to sports of all kinds.

Frazier Benoit

Name of Applicant (please print)

*Frazier Benoit*

Signature of Applicant

January 28, 2025

Date

### FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

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**MEETING DATE:** March 11, 2025

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Community Initiatives Grant – Cold Blooded Cornhole**

---

## **BACKGROUND**

The Community Initiatives Grant was established to help local groups improve their programs and support their community events. This not only helps them establish themselves as a self-sufficient group and generate buy-in/memberships, but it also takes pressure off Town staff to plan programs. A total of \$17,000 is budgeted in the 2025 budget for this initiative.

## **DISCUSSION**

We received a Community Initiatives Grant application from Cold Blooded Cornhole in January in hopes of receiving funding to offset costs relating to hosting a regional cornhole tournament at the Eagle Builders Centre. Eligible costs include advertising, facility rental and supplies to host the tournament. Cold Blooded Cornhole is based in Lacombe but includes members from across Central Alberta. This group is requesting \$1,360 from the Community Initiative Grant program to host this event. This application was supported by the Recreation, Culture and Parks Board at the March 5, 2025 RCP Board Meeting. Support for this event would align with the Town of Blackfalds 2024 to 2026 Mid-Term Strategic Plan under Strategic Priority #2, Economy.

## **FINANCIAL IMPLICATIONS**

The Community Initiatives Grant program has \$17,000 in the budget.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council provides funding to Cold Blooded Cornhole from the Community Initiatives Grant in the amount of \$1,360.

## **ATTACHMENTS**

- *Cold Blooded Cornhole Community Initiatives Application*

## **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

# GUIDELINES

## Purpose

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## Eligibility

Groups/organizations seeking to apply for financial support from the Community Initiatives Grant must demonstrate the following:

- The initiative must relate to an art, culture, heritage, sport and/or recreation activity. Examples include community art projects, festivals, art or culture programs, sporting events, performances, celebrations, etc.
- The initiative must serve the community of Blackfalds.

The following groups will be considered ineligible:

- Grants to individuals
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The following expenses will be considered ineligible to receive grant funding:

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## Application Review

Applications are reviewed by Administration and the Recreation, Culture and Parks Board and ultimately considered by Council. Applications will be reviewed up until the deadline on the second Friday of April.

## **Funding Availability**

The maximum amount a group/organization can apply for is \$2,500 per application. Total funding varies per year based on budget approval from Council. Please note that if funding is applied for and received one year, it does not mean that funding will be guaranteed for the following year. Due to limited funding, all application requests meeting the assessment criteria may not receive funding.

## **Assessment Criteria**

Applications will be assessed based on the ability to meet the criteria listed below:

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- The initiative is free to attend
- Will the initiative provide a positive and lasting impact on the community?

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Grant applicants are required to complete the Community Initiatives Grant Application Form in full and answer any follow-up questions as required. Grant amount requests (as a part of revenues) should not exceed the total expense incurred, thus providing a surplus for the initiative. A final report will be required as outlined below.

## **Outcomes**

Community initiatives play an important role in Blackfalds' community development by providing opportunities to improve the quality of life of residents and create a positive and lasting impact. Successful initiatives will deliver engaging art, culture, heritage, sport and/or recreation opportunities through programming, events, or projects in Blackfalds that will engage residents, promote community well-being, celebrate diversity and heritage, and generate community spirit.

## **Funding Requirements**

Funding must be used for the purposes specified and in the timeline indicated. The Town of Blackfalds must be notified if any approved funding is not expended to allow for funding to be used for other Community Initiative Grant opportunities.

## **Final Report**

The Town of Blackfalds requires a complete final report to be received no later than 30 days after the completion of the event. The final report should include event details, actual financial numbers, attendance, and overall event summary.

## **Contact Information & Support**

Blackfalds Community Initiative Grant Information  
Community Services Department

Town of Blackfalds

Box 220

Blackfalds, Alberta T0M 0J0

403.885.4677

[info@blackfalds.ca](mailto:info@blackfalds.ca)

## COMMUNITY INITIATIVES GRANT APPLICATION

*\*Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

### APPLICANT INFORMATION

Organization/  
Group Name: **Cold Blooded Cornhole Asscoiation**

Contact Person: **Cheyne Law**

Phone  
Number: **403 350 9040**

Mailing Address  
& Postal Code:

Email  
Address: **lawdog94@hotmail.com**

Website  
(if applicable):

Social Media  
(if applicable): **Cold Blooded - FB**

Brief Organization Description:

Cold-Blooded Cornhole was founded in 2020 with the mission to promote physical activity, social interaction, and community spirit through the game of cornhole. Cold-Blooded is sanctioned through Cornhole Canada and Cornhole Alberta. The club is also registered as a non-for-profit by CRA.

### INITIATIVE INFORMATION

Dates/Times: **June 6th 2025 8am to 12pm**

Location(s): **Arena 1 Eagle Builders Center**

Please provide a brief description of the initiative?

The association is wanting to Host a Regional Corn Hole Tournament at the Eagle Builder center on June 6th 2025. Hosting a regional tournament is a large undertaking and involves a large number of volunteers in a coordinated effort.

How does the initiative fulfill a need with the community?

Access and promotion of an accessible sport like corn hole will help broaden the sport within the community. This event will also highlight the EBC as a venue for potential future events.



## COMMUNITY IMPACT

How does the initiative encourage community participation?

A regional tournaments bring participants from all over the province as well as out of province. The sport is growing with many local players from Blackfalds in the Cold Blooded club. The sport is split into 3 different tiers to ensure fairness for new comers.

What is the cost to attend your program or event?

The registration to attend the event is dependent on the following;

- Tier of Registration (3 different Tiers based on skill)

Tier 3 - Highest in Canada Doubles \$100 Singles \$50

Tier 4 - Intermediate Doubles \$80 Singles \$40

Tier 3 - Entry level Doubles \$60 Singles \$30

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

As Cold Blooded Corn hole is a fairly new organization registered as a non-profit late 2024. donations/sponsorship will be solicited. We have budgeted \$400

How will the initiative provide a positive and lasting impact on the community?

This initiative will have a positive impact on the community in the following way,

- Highlighting the EBC centre for summer activities

- The ability for spectators to view the sport at the highest level. in person. Online streaming of a feature court via social media highlighting Blackfalds.

- Economic spin off with players traveling in from other towns via hotel bookings and local spending in restaurants etc.

## INITIATIVE BUDGET

*\*Please fill in the anticipated budget for your program/event or provide an attached budget*

Revenue:	Value \$	Details
Grants		
Donations		
Sponsorships	400	Solicitation of Sponsorship
Other Revenues	1600	Registration of Players
Grant Amount Requested	1360	Weekend local Rate
<b>Total Revenues:</b>	3360	
<b>Expenditures:</b>		
Materials	300	Supplies to host Tournament
Artist/Instructor/Performance Fees	1100	Incentives payouts
Promotional Expenses	100	Advertising on Socials
Administrative Costs	300	
Insurance, Licencing	200	Liquor License and other
Other Costs	1360	Facility Rental
<b>Total Expenditures:</b>	3360	
<b>Deficit:</b>	0	

Additional Information:

Thank you to the board for this consideration

Cheyne Law

Name of Applicant (please print)

  
Cheyne Law (Feb 24, 2025 15:02 MST)

Signature of Applicant

February 24 2025

Date

### FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

---

**MEETING DATE:** March 11, 2025

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Community Initiatives Grant – Heart of Blackfalds Society**

---

## **BACKGROUND**

The Community Initiatives Grant was established to help local groups improve their programs and support their community events. This not only helps them establish themselves as a self-sufficient group and generate buy-in/memberships, but it also takes pressure off Town staff to plan programs. A total of \$17,000 is budgeted in the 2025 budget for this initiative.

## **DISCUSSION**

We received a Community Initiatives Grant application from the Heart of Blackfalds Society in February, seeking funding to host a Family Street Dance on August 21, 2025. In the past, Blackfalds would host a street dance on Broadway Avenue. This event would be similar, with music provided by a DJ, dancing, bouncy castles, a dunk tank and games. The event would encourage businesses and local organizations to participate and be free for people to attend. The last week of the Summer Culture Series would align with the event. This group is requesting \$1,360 from the Community Initiative Grant program to host this event. This application was supported by the Recreation, Culture and Parks ("RPC") Board at the March 5, 2025 RCP Board Meeting. Support for this event would align with the Town of Blackfalds 2024 to 2026 Mid-Term Strategic Plan under Strategic Priority #2, Economy.

## **FINANCIAL IMPLICATIONS**

The Community Initiatives Grant program has \$17,000 in the budget.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council provides funding to the Heart of Blackfalds Society from the Community Initiatives Grant in the amount of \$2,000.

## **ATTACHMENTS**

- *Heart of Blackfalds Society Community Initiatives Application*

## **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

# GUIDELINES

## Purpose

The Community Initiatives Grant provides financial support to groups/organizations to deliver art, culture, heritage, sport, and recreation initiatives within Blackfalds. The grant will assist groups/organizations to create diverse cultural activities, engage residents, strengthen community partnerships, and develop safe and accessible initiatives to provide a positive and lasting impact on the community.

## Eligibility

Groups/organizations seeking to apply for financial support from the Community Initiatives Grant must demonstrate the following:

- The initiative must relate to an art, culture, heritage, sport and/or recreation activity. Examples include community art projects, festivals, art or culture programs, sporting events, performances, celebrations, etc.
- The initiative must serve the community of Blackfalds.

The following groups will be considered ineligible:

- Grants to individuals
- For-profit organizations
- Political based organizations/events

The following expenses will be considered ineligible to receive grant funding:

- Liquor expenses (including a liquor license)
- Retroactive funding for programs/projects
- Items for resale (including food)

## Application Review

Applications are reviewed by Administration and the Recreation, Culture and Parks Board and ultimately considered by Council. Applications will be reviewed up until the deadline on the second Friday of April.

## **Funding Availability**

The maximum amount a group/organization can apply for is \$2,500 per application. Total funding varies per year based on budget approval from Council. Please note that if funding is applied for and received one year, it does not mean that funding will be guaranteed for the following year. Due to limited funding, all application requests meeting the assessment criteria may not receive funding.

## **Assessment Criteria**

Applications will be assessed based on the ability to meet the criteria listed below:

- Fulfill a need within the community
- Encourage community participation
- The initiative is free to attend
- Will the initiative provide a positive and lasting impact on the community?

## **Requirements of Grant Applicants**

Grant applicants are required to complete the Community Initiatives Grant Application Form in full and answer any follow-up questions as required. Grant amount requests (as a part of revenues) should not exceed the total expense incurred, thus providing a surplus for the initiative. A final report will be required as outlined below.

## **Outcomes**

Community initiatives play an important role in Blackfalds' community development by providing opportunities to improve the quality of life of residents and create a positive and lasting impact. Successful initiatives will deliver engaging art, culture, heritage, sport and/or recreation opportunities through programming, events, or projects in Blackfalds that will engage residents, promote community well-being, celebrate diversity and heritage, and generate community spirit.

## **Funding Requirements**

Funding must be used for the purposes specified and in the timeline indicated. The Town of Blackfalds must be notified if any approved funding is not expended to allow for funding to be used for other Community Initiative Grant opportunities.

## **Final Report**

The Town of Blackfalds requires a complete final report to be received no later than 30 days after the completion of the event. The final report should include event details, actual financial numbers, attendance, and overall event summary.

## **Contact Information & Support**

Blackfalds Community Initiative Grant Information  
Community Services Department

Town of Blackfalds  
Box 220  
Blackfalds, Alberta T0M 0J0  
403.885.4677  
[info@blackfalds.ca](mailto:info@blackfalds.ca)



## COMMUNITY INITIATIVES GRANT APPLICATION

*\*Please refer to the Community Initiatives Grant Information Package prior to filling out this application*

### APPLICANT INFORMATION

Organization/  
Group Name:

Contact Person:

Phone  
Number:

Mailing Address  
& Postal Code:

Email  
Address:

Website  
(if applicable):

Social Media  
(if applicable):

Brief Organization Description:

### INITIATIVE INFORMATION

Dates/Times:

Location(s):

Please provide a brief description of the initiative?

How does the initiative fulfill a need with the community?

Personal information on this form will be used strictly for obtaining the prescribed consent. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the Act. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.ca or by phone at 403.885.6370.

## COMMUNITY IMPACT

How does the initiative encourage community participation?

What is the cost to attend your program or event?

Is your group/organization receiving funding (donations, grants, sponsorship, other revenues) from other sources?

How will the initiative provide a positive and lasting impact on the community?

## INITIATIVE BUDGET

*\*Please fill in the anticipated budget for your program/event or provide an attached budget*

Revenue:	Value \$	Details
Grants		
Donations		
Sponsorships		
Other Revenues		
Grant Amount Requested		
<b>Total Revenues:</b>		
<b>Expenditures:</b>		
Materials		
Artist/Instructor/Performance Fees		
Promotional Expenses		
Administrative Costs		
Insurance, Licencing		
Other Costs		
<b>Total Expenditures:</b>		
<b>Deficit:</b>		

Additional Information:

\_\_\_\_\_  
Name of Applicant (please print)

  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Date Recieved:

Town of Blackfalds Staff Signature:

---

**MEETING DATE:** March 11, 2025

**PREPARED BY:** Ken Morrison, Director of Emergency Management & Protective Services

**PRESENTED BY:** Ken Morrison, Director of Emergency Management & Protective Services

**SUBJECT:** **Blackfalds Policing Committee**

---

## **BACKGROUND**

In 2022 the provincial government passed Bill 6, the *Police Amendment Act*. The legislation required that Municipalities in Alberta establish civilian governance bodies. The purpose of the governance bodies was to provide an opportunity for communities to participate in setting policing priorities and performance goals. Prior to Bill 6 coming into effect the formation of Policing Committee's was optional. The Town of Blackfalds chose to form its own committee in 2011. The Police Governance Regulation came into effect March 1<sup>st</sup>, 2025.

The regulation requires that every community in Alberta served by the RCMP, depending on their size and type of police service agreement is required to be represented on either a:

1. Communities policed under the Provincial Police Servicing Agreement (PPSA) include communities under 5,000 population or are considered a rural municipality. These communities will be represented by the **Provincial Police Advisory Board**.
2. Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement (MPSA) are required to establish a **Municipal Policing Committee**.
3. Communities with a population of less than 15,000 policed under an MPSA are required to participate in a **Regional Policing Committee and can opt to establish their own committee**.

The Town of Blackfalds falls within number 3 and has had an active Policing Committee under the authority of Bylaw 1125/11 since 2011. The Committee is further governed by their own Police Committee Policy Manual.

The current Policing Committee has provided an effective level of civilian governance with local policing since its establishment. The Committee has been active in bringing forward community concerns to local law enforcement as well as providing valuable insight into priorities within the community.

## **DISCUSSION**

As noted, the Town falls into the category of a municipality with a population under 15,000 and has two choices: either to enter a regional committee or to maintain its own committee. To "opt-out" of a regional committee would require the Town to submit a letter to the Minister of Public Safety and Emergency Services seeking approval to opt-out.

The Regional Policing Committee boundaries are broken down into four regions, which are based on the four RCMP districts that currently operate within the province. The Regional area would be quite large as referenced by the attachment included in this report. Both the Town of Innisfail and the Town of Rocky Mountain House have chosen to "opt-out" of the Regional Policing Committee.

Administration recommends that Council seek the Ministers' approval in maintaining the current Policing Committee that has been in existence since 2011.

If approval is received, both the current Policing Committee Bylaw and Police Committee Policy Manual will require minor updates.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council send a letter to the Minister of Public Safety and Emergency Services, Mike Ellis requesting to opt out of the Regional Policing Committee and to maintain the current Town of Blackfalds Policing Committee.

**ALTERNATIVES**

- a) That Council refers Blackfalds Policing Committee back to Administration for further information.
- b) That Council does not send a letter to the Minister to support maintaining the Town of Blackfalds Policing Committee.
- c) That Council opt-in to a Regional Policing Committee.

**ATTACHMENTS**

- *Town of Blackfalds Policing Committee Policy Manual*
- *Town of Blackfalds Policing Committee Bylaw 1125/11*
- *POLICE ACT – Police Governance Regulation Alberta Regulation 156/2024*
- *Frequently asked questions RCMP Civilian Governance*
- *RCMP K Division Boundaries Map*

**APPROVALS**

Kim Isaak,  
Chief Administrative Officer



Department Director/Author

# Blackfalds Policing Committee Policy Manual



**Blackfalds Policing Committee  
Blackfalds, Alberta**



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## **Section 1: Framework**

## 1.1 Intent

The manual includes policies designed to assist the policing committee in:

- conducting its own business as effectively, efficiently, and as transparently as possible; and
- providing direction to the detachment commander.

While the [\*Police Act\*](#) outlines the legal obligations of the policing committee, as a “local government body”, the policing committee may be subject to a variety of other pieces of legislation/regulations depending on the nature of police service agreement. A limited alphabetical list includes:

- a. *Alberta Municipal Government Act*
- b. *Canadian Charter of Rights and Freedoms*
- c. *Criminal Code of Canada*
- d. *Freedom of Information and Protection of Privacy Act*
- e. *Freedom of Information and Protection of Privacy Regulations*
- f. *Town of Blackfalds Policing Committee Bylaw 2015-14*
- g. *Municipal Policing Services Agreement (MPSA)*
- h. *Provincial Policing Standards and Evaluations and*
- i. *RCMP Act*

Please forward any suggested amendments to this policy manual to:

Blackfalds Policing Committee  
Ken Morrison, Emergency Management & Protective Services Director

at 403-885.6351 E-Mail: [kmorrison@blackfalds.ca](mailto:kmorrison@blackfalds.ca)

For questions regarding the application of this information to the development of policies and procedures for your policing committee, please contact Ken Morrison.

## 1.2 Policing Committee Legislative Obligations

The policing committee is an independent organization established by council pursuant to **Section 23(2)** of the [\*Police Act\*](#).

Town of Blackfalds Council, in the Policing Committee Bylaw 1125/11, has

- Prescribed the rules governing the operations of the policing committee; and
- Allowed for the appointment of members to the policing committee.

## 1.3 Mission Statement

To work in partnership with the citizens to ensure transparent, effective, and responsive policing throughout the municipality.

## 1.4 Vision Statement

To become a model of the civilian oversight of policing for municipal stakeholders contracting with the Federal Government for the services of the RCMP.

## 1.5 Values

- **Respect:** We respect our people and the community we serve.
- **Accountability:** We are accountable to each other and those we serve.
- **Honesty:** We are forthright, direct and honest with our community and ourselves.
- **Integrity:** We conduct ourselves in an ethical manner; maintaining confidentiality, trust and objectivity.

## **Section 2: Policies for the Policing Committee**

Policies, adopted by the policing committee, to govern its members, relationships, staff and activities and guidelines used by members and staff of the policing committee in carrying out the committee's responsibilities and obligations under the [Police Act](#), the *Freedom of Information and Protection of Privacy Act* and Town of Blackfalds *Policing Committee Bylaw*.

## 2.1 Selection and Appointment of Policing Committee Members

In the selection and appointment of policing committee members, municipal council and the policing committee adheres to **Section 23(1-15)** of the [Police Act](#) and the Town of Blackfalds Policing Committee Bylaw. (Refer to Appendix 4.5, The Town of Blackfalds Bylaw 2015-14 for complete details on the committee as approved and directed by Council.)

- (1) Committee vacancies will be advertised by the Town annually in September. This shall include the number of vacancies, a brief description of the committee and expectations for committee members.
- (2) The chair or vice chair shall be responsible for interviewing committee applicants. Upon completion of the interviews the chair or vice chair shall meet with the Manager of Protective Services and will provide him with a ranking of the candidates.
- (3) The Manager of Protective Services shall submit a list of recommended applicants to Council for consideration.
- (4) Council will appoint public committee members at their annual organization meeting in October.
- (5) All those appointed to the policing committee shall take the oath set out in **Schedule 2** of the [Police Act](#), and submit a criminal record check to the town.
- (6) Staggered appointment by council is desired for succession planning.
- (7) A former member is eligible for reappointment.
- (8) When a vacancy occurs, council may appoint a replacement for the remainder of the term.
- (9) Membership can be revoked by council for just cause.
- (10) The policing committee chair will act as public complaint director (PCD).
- (11) The Town shall provide administrative support to assist the policing committee by:
  - (a) attending all meetings and keeping a complete record of the minutes of the meetings;
  - (b) maintaining all records, correspondence, orders and decisions of the policing committee;
  - (c) carry out such other functions of the policing committee as may be delegated.

## 2.2 Policing Committee Responsibilities

The policing committee responsibilities are prescribed by Sections 23(14) and 28.1 (1,3) of the Police Act and Section 3 of the Policing Committee Bylaw.

Listed below are the responsibilities as prescribed by the Act and Bylaw and the interpretation of how these responsibilities apply.

Police Act		
Section	Wording from Act	Interpretation/Intent
23 (a)	Oversee the administration of the policing agreement (MPSA);	The entire agreement is included as MPSA Appendix 4.6. What is relevant for the committee is: Article 2: Purpose and Scope Article 5: Increase or Reduction in the Municipal Police Service

		<p>Article 6: Management of the Municipal Police Service</p> <p>Article 7: Operation of the Municipal Police Service</p> <p>Article 8: Resources and organization</p> <p>Article 18: Operational Effectiveness Assessments</p>
23(b)	Assist in selecting the officer in charge	When a vacancy occurs with the Staff Sergeant position, a member of the policing committee shall have the opportunity to be a part of the RCMP selection process (See Section 7.3 of the MPSA)
23(c)	Represent the interests of the council to the officer in charge of the municipal police service	One member of Council sits on the committee. It shall be the responsibility of the Council member to represent the interests of Council to the officer in charge at the policing committee meetings.
23(d)	In consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing	Committee members shall obtain feedback from the community on policing priorities and with the officer in charge develop a yearly plan of priorities and strategies. This is known as the Annual Policing Priorities (APP). The committee is required to submit this annual plan to Council for information (Section 4.1 of the Policing Committee Bylaw)
23(e)	Issue instructions to the officer in charge respecting the implementation and operation of the yearly plan	This is accomplished by approving the Annual Policing Priorities.
23(f)	Represent the interests and concerns of the public to the officer in charge	One of the main functions of the committee is to share interests and concerns of the public to the officer in charge. This information can be obtained through formal means such as attending service club meetings or participating in public information sessions, or informally by obtaining feedback through peer networks.



23(g)	Assist the officer in charge in resolving complaints	This is accomplished by appointing a public complaint director and advertising this service.
23(h)	Appoint a Public Complaint Director	The chair is delegated to be the Public Complaints Director.

As per **Sections 23(14)** and **28.1(1,3)** of the [Police Act](#), the policing committee shall, with respect to the municipality for which it is established:

- a) Oversee the administration of the policing agreement (MPSA);
- b) Assist in selecting the officer in charge;
- c) Represent the interests of the council to the officer in charge of the municipal police service;
- d) In consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing;
- e) Issue instructions to the officer in charge respecting the implementation and operation of the yearly plan;
- f) Represent the interests and concerns of the public to the officer in charge;
- g) Assist the officer in charge in resolving complaints; and
- h) Appoint a Public Complaint Director.

**Note:** Municipal council is liable for any legal liability incurred by the policing committee.

## 2.3 Policy Review

- a) Policies and procedures of the policing committee shall be reviewed annually. Modifications must receive policing committee approval.
- b) In the event the Blackfalds Policing Committee is dissolved; the CAO is required to notify administration at Alberta Justice and Solicitor General.

## 2.4 Policing Committee Member Conduct

- (1) Members of the policing committee must perform their official duties and functions and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity, and impartiality of the policing committee are maintained and enhanced.
- (2) All members will abide by their oath of office.
- (3) Policing committee member actions will respect the dignity of individuals in accordance with the:
  - *Alberta Human Rights, Citizenship and Multiculturalism Act*;
  - *Canadian Charter of Rights and Freedoms*; and
  - *Freedom of Information and Protection of Privacy Act*; and
  - *The Town of Blackfalds's Respectful Workplace Policy*.
- (4) Policing committee members will not share information deemed sensitive or confidential. Such information will not be used for personal gain, or to benefit friends, relatives or associates. Breaches may be cause for dismissal from the policing committee.
- (5) Policing committee members are required to attend all scheduled meetings of the policing committee and all sub-committee meetings on which they are serving. Absences should be reported to the chair prior to meetings. Lack of attendance may be cause for dismissal from the policing committee.

- (6) Policing committee members will follow the municipal policies regarding the acceptance of personal and corporate gifts. (See Appendix 4.4)
- (7) Inappropriate conduct may result in dismissal from the policing committee as recommended by a majority of the policing committee and ratified by council.

## **2.5 Conflict of Interest**

Conflict of interest refers to a conflict between a member's personal and/or business interests and the member's responsibility as a policing committee member. This conflict may exist whether or not there is financial gain. Town of Blackfalds Bylaw 2015-24 item 10.1 states:

*"No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest as defined in the Municipal Government Act."*

- (1) Policing committee members, personally or in relation to their colleagues, must declare all potential or perceived conflicts of interest. The policing committee will decide whether or not the member in question will be excluded from voting or discussion of the matter.
- (2) All conflicts and actions taken regarding the conflict must be entered into the minutes.
- (3) Conflicts brought to the attention of the chair must be resolved in a manner that conserves and enhances public confidence and trust in the integrity, objectivity and impartiality of the policing committee.
- (4) Undisclosed conflict of interest may result in dismissal from the policing committee as per the final decision of council.

## **2.6 Committee Expenses**

- (1) Expenses will be reimbursed using the municipal travel and expense policy.
- (2) Money for expenses will be obtained from the policing committee's annual budget as granted by council following the municipal budgetary cycle.

## **2.7 Orientation of New Members**

- (1) New policing committee members will participate in an orientation session regarding their roles and responsibilities. This orientation shall take place as soon as practicable upon appointment.
- (2) New policing committee members will be given copies of (alphabetical):
  - Blackfalds Policing Committee Bylaw 1125/11; and
  - Blackfalds Policing Committee Policy Manual.
- (3) Policing committee members will receive an overview from the chair or designate regarding (alphabetical):
  - Communication strategies and policies (with members, policing committee staff, external services, media, public, police service, etc.);
  - Current goals of the policing committee;
  - Event schedules and expected attendance;
  - Meeting procedures and schedules;
  - Mission and vision of the policing committee;
  - Municipal Policing Agreement (MPSA);
  - Organizational structure of council;
  - Organizational structure of the RCMP detachment;

- Past annual reports (policing committee and RCMP);
  - Policing committee budget;
  - Structure and function of sub-committees;
  - Time commitments; and
  - Travel and expense policy.
- (4) Policing committee members will participate in ongoing developmental opportunities as time permits including but not limited to (alphabetical):
- Attendance at conferences;
  - Introduction to community societies and non-profits;
  - Mentoring (including for succession planning);
  - Overview of victims of crime services; and
  - Training provided by Alberta Justice and Solicitor General or other provincial partners. On-line training is required and will be set up by the Chair for all members.
  - New committee members are required to complete On-Line Training within 3 months of their appointment to the Policing Committee.

## 2.8 Roles and Responsibilities of Chair and Vice-chair

- (1) The chair as elected by the membership at the commencement of each year, presides over policing committee meetings. Should the chair not be present, or vacate the position either temporarily or permanently, the vice-chair will act in the chair's place.
- (2) Neither a member of council nor an employee of the municipality may be chair or vice-chair.
- (3) Should neither the chair nor vice-chair be available, the policing committee shall elect an acting chair for the meeting until such time the chair or vice-chair is available.
- (4) The chair is to be advised of a breach/potential breach of the oath or these policies by a member or detachment commander. Breaches by the chair should be referred to the vice-chair.
- (5) The chair/vice-chair may engage an outside agency as required to investigate allegations of the breach. The policing committee will review findings and recommend (or not) the revocation of the appointment to council.

## 2.9 Role of Public Complaint Director

- (1) The public complaint director (PCD), who is the Policing Committee Chair, receives complaints from the public on behalf of the policing committee. The PCD is delegated the authority to receive complaints, liaise with the detachment commander and perform other duties on behalf of the policing committee as per **Section 28.1(3 (a, b, c))** of the [Police Act](#).
- (2) Complaints are recorded in writing by the PCD and forwarded on behalf of the complainant to the detachment commander who decides if the complaint should be managed by the police service or the policing committee as per **Section 43(1)** of the [Police Act](#).
- (3) The PCD monitors the complaints process of the police service.
- (4) The PCD provides reports monthly to the policing committee.
- (5) The PCD attends meetings as coordinated by the provincial public complaint director from Alberta Justice and Solicitor General.
- (6) The PCD consults with the municipality's FOIP coordinator with regard to file/record management including storage and destruction.

## 2.10 Formation of Sub-Committees

- (1) The function of a sub-committee is to assist the policing committee in completing its responsibilities.
- (2) The policing committee may form either standing or ad hoc sub-committees to examine and report on issues that fall under the authority and responsibility of the policing committee.
- (3) The policing committee sets the terms for the sub-committee, appoints its chair and participating members. Any policing committee member may attend a sub-committee meeting.
- (4) The policing committee may appoint subject matter experts from the public or policing committee staff to assist in sub-committee business.
- (5) The sub-committee must provide copies of its agenda and minutes of its meetings for storage by the policing committee.
- (6) The sub-committee provides options and recommendations for the policing committee to consider.
- (7) The sub-committee may not speak or act for the policing committee unless it has formally been given authority and then only for a specific or time-limited purpose.
- (8) The sub-committee shall report regularly to the policing committee, the schedule to be determined by the policing committee.

## 2.11 Meetings

- (1) At the last meeting of the year, the chair shall schedule all regular meetings occurring in the next year (March., June, Sept. & Dec.). The yearly schedule is made public. The Chair should advise the committee of the exact date/time of each scheduled meeting one month in advance.
- (2) A majority of policing committee members shall form a quorum. Each member has one vote. The detachment commander, staff and other attendees have an advisory capacity only and therefore no voting privileges. In the event of a tie, the chair will vote to maintain status quo.
- (3) Meetings shall be open to the public. However, in-camera sessions may be held respecting *Freedom of Information and Protection of Privacy Regulation* items (FOIP) when issues deal with:
  - Security of the policing committee's property;
  - Personal information of an individual, including an employee of the policing committee or police service;
  - A law enforcement matter (as per FOIP definition), litigation or potential litigation, including appeals to the policing committee or matters before administrative tribunals affecting the policing committee; or
  - The consideration of a request for access to information under (FOIP).
- (4) The conduct of all participants will be respectful, using appropriate language and following the rules as outlined by the chair. Attendees displaying poor conduct may be asked by the chair to leave the meeting.
- (5) The agenda for each meeting is set by the chair in consultation with Manager of Protective Services and the detachment commander and is to be finalized 5 working days before the meeting. In-camera items are to be clearly marked.
- (6) The agenda is distributed to all policing committee members five (5) working days before the meeting. In general, no items will be added to the agenda after this notification. All support material (reports, briefs, letters, last session minutes, etc.) needs to be included. **It is**

**expected that members review all material prior to the meeting and be prepared to discuss in detail at that time.**

- (7) Members of the public (delegation) who wish to address the policing committee must request permission from the chair seven (7) working days prior to the meeting. The delegation must detail the names of those attending and the subject to be discussed. Presentations are limited to 5 minutes unless otherwise indicated by the chair. Complaints about officer conduct are not topics for this forum.
- (8) During the meeting, the chair may coordinate requests from the audience to address the policing committee regarding items on the agenda. Complaints about officer conduct are not topics for this forum.
- (9) The general order of business for policing committee meetings as coordinated by the chair is as follows:
  - Call the meeting to order
  - Regrets
  - Adoption of the Agenda
  - Approval of previous Minutes
  - Business arising from previous meetings
  - Community Engagement Update
  - Executive/Sub-Committee Reports
  - Other new business
  - Delegations
  - Adjournment
- (10) Minutes of meetings are an honest expression of the group's opinions and a summary of what was discussed and decided. Unbiased, accurate minutes will include:
  - Time the meeting was called to order;
  - Names of attendees and those sending regrets (and if only attending part of the meeting);
  - Persons who motioned and seconded adoption of the agenda and approval of previous minutes, and all decisions made during the meeting;
  - Concise summaries regarding discussions and presentations;
  - Items that have been held over to another meeting (for tracking) with deadlines; and
  - The time the meeting adjourns.
- (11) Notes kept to prepare the official minutes of the policing committee are considered transitory records and are destroyed upon approval of the minutes.
- (12) All records of the policing committee are stored and archived as per the policies and procedures of the municipality.
- (13) The policing committee, as a public body must comply with *Freedom of Information and Protection of Privacy* (FOIP) Legislation. The FOIP coordinator for the municipality has been designated in Bylaw as responsible for ensuring that personal information is managed in accordance with FOIP legislation including the destruction of information following meetings or terms of members. Requests for information involving the policing committee should be directed to the FOIP Coordinator for the municipality subject to their fees and policies.

**Note:** The RCMP is subject to federal legislation that differs from provincial FOIP.

## **2.12 Communication**

- (1) The chair of the policing committee is the official spokesperson for the policing committee and represents the policing committee in all matters before municipal, provincial and federal government.
- (2) All correspondence addressed to the chair that is not a public complaint under the [Police Act](#) is processed by the chair.
- (3) All correspondence sent or received directly by the chair or policing committee members are forwarded to the policing committee for response and filing.
- (4) Formal communication between the police service and the policing committee is conducted through the chair and the office of the detachment commander.
- (5) The chair is the media spokesperson for the policing committee.

## **2.13 Policing Committee Annual Plan**

This section refers only to the annual plan for the policing committee only. The RCMP Annual Plans and Priorities is dealt with under Section 3.3 of this policy manual.

- (1) The policing committee, in consultation with the detachment commander and Manager of Protective Services, will write an annual plan that at a minimum contains:
  - Priorities, goals and objectives;
  - Implementation strategies;
  - Benchmarks for success; and
  - A budget.
- (2) Changes to the plan need approval from the policing committee. All changes must be recorded in policing committee minutes and reported on in the next quarterly report.
- (3) The financial records of the policing committee may be audited at any time by auditors appointed by the municipality.
- (4) The policing committee will prepare a final annual report for submission to both council and made available to the public. At a minimum the report may contain:
  - Membership of the policing committee;
  - Committee activities and highlights;
  - Number of complaints received regarding the RCMP by the Public Complaints Director.

## 2.14 Complaints

- (1) Complaints of the following three (3) types are to be managed using the Public Complaint Director Protocol developed in partnership by RCMP "K" Division and Alberta Justice and Solicitor General:
  - assistance to the general public;
  - public complaints and or statutory allegations; and
  - service delivery complaints.

- (2) **Serious Incidents and Complaints**

Serious incidents or complaints (including issues of a sensitive nature), as defined by Alberta Justice and Solicitor General are managed according to **Section 46.1** and **Section 46.2** of the [Police Act](#). **Note:** The RCMP complies with this provincial legislative directive.

- (a) The criminal operations officer (CROPS Officer) shall notify the Minister as soon as practicable of incidents or complaints involving serious injury or death of any person that may have resulted from the actions of a police officer as per **Section 46.1(1)** of the [Police Act](#). The detachment commander shall inform the policing committee of same as soon as practicable.
- (b) The CROPS Officer shall notify the Minister as soon practicable of situations of a serious or sensitive nature that may have related to the actions of a police officer as per **Section 46.1(1)** of the [Police Act](#). The detachment commander shall inform the policing committee of same as soon as practicable.
- (c) The Minister via his/her designate, the Director of Law Enforcement, will decide how the matter is investigated as per **Section 46.1(2)(a-d)** of the [Police Act](#). This may include:
  - assistance of a police officer from another police service;
  - investigation by another police service;
  - appointing of the public as overseers; or
  - as per **Section 46.2** of the [Police Act](#), direct the Alberta Serious Incident Response Team to investigate, assist in the investigation, or take over the investigation.
- (d) Copies of documentation provided to the complainant during the investigation will also be provided to the policing committee in the spirit of **Section 46.1(8)** of the [Police Act](#). The investigation findings will be shared with the policing committee in the spirit of **Section 46.1(4)** of the [Police Act](#).
- (e) **Complaint Analysis**

As per the *Provincial Policing Standards*, **Section PA 7.9** the police service shall analyze all complaints annually to evaluate and resolve any trends that may adversely affect public confidence in either the conduct of an individual member or the quality of service delivered. The results of the analysis shall be reported annually to the policing committee by the detachment commander with identification of strategies to address concerns.



### **Section 3: Policies for the Governance and Oversight of the Police Service**

Guidelines, policies and directions for the provision of efficient and effective police services.

### 3.1 Approach to Policing

- (1) The policing committee endorses a community-based approach to policing based on the following definition:

Community policing, which is based on the principles of partnership, ownership, problem solving and quality service, allows police services to respond to the unique policing needs of their communities. Implementing community policing requires ongoing dialogue with the community, taking a collaborative and proactive approach and identifying community needs.
- (2) The detachment commander must manage the police service in a manner that upholds the policing committee's commitment to community-based policing.

### 3.2 Management of the Police Service

- (1) For the purposes of the Municipal Policing Services Agreement (MPSA), the Officer in Charge will act under the direction of the CAO, or policing committee if the CAO has designated in writing (i.e. the policing committee's by-law).
- (2) The detachment commander has command of the police service subject to the policies and general supervision outlined in the Municipal Policing Service Agreement (MPSA).
- (3) If the detachment commander is unable to fulfill his or her assigned duties, the RCMP shall be responsible for appointing an interim detachment commander.
- (4) Each year, the policing committee (as the designate of CAO/council), in consultation with the detachment commander set the objectives, priorities and goals of the municipal police service in concert with the annual RCMP planning cycle (**MPSA Article 6.1**).
- (5) The municipal police service will follow the professional police standards and procedures as determined by the RCMP (**MPSA Article 6.5**).

### 3.3 Operation of the Police Service

- (1) The detachment commander (**MPSA Article 7.2**) will:
  - a. implement the objectives, priorities and goals as determined; and
  - b. report as reasonably required on matters of law enforcement in the municipality and on the implementation of the objectives, priorities and goals that have been set.
- (2) When applicable, the policing committee will have one committee member participate in the selection and appointment process of the detachment commander (**MPSA Article 7.3**).
- (3) The policing committee may discuss the removal of any member of the municipal police service with the detachment commander and the Manager of Protective Services (as delegated by the CAO). A written request for such removal will be forwarded to the Commanding Officer by the CAO (**MPSA Article 7.4**).
- (4) Each year, the detachment commander will provide annual statements including an explanation of changes since the previous statement, of the composition of the municipal police service that show or include (**MPSA Article 8.1**):
  - a. A current organizational chart of the police service;
  - b. The location and function of all members and support staff;
  - c. The location and function of all casual employees and temporary employees;
  - d. The number of vacancies which represents positions with no-one assigned to the positions (vacant, special leave, backfill, etc.);

- e. The number of members being deployed in surplus to the established strength.
- (5) The detachment commander will consult with and obtain approval, or approval in principle, from the policing committee and Manager of Protective Services (as delegated by the CAO) on or prior to June 1<sup>st</sup> each year, for the number of members required to maintain the level of policing service provided by the municipal police service as determined by the Manager of Protective Services (as delegated by the CAO pursuant to sub-article 6.3 of the MPSA (**MPSA Article 8.2**)).
- (6) The detachment commander will provide the policing committee with any additional information, to the extent possible, relating to human resource and organizational planning of the police service (**MPSA Article 8.3**).

### **3.4 Annual Plans and Priorities**

- (1) The detachment commander will present to the policing committee, the annual policing plan detailing police services, programs and priorities designed to best meet the community needs.
- (2) In consultation with the policing committee, the detachment commander determines if community conditions and general community welfare warrant the addition, elimination, reduction, continuation or expansion of specific programs or the level of police service for the municipality.
- (3) The policing committee chair along with the detachment commander presents the final annual policing plan and budget to council for approval.
- (4) The detachment commander will present quarterly reports on the implementation of the annual policing plan and priorities, as well as the budget of the police service to the policing committee. The policing committee chair along with the detachment commander will present the same quarterly report to council as required.

### 3.5 Police Service Policies

The policies and procedures for the police service must adhere to provincial policing standards developed by Alberta Justice and Solicitor General. The policing committee is responsible for ensuring that the police service has policies that address the provincial policing standards. The following chart is the table of contents to the ***Provincial Policing Standards Manual***.

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## **4.1 Alberta Police Act Sections 23, 28, 46 & 49**

### **Alberta Police Act – Key Sections Pertaining to RCMP Policing Committees**

#### **Policing Committees**

23(1) In this section, “officer in charge” means the officer in charge of the unit of the police service that is providing policing services to a municipality under section 22.

(2) A council that has entered into an agreement under section 22 may establish a policing committee.

(3) A council that establishes a policing committee shall, subject to the regulations,

(a) prescribe the rules governing the operation of the policing committee, and

(b) appoint the members of the policing committee.

(4) A policing committee shall consist of not fewer than 3 nor more than 12 members.

(5) If

(a) 4 or fewer members are appointed under subsection (3), one of them may be a member of the council or an employee of the municipality, or

(b) 5 or more members are appointed under subsection (3), 2 of them may be members of the council or employees of the municipality.

(6) The council may provide for the payment of reasonable remuneration or of a gratuity or allowance to members of the policing committee.

(7) The term of office of a person appointed to a policing committee is

(a) 3 years, or

(b) a term of less than 3 years, but not less than 2 years, as may be fixed by bylaw.

(8) Notwithstanding subsection (7), a majority of the members appointed to a newly established policing committee shall be appointed for 3 years, and the remaining members shall be appointed for 2 years.

(9) The members of a policing committee shall, at the first meeting of the policing committee in each year, elect from among their members a chair and one or more vice-chairs.

(10) A member who is a member of the council or an employee of the municipality is not eligible to be elected as chair or vice-chair of the committee.

(11) A member of a policing committee is eligible for reappointment if the reappointment does not result in more than 10 consecutive years of service by that member.

(12) If a person who is a member of a council is a member of the policing committee, that person’s appointment to the policing committee terminates on that person’s ceasing to be a member of the council.

(13) The appointment of a member to the policing committee may not be revoked by the council except for cause.

(14) A policing committee shall, with respect to the municipality for which it is established,



- (a) oversee the administration of the agreement made under section 22,
  - (b) assist in selecting the officer in charge,
  - (c) represent the interests of the council to the officer in charge,
  - (d) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing,
  - (e) issue instructions to the officer in charge respecting the implementation and operation of the yearly plan,
  - (f) represent the interests and concerns of the public to the officer in charge,
  - (g) assist the officer in charge in resolving complaints, and
  - (h) appoint a Public Complaint Director.
- (15) All persons appointed to a policing committee shall take the oath set out in Schedule 2.

RSA 2000 cP-17 s23;2005 c31 s12;2010 c21 s7

### **Public Complaint Director**

28.1(1) Each commission and policing committee shall designate a person as a Public Complaint Director.

(2) The Public Complaint Director may be

- (a) a member of the commission or policing committee other than a member of the council,
- (b) an employee of the commission or policing committee,
- (c) an employee of the municipality,
- (d) another person, other than a member of the council, who in the opinion of the commission or policing committee is qualified to serve in that capacity, or
- (e) a former police officer if the position of Public Complaint Director is not in the same municipality where the former police officer was employed.

(2.1) The Public Complaint Director shall not be a currently serving police officer.

(3) The Public Complaint Director shall

- (a) receive complaints against police officers from the public and refer them to the chief of police under section 43(1),
- (b) act as a liaison between the commission, policing committee, the chief of police, the officer in charge of a police service and the complainant as applicable,
- (c) perform the duties assigned by the commission or policing committee in regard to complaints,
- (d) review the investigation conducted in respect of a complaint during the course of the investigation and at the conclusion of the investigation,
- (e) offer an alternative dispute resolution process where, in the Public Complaint Director's opinion, that may be an appropriate manner in which to resolve the complaint,

- (f) if an alternative dispute resolution process is offered under clause (e), review the manner in which the alternative dispute resolution process is delivered, and
- (g) provide reports to the commission or policing committee, as required by the commission or policing committee.

2005 c31 s15;2010 c21 s9

### **Serious incidents and complaints**

**46.1(1)** The chief of police shall as soon as practicable notify the commission and the Minister where

- (a) an incident occurs involving serious injury to or the death of any person that may have resulted from the actions of a police officer, or
- (b) a complaint is made alleging that
  - (i) serious injury to or the death of any person may have resulted from the actions of a police officer, or
  - (ii) there is any matter of a serious or sensitive nature related to the actions of a police officer.

2005 c31 s23;2005 c43 s8;2007 c6 s2

### **Complaints re RCMP**

**49** ... any complaints in Alberta with respect to members of the Royal Canadian Mounted Police shall be resolved in accordance with the laws governing complaints and discipline within the Royal Canadian Mounted Police.

1988 cP-12.01 s49;1995 c23 s17

## 4.2 RCMP Police Committee Handbook

### Alberta RCMP Policing Committee Handbook

The Ministry of Justice & Solicitor General (JSG), in partnership with the Alberta Association of Police Governance (AAPG), has assembled this handbook in order to assist you in your new role on the local RCMP policing committee. Thank you for accepting the appointment to the committee; we appreciate the interest and commitment you have shown by undertaking this role on behalf of your community. Committee members who follow the advice in this handbook can be assured that they are successfully meeting their responsibilities to the community.

#### Introduction

Effective policing in your community hinges on the maintenance of a proper balance between the independence and authority of the RCMP and accountability to the public and civilian authority. The role of the policing committee is to help maintain that balance by:

- Improving community input and guidance
- Assisting in dealing with local complaints and concerns
- Increasing transparency regarding the operations of the RCMP in the community
- Removing the pressures associated with the appearance (perception or reality) of political interference

In Alberta, urban municipalities with populations of more than 5,000 persons must provide for their own municipal policing. In this respect, they have the option of contracting with Canada for the services of the RCMP. If a municipality chooses to contract its municipal service as the RCMP, it signs a Municipal Police Service Agreement (MPSA) with the federal government, which provides the services of the RCMP. Under this agreement, the cost of policing is shared between the municipality and the federal government (70/30 percent respectively, until a population threshold of 15,000 is reached at which point the cost share moves to 90/10). The operations of the RCMP are governed by the *RCMP Act* and are subject to the contractual agreements between the various levels of government.

Policing committees do have a voice and a responsibility to represent their communities, and many have established excellent working relationships with local RCMP Detachments and their staff. These efforts are to be commended and encouraged.

#### 1. Participate in the *Roles and Responsibilities of Policing Oversight Committee Members*

##### Training

JSG offers orientation training, at no cost, that covers the key duties of committee members and encourage all new members to attend within the first year of tenure. The training highlights:

- the history of governance and oversight in Canada;
- a governance model;

- the roles and responsibilities of a policing committee and its members;
- an overview of policing in the province; and
- a review of key legislation influencing the policing committee.

Costs to the participant for orientation training are travel, accommodation and meals which may be covered by your policing committee. This learning opportunity will be advertised in the AAPG newsletter and the quarterly newsletter from JSG. For additional information contact the Manager of Policing Oversight and Funding Programs with JSG. Contact information is provided at the end of this handbook.

## 2. Review the Alberta *Police Act* and your local Policing Committee Bylaw

Sections 23(14) and 28.1(1-3) of Alberta's [\*Police Act\*](#) refer to policing committees (see key sections in Appendix A). The policing committee shall, with respect to the municipality for which it is established:

- (a) oversee the administration of the municipal police service agreement made with the federal government for services from the RCMP;
- (b) assist in selecting the officer in charge (OIC)<sup>1</sup>;
- (c) represent the interests of the council to the OIC;
- (d) in consultation with the OIC, develop a yearly plan of priorities and strategies for municipal policing;
- (e) issue instructions to the OIC respecting the implementation and operation of the yearly plan<sup>2</sup>;
- (f) represent the interests and concerns of the public to the OIC;
- (g) assist the OIC in resolving public complaints; and
- (h) appoint a Public Complaint Director.

**Note:** As long as a policing committee and its members act according to their legislated authority, municipal council will indemnify the policing committee.

The *Police Act* states that a council that establishes a policing committee shall prescribe the rules governing its operation, as well as select and appoint its members. The process generally used to establish the policing committee is for council to move or resolve to form a policing committee. The resolution is then enacted by creating a corresponding bylaw. The bylaw must be in accordance with the *Police Act* and will be tailored to the individual nature of the municipality. A policing committee policy manual will further establish the "rules" by which the policing committee operates.

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<sup>1</sup> OIC refers to the Officer in Charge of the municipal RCMP Detachment. This individual could be a non-commissioned officer (a sergeant or staff sergeant) or a commissioned officer (inspector or superintendent). Currently, municipalities can participate in structured interviews for municipal detachment commanders at the staff sergeant level. The municipal must request interviews and have the discretion to appoint a panel member.

<sup>2</sup> "Issue instructions" refers to the ability for policing committees to work collaboratively with the OIC on the yearly plan. The manner in which day to day operations of a detachment are conducted remains the responsibility of the OIC of the police service.

**Note:** While the *Police Act* pertains strictly to policing, some policing committees also work with municipal enforcement or peace officers. The formal or informal reporting relationship between the committee and municipal enforcement should be clarified for the benefit of all parties in the bylaw. For example, does the committee have the authority to provide direction to the peace officers or do they report through the CAO? Even if municipal enforcement does not report through the policing committee, it can be valuable to include municipal enforcement in the strategic planning process. It can also be useful to determine exactly what information the committee would like to receive from municipal enforcement in order to better understand the broader law enforcement dynamic, the interaction between agencies, and the best use of law enforcement resources within its community.

### **3. Create and Continually Update your Policing Committee Policy Manual**

Every policing committee should have a policy manual that delineates the general structure and function of the organization. Such policy will help ensure the committee is operating in an ethical, informed, transparent and timely manner.

A sample policy manual template has been developed by JSG and is available electronically upon request. The policy manual will clarify such things as:

- Selection and appointment of policing committee members;
- Policing committee responsibilities;
- How and when policy should be reviewed;
- Expected policing committee member conduct;
- Dealing with conflict of interest;
- How the committee works to orient and train new members;
- Roles and responsibilities of the Chair and Vice-Chair;
- Role of the local Public Complaint Director and the role of the committee regarding complaints against the police;
- The nature and frequency of committee meetings and who attends;
- How information is communicated internally and externally; and
- The expectations of the Policing Committee's Annual Plan.

Committee members are advised to pay attention to the sections on behavioral expectations for committee members and conflict of interest (see Appendix B).

### **4. Represent the Interests of the Community**

In order for a policing committee to perform its function effectively, it must continually represent the interests of the community. Committee members must ensure that the community is at the heart of the mission, vision and values of your policing committee and any action proposed or undertaken. To this end, committee members must create as many opportunities as possible for two-way communication with a cross-section of the community they represent. There are many ways to accomplish this, such as:

- Policing committee meetings advertised and open to the public;

- Private and published mailing address and phone number;
- Contact information for the Chair and the Public Complaint Director;
- Members representing the policing committee at public/community events;
- Information pamphlets on policing priorities and the public complaint process;
- Citizen surveys; and
- Hosting or sponsoring community events related to public safety.

## **5. Contribute to the RCMP Annual Plans and Priorities Document**

As directed by the Municipal Police Service Agreement, the Chief Executive Officer (Mayor or other head of the municipality, however designated) may set objectives, priorities and goals for the Municipal Police Service which are not inconsistent with those of the provincial Minister for policing in the Province. Where a policing committee has been established, it will work with the officer in charge (OIC) to determine the annual plans and priorities for policing in the community. The Chair of the policing committee together with the OIC presents the annual plans and priorities to mayor and council.

Good governance has been described as “nose in / fingers out”, meaning that it is appropriate for committee members to seek answers to questions about how well police are serving the community while leaving the day-to-day management of the police service to the OIC.

The annual planning process should be collaborative between the policing committee and the RCMP Detachment. This provides more structure and focus to the expectations of both. It also allows for future planning (i.e. industrial expansion) and provides a vehicle for evaluation. The following are examples of the types of governance questions that could be a part of developing and reviewing the police service annual plan and priorities for policing:

- Does the annual plan serve the community well?
- What more does the community need from police?
- What are the community policing strengths, weaknesses, opportunities, threats?
- Was the previous annual plan followed; were targets met and, if not, why not?
- What systemic management or personnel issues need to be addressed?
- What other resources does the OIC require?
- How well is the OIC collaborating with other agencies in order to get best results for the community?
- What efficiencies can be achieved, e.g. through technology, contracting services, training?
- What urgent needs have arisen that were not considered in the budget?
- How can the community tap into other resources for policing, e.g. grants for crime prevention?
- What has the OIC done to identify, assess, prioritize, manage, and monitor risk?
- What resources does the OIC need in order to better manage risk in the future?

## **6. Prepare and Review the Policing Committee Annual Plan**

Similar to the police service annual plan, policing committees should prepare a plan outlining their own activities and objectives for the year. As the policing committee is responsible to the public, the policing committee's annual plan must be created with input from its stakeholders and the committee must report at least annually to the public on the committee's progress and achievements as set out in the annual plan.

## **7. Be Prepared for and Participate in Committee Meetings**

In order to meet legislated responsibilities, a committee must meet regularly on its own, with the OIC, and with other stakeholders to address issues and/or priorities related to policing in the community.

For regular meetings, pre-reading material should be sent to members well in advance of committee meetings in order for members to be prepared to discuss the information during the meeting. As a result of informed discussion, a committee will then determine what course of action is appropriate in order to accomplish its goals and then take steps to effect those goals.

Effective policing committees will meet with council and other community leaders, police agencies, peace officers, and special interest groups, and will garner perspective by reviewing research, reports from police, reports from external agencies, benchmarking with other municipalities, and surveys.

## **8. Appoint and Support a Public Complaint Director**

Two of the committee responsibilities set out in the *Police Act* are to appoint a Public Complaint Director (PCD) and to assist the OIC in resolving public complaints.

Before appointing a PCD, the committee should consider how their PCD can best serve the community and what skills and training the PCD needs in order to perform that function well.

**Note:** JSG provides PCD-specific training as well as PCD meetings at least twice a year to share experiences, best practices, etc.

The PCD is best served by an independent citizen, however, it may be a municipal employee whose role is limited to providing an avenue of information for the public regarding the process of filing a complaint against the police service. If comfortable in the role and with the support of the OIC, the PCD could informally resolve complaints that are at the low end of the spectrum.

As many small communities receive a low number of complaints, these communities may wish to consider appointing a regional PCD that serves more than one community, (*Police Act* Section 28.2)



Once a PCD is appointed, the committee will also need to consider a communications plan – informing the public on the role of the PCD and how to file a complaint against the police service.

Committees should receive regular reports from the PCD on the number of complaints received (identifying/personal information may not be shared with the committee due to confidentiality) and what trends, if any, are being observed from these complaints.

With respect to very minor complaints that can be resolved informally, the committee should discuss with the OIC what was learned in the complaints process. For complaints that must be referred to the Commission for Public Complaints about the RCMP, the PCD should follow-up on the result of the investigation and report to the committee on how it was resolved. For all complaints, the committee may request the OIC determine what systemic problems, if any, were identified and prepare a plan to correct those problems, as appropriate.

## **9. Seek out More and Relevant Information**

- Read up on board governance to become a more effective committee member
- Read your RCMP Municipal Police Service Agreement
- Talk to policing committee members in other communities
- Talk to members of your community
- Visit recommended websites regarding governance, oversight and the RCMP
  - [https://www.solgps.alberta.ca/programs\\_and\\_services/public\\_security/law\\_enforcement\\_oversight/policing\\_oversight\\_complaints/Pages/default.aspx](https://www.solgps.alberta.ca/programs_and_services/public_security/law_enforcement_oversight/policing_oversight_complaints/Pages/default.aspx)
  - <http://www.cacole.ca/home-accueil-eng.shtml>
  - <http://www.capb.ca/Home>
  - <http://www.nacole.org/>
- Stay in tune with local/provincial news reports regarding policing incidents
- Review *the Alberta Police Act*
  - <http://www.canlii.org/en/ab/laws/stat/rsa-2000-c-p-17/latest/rsa-2000-c-p-17.html>
- Look at the *RCMP Act*
  - <http://laws.justice.gc.ca/en/R-10/index.html>
- Review the Solicitor General and Public Security website
  - <http://justice.alberta.ca/jsj/Pages/default.aspx>

## **10. Attend Additional Training and Events**

- Become a member of and participate in the Alberta Association of Police Governance
  - <http://www.aapg.ca/AAPG/Home.html>
  - Attend the annual AGM and Conference held each spring
  - Become involved in the direction of the provincial organization
  - Submit one or more resolution for consideration

- Seek out other training opportunities
  - Suggest training topics to JSG and AAPG
  - Watch for training announcements in AAPG and JSG newsletters
  - Seek relevant training in the community (e.g. Community Spirit Volunteer Sessions, tour the RCMP detachment and local court)

#### Contact Information

Karyn Popplestone, Manager  
Policing Oversight and Funding Programs  
Public Security Division  
Justice and Solicitor General  
780-415-8333 (office)  
[karyn.popplestone@gov.ab.ca](mailto:karyn.popplestone@gov.ab.ca)

Victoria Chester  
Executive Director  
Alberta Association of Police Governance  
587-892-7874  
[admin@aapg.ca](mailto:admin@aapg.ca)

## **APPENDIX A**

### **Alberta Police Act – Key Sections Pertaining to RCMP Policing Committees**

#### **Policing committees**

23(1) In this section, “officer in charge” means the officer in charge of the unit of the police service that is providing policing services to a municipality under section 22.

(2) A council that has entered into an agreement under section 22 may establish a policing committee.

(3) A council that establishes a policing committee shall, subject to the regulations,

(a) prescribe the rules governing the operation of the policing committee, and

(b) appoint the members of the policing committee.

(4) A policing committee shall consist of not fewer than 3 nor more than 12 members.

(5) If

(a) 4 or fewer members are appointed under subsection (3), one of them may be a member of the council or an employee of the municipality, or

(b) 5 or more members are appointed under subsection (3), 2 of them may be members of the council or employees of the municipality.

(6) The council may provide for the payment of reasonable remuneration or of a gratuity or allowance to members of the policing committee.

**(7)** The term of office of a person appointed to a policing committee is

(a) 3 years, or

(b) a term of less than 3 years, but not less than 2 years, as may be fixed by bylaw.

(8) Notwithstanding subsection (7), a majority of the members appointed to a newly established policing committee shall be appointed for 3 years, and the remaining members shall be appointed for 2 years.

(9) The members of a policing committee shall, at the first meeting of the policing committee in each year, elect from among their members a chair and one or more vice-chairs.

(10) A member who is a member of the council or an employee of the municipality is not eligible to be elected as chair or vice-chair of the committee.

(11) A member of a policing committee is eligible for reappointment if the reappointment does not result in more than 10 consecutive years of service by that member.

(12) If a person who is a member of a council is a member of the policing committee, that person’s appointment to the policing committee terminates on that person’s ceasing to be a member of the council.

(13) The appointment of a member to the policing committee may not be revoked by the council except for cause.

- (14) A policing committee shall, with respect to the municipality for which it is established,
- (a) oversee the administration of the agreement made under section 22,
  - (b) assist in selecting the officer in charge,
  - (c) represent the interests of the council to the officer in charge,
  - (d) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing,
  - (e) issue instructions to the officer in charge respecting the implementation and operation of the yearly plan,
  - (f) represent the interests and concerns of the public to the officer in charge,
  - (g) assist the officer in charge in resolving complaints, and
  - (h) appoint a Public Complaint Director.
- (15) All persons appointed to a policing committee shall take the oath set out in Schedule 2.  
RSA 2000 cP-17 s23;2005 c31 s12;2010 c21 s7

### **Public Complaint Director**

28.1(1) Each commission and policing committee shall designate a person as a Public Complaint Director.

- (2) The Public Complaint Director may be
- (a) a member of the commission or policing committee other than a member of the council,
  - (b) an employee of the commission or policing committee,
  - (c) an employee of the municipality,
  - (d) another person, other than a member of the council, who in the opinion of the commission or policing committee is qualified to serve in that capacity, or
  - (e) a former police officer if the position of Public Complaint Director is not in the same municipality where the former police officer was employed.
- (2.1) The Public Complaint Director shall not be a currently serving police officer.
- (3) The Public Complaint Director shall
- (a) receive complaints against police officers from the public and refer them to the chief of police under section 43(1),
  - (b) act as a liaison between the commission, policing committee, the chief of police, the officer in charge of a police service and the complainant as applicable,
  - (c) perform the duties assigned by the commission or policing committee in regard to complaints,
  - (d) review the investigation conducted in respect of a complaint during the course of the investigation and at the conclusion of the investigation,
  - (e) offer an alternative dispute resolution process where, in the Public Complaint Director's opinion, that may be an appropriate manner in which to resolve the complaint,

- (f) if an alternative dispute resolution process is offered under clause (e), review the manner in which the alternative dispute resolution process is delivered, and
- (g) provide reports to the commission or policing committee, as required by the commission or policing committee.

2005 c31 s15;2010 c21 s9

### **Serious incidents and complaints**

**46.1(1)** The chief of police shall as soon as practicable notify the commission and the Minister where

- (a) an incident occurs involving serious injury to or the death of any person that may have resulted from the actions of a police officer, or
- (b) a complaint is made alleging that
  - (i) serious injury to or the death of any person may have resulted from the actions of a police officer, or
  - (ii) there is any matter of a serious or sensitive nature related to the actions of a police officer.

2005 c31 s23;2005 c43 s8;2007 c6 s2

### **Complaints re RCMP**

**49** ... any complaints in Alberta with respect to members of the Royal Canadian Mounted Police shall be resolved in accordance with the laws governing complaints and discipline within the Royal Canadian Mounted Police.

1988 cP-12.01 s49;1995 c23 s17

## APPENDIX B

### Conflict of Interest Self-Check

The following are seven categories of potential conflict of interest situations from Ken Kernaghan and John Langford in their book, *The Responsible Public Servant*:

**[1] Self-dealing.** For example, you work for government and use your official position to secure a contract for a private consulting company you own. Another instance is using your government position to get a summer job for your daughter.

**[2] Accepting benefits.** Bribery is one example; substantial [non token] gifts are another. For example, you are the purchasing agent for your department and you accept a case of liquor from a major supplier.

**[3] Influence peddling.** Here, the professional solicits benefits in exchange for using her influence to unfairly advance the interests of a particular party.

**[4] Using your employer's property for private advantage.** This could be as blatant as stealing office supplies for home use. Or it might be a bit more subtle, say, using software which is licensed to your employer for private consulting work of your own. In the first case, the employer's permission eliminates the conflict; while in the second, it doesn't.

**[5] Using confidential information.** While working for a private client, you learn that the client is planning to buy land in your region. You quickly rush out and buy the land in your wife's name.

**[6] Outside employment or moonlighting.** An example would be setting up a business on the side that is in direct competition with your employer. Another case would be taking on so many outside clients that you don't have the time and energy to devote to your regular employer. In combination with [3] influence peddling, it might be that a professional employed in the public service sells private consulting services to an individual with the assurance that they will secure benefits from government: "If you use my company, I am sure that you will pass the environmental review."

**[7] Post-employment.** Here a dicey situation can be one in which a person who resigns from public or private employment and goes into business in the same area. For example, a former public servant sets up a practice lobbying the former department in which she was employed.

McDonald, M. (2007). Ethics and Conflict of Interest. Retrieved October 20, 2008 from

## 4.3 Complaint Resolution Guide

Government of Alberta ■

Justice and Solicitor General

### HOW TO RESOLVE A COMPLAINT AGAINST THE RCMP IN ALBERTA

<p>Policing is a public service and citizens have a right to fair and equitable treatment from the police. Police realize that they must maintain a high level of public support in order to carry out their duties. Although police services strive for a high degree of professionalism, there will be times when citizens feel they have not been treated fairly or equitably by a police officer and desire to lodge a complaint concerning the conduct of members in relation to the performance of their duties.</p>	
<p align="center"><b>RCMP (RCMP Act of Canada)</b> <b>COMPLAINT &amp; REVIEW PROCESS</b></p>	
<p><b>COMPLAINT PROCEDURE</b></p>	
<p><b>1. Options for Filing a Complaint</b> You may file your complaint via any one of the following methods:</p>	<p>a) Bring your inquiry, concerns or complaint to your local municipal offices and speak with the Public Complaint Director from the municipal policing committee (if one has been established) to informally resolve your concerns or file a formal complaint.</p> <p>b) Bring your concerns or complaint to the attention of the local Detachment Commander for informal resolution.</p> <p>c) Address your complaint in writing to the Commanding Officer, RCMP "K" Division: Commanding Officer RCMP "K" Division 11140 – 109 Street Edmonton, Alberta T5G 2T4</p> <p>d) Address your complaint via email to <a href="mailto:PPCD@gov.ab.ca">PPCD@gov.ab.ca</a> to the Provincial Public Complaint Director or in writing as follows: Provincial Public Complaint Director Law Enforcement and Oversight Branch Alberta Justice and Solicitor General Public Security Division 10<sup>th</sup> Floor, 10365-97 Street Edmonton, Alberta T5J 3W7</p> <p>e) Address your complaint in writing to the Civilian Review and Complaints Commission for the RCMP (CRCC): Civilian Review and Complaints Commission for the RCMP PO Box 1722, Station B Ottawa, Ontario K1P 0B3  Telephone: 1-800-665-6878 <a href="http://www.crcc-ccetp.gc.ca">www.crcc-ccetp.gc.ca</a></p> <p><i>(Note: Should you choose to send your complaint to the CRCC, you should be aware that it will be forwarded back to the Commanding Officer, RCMP "K" Division for initial investigation)</i></p>
<p><b>2. Provide Details</b> Your complaint should be in writing and must contain the reasons for your complaint and the details of the incident involved or the aspect of service delivery you find unsatisfactory.</p>	
<p><b>3. Investigation of Complaint related to the on-duty conduct of a member of the RCMP:</b> Upon receipt of your complaint, you will be given written acknowledgement that your complaint has been received. An RCMP member will investigate the complaint. When the investigation is complete, it will be reviewed by the Commanding Officer, RCMP "K" Division, who will decide what action, if any, will be taken. You will be informed, in writing, of the results of the investigation with a summary of any action that has been or will be taken.</p>	
<p><b>APPEAL PROCEDURE</b></p>	
<p><b>4. Civilian Review and Complaints Commission for the RCMP (CRCC)</b> If you are not satisfied with the decision on your complaint, you may request the Civilian Review and Complaints Commission for the RCMP to review it. The CRCC is an independent body created by Parliament to ensure that complaints against the RCMP are examined impartially. The review may involve further investigation or a public hearing. Upon completion of the review, the Commission will advise you of its findings and recommendations.</p> <p>Address Review/Appeal Correspondence to: Civilian Review and Complaints Commission for the RCMP PO Box 1722, Station B Ottawa, Ontario K1P 0B3 Telephone: 1-800-267-6637</p>	
<p><b>5. Appeal Hearing</b> Where the Civilian Review and Complaints Commission for the RCMP holds a hearing it is normally held in public and in the community where the complaint incident arose, if convenient to all parties. After the hearing the Commission prepares a report with non-binding findings and recommendations.</p>	

**For additional information contact:**

Law Enforcement and Oversight Branch, Public Security Division  
Justice and Solicitor General Ministry  
10<sup>th</sup> Floor, J.E. Brownlee Building  
10365-97 Street  
Edmonton, Alberta T5J 3W7  
Tel 780/427-3457 Fax 780/427-5916

Updated: January 2016



#### 4.4 Town of Blackfalds Policy 128/16 - “Employee Code of Conduct”



#### Town of Blackfalds POLICY

Policy No.: 128/16	
Policy Title: Code of Conduct and Ethics for Municipal Employees	
Department: Office of the CAO	M# 306/16 Date: 2016 11 22
Council Approval: 2016 11 22	
Reviewed:	
Revised:	
Supersedes Policy/Bylaw: HRP 3:00 Schedule A	

##### 1. Policy Statement

- 1.1 This Code of Conduct policy and procedure establishes standards of conduct for municipal employees. These standards require employees to demonstrate ethics, integrity and professionalism in the conduct, so that the public trust in the Town of Blackfalds (the Municipality) is not compromised.

##### 2. Reason for Policy

- 2.1 The code of conduct policy and procedure is intended to ensure that employees share a common baseline standard of acceptable conduct when acting on behalf of the Municipality, and at all time, as responsible stewards and representatives of the Municipality. This policy and procedure brings together many principles contained in various other municipal policies, procedures and directives relating to employee conduct. This policy and procedure is a high level guide for employee behaviour and is not intended to be inclusive or all-encompassing of every situation.

##### 3. Related Information

- 3.1 See Procedure - 'References'  
3.2 Out of Scope - Personal Policy Handbook

##### 4. Definitions

- 4.1 **Conduct:** the manner in which one behaves in the workplace, and in some cases, outside of the workplace.
- 4.2 **Conflict of Interest:** where the independence or impartiality of an employee decisions or actions are impaired or may be perceived to be impaired because of outside employment, political, business or family interests, or because of the position that they hold with the Municipality. Potential conflicts of interest may include, but are not limited to, any relationships, transactions, positions held (volunteer/business or otherwise), or circumstances which could contribute to or create a real, perceived or potential conflict between Municipal business and the personal interest of the employee.

#### 4.5 Town of Blackfalds Bylaw 1125/11



##### TOWN OF BLACKFALDS BYLAW NO. 1125/11

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##### A BY-LAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO ESTABLISH A POLICING COMMITTEE

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**WHEREAS** the Municipal Government Act, R.S.A. 2000, c. M-26 and regulations as amended, provides that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

**AND WHEREAS** the Police Act, R.S.A. 2000, c. P-17 and regulations as amended, provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of policing services through the Royal Canadian Mounted Police may, by Bylaw, establish a Policing Committee;

**AND WHEREAS** the member in charge of the Municipal Police Service shall, in enforcing the By-laws of the Municipality, act under the lawful direction of the Chief Administrative Officer or such other person as the Chief Administrative Officer may, in writing, designate;

**AND WHEREAS** the council of the Town of Blackfalds deems it advisable to establish a Policing Committee to advise them of policing matters;

**AND WHEREAS** Council, the By-law, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

**NOW THEREFORE** the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

##### **NAME AND DEFINITIONS**

1. This by-law may be referred to as the "Policing Committee By-law".
2. For the purpose of this by-law:
  - (a) "Agreement" means the agreement between the Town of Blackfalds and the Government of Canada for the provision of police **services** for the municipality;
  - (b) "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Blackfalds and includes any person that the Chief Administrative Officer may appoint as his or her designate for purposes carrying out his responsibilities under this **Bylaw** and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.
  - (c) "committee" means Blackfalds Policing Committee;
  - (d) "Council" means the duly elected Municipal Council of the Town of Blackfalds;
  - (e) "Officer in Charge" means the Officer in charge of the local RCMP detachment in the Town of Blackfalds;
  - (f) Criminal Record is being convicted of a crime punishable by indictment
  - (g) "RCMP" means the Royal Canadian Mounted Police force or any member of that police force as the case may require; and

- (h) "Town" means the Town of Blackfalds, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Blackfalds as the context may require.

### DUTIES AND Responsibilities

3. The overall objectives of the Policing Committee is to act as a liaison between Town Council, the RCMP detachment, By-law Enforcement and the citizens of Blackfalds and foster responsible community action towards the creation of a safe, secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:
- (a) provide community feedback to the RCMP concerning policing and by-law enforcement strategies and activities;
  - (b) In consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing and advise Council on the annual RCMP Goals and Priorities;
  - (c) cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
  - (d) represent the interests and concerns of the public to the officer in charge;
  - (e) make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council;
  - (f) recommend to Council the appointment of a Public Complaints Director; and
  - (g) represent the interests of Council to the Officer in charge.

### COMPOSITION OF THE COMMITTEE

4. The committee shall consist of seven (7) voting members who shall be appointed by resolution of Council as follows:
- (a) Five (5) citizens residing within the Town of Blackfalds, one of whom may be a youth between the age of sixteen and eighteen who attends school;
  - (b) Two (2) Town of Blackfalds Council members.
5. The Mayor shall be a member (ex-Officio) of the Committee and his or her term of office shall coincide with his or her term of office on Council.
6. The Officer in Charge of the Blackfalds RCMP, or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.
7. The Chief Administrative Officer, or his designate, shall attend the Committee meetings in an advisory, non-voting capacity.
8. The Committee, as a public body must comply with Freedom of Information and Protection of Privacy (FOIP) Legislation and have a designated Coordinator. The Town of Blackfalds FOIP Coordinator will act as the FOIP Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Blackfalds FOIP Coordinator subject to their fees and policies.

### MEMBERSHIP

8. Each member from the public at large shall be appointed to the Committee for one (1), two (2) or three (3) year terms, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless he or she is appointed to complete the term of another member who resigns before their term is up.

9. Members shall remain in office until their respective successors are appointed.
10. Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the term.
11. All persons appointed to the Committee shall:
  - (a) Take the oath prescribed in Schedule 2 of the Police Act.
  - (b) Not have a criminal record.
  - (c) Not be hired in any capacity with the Royal Canadian Mounted Police, any Provincial Police Force, the Provincial Attorney General's Department of the Department of the Solicitor General of Alberta and Town Bylaw Enforcement Service;
  - (d) Be of the full age of eighteen (18) years; except for the youth representative, who shall be at least sixteen (16) years of age.
  - (e) Participate in the Roles and Responsibilities of Policing Oversight Committee Members Training

### RESIGNATION AND REMOVAL

12. Any member may resign from the Committee at any time upon providing written notice to Council to that effect.
13. Council *may* terminate a member's appointment to the Committee at *any* time, and particularly when the member:
  - (a) Falls to attend three (3) consecutive regular meetings of the Committee, unless absence is caused through illness or is authorized in advance by resolution of the Committee;
  - (b) Ceases to be a resident of the Town;
  - (c) is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
  - (d) is convicted of a crime punishable by indictment.

### OFFICERS OF THE COMMITTEE

14. The Chairman and Vice Chairman of the Committee shall be elected from amongst its members at the first regular meeting of each year.
15. All members of the Committee shall vote on every motion, including the Chairman (subject to Section #27).
16. The Chief Administrative Officer, or his or her designate, shall attend all Committee meetings and insure that the minutes will be prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

## MEETINGS

17. The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
18. Special meetings may be called by the Chairman or, in his absence, the Vice-Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
19. Four (4) voting members of the Committee at a meeting shall constitute a quorum.
20. The Committee shall be governed by Robert's Rules of Order.
21. An agenda shall be prepared by the Chief Administrative Officer or his or her designate, in consultation with the Chairman, or in his absence, the Vice-Chairman, and circulated to the members prior to each Policing Committee meeting.

22. Each member, including the Chairman, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, a motion will **be deemed** to be defeated.
23. Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
24. The Policing Committee shall make reports to Council on matters of public concern as the Policing Committee deems are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by Resolution of Council.

## **SUB COMMITTEES**

25. The Committee may appoint sub-committees or ad hoc committees which may include persons from outside the Committee as it *may* consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-- Committees or ad hoc committees may be terminated by a simple motion at *any* regular meeting.

## **LIMITATIONS**

26. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with *any* matters whatsoever, nor shall the Committee or any member thereof have *any* power to authorize any expenditure to be charged against the Town.

### **CONFLICT OF INTEREST**

27. No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type- referred to in Division 6 of the Municipal Government Act being Chapter. M-26, R.S.A. 2000, as amended.

Note: Page 5 (not shown) of the Bylaw only contains signatures

## **4.6 Municipal Policing Services Agreement (MPSA)**

The MPSA is available in a separate document upon request.

MUNICIPALITY OF BLACKFALDS

MUNICIPAL POLICE SERVICE AGREEMENT

April 1, 2012

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Memorandum of Agreement dated as of April 1, 2012

BETWEEN:

CANADA

AND

THE MUNICIPALITY OF BLACKFALDS.

Whereas Section 20 of the *Royal Canadian Mounted Police Act* provides that the Minister of Public Safety and Emergency Preparedness may, with the approval of the Governor in Council and the Lieutenant Governor in council of any province, enter into an arrangement with any municipality in the province for the use or employment of the Royal Canadian Mounted Police, or any portion thereof, in aiding the administration of justice in the municipality and in carrying into effect the laws in force therein;

And Whereas Section 22 of the *Police Act* of Alberta provides that a municipality may enter into an agreement with the Government of Canada for the employment of the Royal Canadian Mounted Police for the provision of policing services to the municipality;

And Whereas Canada and the Municipality wish to enter into such an arrangement as evidenced by this Agreement;

And Whereas by Order in Council P.C. 2011-1345 dated November 17, 2011, the Governor in Council authorized the Minister of Public Safety and Emergency Preparedness to enter into this Agreement on behalf of the Government of Canada;

And Whereas by Order in Council number 110/2011 dated March 23, 2011, the Lieutenant Governor in Council authorized the Municipality to enter into this Agreement.

And Whereas pursuant to Section 180(1) of the *Municipal Government Act*, the Municipality of Blackfalds has resolved to enter into this Agreement.

**NOW, THEREFORE**, in consideration of their respective obligations set out below, the Parties hereto agree as follows:

## **ARTICLE 1.0            INTERPRETATION**

- 1.1 In this Agreement each of the following terms will, unless the context otherwise requires, have the meaning set out beside it:
- a) "Applicable CRF Lending Rate" means the rate of interest approved by the Minister of Finance for Canada, in the month that an item of Equipment-Type A is purchased, for amortized loans from the Consolidated Revenue Fund for Canada equal to the period of amortization set for item of Equipment-Type A under paragraph 11.2(1);
  - b) "Chief Executive Officer or "CEO" means the mayor, reeve, warden or other elected head of the municipality, however designated;
  - c) "Commanding Officer" means the officer of the RCMP, resident in the Province, appointed by the Commissioner to command the Division;
  - d) "Commissioner" means the Commissioner of the Royal Canadian Mounted Police or his or her delegate;
  - e) "Detachment" means an organizational component of the Division that has prescribed territorial boundaries and includes satellite and community service offices;
  - f) "Detachment Commander" means the Member in charge of a Detachment who manages its physical, financial and human resources;
  - g) "Division" means the organizational component of the RCMP that is responsible for law enforcement and the prevention of crime in the Province;
  - h) "Earned Retirement Benefit" means an allowance that is earned and accumulated over time and then paid out in a lump sum to the Member upon retirement;
  - i) "Emergency" means an urgent and critical situation of a temporary nature that requires a deployment of additional police resources to maintain law and order, keep the peace or protect the safety of persons, property or communities;
  - j) "Equipment" means, at a minimum, all property other than land and buildings whether purchased, leased, constructed, developed or otherwise acquired, and includes Equipment-Type A and Equipment-Type B;

- k) "Equipment-Type A" refers to Equipment acquired on a non-recurring or extraordinary basis such as specialized motor vehicles, ships and other watercraft, aircraft of any kind, whether manned or un-manned, identification systems, telecommunication and other communication systems including radio towers and related assets that may be affixed to real property;
- l) "Equipment-Type B" refers to Equipment acquired on an annual or recurring basis such as standard police cruisers, radio and computer equipment, security and investigational equipment such as identification devices, firearms, photographic devices and systems, and technology and other licensing fees;
- m) "External Review Committee" means the Committee that is defined in the *Royal Canadian Mounted Police Act*;
- n) "Fair Market Value" means an amount equal to the price at which an item or Equipment might be expected to bring if offered for sale in a fair market, and that price will normally be determined through a standard industry valuation protocol, such as an independent appraisal, obtained by Canada;
- o) "Federal Minister" means the federal Minister responsible for the Royal Canadian Mounted Police;
- p) "Fiscal Year" means the period beginning on April 1 in any year and ending on March 31 in the next year;
- q) "Full Time Equivalent Utilization" or "FTE Utilization" means, for the Service, the number calculated as follows:
  - i) the total number of days worked, including vacation time and statutory holidays, by all Members, or Support Staff, as the case maybe;
  - ii) divided by the applicable work year, where:
    - A) the work year for a Member is a 260 day year based on an 8 hour work day; and
    - B) the work year for a Support Staff is a 260 day year based on 7.5 hour work day;

except leap years when the work year for both Members and Support Staff are increased by one work day;

- r) "Furnished", with respect to any accommodation, means supplied with office furnishings including desks, chairs, filing cabinets, bookcases and tables but does not include office equipment such as computers, calculators, photo copiers, fax machines and specialized security equipment;
- s) "Major Event" means an event of national or international significance that is planned in advance, within Canada, that requires additional police resources, if the overall responsibility for security for that event rests with Canada;
- t) "Member" means any member of the **RCMP** appointed pursuant to the *Royal Canadian Mounted Police Act* and any Regulations made pursuant thereto and, without limitation, includes any regular member, special constable, special constable member and civilian so appointed;
- u) "Member in Charge" means the Detachment Commander or other senior Member in charge of the Municipal Police Service;
- v) "Municipal Police Service" or "Service" means the aggregate of resources and Members utilized by Canada to provide policing services in any municipality under an agreement with the municipality, but does not include those resources and Members utilized primarily in:
  - i) policing services of a national or international nature, such as forensic laboratories, the Canadian Police Information Centre System, identification services, or the Canadian Police College;
  - ii) national security investigation services;
  - iii) protective security such as security at embassies and airports, and security for internationally protected persons;
  - iv) services provided to or on behalf of federal government departments; and
  - v) any policing services provided under the Provincial Police Service Agreement;
- w) "Municipal Policing Agreement" means an agreement that covers a period beginning April 1, 2012, between Canada and a municipality in the Province for the provision by Canada of a Municipal Police Service;
- x) "Municipality" means the municipality named as a Party to this Agreement;

- y) "Parties" means Canada and the Municipality;
- z) "Pension Contribution" means, with respect to any Member or federal public service employee, the aggregate of the employer's contributions made under the *Royal Canadian Mounted Police Superannuation Act*, the *Supplementary Retirement Benefits Act*, the *Public Service Superannuation Act*, the *Special Retirement Arrangements Act*, and the *Canada Pension Plan*;
- aa) "Province" means the Province of Alberta;
- bb) "Provincial Minister" means the provincial Minister responsible for policing services in the Province;
- cc) "Provincial Police Service" means the Provincial Police Service as defined in the Provincial Police Service Agreement;
- dd) "Provincial Police Service Agreement" means an agreement that covers a period beginning April 1, 2012, between Canada and the Province for the provision by Canada of provincial police services;
- ee) "Public Complaints Commission" means the Commission, or its successor, that is defined in the *Royal Canadian Mounted Police Act*;
- ff) "Region" means a grouping of Divisions or subdivisions, created by the Commissioner, for the purposes of administration;
- gg) "Renovate" means a renovation of a building or living quarters and its sub-systems which substantially prolongs its useful life up to and including effectively resetting that useful life to be equal to that of a newly constructed building or living quarters. The age of a building or living quarters which has been fully Renovated is determined as if that building or living quarters were constructed in the Fiscal Year that the Renovation was completed;
- hh) "Royal Canadian Mounted Police" or "RCMP" means the police force for Canada continued under the *Royal Canadian Mounted Police Act*;
- ii) "Salary" means monetary compensation, including annual salary, service pay, senior constable allowance, shift allowance, and other pay provided in recognition of additional duties or time worked;
- jj) "Special Event" means an event of a short duration that is organized in advance, for which the overall responsibility for policing rests with the provincial or municipal government, and for which additional police

resources are required to maintain law and order, keep the peace or protect the safety of persons, property or communities; and

- kk) "Staff Relations Representative Program" means the program established under the *Royal Canadian Mounted Police Regulations, 1988*;
- 11) "Support Staff" means all those individuals, other than Members, who are provided by the Municipality in support of providing and maintaining the Municipal Police Service including clerks, data processors, telecommunication operators, jail guards, janitors and analysts.
- mm) "Unit" means a named component of the Division to which Members of the Provincial Police Service are assigned.

1.2 Each of the following is attached hereto and forms a part of this Agreement:

- a) Annex "A" - Schedule of Personnel Resources Assigned to the Municipal Police Service;
- b) Annex "B" - Request for Increase or Decrease of the Municipal Police Service; and
- c) Annex "C" -PROS Costs.

1.3 The singular number includes the plural and the plural number includes the singular where such is consistent with the context.

1.4 The headings in this Agreement have been inserted for convenience of reference only and do not constitute a part of this Agreement or affect its meaning.

1.5 This Agreement constitutes the entire and only agreement between the Parties for the provision and maintenance of the Municipal Police Service and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are expressly incorporated by reference into this Agreement. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained or referenced in this Agreement.

## **ARTICLE 2.0            PURPOSE AND SCOPE**

- 2.1 a) Canada will, subject to and in accordance with the terms and conditions of this Agreement, provide and maintain a Municipal Police Service within the municipality during the term of this Agreement.

- b) Canada is hereby authorized by the Municipality to carry out the powers and duties of the municipal police service for the purpose of providing the Municipal Police Service in accordance with this Agreement.
- c) The number of personnel listed in Annex "A", are all the Members in the Municipal Police Service as adjusted from time to time in accordance with the provisions of subarticles 5.1 and 5.2; and

2.2 Those Members who form part of the Municipal Police Service:

- a) will perform the duties of peace officers;
- b) will render such services as are necessary to:
  - i) preserve the peace, protect life and property, prevent crime and offences against the laws of Canada and the laws in force in the Province, apprehend criminals, offenders and others who may be lawfully taken into custody; and
  - ii) execute all warrants and perform all duties and services in relation thereto that may, under the laws of Canada or the laws in force in the Province or the municipality, be executed and performed by peace officers;
- c) may render such services as are necessary to prevent offenses against by-laws of the Municipality, after having given due consideration to other demands for enforcement services appropriate to the effective and efficient delivery of police services in the Municipality.

- 2.3
- a) The Municipal Police Service will not be required to perform any duties or provide any services that are not appropriate to the effective and efficient delivery of police services in the Municipality.
  - b) If, at the date of this Agreement, the Municipal Police Service is performing any duties or providing any services referred to in paragraph (a), the Service will continue to perform such duties and provide such services until such time as these duties and services are performed or provided by some other persons.
  - c) During the term of this Agreement, and at such times as they may mutually agree, the Member in Charge, and as required the Commanding Officer, and the CEO will identify, discuss and, if it is mutually agreed to be feasible, the Municipality will use its best efforts to implement alternative means by which the Municipal Police Service would cease to perform any of the duties or provide any of the services referred to in paragraph (a).

- 2.4 The Municipality will provide, without any cost to Canada, all necessary Support Staff; such staff will meet the job and other related requirements as determined by the Commissioner.
- 2.5 If a Municipality provides Support Staff to Canada in support of provincial or federal policing, Canada will pay the Municipality a proportional share of the salaries for that part of the Support Staff that is so utilized.
- 2.6 If the Municipality does not provide the Support Staff required by subarticle 2.4, Canada may provide, upon reasonable notice to the Municipality, resources in place of such Support Staff, and the Municipality will pay 100 per cent of all the costs incurred by Canada to provide such resources.

### **ARTICLE3.0            TERM OF AGREEMENT**

- 3.1 Notwithstanding the date on which this Agreement is executed and subject to subarticle 3.3, this Agreement will take effect from and cover the period beginning April 1, 2012, and ending March 31, 2032.
- 3.2 This Agreement may be extended or renewed for an additional period upon terms that are agreed to by the Parties.
- 3.3
  - a) This Agreement may be terminated on March 31 in any year by either Party giving the other Party notice of such termination not less than 24 months prior to the date of the intended termination.
  - b) In the event of termination of this Agreement, the Parties agree, during the period following that notice and the date of the intended termination, to cooperate and assist each other to effect an orderly transition of service from the RCMP as the Municipal Police Service to such other police service that is authorized by the Province to carry out those powers and duties.

### **ARTICLE4.0            EXCLUSIONS AND INCLUSIONS**

- 4.1 Subject to the other terms and conditions of this Agreement, neither Canada nor the Municipality will add to or delete from the duties or functions of the Municipal Police Service as they were on March 31, 2012 without prior consultation and agreement between the Federal Minister and the CEO, which agreement will be reflected in writing between Parties.



**ARTICLES.0            INCREASE OR REDUCTION IN THE MUNICIPAL POLICE SERVICE**

- 5.1 Canada will increase the number of Members in the Municipal Police Service as soon as practicable within one year from the receipt of a written request and confirmation of the corresponding financial commitment from the CEO.
- 5.2 Canada will decrease the number of Members as soon as practicable within one year from the receipt of a written request from the CEO unless the Federal Minister gives written reasons to the CEO stating that the requested reduction would lower the level of resources below the level needed to deliver effective and efficient policing or to maintain public or officer safety.
- 5.3 Every written request and financial confirmation made in accordance with subarticle 5.1 and every written request made in accordance with subarticle 5.2 will be made in the form substantially as set out in Annex "B".
- 5.4 Whatever change is made in accordance with subarticles 5.1 or 5.2 will be recorded in Annex "A".
- 5.5 Subject to the discretion of the Commanding Officer, no Member will be replaced when attending a training course that is related to the Municipal Police Service, when on annual leave, or when ill except where illness results in a Member's absence for a period of more than 30 consecutive days.

**ARTICLE6.0            MANAGEMENT OF THE MUNICIPAL POLICE SERVICE**

- 6.1 The CEO may set the objectives, priorities and goals of the Municipal Police Service which are not inconsistent with those of the Provincial Minister and document those objectives, priorities and goals no more frequently than annually, and in concert with the annual RCMP planning cycle.
- 6.2 The internal management of the Municipal Police Service, including its administration and the determination and application of professional police standards and procedures, will remain under the control of Canada.
- 6.3 The CEO will determine, in consultation with the Commissioner, the level of policing service to be provided by the Municipal Police Service.
- 6.4 Nothing in this Agreement will be interpreted as limiting in any way the jurisdiction of the Province in respect of the administration of justice and law enforcement in the Province.

- 6.5 The professional police standards and procedures determined in respect of the Provincial Police Service in accordance with the Provincial Police Services Agreement subarticle 6.5 will also apply to the Municipal Police Service, unless the Commissioner is of the opinion that to do so would be contradictory to a requirement imposed by law, or would negatively affect the RCMP's ability to deliver effective or efficient police services.

## **ARTICLE 7.0                    OPERATION OF THE MUNICIPAL POLICE SERVICE**

- 7.1 For the purposes of this Agreement, the Member in Charge will act under the direction of the CEO, or such other person as the CEO may designate in writing, in aiding the administration of justice in the municipality and in carrying into effect the laws in force in the Province and municipality.
- 7.2 The Member in Charge will:
- a) implement the objectives, priorities and goals as determined by the CEO under subarticle 6.1;
  - b) report as reasonably required to either the CEO or his or her designate on the matter of law enforcement in the municipality and on the implementation of the objectives, priorities and goals set by the CEO.
- 7.3 Before appointing the Member in Charge, the Commanding Officer will consult with the CEO, and the CEO may request that the community be consulted, in which case, such consultation is to be undertaken in accordance with the RCMP's policies on community participation.
- 7.4 In the event that the Municipality desires the removal of any particular Member of the Municipal Police Service, a written request for such removal, together with the reasons, will be forwarded by the CEO to the Commanding Officer, who will give such request full consideration; if the matter is not then resolved the Commanding Officer will refer the request to the Commissioner whose decision will be final.

## **ARTICLE 8.0                    RESOURCES AND ORGANIZATION**

- 8.1 In each Fiscal Year, the Member in Charge will give to the CEO annual statements, and such additional statements as may be reasonably requested from time to time by the CEO, of the composition of the Municipal Police Service that show or include:
- a) a current organization chart of the Municipal Police Service;

- b) the location and function of all Members and Support Staff who are not casual employees;
- c) the location and function of all casual employees and temporary employees;
- d) the number of vacancies which represent positions with no-one assigned to the positions;
- e) the number of vacancies in which the assigned individual is on special leave and, where possible, including an indication of whether or not an additional individual has been assigned to backfill the position;
- f) the number of Members being deployed in surplus to the established strength;

and in each case an explanation of changes since the previous statement.

- 8.2 For the purposes of human resource planning for the next Fiscal Year, the Member in Charge will consult with and obtain approval, or approval in principle, from the CEO on or prior to June 1 of each year for the number of Members required to maintain the level of policing service provided by the Municipal Police Service as determined by the CEO pursuant to subarticle 6.3.
- 8.3 The Member in Charge, upon receiving reasonable notice, will provide the CEO with any additional information, to the extent possible, relating to human resource and organizational planning of the Municipal Police Service.

## **ARTICLE 9.0            EMERGENCIES & EVENTS**

- 9.1 If a redeployment of Municipal Police Service Members is necessary to respond to an Emergency, as declared by the Provincial Minister, in an area of provincial responsibility, or a provincial Special Event; or in the opinion of the Commissioner, a federal Emergency, Major Event or a provincial or territorial emergency outside the province exists or is likely to exist:
  - a) the Commanding Officer may, after consultation with the Provincial Minister and the CEO, temporarily withdraw up to 10 per cent of the Members of the Municipal Police Service (including any necessary Equipment) to deal with such an Emergency or event;
  - b) the Municipality will not bear the Salary and incremental costs of the Members and Equipment withdrawn;

- c) the Commanding Officer will ensure that the Municipality continues to receive adequate policing.
- 9.2 Withdrawal or redeployment of Members from the Municipal Police Service in accordance with this article will not extend for a period of more than 30 consecutive days without further consultation between the Commanding Officer, the Minister and the CEO.

## **ARTICLE 10.0      MUNICIPAL POPULATIONS**

- 10.1 For the purposes of this Agreement, the population of the Municipality will be determined as follows:
- a) for the period of April 1, 2012, to March 31, 2017, the population of the Municipality as established by the 2011 federal census;
  - b) for the period of April 1, 2017, to March 31, 2022, the population of the Municipality as established by the 2016 federal census;
  - c) for the period of April 1, 2022, to March 31, 2027, the population of the Municipality as established by the 2021 federal census; and
  - d) for the period of April 1, 2027, to March 31, 2032, the population of the Municipality as established by the 2026 federal census.

## **ARTICLE 11.0      BASIS OF CALCULATION OF PAYMENT**

- 11.1 a) Subject to any other terms of this Agreement, in respect of each Fiscal Year the Municipality will pay to Canada, at the applicable cost-sharing ratio determined in accordance with paragraph (b), the cost of providing and maintaining the Municipal Police Service as determined in accordance with this article.
- b) Subject to Article 10, the cost of the Municipal Police Service will be shared between Canada and the Municipality as follows:
- i) if the Municipality has a population of less than 15,000, the Municipality will pay to Canada 70 per cent of the cost; and
  - ii) if the Municipality has a population of 15,000 or more, the Municipality will pay 90 per cent of the cost.

11.2 The cost referred to in subarticle 11.1 will include expenditures made by Canada in each Fiscal Year to provide and maintain the Municipal Police Service in the municipality, including:

- a) all operating and maintenance costs such as Salaries and wages, transportation and travel, information; professional services, rentals, repairs, utilities and supplies, and miscellaneous operational expenses as established by the RCMP's Chart of Accounts;
- b) all costs of Equipment purchases, except if the cost for an Equipment purchase is equal to or exceeds \$150,000 and if the CEO has requested that such cost for that purchase be amortized in accordance with paragraph (1);
- c) the cost to Canada for the employer's Pension Contribution with respect to Members under the *Royal Canadian Mounted Police Superannuation Act*, the *Special Retirement Arrangements Act* and the *Supplementary Retirement Benefits Act* determined by the provisions of the Provincial Police Service Agreement;
- d) the cost to Canada for the employer's Pension Contribution with respect to federal public service employees, which Pension Contribution shall be determined annually by reference to the Actuarial Report of the Office of Superintendent of Financial Institutions;
- e) the cost to Canada for the employer's contributions made under the *Canada Pension Plan* with respect to Members and federal public service employees;
- f) the cost to Canada of the employer's contributions for employment insurance with respect to Members and federal public service employees;
- g) the per Member costs for each category described in clauses (A) through (E), which are shared by all activities in the Division, will be calculated by:
  - i) dividing the total costs of each category (A) through (E), by
  - ii) the annual Full Time Equivalent Utilization of all Members for all activities in the Division for each Fiscal Year, excluding those Members who are assigned to divisional/regional headquarters administration, and
  - iii) multiplying the result by the Full Time Equivalent Utilization of Members of the Service.

- A) Divisional and regional headquarters administration services, such as:
  - 1) Management;
  - 2) Financial Management;
  - 3) Human Resources;
  - 4) Information Technology; and
  - 5) Asset Management;
- B) Special Leave, such as:
  - 1) Medical;
  - 2) Maternity;
  - 3) Paternity;
  - 4) Parental;
  - 5) Graduated Return to Work; and
  - 6) Pregnant Member Working;
- C) Pay in lieu of leave;
- D) Health Services, such as:
  - 1) Health Services for regular members;
  - 2) Health Services for civilian members;
  - 3) Health Services for non-members, including Applicants and Public Service Employees; and
  - 4) Health Services Offices/Administration Unit;
- E) Earned Retirement Benefit, provided always that if it becomes technically possible to allocate these costs in a manner that reflects the jurisdiction in which the Earned Retirement Benefits were accrued then the allocation method may be changed;

- h) for the Fiscal Years beginning April 1, 2012, and ending March 31, 2015, all the costs of recruiting, the Cadet Training Program at Depot and the Police Dog Service Training Centre incurred by Canada and listed in the provisions of paragraph (i) will be deemed to be equal to the product obtained by multiplying \$3,500 by the total *FTE* Utilization of Members in the Municipal Police Service for the Fiscal Year;
- i) beginning April 1, 2015, all the costs of recruiting, Cadet Training Program at Depot, and the Police Dog Service Training Centre to be determined as follows:

*Recruiting*

- i) The average of all the expenditures made by Canada in respect of recruiting for the RCMP for the previous three Fiscal Years, divided by the average *FTE* Utilization of Members in the RCMP for the previous three Fiscal Years and multiplying the result by the total *FTE* Utilization of Members in the Municipal Police Service for the Fiscal Year.
  - A) The expenditures made by Canada for recruiting, such as:
    - 1) Divisional, Regional and National Recruitment, including things such as: the salary and travel of recruiters, office supplies and equipment, and, advertising and marketing.
    - 2) Processing of Applicants, including things such as: the travel of applicants, recruitment steps like career presentations, written examinations, physical, medical and psychological testing, interviews to assess suitability of applicants, reliability examinations using a polygraph interview, field investigations and the issuing of security clearances.
  - B) The expenditures made by Canada for major capital investments to construct, Renovate or acquire buildings for recruiting are excluded.

*Cadet Training Program at Depot*

- ii) The average of all the expenditures made by Canada in respect of the Cadet Training Program at Depot for the previous three Fiscal Years, less the average of any revenues received by Canada in respect of the provision of training services to third parties for the

previous three Fiscal Years, divided by the average FfE Utilization of Members in the RCMP for the previous three Fiscal Years and multiplying the result by the total FTE Utilization of Members in the Municipal Police Service for the Fiscal Year.

- A) The expenditures made by Canada for the Cadet Training Program at Depot, such as:
  - 1) Cadet Training, including things such as: cadet allowance; clothing and operational equipment; travel to Depot and relocation of the cadet to their first posting;
  - 2) Training Support and Depot Administration, including things such as: salaries; relocation of trainers to Depot; office supplies and equipment;
  - 3) Facilities operating and maintenance, including things such as: maintenance equipment and vehicles; professional and contractual services; utilities and minor capital;
- B) The expenditures made by Canada for the Cadet Training Program at Depot exclude expenditures made in respect of major capital to construct, Renovate or acquire buildings, and exclude the operating and maintenance for buildings at Depot that are not used to support the Cadet Training Program (such as the RCMP Heritage Centre).

*Police Dog Service Training Centre*

- iii) The average of all the expenditures made by Canada in respect of the Police Dog Service Training Centre ("PDSTC") for the previous three Fiscal Years, less the average of any revenues received by Canada in respect of the sale of dogs or the provision of training services to third parties for the previous three Fiscal Years, divided by the average FfE Utilization of police dog teams in the RCMP for the previous three Fiscal Years, and multiplying the result by the total FTE Utilization of police dog teams in the Municipal Police Service for the Fiscal Year.
  - A) The expenditures made by Canada for PDSTC, such as:
    - 1) Dog Breeding, including such things as: kennel operations, equipment, professional services (e.g., veterinary).



- 2) Dog Team Training Program (police dog and handler) and Validation (re-certification) including things such as: training operations, and the salary and travel of instructors.
  - 3) PDSTC Administration, including things such as: salaries, operating and maintenance, relocation to PDSTC, and office supplies and equipment; and
  - 4) Facilities operating and maintenance, including things such as: maintenance equipment and vehicles, utilities, minor capital, and contractual services.
- B) The expenditures made by Canada for major capital to construct, Renovate or acquire buildings in support of the PDSTC are excluded.
- j) the cost of maintaining and providing the Police Records and Occurrence System ("PROS") to be calculated by:
  - i) dividing the costs to Canada of maintaining and providing the PROS for the previous Fiscal Year, as determined in accordance with Annex "C", by the result of the calculation described in subparagraph (ii) ("the denominator") and multiplying that result by the FTE Utilization of Members in the Service for the previous Fiscal Year;
  - ii) the denominator is determined by the following calculation:
    - A) determining the FTE Utilizations of Members for the **RCMP** for the previous Fiscal Year less the FTE Utilization of Members in Divisional and Regional administration positions during that same Fiscal Year; and
    - B) subtracting the FTE Utilization of Members in "E" Division and Halifax District Detachment for the previous Fiscal Year;
    - C) adding the actual count of Members in "E" Division with access to or use of the PROS for the previous Fiscal Year; and
    - D) adding the actual count of the actual strength of sworn police officers of police partner agencies, other than the

RCMP, for the previous Fiscal Year as reported on an annual basis by Statistics Canada.

- k) the cost incurred by Canada in providing security at points of entry in respect of the Municipal Police Service, including at divisional or regional headquarters determined on a proportional basis relative to the total occupancy of the building;
- l) if any item of Equipment-Type A costs at least \$150,000 and if requested by the CEO, an amount equivalent to the straight line amortization of the capital cost over the estimated life of that item of equipment, together with interest at a rate equal to the Applicable CRF Lending Rate on the unpaid balance of the capital cost. The estimated life of that item of equipment will be no longer than the period determined by Canada to depreciate such equipment and the amortization period will not exceed the estimated life of that item of equipment. The CEO may also specify an amortization period that is shorter than the estimated life of the item of equipment;
- m) the cost of maintaining and providing the Public Complaints Commission to be calculated in each Fiscal Year by dividing the cost to Canada of maintaining and providing the Public Complaints Commission for that Fiscal Year by the total FTE Utilization of Members in the RCMP in that same Fiscal Year and multiplying the result by the total FTE Utilization of Members in the Municipal Police Service in that same Fiscal Year;
- n) the cost for legal advisory services received by the RCMP in direct support of providing and maintaining the Municipal Police Service within the municipality, and those costs are to be calculated by:
  - i) dividing the applicable base amount determined in accordance with subparagraphs (ii) and (iii) by the total FTE Utilization of Members in the police services of each province, territory, and municipality with which Canada has a similar agreement or an agreement for a municipal police service and multiplying the result by the total FTE Utilization of Members in the Municipal Police Service for the Fiscal Year;
  - ii) for the Fiscal Year beginning April 1, 2012, and ending March 31, 2013, the applicable base amount is to be \$2,000,000; and
  - iii) each base amount established under this Agreement will be adjusted in the next Fiscal Year to establish a new base amount to be applicable to that next Fiscal Year, such adjustment is to be calculated on the basis of any change during the immediately preceding Fiscal Year in the National Consumer Price Index

determined by Statistics Canada, such adjustment to be made immediately following when that change becomes known.

- iv) The initial value of the Consumer Price Index will be 118.8, for the month of November 2011 as set out in Table 6 of the Consumer Price Index published by Statistics Canada.
  - v) For greater certainty, the costs for legal advisory services are not to include those costs related to a matter where Canada and the Municipality are adverse in interest or if the costs are excluded by operation of paragraph 11.3(c) or subarticle 11.10.
- o) where costs are incurred by the **RCMP** to provide and maintain the enhanced reporting and accountability capacity to provide improved administration of this Agreement, the Municipality's share of those costs are to be calculated by:
- i) dividing the costs determined in accordance with subparagraph (ii) by the total FfE Utilization of Members in the police services of each province, territory, and municipality with which Canada has a similar agreement or an agreement for a municipal police service and multiplying the result by the total FfE Utilization of Members in the Municipal Police Service for the Fiscal Year;
  - ii) subject to subparagraph (iv), the costs are deemed to be \$1,500,000.
  - iii) The RCMP will provide annual statements on the number, location and position of all staff assigned to provide and maintain the enhanced reporting and accountability capacity and the activities generated by those staff.
  - iv) By March 31, 2015, the Contract Management Committee will undertake a review of reports being produced to assess whether they are meeting the interests of the Committee, whether adjustments are necessary and to assess associated cost implications of any adjustments if made.
  - v) The Parties acknowledge that the enhanced reporting and accountability capacity will, to the extent reasonably possible, generate such reporting as may be required under the terms of this Agreement.

- vi) The Parties agree that the resources dedicated to such capacity may only be increased by agreement between Canada and all of the provinces and territories with which Canada has an agreement similar to this Agreement, and if an increase is agreed to, that the base amount will be revised by agreement in writing.
- vii) The Parties commit to work together to avoid a duplication of existing capacity within the Service and to explore ways in which they can better utilize that capacity to provide improved administration of this Agreement.

11.3 The cost of the Municipal Police Service in the municipality will not include:

- a) the cost of relocation of personnel;
- b) the cost of Equipment-Type A if such cost is at least \$150,000 per item and if the CEO has requested that such cost be amortized under paragraph 11.2(1);
- c) the cost of any civil action, compensation claim, *ex gratia* payment or claim for associated legal fees; and
- d) the cost incurred by Canada in respect of providing point of entry security for federal buildings other than divisional or regional headquarters.

11.4 If the Municipality has a population of under 15,000, the Municipality will pay to Canada in each Fiscal Year the costs determined in accordance with subarticle 11.2 and calculated by applying the following formulae:

- a)  $NAM = PM$ , where:
  - i) "A" is the aggregate cost of all the Municipal Police Services in municipalities in the Province having a population of less than 15,000;
  - ii) "AM" is the FTE utilization of Members utilized in those Municipal Police Services for the Fiscal Year; and
  - iii) "PM" is the yearly cost per Member of the Municipal Police Services in those municipalities; and
- b)  $PM \times QA \times 0.7 = C$ , where:
  - i) "PM" has the meaning given to it in paragraph (a);

- ii) "QA" is the projected FTE utilization of Members to be utilized in the Municipal Police Service for that Fiscal Year; and
- iii) "C" is the amount of costs referred to in subarticle 11.2 that is payable by the Municipality for that Fiscal Year.

11.5 If the Municipality has a population of 15,000 or more, the Municipality will pay to Canada in each Fiscal Year the costs determined in accordance with subarticle 11.2 and calculated by applying the following formulae

a)  $NAM = \frac{A}{AM} \times PM$ , where;

- i) "A" is the cost of providing the Municipal Police Service in the Municipality;
- ii) "AM" is the FTE utilization of Members utilized in the Municipal Police Service for the Fiscal Year; and
- iii) "PM" is the yearly cost per Member of the Municipal Police Service in the Municipality; and

b)  $PM \times QA \times 0.9 = C$ , where

- i) "PM" has the meaning given to it in paragraph (a);
- ii) "QA" is the projected FTE utilization of Members to be utilized in the Municipal Police Service for that Fiscal Year; and
- iii) "C" is the amount of costs referred to in subarticle 11.2 that is payable by the Municipality for that Fiscal Year.

11.6 For purposes of determining costs pursuant to this article, any Member who is on:

- a) sick leave or suspended for more than 30 consecutive days;
- b) parental leave; or
- c) pension retirement leave

will be deemed not to be in the Municipal Police Service and the costs relating thereto will be allocated to divisional or headquarters administration.

11.7 There will be deducted from the cost payable by the Municipality in respect of the Municipal Police Service:

- a) any amount, at the appropriate cost sharing ratio set out in paragraph 11.1(b), subsequently refunded or reimbursed to Canada with respect to any expenses that were paid by the Municipality;
  - b) any amount, at the appropriate cost sharing ratio set out in paragraph 11.1(b), received by Canada from the sale, transfer out of the Service or other disposition of any item of Equipment that cost less than \$150,000 and was purchased by Canada for use in the Service.
- 11.8 Canada will pay 100 per cent of all of the costs incurred in respect of the External Review Committee and the Staff Relations Representative Program or their respective successors.
- 11.9 In respect of the Municipal Police Service, the Municipality will pay to Canada 100 per cent of all of the following costs:
- a) hospitalization, medical examination or treatment, including mental health examination or treatment, for any person in the custody of the **RCMP** except if such costs have been incurred in the obtaining of evidence;
  - b) witness fees, transportation, maintenance and escort costs for persons (except for Members and Support Staff) required as witnesses in criminal and civil proceedings and proceedings under provincial laws;
  - c) conveyance by a third party that is obtained by a Member of the Service for a disabled, injured, ill or deceased person if the cost of the service is not paid by or on behalf of the person or their estate;
  - d) all incremental costs incurred when, at the request of the Municipality, the scope and duration of a search and rescue operation is extended beyond that which the Member in Charge considers to be appropriate in the circumstances and the Member in Charge has so advised the CEO.
- 11.10 a) In the event that any Member utilized in the Municipal Police Service receives, by virtue of provincial legislation, the benefit of any statutory defence to any claim or action and in connection therewith the Municipality may be or may become liable for any of the payments contemplated by subparagraph 11.3(c), Canada will indemnify and hold harmless the Municipality with respect to any such claim or action and Canada will assume the conduct and the carriage of any proceeding relating to such claim.
- b) The Municipality will promptly notify Canada of any claim or action referred to in paragraph (a).

- c) If the Municipality should compromise or settle any such claim or action without the consent of Canada, Canada will not be liable to indemnify or save harmless the Municipality.

11.11 The Municipality shall pay separately to Canada, at the appropriate cost sharing ratio determined in accordance with paragraph 11.1(b), the cost of overtime utilized by or on behalf of the Municipal Police Service.

## **ARTICLE 12.0      ACCOMMODATION**

- 12.1 a) The Municipality will provide and maintain, at no cost to Canada, accommodation that is fit for use by the Municipal Police Service and Support Staff, including:
  - i) office space that is Furnished, heated and lighted, together with electricity and water supply;
  - ii) jail cell facilities that are heated and lighted together with bedding and water supply; and
  - iii) if determined by the Municipal Police Service to be required, heated and lighted garage space.
- b) When providing and maintaining accommodations, the Municipality will pay 100 per cent of all operating and maintenance costs, such as building and property maintenance services.
- 12.2 The accommodation provided for the use of the Municipal Police Service and Support Staff will be to the satisfaction of the Commissioner and will meet the security standards of the RCMP.
- 12.3 If the Commissioner is not satisfied with the accommodation or any part of it provided for use of the Service and Support Staff, or is of the opinion that it does not meet the security standards of the RCMP, then:
  - a) The Commanding Officer will identify the specific concerns with the Municipality as part of the regular reporting/planning process or at any other time as deemed necessary.
  - b) If a Municipality is unable to resolve concerns within a reasonable period of time, the Commanding Officer will provide the CEO with a notice that sets out the reasons for which the Commissioner is not satisfied with the accommodation, including any existing or forecasted major deficiency in that accommodation, and if applicable the details of what is required to meet the security standards of the RCMP and give notice that the

deficiencies are to be corrected within two years from the date of the notice.

- c) If, within one year of the date of the notice, the deficiencies have not been corrected-by the Municipality then the Commanding Officer will, as soon as practicable, give a second notice and the CEO shall, as soon as practicable, provide the Commanding Officer with a written report of the action that will be taken to correct the deficiency within the two years from the first notice.
- d) If, within two years of the date of the notice referred to in paragraph (b), the deficiency has not been corrected to the satisfaction of the Commissioner, then the Commanding Officer will, as soon as practicable, inform the CEO in writing that the accommodation still fails to comply with subsection 12.2 and that Canada will then make the necessary changes to the accommodation or lease other accommodation and in that case the Municipality will be responsible to pay to Canada 100 per cent of all the costs, including all costs that would otherwise be borne by the Municipality under subarticle 12.1.
- e) The Provincial Minister will be provided with a copy of each notice.

12.4 If, by arrangement between Canada and the Municipality, Canada provides and maintains any accommodation for use by the Municipal Police Service and Support Staff, the Municipality shall:

- a) Pay 100 per cent of all the costs referred to in subarticle 12.1 of this agreement calculated to reflect the proportion of the accommodation occupied by the Municipal Police Service, and
- b) Pay Canada an amount for the accommodations which is calculated and informed by the actual costs under the accommodation program of works in accordance with Article 12 of the Provincial Police Service Agreement, converted to a per square meter rental rate and applied to the proportion of the accommodation occupied by the Municipal Police Service.

12.5 Any arrangement made under 12.4 regarding the provision of accommodations will require agreement with the Province and is subject to inclusion under Article 12 of the Provincial Police Service Agreement.

12.6 Despite any payments made by the Municipality under this Agreement, there shall be no transfer, granting or creation of any interest in real property or a license, as those terms are defined in the *Federal Real Property and Federal Immovables Act*, from Canada in favour of the Municipality. All of the real property that is held, acquired, used or administered by Canada to provide and maintain the Municipal Police Service, other than leased accommodation, shall remain at all



times the sole property of Canada. For greater certainty, Canada and the Municipality agree that no real property interest whatsoever or a licence are acquired, created or implied by this Agreement.

### **ARTICLE 13.0      EQUIPMENT**

- 13.1    a)      Equipment supplied by Canada for use by the Municipal Police Service will be of a standard and quantity that is necessary for the Service to carry out its responsibilities under this Agreement.
- b)      Canada, in procuring such Equipment, will do so in accordance with its own procurement practices and procedures, directives of the Treasury Board of Canada and the *Government Contract Regulations*.
- 13.2    If any item of Equipment-Type A that was purchased during this Agreement by Canada at a cost of more than \$150,000 for the Municipal Police Service is lost, damaged, destroyed or removed from the Municipal Police Service, the financial consequences from the loss, damage, destruction or removal of that item will be determined as follows:
- a)      if the Municipality paid for the item in full at the applicable cost-sharing ratio in the year of acquisition, the Municipality will be credited, at the applicable cost-sharing ratio set out in paragraph 11.1(b), with the Fair Market Value, if any, of that item;
- b)      if the Municipality has not yet paid its full share of the purchase cost of the item, the Municipality will be credited with a percentage of the Fair Market Value of that item that is equal to the proportion of the amounts paid by the Municipality for that item, exclusive of interest, up to the time of loss, damage, destruction or removal divided by the original acquisition costs incurred by Canada for that item;
- c)      the Fair Market Value referred to in paragraph (a) and (b) is to be determined as of the time immediately preceding the loss, damage, destruction or removal of the item; and
- d)      if any item of Equipment is subject to amortization in accordance with paragraph 11.2(1) the payments will cease in the Fiscal Year when the item was lost, damaged, destroyed or removed.

### **ARTICLE 14.0      TRANSFER OF OWNERSHIP OF EQUIPMENT**

- 14.1    In the event of the expiry or termination of this Agreement:

- a) subject to subarticle 14.2, the ownership of any item of Equipment that was purchased by Canada for the Municipal Police Service and in respect of which the Municipality has paid its full share, will, at the option of the Municipality:
  - i) be transferred to the Municipality after it pays to Canada an amount equal to the amount that the current Fair Market Value exceeds the amount, exclusive of interest, that was already paid to Canada by the Municipality for that item of Equipment; or
  - ii) remain vested in Canada, in which case Canada will credit the Municipality with the amount, if any, by which the current Fair Market Value exceeds the amount that Canada paid for that item of Equipment;
- b) subject to subarticle 14.2, if any item of Equipment-Type A that cost more than \$150,000 was purchased by Canada for the Municipal Police Service and amortized under paragraph 11.2(1) and the Municipality has not yet paid its full share of the expenditures owing for that item of Equipment, then the ownership of that item of Equipment will, at the option of the Municipality:
  - i) be transferred to the Municipality after it pays to Canada an amount equal to the amount that the current Fair Market Value exceeds the amount, exclusive of interest, that was already paid to Canada by the Municipality for that item of Equipment; or
  - ii) remain vested in Canada, in which case Canada will credit the Municipality with a percentage of the Fair Market Value that is equal to the proportion of the amounts paid by the Municipality for that item, exclusive of any interest, up to the time of the expiry or termination divided by the original acquisition costs incurred by Canada for the item; and
  - iv) any amortized amount remaining owing by the Municipality in respect of that item of equipment will cease.
- c) the Fair Market Value referred to in paragraph (a) and (b) is to be determined as of the time immediately preceding the termination or expiry.

14.2 The option to transfer ownership of an item of Equipment referred to in paragraph 14.1 (a) and (b) may only be exercised by the Municipality if it has provided notice in writing of the intent to exercise that option; and

- a) in the event of termination such notice must be received by Canada at least 6 months prior to the date of the intended termination; or
- b) in the event of expiry such notice must be received by Canada at least 3 months prior to the date of the expiry;

and the transfer must be completed within 6 months following the effective date of termination or expiry, unless the Parties agree otherwise.

## **ARTICLE 15.0      JAILS AND LOCK-UPS**

- 15.1 Canada is under no obligation to maintain any jails for prisoners committed to custody for less than two years for an offence committed within the municipality against the *Criminal Code* or the laws of the Province but, if necessary due to remoteness or the absence of an efficient alternative, such prisoners may be held in lock-ups maintained by the RCMP. The number and size of police lock-ups presently maintained by the RCMP will continue to be maintained by the RCMP and will not be reduced without prior consultation with the Provincial Minister.

## **ARTICLE 16.0      METHOD OF PAYMENT**

- 16.1 a) Subject to paragraph (c), all amounts payable by the Municipality will be due 45 days from the date of receipt of an invoice from Canada; payment will be made by cheque payable to the Receiver General for Canada and sent to the Commissioner in Ottawa, or as Canada might otherwise direct in writing, by registered mail; if the Commissioner and the CEO agree in writing, payments may be made by any other method.
- b) Canada **will** invoice for payment on a quarterly basis, on or about July 1, October 1, January 1 and March 31 in each Fiscal Year; with the invoices being for the four periods ending June 30, September 30, December 31, and March 31 respectively, and each invoice will cover 1/4 of the estimated cost of the Municipal Police Service for that Fiscal Year.
- c) Any deficiency in payment or over-payment by the Municipality in one Fiscal Year will be credited to or debited against the Municipality, as the case may be, and will be reflected in the first invoice of the succeeding Fiscal Year.
- 16.2 It is agreed that the performance by Canada of its obligations under this Agreement, including the performance of duties and the rendering of services by the RCMP, are subject to an appropriation by Parliament that is of an amount that is sufficient for the performance of those obligations in each Fiscal Year.

**ARTICLE 17.0      FINANCIAL PLANNING AND REPORTING**

- 17.1 a) Each Fiscal Year the Member in Charge and the CEO will, in an agreed upon format and schedule, exchange information necessary for the RCMP to prepare the projected Multi-Year Financial Plan for the Municipal Police Service, which will include the projected budget for any Divisional and Regional administration that is required to support the Service, for the consideration of the CEO in preparation of the annual budgets for the Service.
- b) For the purposes of paragraph (a), the Multi-Year Financial Plan will cover a period of three Fiscal Years, or up to five Fiscal Years, as determined by the CEO, beginning on the first day of the next Fiscal Year.
- c) For the purposes of paragraphs (a) and (b), the information exchanged between the Member in Charge and the CEO will, at a minimum, address the following:
- i) the number of positions required for the Municipal Police Service;
  - ii) the resources, including staffing levels, allocated to any Divisional and Regional administration that is required to support the Service;
  - iii) budgetary considerations affecting the Municipal Police Service and any Divisional and Regional administration that is required to support the Service;
  - iv) the proposed multi-year equipment plans;
  - v) any significant deviation between the budget for the previous Fiscal Year and expenditures for the current Fiscal Year; and
  - vi) any other agreed upon information.
- d) Each Fiscal Year the Member in Charge will, on or before June 1, provide the CEO with the Multi-Year Financial Plan.
- e) Each Fiscal Year the CEO will, on or before June 15, provide the Member in Charge with the projected annual budget for the Municipal Police Service for the next Fiscal Year, as well as the projected budgets, if available, for the balance of the Multi-Year Financial Plan.

- f) Each Fiscal Year the CEO will, to the extent they become available, provide the Member in Charge with updates of the projected annual budget for the next Fiscal Year for the Municipal Police Service until the conclusion of the municipal budget process for the next Fiscal Year.
- 17.2 a) The CEO will, at the conclusion of the municipal budget process for each Fiscal Year, provide to the Member in Charge:
- i) a written statement indicating the approved annual budget for the Municipal Police Service for that Fiscal Year; and
  - ii) if available, a written statement indicating any changes to the projected annual budgets for the balance of the then current Multi-year Financial Plan.
- b) The Member in Charge will seek approval from the CEO as soon as feasible with respect to any proposed changes to the said approved annual budget.
- 17.3 The Member in Charge will at mutually agreeable intervals during the Fiscal Year, and in a standardized format, provide the CEO with the following:
- a) details of the year-to-date expenditures together with the forecasted expenditures for the remainder of the Fiscal Year including explanations of any material variances from the approved annual budget referred to in subparagraph 17.2(a)(i); and
  - b) proposed changes or updates to the Service's multi-year infrastructure and equipment plans.
- 17.4 The Member in Charge will, no later than three months following the conclusion of each Fiscal Year, provide the CEO in a standardized format with an accurate, detailed accounting of all actual expenditures for the Municipal Police Service, together with an explanation of any material variances from the approved annual budget referred to in subparagraph 17.2(a)(i).
- 17.5 In respect of each Municipality having a population of 15,000 or more, the Member in Charge will obtain the approval of the CEO prior to purchasing Equipment-Type A over \$150,000.
- 17.6 Each Fiscal Year the Member in Charge will provide the CEO with a copy of the current RCMP's Chart of Accounts used to record financial transactions.
- 17.7 The Member in Charge, being given reasonable notice, will provide the CEO with any additional information reasonably relating to the financial implications of the Municipal Police Service.

- 17.8 In addition to the above, the Parties will work to continue to strengthen the overall financial efficiency and administration of this Agreement including developing and implementing on-going initiatives to contain costs and improve long-term financial planning, with a view to achieving greater predictability, efficiency and transparency when budgeting for future policing costs.

#### **ARTICLE 18.0      OPERATIONAL EFFECTIVENESS ASSESSMENTS**

- 18.1 The CEO and the Member in Charge may, in accordance with this article, undertake reviews of matters arising out of the provision of the Municipal Police Service, and prior to initiating a Dispute under Article 20, the CEO and the Member in Charge should give due consideration to undertaking such reviews.
- 18.2 The frequency, scope and subject matter to be reviewed are subject to the agreement of the CEO and the Member in Charge.
- 18.3 If either of the CEO or the Member in Charge wishes to propose a matter for review, they will notify the other in writing of the matter proposed to be reviewed, together with full written details thereof.
- 18.4 If either of the CEO or the Member in Charge is in receipt of a notice provided under subarticle 18.3, they will respond in writing as soon as practicable to provide notice of its agreement or counter-proposal, together with full written details thereof.

#### **ARTICLE 19.0      CONTRACT MANAGEMENT COMMITTEE**

- 19.1 The parties acknowledge that the Provincial Police Service Agreement establishes a Contract Management Committee ("Committee" or "CMC") to support the delivery of professional, efficient and effective policing services and to meet the evolving needs of policing.
- 19.2 The Province may designate one individual from among all municipalities in the province receiving RCMP municipal police services under an agreement with Canada as an associate member who will represent all those municipalities.
- 19.3 Amendments to the Provincial Police Service Agreement resulting from a review provided for in Article 22 (CMC Five Year Reviews) of that agreement will be applicable to and binding on this Agreement.

## ARTICLE 20.0      **DISPUTES**

- 20.1 Any issue, matter of general concern, or dispute ("Dispute") arising from this Agreement will be a matter for consultation and resolution between the CEO and the Member in Charge.
- 20.2 The CEO and the Member in Charge will consult each other should there be any issue, matter of general concern, or dispute arising from the interpretation or implementation of this Agreement, and **will, in** good faith, attempt to resolve the matter before providing written notice of a Dispute.
- Z0.3** If either of the CEO or the Member in Charge has provided the other with a written notice identifying the nature of the Dispute and containing a request for a meeting, consultations are to take place in a timely manner.
- 20.4 If a Dispute is related to an invoice under this Agreement, consultation will take place in the following manner:
- a) Within 30 days of providing notice identifying the nature of the Dispute and containing a request for a meeting, the Member in Charge will attempt to resolve the Dispute with the CEO.
  - b) If some or all of the issues in dispute are not resolved within 45 days of receipt of the notice provided under subarticle 20.3, then the Parties will attempt to resolve the Dispute through a second level of discussion, to be undertaken between the CEO and the Commanding Officer.
  - c) If some or all of the issues in dispute are not resolved within 60 days of receipt of the notice provided under subarticle 20.3, then the Parties will attempt to resolve the Dispute through a third level of discussion, to be undertaken among the CEO and the Federal and Provincial Assistant Deputy Ministers responsible for issues related to this Agreement.
  - d) If some or all of the issues in dispute are not resolved within 120 days of receipt of the notice provided under subarticle 20.3, then the Parties will attempt to resolve the Dispute through a fourth level of discussion, to be undertaken among the CEO and the Federal and Provincial Deputy Ministers responsible for issues related to this Agreement.
  - e) If some or all of the issues in dispute are not resolved within 180 days of receipt of the notice provided under subarticle 20.3, then the matter will be considered between the CEO and the Federal and Provincial Ministers for resolution in such manner as they see fit.

- 20.5 Notwithstanding subarticle 20.4, the CEO may refer any Dispute arising from this Agreement to the Federal and Provincial Ministers, or their Deputy Ministers, for consultation and resolution at any time and in such manner as they see fit.
- 20.6 If a Dispute is not resolved through consultation, it may be dealt with through an alternative dispute resolution process on such terms and within such time as may be agreed to in writing by the Parties.
- 20.7 All information exchanged during any part of this process will be regarded as "without prejudice" communications for the purpose of settlement negotiations and will be treated as confidential by the Parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable will not be rendered inadmissible or non-discoverable by virtue of its use during any part of this process.
- 20.8 The provisions of this Agreement will continue to apply despite any Dispute.

## **ARTICLE 21.0      NOTICE**

- 21.1 Any notice that is required or permitted under this Agreement, to be given by one Party to the other Party, will be given in writing and sent by e-mail, regular or registered mail, courier or facsimile. Notice will be considered as having been received upon delivery of the courier, or one day after being sent by e-mail or facsimile, or five calendar days after being mailed.
- 21.2 a) All correspondence and notice to Canada will be addressed to:
- Minister of Public Safety and Emergency Preparedness  
269 Laurier Avenue West  
Ottawa, Ontario, K1A 0P5
- Facsimile: 613-954-5186; and
- b) All correspondence and notice to the Municipality will be addressed to:
- Mayor of Blackfalds  
P.O. Box 220  
5018 Waghorn St.  
Blackfalds, Alberta T0M 0J0
- Facsimile: 403-885-4610
- 21.3 Either Party may, by providing notice to the other Party, change their address in subarticle 21.2.



**ARTICLE 22.0      AMENDMENT**

22.1 Subject to subarticle 19.3, this Agreement may only be amended by the written agreement of the Parties.

**ARTICLE 23.0      SURVIVAL**

23.1 The obligations and rights set out in Articles 11.10 (Basis of Calculation of Payment), 16 (Method of Payment), 21 (Notice), and 22 (Amendment) will survive the expiry or termination of this Agreement.

23.2 The obligations and rights set out in Article 11 (Basis of Calculation of Payment), except 11.10, will survive following the expiry or termination of this Agreement until the date on which the amount owed by the Municipality under that article is paid in its entirety.

23.3 The obligations and rights set out in subarticle 12.4 (Accommodation) will survive until the day on which the amount owed by the Municipality under this Agreement is paid in its entirety.

23.4 The obligations and rights set out in Article 14 (Transfer of Ownership of Equipment) will survive for 6 months following the expiry or termination of this Agreement.

**IN WITNESS WHEREOF** the Parties hereto have executed this Agreement through duly authorized representatives.

SIGNED on behalf of Canada




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Minister of Public Safety and  
Emergency Preparedness

SIGNED on behalf of the Municipality of Blackfalds



Mayor

**ANNEX "A": SCHEDULE OF PERSONNEL RESOURCES ASSIGNED TO THE MUNICIPAL POLICE SERVICE**

**TABLE I - FTE Levels**

<b>Jurisdiction</b>			<b>Municipal Police Service</b>			
<b>Name of Jurisdiction</b>	<b>Fiscal Year</b>	<b>Confirmation by the Jurisdiction</b>	<b>Members</b>	<b>Resources*</b>	<b>Total</b>	<b>Amending Document Reference</b>
	2012-13	Opening Balance	LJ	LJ	LJ	
	<b>2012 1s Total</b>					
	2013-14	Confirmation (1)				
	<b>2013-14 Total</b>					
	2014-15	Confirmation (1)				
		Confirmation (2)				
	<b>2014-15 Total</b>					
<b>Jurisdiction Total</b>						

\* In this table, Resources means those resources that may be provided by Canada under subarticle 2.6 where those resources are not provided by the Municipality under subarticle 2.4.

**ANNEX "B": REQUEST FOR INCREASE OR DECREASE OF THE  
MUNICIPAL POLICE SERVICE**

**Request for an Increase**

1. Form of letter to be used to request an increase for the purposes of subarticle 5.1:

[Federal Minister]

Dear Minister

Pursuant to subarticle 5.1 of the Municipal Police Service Agreement, I am writing to request an increase to the personnel resources, to be recorded in Annex "A", and to be assigned to the Municipal Police Service.

I request an increase of \_\_\_\_\_[Regular Members] assigned to the Municipal Police Service, so as to increase the total strength of [Regular Members] from \_\_\_\_\_to \_\_\_\_\_

I confirm our incremental financial commitment for the costs for the requested increase.

This letter and your reply will serve as an amendment to Annex "A".

Yours truly,

[CEO]

**Request for a Decrease**

2. Form of letter to be used to request a decrease for the purposes of subarticle 5.2:

[Federal Minister]

Dear Minister

Pursuant to subarticle 5.2 of the Municipal Police Service Agreement, I am writing to request a decrease of \_\_\_\_\_[Regular Members] assigned to the Municipal Police Service and recorded in Annex "A". This will decrease the total strength of [Regular Members] assigned to the Municipal Police Service from \_\_\_\_\_to \_\_\_\_\_ –

This letter and your reply will serve as an amendment to Annex "A".

Yours truly,

[CEO]

**ANNEX "C": PROS COSTS**

1. For the purposes of paragraph 11.2 (j) the "costs to Canada of maintaining and providing the PROS" will be determined in accordance with this Annex.
2. In this Annex the term "Costs" means the "costs to Canada of maintaining and providing the PROS" for the purposes of Article 11.2 G).
3. The PROS costs will include the following items:
  - a. Annual Maintenance and Support Cost - the annual maintenance and support costs are categorized as those recurring costs required for providing and maintaining national support to the **PROS**. This includes such expenses as operating and maintenance, license fees, equipment and salaries. The amount is calculated based on the actual cost of the **PROS** incurred by the Chief Information Office (CIO) Sector and the Contract and Aboriginal Policing's Operations Systems Services Centre (CAP/OSSC); and
  - b. Annual Project Costs - the annual project costs include provisions for incremental annual project costs associated to new system development or enhancements which are beyond the annual system maintenance and support costs. These costs may include improvement or modification to the system architecture, system implementation, training costs, transitional costs and additional licensing costs;
4. Reporting Requirement: the RCMP will provide CMC a multi-year financial plan for the PROS and all related forecasted costs prior to updating the calculation of the PROS cost per user.

END OF DOCUMENT



**TOWN OF BLACKFALDS  
BYLAW NO. 1125/11**

---

**A BY-LAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA  
TO ESTABLISH A POLICING COMMITTEE**

---

**WHEREAS** the Municipal Government Act, R.S.A. 2000, c. M-26 and regulations as amended, provides that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

**AND WHEREAS** the Police Act, R.S.A. 2000, c. P-17 and regulations as amended, provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of policing services through the Royal Canadian Mounted Police may, by Bylaw, establish a Policing Committee;

**AND WHEREAS** the member in charge of the Municipal Police Service shall, in enforcing the By-laws of the Municipality, act under the lawful direction of the Chief Administrative Officer or such other person as the Chief Administrative Officer may, in writing, designate;

**AND WHEREAS** the council of the Town of Blackfalds deems it advisable to establish a Policing Committee to advise them of policing matters;

**AND WHEREAS** Council, by the By-law, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

**NOW THEREFORE** the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

**NAME AND DEFINITIONS**

1. This by-law may be referred as the "Policing Committee By-law".
2. For the purpose of this by-law:
  - (a) "Agreement" means the agreement between the Town of Blackfalds and the Government of Canada for the provision of police services for the municipality;
  - (b) "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Blackfalds and includes any person that the Chief Administrative Officer may appoint as his or her designate for purposes carrying out his responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.
  - (c) "Committee" means Blackfalds Policing Committee;
  - (d) "Council" means the duly elected Municipal Council of the Town of Blackfalds;
  - (e) "Officer in Charge" means the Officer in charge of the local RCMP detachment in the Town of Blackfalds;
  - (f) Criminal Record is being convicted of a crime punishable by indictment
  - (g) "RCMP" means the Royal Canadian Mounted Police force or any member of that police force as the case may require; and
  - (h) "Town" means the Town of Blackfalds, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Blackfalds as the context may require.

**DUTIES AND RESPONSIBILITIES**

3. The overall objectives of the Policing Committee is to act as a liaison between Town Council, the RCMP detachment, By-law Enforcement and the citizens of Blackfalds and foster responsible community action towards the creation of a safe, secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:
  - (a) provide community feedback to the RCMP concerning policing and by-law enforcement strategies and activities;

- (b) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing and advise Council on the annual RCMP Goals and Priorities;
- (c) cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
- (d) represent the interests and concerns of the public to the officer in charge;
- (e) make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council;
- (f) recommend to Council the appointment of a Public Complaints Director; and
- (g) represent the interests of Council to the Officer in charge.

#### **COMPOSITION OF THE COMMITTEE**

- 4. The committee shall consist of seven (7) voting members who shall be appointed by resolution of Council as follows:
  - (a) Five (5) citizens residing within the Town of Blackfalds, one of whom may be a youth between the age of sixteen and eighteen who attends school;
  - (b) Two (2) Town of Blackfalds Council members.
- 5. The Mayor shall be a member (ex-officio) of the Committee and his or her term of office shall coincide with his or her term of office on Council.
- 6. The Officer in Charge of the Blackfalds RCMP, or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 7. The Chief Administrative Officer, or his designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 8. The Committee, as a public body must comply with *Freedom of Information and Protection of Privacy (FOIP)* Legislation and have a designated Coordinator. The Town of Blackfalds FOIP Coordinator will act as the FOIP Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Blackfalds FOIP Coordinator subject to their fees and policies.

#### **MEMBERSHIP**

- 8. Each member from the public at large shall be appointed to the Committee for one (1), two (2) or three (3) year terms, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless he or she is appointed to complete the term of another member who resigns before their term is up.
- 9. Members shall remain in office until their respective successors are appointed.
- 10. Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the term.
- 11. All persons appointed to the Committee shall:
  - (a) Take the oath prescribed in Schedule 2 of the Police Act.
  - (b) Not have a criminal record.
  - (c) Not be hired in any capacity with the Royal Canadian Mounted Police, any Provincial Police Force, the Provincial Attorney General's Department of the Department of the Solicitor General of Alberta and Town Bylaw Enforcement Service;
  - (d) Be of the full age if eighteen (18) years, except for the youth representative, who shall be at least sixteen (16) years of age.
  - (e) Participate in the Roles and Responsibilities of Policing Oversight Committee Members Training

#### **RESIGNATION AND REMOVAL**

- 12. Any member may resign from the Committee at any time upon providing written notice to Council to that effect.

13. Council may terminate a member's appointment to the Committee at any time, and particularly when the member;
  - (a) Fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused through illness or is authorized in advance by resolution of the Committee;
  - (b) Ceases to be a resident of the Town;
  - (c) is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
  - (d) is convicted of a crime punishable by indictment.

#### **OFFICERS OF THE COMMITTEE**

14. The Chairman and Vice Chairman of the Committee shall be elected from amongst its members at the first regular meeting of each year.
15. All members of the Committee shall vote on every motion, including the Chairman (subject to Section #27).
16. The Chief Administrative Officer, or his or her designate, shall attend all Committee meetings and insure that the minutes will be prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

#### **MEETINGS**

17. The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
18. Special meetings may be called by the Chairman or, in his absence, the Vice-Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
19. Four (4) voting members of the Committee at a meeting shall constitute a quorum.
20. The Committee shall be governed by Robert's Rules of Order.
21. An agenda shall be prepared by the Chief Administrative Officer or his or her designate, in consultation with the Chairman, or in his absence, the Vice-Chairman, and circulated to the members prior to each Policing Committee meeting.
22. Each member, including the Chairman, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, a motion will be deemed to be defeated.
23. Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
24. The Policing Committee shall make reports to Council on matters of public concern as the Policing Committee deems are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

#### **SUB COMMITTEES**

25. The Committee may appoint sub-committees or ad hoc committees which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting.

#### **LIMITATIONS**

26. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.

#### **CONFLICT OF INTEREST**

27. No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type referred to in Division 6 of the Municipal Government Act being Chapter M-26, R.S.A. 2000, as amended.



**EFFECTIVE DATE**

This By-law shall come into effect on the date of final reading.

READ for the first time this 30<sup>th</sup> day of August A.D., 2011.

(RES. 254 /11)

  
\_\_\_\_\_  
Melodie Stol  
Chief Elected Official

  
\_\_\_\_\_  
Corinne Newman  
Chief Administrative Officer

READ for the second time this 30<sup>th</sup> day of August A.D. 2011

(RES. 283/11)

  
\_\_\_\_\_  
Melodie Stol  
Chief Elected Official

  
\_\_\_\_\_  
Corinne Newman  
Chief Administrative Officer

READ for the third time this 30<sup>th</sup> day of August A.D. 2011.

(RES. 284/11)

  
\_\_\_\_\_  
Melodie Stol  
Chief Elected Official

  
\_\_\_\_\_  
Corinne Newman  
Chief Administrative Officer



Province of Alberta

## POLICE ACT

# POLICE GOVERNANCE REGULATION

### **Alberta Regulation 156/2024**

Current as of September 25, 2024

### Extract

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### **Note**

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(no amdt)

## **ALBERTA REGULATION 156/2024**

### **Police Act**

### **POLICE GOVERNANCE REGULATION**

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#### **Definitions**

**1** In this Regulation,

- (a) “municipal police service agreement” means an agreement for policing services entered into under section 22(1) of the Act;
- (b) “provincial police service agreement” means an agreement for a provincial police service entered into under section 21(1) of the Act.

#### **Metis community defined**

**2** For the purpose of section 28.01(4)(b)(ii) of the Act, a “Metis community” means a publicly recognized organization that represents the interests of Metis individuals in Alberta.

#### **Duties and functions of Provincial Police Advisory Board**

**3(1)** In this section, “Commanding Officer” means the Commanding Officer of K Division of the Royal Canadian Mounted Police in Alberta.

**(2)** For the purpose of section 28.02 of the Act, the Provincial Police Advisory Board shall have the following duties and functions:

- (a) advising and supporting communities in integrated community safety planning and in collaborating with communities or community agencies;
- (b) representing the interests and concerns of communities and the public policed under a provincial police service agreement to the Commanding Officer;
- (c) in collaboration with K Division of the Royal Canadian Mounted Police and the Ministry of Public Safety and Emergency Services, communicating with municipalities about provincial policing priorities, resourcing, community-specific challenges and other matters of concern;
- (d) seeking input for the reports required under clause (e) from communities policed under the terms of a provincial police service agreement;
- (e) reporting annually, or on request, to the Minister on provincial police service priorities, provincial police service resourcing and related initiatives;
- (f) performing any other duties or functions as requested by the Minister relating to the provincial police service.

#### **Duties and functions of municipal policing committees**

**4(1)** In this section,

- (a) “chief elected official” means the chief elected official as defined in section 1(1)(d) of the *Municipal Government Act*;
- (b) “municipal policing committee” means a municipal policing committee established under section 28.03(1) or 28.04(2) of the Act.

**(2)** A municipal policing committee, with respect to the municipality for which it is established, shall have the following duties and functions:

- (a) overseeing the administration of the municipal police service agreement;
- (b) representing the interests and concerns of the public and of the council to the officer in charge;

- (c) developing a yearly plan of priorities and strategies for municipal policing in consultation with the officer in charge;
- (d) developing a community safety plan in conjunction with the local police detachment and chief elected official, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister;
- (e) assisting in the selection of the officer in charge;
- (f) reporting annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service.

#### **Duties and functions of regional policing committees**

**5(1)** In this section,

- (a) “district officer” means the officer in charge of each Royal Canadian Mounted Police district referred to in section 6;
- (b) “regional policing committee” means a regional policing committee established under section 28.04(1) of the Act.

**(2)** A regional policing committee shall have the following duties and functions:

- (a) representing the interests and concerns of the public and of the councils to the district officers;
- (b) developing a yearly plan of priorities and strategies for regional policing in consultation with the officers in charge for the region;
- (c) assisting in the selection of the officers in charge for the region;
- (d) supporting municipalities within the region policed by the Royal Canadian Mounted Police under a municipal police service agreement in integrated community safety planning;
- (e) reporting annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service.

**Prescribed regional governance zones**

**6** For the purpose of section 28.04(1)(c) of the Act, the following are prescribed regional governance zones:

- (a) Royal Canadian Mounted Police, Eastern Alberta District;
- (b) Royal Canadian Mounted Police, Western Alberta District;
- (c) Royal Canadian Mounted Police, Central Alberta District;
- (d) Royal Canadian Mounted Police, Southern Alberta District.

**Municipal police commission appointees**

**7** For the purpose of section 28(2.2) of the Act, subject to section 28(14) of the Act and section 8, the maximum number of members appointed to a municipal police commission shall be as follows:

- (a) municipalities with a population of less than 25 000 may appoint up to 5 members to the commission;
- (b) municipalities with a population of less than 250 000 may appoint up to 7 members to the commission;
- (c) municipalities with a population of 250 000 or more may appoint up to 9 members to the commission.

**Transitional**

**8** If a council has appointed more members than permitted under section 7(a), (b) or (c), as applicable, to a municipal police commission prior to the coming into force of this section and section 7,

- (a) the members that were appointed prior to the coming into force of this section and section 7 remain as members of the municipal police commission, but the council may not reappoint a member or appoint a new member unless the reappointment or appointment complies with section 28(2.2) of the Act and section 7, and
- (b) the Minister may appoint additional members to the municipal police commission as if the council had appointed the maximum number of members under section 7(a), (b) or (c), as applicable, to the commission.

**Expiry**

**9** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present form following a review, this Regulation expires on April 1, 2030.

**Coming into force**

**10** This Regulation comes into force on the coming into force of sections 3(c) and (e), 16, 19 and 46(a) of the *Police Amendment Act, 2022*.





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## Frequently Asked Questions:

### RCMP civilian governance

Alberta's government is enhancing civilian governance of RCMP policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions about the establishment and operation of RCMP civilian governance bodies.

Why is the government mandating civilian governance bodies for RCMP-policed communities?

Creation of these new civilian governance bodies responds to a long-standing desire of communities to have more say in how they are policed by the RCMP.

By establishing municipal and regional governance committees and the Provincial Police Advisory Board, we are giving communities the opportunity to provide input on both local and provincial policing priorities and RCMP service delivery while increasing police accountability.

Civilian governance bodies support a paradigm shift that sees local police as an extension and a reflection of the communities they serve.

What will the function of the municipal police committees be?

Municipal policing committees will enhance civilian governance of local policing by:

- Overseeing the administration of the municipality's police service agreement;
- Representing public interests and concerns to local RCMP leadership and collaborating with local detachments to plan yearly priorities and strategies for municipal policing and community safety; and
- Regularly reporting on the implementation of programs and services that support police service priorities.

What will the function of the regional police committees be?

Regional policing committees will help ensure Alberta's small rural communities have a voice in how they are policed.

- Regional committee's roles and responsibilities will be similar to their municipal counterparts, advocating for the priorities and concerns of smaller communities while also supporting integrated community safety planning for RCMP policed municipalities in the region.
- The boundaries of the four new regional policing committee zones correspond to Alberta's four RCMP districts, to ensure local policing priorities are accurately reflected in service delivery.

How many different civilian governance bodies will be established?

Four regional policing committees will be established to align with the four RCMP districts in Alberta.

The number of municipal policing committees will depend on whether individual communities decide to either participate in one of the four regional boards, form joint municipal policing committees with neighbouring communities, or form their own municipal policing committee. It is recognized that some communities already have a committee similar in nature to what is envisioned.

How will the civilian governance body for a community be determined?

Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal policing committees.

RCMP policed communities with a population between 5,000 and 15,000 will be represented by regional policing committees but can apply to opt out and form their own municipal policing committee.

Communities with a population under 5,000 that are served by the RCMP under the Provincial Police Service Agreement will be represented by the Provincial Police Advisory Board. The board will make recommendations on province-wide policing priorities and other aspects of RCMP service delivery.

What is the timeline for these governance bodies to be established?

The amendments and new regulations will come into force on March 1, 2025.

A transitional period, between November 2024 and February 2025, will allow municipalities to pass relevant bylaws and make other preparations for implementation.

This transition period also allows municipalities that already have civilian governance bodies time to adapt those bodies to the new statutory requirements.

What is the process for communities that want to opt out of a regional committee and establish their own municipal or joint policing committee?

Communities seeking to opt out of a regional committee in favour of establishing their own municipal committee (or a joint committee with another municipality) must have a formal process in place to do so, consistent with how other municipal committees are established and aligned with the *Police Act* and Police Governance Regulation.

- Municipalities will also need ministerial approval in order to opt out of a regional committee and/or form a joint municipal committee.
- Any municipality can be part of a joint municipal policing committee, as long as it meets the definition of municipality in the *Police Act*.

To initiate the process of obtaining ministerial approval, a municipality can contact the Ministry of Public Safety and Emergency Services at [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca).

What are the requirements for the composition of the municipal and regional policing committees?

Municipal policing committees will consist of between three and seven members, appointed by the municipality's council, for terms of two to three years. The municipality's chief elected officer is not eligible to be elected as chair or vice-chair of a municipal policing committee.

Regional policing committees will consist of at least one member appointed by each municipality represented for terms of two to three years.

- Regional policing committees can include additional members appointed by the municipalities with the agreement of all the municipalities in the region. Both municipal and regional policing committees may also include provincial members appointed by the minister.

Will committee positions be voluntary or paid?

Municipalities can choose whether to establish remuneration for their policing committee (municipal or regional) members through their respective bylaws.



Will the municipalities have to pay for the setup and administration of the governance bodies

Municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees.

If a municipality cannot afford these costs, they have the option of utilizing a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

What is the role of the Provincial Police Advisory Board?

The Provincial Police Advisory Board will serve as an advisory body for about 275 small rural municipalities, such as municipal districts and counties, as well as eight Metis Settlements policed by the RCMP under the Provincial Police Service Agreement. The board will support the alignment of local and provincial priorities across the province.

The PPAB will be responsible for developing and maintaining communication between the Alberta RCMP, the provincial government, and the small and rural communities it represents.

The PPAB will help advance the interests of RCMP-policed communities by

- Advising and supporting collaboration between the RCMP, communities, and community agencies on integrated community safety planning;
- Representing the interests of communities served by the RCMP under a provincial police service agreement;
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives; and
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

How will the government ensure alignment between provincial and municipal policing priorities?

Both municipal and regional policing committees are required to consider provincial policing priorities when setting local ones.

The Provincial Police Advisory Board will provide advice on behalf of small and rural communities policed by the RCMP, to support overall alignment of local and provincial policing priorities.

Who will pay administration costs associated with the Provincial Police Advisory Board?

Costs for the Provincial Police Advisory Board will be the responsibility of the province.

Can the government appoint provincial members to these policing committees or to the board?

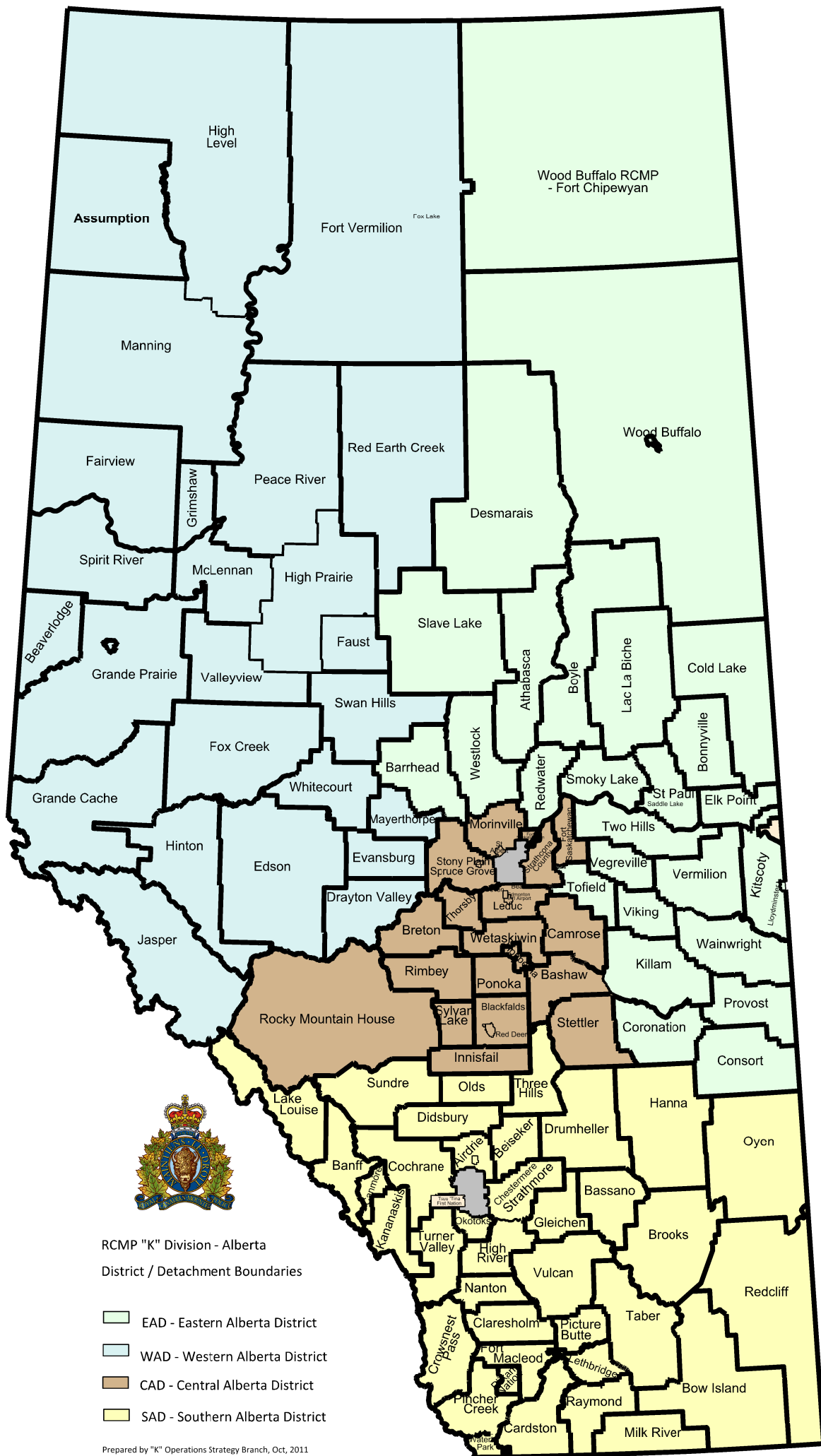
Yes. The government is responsible for ensuring adequate and effective policing across the province, and provincial appointees help the government fulfill that obligation.

The Minister of Public Safety and Emergency Services appoints all members of the Provincial Police Advisory Board and can appoint a small number of members to municipal, joint municipal, or regional policing committees based on size.

Who can municipalities  
contact with questions  
about the new civilian  
governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca) with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the *Police Act* and in the Police Governance Regulations, found at Alberta King's Printer.



RCMP "K" Division - Alberta  
District / Detachment Boundaries

- EAD - Eastern Alberta District
- WAD - Western Alberta District
- CAD - Central Alberta District
- SAD - Southern Alberta District

---

**MEETING DATE:** March 11, 2025

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Council Remuneration and Compensation Review**

---

## **BACKGROUND**

At the February 18, 2025, Standing Committee of Council the amended Council Remuneration and Compensation Policy was reviewed by Council and direction was provided to bring the Policy forwarded with the noted amendments as per Council discussion. The notable changes to the Policy include the following:

- Applied principles for equitable and fair compensation to represent the Roles and Responsibilities of Elected Officials,
- Addition of four principles that could be applied to assist with establishing fair compensation,
- Options for conducting the review,
- The draft Policy provides three options to determine how the Council Remuneration and Compensation Review will be completed. The first option being an Administrative Review, the second option being a Third-Party Review and the third option being a Committee or Task Force Review.
- Re-organization of items and the deletion of administrative details to provide the Chief Administrative Officer with latitude to determine additional administrative resources based on individual workloads and priorities.
- Terms of Reference Template – The Terms of Reference for the Council Remuneration Review Committee was moved into a format that Administration is recommending be used for Committees.

## **DISCUSSION**

In addition to seeking a resolution from Council to adopt the Policy, Administration will be seeking direction from Council on the manner in which to conduct the review and the specific comparators to be used as part of the review.

The Policy outlines that Council can choose between the following three (3) options in how to carry out the review.

1. Administrative Review
2. Third Party Review
3. Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants).

In 2021, the review was conducted via option 3. A report provided to Council in 2023 recommended that an independent review be conducted on the Council Remuneration Policy. To date, that review has not been completed.

The Policy outlines that analysis will be completed on comparator municipalities that align with the Town of Blackfalds within a +/- 10% median of compensation from the Municipal Measurement Index. There are 66 municipalities that fall within that range. In 2021 the following municipalities were used.

**Table 1**

Municipality	Population	Proximity to Nearest Major Centre	Major Centre	Municipal Measurement Index
Town of Taber	8,862	51 km	Lethbridge	79
Town of Hinton	9,817	272 km	Edmonton	83
Town of Morinville	10,385	30 km	Edmonton	78
Town of Strathmore	14,339	50 km	Calgary	84
Town of Whitecourt	9,927	160 km	Edmonton	83
City of Wetaskiwin	12,594	65 km	Edmonton	81
Town of Sylvan Lake	16,275	26 km	Red Deer	84
Town of Drumheller	7,909	129 km	Calgary	84
City of Lacombe	14,258	26 km	Red Deer	83
Town of Edson	8,374	196 km	Edmonton	80
Town of Coaldale	8,771	16 km	Lethbridge	78
Town of Innisfail	7,985	22 km	Red Deer	79
Town of Blackfalds	11,415	14 km	Red Deer	80



In review of the above it was felt that in addition to comparators within Red Deer region that the addition comparators with populations that were closer to the size of Blackfalds may provide more benefit to the review.

**Table 2**

Municipality	Population	Proximity to Nearest Major Centre	Major Centre	Municipal Measurement Index
City of Camrose	18,772	90 km	Edmonton/Red Deer	87
Town of Sylvan Lake	16,275	26 km	Red Deer	84
City of Brooks	14,924	85 km	Lethbridge	82
Town of Strathmore	14,339	50 km	Calgary	84
Town of High River	14,324	60 km	Calgary	84
City of Lacombe	14,258	26 km	Red Deer	83
City of Wetaskiwin	12,594	65 km	Edmonton	81
<b>Town of Blackfalds</b>	<b>11,415</b>	<b>14 km</b>	<b>Red Deer</b>	<b>80</b>
Town of Olds	9,209	70 km	Red Deer	80
Town of Taber	8,862	51 km	Lethbridge	79
Town of Coaldale	8,771	16 km	Lethbridge	78
Town of Innisfail	7,985	22 km	Red Deer	79
Town of Drumheller	7,909	130 km	Calgary	84
Town of Ponoka	7,331	40 km	Red Deer	77

Council can determine a mix between the two (2) comparator lists or any of the comparators provided on the full list which is attached.

**FINANCIAL IMPLICATIONS**

Funds have been budgeted to utilize external consultants to assist with review if Council wishes to proceed in that manner.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following four motions:

1. That Council rescind Policy 156/21-Council Remuneration & Compensation, effective immediately.
2. That Council adopt Council Policy CP-189.25 - Council Remuneration & Compensation, as presented.
3. That Administration be directed to utilize Option \_\_\_\_ as outlined in the Council Remuneration and Compensation Policy to conduct the 2025 Council Remuneration and Compensation Review.
4. That Council direct Administration to utilize the comparators outlined in Table \_\_\_\_\_

or

That Council direct Administration to utilize the following comparators:

**ALTERNATIVES**

- a) That Council direct Administration to bring back the Council Remuneration and Compensation Review for additional information and discussion.

**ATTACHMENTS**

- *Town of Blackfalds +/- 10% comparators from Municipal Measurement Index*
- *Policy 156/21 - Council Remuneration & Compensation*
- *Council Policy CP-189.25 - Council Remuneration & Compensation and Appendices*

**APPROVALS**

Kim Isaak,  
Chief Administrative Officer

Department Director/Author

<b>Municipality</b>	<b>Measurement Index</b>	<b>Population</b>
City of Lloydminster	90	19,735
County of Two Hills No. 21	90	3,412
Smoky Lake County	90	3,926
Thorhild County	90	3,042
City of Chestermere	89	22,163
Municipal District of Smoky River No. 130	88	1,895
Municipality of Crowsnest Pass	88	5,695
Starland County	88	1,821
City of Camrose	87	18,742
City of Cold Lake	87	15,561
Town of Stony Plain	87	17,993
City of Beaumont	86	20,888
Birch Hills County	85	1,516
Municipal District of Fairview No. 136	84	1,580
Town of Drumheller	84	7909
Town of High River	84	15,000
Town of Strathmore	84	15,000
Town of Sylvan Lake	84	16000
City of Lacombe	83	13000
Town of Hinton	83	10,000
Town of Whitecourt	83	10,000
City of Brooks	82	15000
Municipal District of Peace No. 135	82	1,581
City of Wetaskiwin	81	13000
Town of Blackfalds	80	11,415
Town of Drayton Valley	80	7,291
Town of Edson	80	9,000
Town of Olds	80	10,000
Town of Innisfail	79	9,000
Town of Peace River	79	6,619
Town of Taber	79	8,862
Kananaskis Improvement District	78	156
Town of Coaldale	78	8,771
Town of Morinville	78	10,385
Improvement District No. 24 (Wood Buffalo)	77	706
Municipal District of Spirit River No. 133	77	649
Town of Banff	77	8,305
Town of Bonnyville	77	6,404
Town of Ponoka	77	8,000
Municipal District of Ranchland No. 66	76	110
Town of Devon	76	6,545
Town of Redcliff	76	5,581
Town of Rocky Mountain House	76	6,765

Town of Slave Lake	76	6,836
Town of Wainwright	76	6,606
Town of Diamond Valley	75	5,341
Town of Didsbury	75	5,070
Town of Stettler	75	5,695
Town of Vegreville	75	5,689
Municipal District of Acadia No. 34	74	494
Town of Carstairs	74	4,898
Town of Fort Macleod	74	3,297
Town of St. Paul	74	5,863
Town of Westlock	74	4,921
Town of Crossfield	73	3,599
Town of Vermilion	73	3,948
Town of Claresholm	72	3,804
Town of Athabasca	71	2,759
Town of Barrhead	71	4,320
Town of Penhold	71	3,484
Town of Pincher Creek	71	3,622
Town of Cardston	70	3,724
Town of Gibbons	70	3,218
Town of Raymond	70	4,199
Town of Redwater	70	2,155
Town of Sundre	70	2,672

<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration &amp; Compensation</b> <b>Department: Office of the CAO</b> <b>Council Approval:</b> November 9, 2021 <b>Reviewed:</b> November 2021 <b>Revised:</b> August 2021 <b>Supersedes Policy/Bylaw:</b> <ul style="list-style-type: none"> <li>• Council Remuneration &amp; Compensation Policy 132/17</li> <li>• Council Remuneration &amp; Compensation Policy (September 2011)</li> </ul>	<b>Date: November 9, 2021</b>  <b>Resolution #: 340/21</b>
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## 1. Preamble

- 1.1 The Town of Blackfalds values the contribution of Council and as such will maintain an annual level of remuneration and compensation for the elected officials that fall within the compensation values of the grouping of comparator municipalities as determined through provincial data provisions.

## 2. Reason for Policy

- 2.1 To outline the remuneration and compensation provided to Mayor and Council through honorarium, per diem rates, expenses, benefits, and professional development, as well as the process for reviews and adjustments as identified through the Terms of Reference – Council Remuneration Review Committee.

## 3. Authority

- 3.1 Section 242 and 243 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, as amended.
- 3.2 Town Council Resolutions

## 4. Definitions

- 4.1 Council: Council are those elected officials serving the Town of Blackfalds duly elected in accordance with the *Local Authorities Election Act*.
- 4.2 Elected Official: is any member of Council.

## 5. Responsibilities

- 5.1 Municipal Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in

the annual budget process.

5.2 Council Remuneration Review Committee to:

5.2.1 Undertake processes as identified in Appendix “B” – Terms of Reference

**6. Exclusions**

6.1 None

**7. Special Situations**

7.1 None

**8. Appendix**

8.1 Appendix “A” – Compensation provided to Mayor and Council

8.2 Appendix “B” – Terms of Reference – Council Remuneration Review Committee

8.3 Appendix “C” – Council Member Expenses/Reimbursement

**9. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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## **1. Preamble**

- 1.1 The remuneration and compensation is reviewed on a four year cycle, conducted in the year of an Municipal election and completed in advance of the election. Mayor and Council will receive an established Salary/Honorarium, and as well per diems and any other allowable expenses as established through Policy 156/21.
- 1.2 Remuneration and compensation levels are established through a +/- 10 percent median of compensation data retrieved through the survey of comparator municipalities that align with Blackfalds within a +/- 10 municipal measurement index as provided through Alberta Municipal Affairs. A dollar amount per capita modifier will be used and is derived by utilizing the 75 percent median honorarium/salary amount divided by the current population. A compensation adjustment will be brought forward annually to Council for consideration at budget time to reflect changes in the Alberta Consumer Price Index and which will align with salary and wage adjustments provided to municipal employees.
- 1.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short- and long-term disability.

## **2. General Procedures**

- 2.1 Refer to Appendix "A" – Compensation Provided to Mayor and Councillors.
- 2.2 Refer to Appendix "B" – Terms of Reference – Council Remuneration Review Committee.
- 2.3 Refer to Appendix "C" – Council Member Expenses/Reimbursement

**Appendix “A” – Compensation Provided to Mayor and Council**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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**1. Preamble:**

Council’s Salary/Honorarium will be in place for a four-year election term cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town’s annual operating budget.

**2. Council Salaries/Honorariums:**

2.1 Monthly Honorariums are provided for attendance at all Council meetings, Standing Committee Meetings, Public Hearings, Appointed Boards & Committees and Community Organization Meetings as determined.

2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:

- 2.2.1 Chief Elected Official    \$4,980
- 2.2.2 Councillor                      \$2,369

2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.

**3. Per Diems**

3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.

3.2 A per diem will be provided to Council members for attendance at Municipal workshops, open houses, retreats, and budget meetings.

3.3 Per diem meeting rates are as follows:

- 3.3.1 Flat Rate \$135 (half day)
- 3.3.2 Flat Rate \$255 (full day)



- 3.4 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

#### **4. Health Benefits**

- 4.1 Mayor & Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term commencing and will remain in effect through the duration of their political service.

- 4.2 Specifics of coverage include:

- 4.2.1 Basic Group Life Insurance which entitles Council to coverage of \$25,000. Mayor and Councillors pay 20% of the premiums for this coverage.
- 4.2.2 Dependant Life Insurance which entitles Mayor and Councillors to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Care. Mayor and Councillors pay 20% of the premiums for this coverage.
- 4.2.3 Dental benefits which entitles Mayor and Councillors to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2500. Dental also includes 50% Adult and Child Orthodontics to a lifetime maximum of \$3000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.4 Extended Health Care benefits which entitles Mayor and Councillors to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined in the employee handbook. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.5 Vision Coverage of \$400.00 per year for children (if they are choosing family coverage for extended health care) and every 2 years for an adult. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.6 Accidental Death and Dismemberment coverage of \$25,000. Mayor and Councillors are responsible for 20% of the premiums for this coverage.
- 4.2.7 Employee Assistance Program is offered to Mayor and Councillors with premiums paid for by the Town.
- 4.2.8 Optional benefits are available with full premiums being the responsibility of Mayor and Councillors. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

- 4.3 Exclusions:

- 4.3.1 Coverage excludes short- and long-term disability.

**5. Health/Wellness Spending Account**

- 5.1 Council will be provided with a \$425 annual Health and/or Wellness Spending Account.

**6. Travel & Subsistence**

- 6.1 Council member expenses incurred shall be reimbursed as per Appendix "C" – Reimbursements, and upon submission and approval of a claim form.
- 6.2 The Mayor shall be responsible for approving Councillor's expense claims and the Deputy Mayor responsible for approving the Mayor's expense claims.
- 6.3 Mayor and Council are to submit receipts for meals. In instances where meals are provided at a conference, seminar workshop, or meeting then meal allowances or receipted meals will not be reimbursed unless approved by Council.
- 6.4 The administrative vehicle will be provided for Councillor use for out of town travel that is not overnight. The booking of the vehicle will be made through the Civic Centre reception. Extended travel expense reimbursement will be provided as per Appendix "C" or alternate arrangements will be made in provision of a municipal fleet unit.

**7. Professional Development**

- 7.1 Professional development will be provided to Mayor and Council as outlined in Policy 155.21 Elected Officials Development Opportunities.

**8. Electronic Device and Internet Connection Reimbursement**

- 8.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning on Council.
- 8.2 Reimbursement for the cost of an average high speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web makes a reliable high speed internet connection a necessary service to properly execute the duties of council.
- 8.3 Reimbursement for the cost of the internet connection will be paid by the Town to the Council members in December of the year in which the charges occurred. The reimbursement will be prorated monthly for terms that do not equal a full year. The amount of reimbursement is calculated based on an average connection with sufficient data transfer amounts as determined by the council during the annual budget deliberations.
- 8.4 Each Council Member will be reimbursed \$100 per month for internet costs.

**9. Telephone**

- 9.1 The Chief Elected Official shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of average cost to supply a cell phone will be paid on a monthly basis.

**10. General**

- 10.1 The Town of Blackfalds is responsible for the payment of the remuneration and compensation as delegated to the Director of Corporate Services who shall distribute payment according to this policy. Honorariums shall be paid no later than the last banking day of each month.
- 10.2 Honorarium and per diem claims shall be submitted on a form provided by the Director of Corporate Services and submitted no later than two days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 10.3 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Administrative Officer, preferably with one weeks' notice.
- 10.4 Cash advances for up to 80% of the estimated expenditures incurred may be provided upon request being presented at least one week prior to departure.
- 10.5 Expense claim forms as provided by the Director of Corporate Services are to be completed and approved by the Mayor and Deputy Mayor upon return from eligible conventions, seminars, Town business and meetings prior to submission for payment.
- 10.6 Town administration may register Council members for courses and conferences as requested. Council members wishing to register themselves may do so using their municipal credit card. All credit card receipts must be submitted to Accounts Payable for processing.

**11. General**

- 11.1 Review of this policy will take place through procedures identified in Appendix "B" – i Council Remuneration Review Committee.

**Appendix “B” – Terms of Reference – Council Remuneration Review Committee**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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**1. Preamble:**

- 1.1 A Council Remuneration Review Committee consisting of five citizens from the community will be established by the Chief Administrative Officer to review and make recommendations for compensation to be provided for Mayor and Council ahead of the Municipal Election. The compensation recommendation will be reviewed by the sitting Council and any decisions will be made through formal resolution and come into effect for the new Council following the Municipal Election.

**2. Responsibilities:****2.1 Council:**

- 2.1.1 Following the recruitment process for Remuneration Committee members Council will formally appoint these members to the Council Remuneration Committee;
- 2.1.2 Council will duly consider all recommendations brought forward by the Committee;
- 2.1.3 Approve any adjustments to Council remuneration package.

**2.2 Chief Administrative Officer:**

- 2.2.1 Will act in an advisory role to the Committee;
- 2.2.2 Provide the assistance of a Human Resource Officer to assist in information gathering and analysis, and facilitation process;
- 2.2.3 Provide any information necessary information to the Committee necessary to fulfill their duties;
- 2.2.4 Utilize the current Municipal Affairs Municipal Measurement Index to utilize comparator municipalities. Comparators will be within +/-ten percent in relation to the Town of Blackfalds.
- 2.2.5 Ensure the survey information is collected, compiled, and available for when the Committee is ready to undertake the review..

**2.3 Council Remuneration Committee**

- 2.3.1 Will elect a Chair and Vice Chair for the Committee;
- 2.3.2 Will make recommendations to Council in relation to Council Remuneration;

- 2.3.3 Will make recommendations to Council in relation to Council Per Diem Rates (daily rate of pay for Elected Officials for attendance at conferences, workshops, seminars, etc.);
- 2.3.4 Will make recommendations to Council in relation to a Benefits Package;
- 2.3.5 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 2.3.6 Provide general insight or recommendations on the status (current and within 4 years) relative to the position of Mayor being a part time or full-time position.

#### **1.4 Remuneration Committee Chair Duties**

- 1.4.1 Spokesperson for the Committee except for specifically authorized instances;
- 1.4.2 Will ensure that deliberation during Committee meetings will be fair, transparent, efficient and thorough;
- 1.4.3 Will chair Committee meetings with all the commonly accepted power of that position (Roberts Rules);
- 1.4.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.

## **2. Procedures for Council Remuneration Committee**

- 2.1 The Committee will be established prior to mid-year of an election year. The Committee will complete their review and make recommendation prior to the first Council meeting in August.
- 2.2 The Committee will consist of nine members including five citizens from the Community, the CAO, the Director of Corporate Services, the Human Resource Officer and member of the consulting firm (Human Resource Advisor) that gathered and processed the compensation survey data.
- 2.3 The Committee members chosen will consist of individuals who are active and connected in the Community or have a professional background in finance, business, education, law or governance.
- 2.4 The citizen appointees will be the only Committee members to have voting rights.
- 2.5 The term of the Committee shall be appointed for a term not to exceed one year. Committee.
- 2.6 Meeting dates and times shall be held at the discretion of the Committee and a quorum shall consist of three members.
- 2.7 Each member of the Committee will observe and keep confidential matters relating to the business or affairs of Council members or the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

**Appendix “C” – Council Member Expenses / Reimbursement**

<b>PROCEDURE</b>	<b>Policy No.: 156/21</b> <b>Policy Title: Council Remuneration Policy</b> <b>Department: Office of the CAO</b>
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REIMBURSEMENT TYPE	AMOUNT
Travel Allowance - Meals	As per current Revenue Canada Agency Travel Allowance - Meals
Travel Allowance – Vehicle Use	As per current Revenue Canada Agency Travel Allowance – Vehicle Use (\$/km)
Travel Allowance - Accommodation Hotel/Motel Private Home	As per receipted expense \$22.25 allowance per overnight stay
Travel Allowance – Taxi/public transportation	As per receipted expense
Rental Vehicles	When authorized and receipted expense
Parking Costs	As per receipted expense
Incidental Expense – Laundry & dry cleaning	As per receipted expense

## COUNCIL REMUNERATION AND COMPENSATION

<b>POLICY NO</b>	CP-189.25
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every 4 Years or Upon Legislative Change

### 1. POLICY PURPOSE

- 1.1 The *Municipal Government Act* allows for compensation to be made to members of Council for duties performed. It is the intention of the Town of Blackfalds to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This Policy provides guidelines for the provision of remuneration to elected officials.

### 2. POLICY STATEMENT

- 2.1 In recognition of the value and contributions of the Town of Blackfalds Council, the Mayor and Councillors will receive fair and equitable compensation with standards that reflect the roles and responsibilities of elected officials of the Town. To achieve this, the following principles will be applied:
- Compensation will be fair and reasonable and will attract a diverse and representative pool of candidates from Blackfalds residents wishing to seek election for Council.
  - Recognition that the work of the Mayor and Council is demanding and important, and as such, they should be appropriately compensated.
  - Recognition of the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council.
  - Demonstrates fiscal responsibility and aligns with the Town of Blackfalds Strategic Plan.

### 3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer.
- 3.3 **“Council”** means all elected officials of the Town of Blackfalds, including the Mayor.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.

#### **4. SCOPE**

4.1 This Policy applies to Council for the Town of Blackfalds.

#### **5. AUTHORITY AND RESPONSIBILITIES**

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

#### **6. POLICY**

6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal General Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

6.2 A compensation adjustment will be brought forward annually to Council for consideration at budget to reflect changes in the Alberta Consumer Price Index which will align with salary and wage adjustments provided to staff. Adjustments will be effective on the first pay period in question unless otherwise directed by Council.

6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.



- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and per diem claims will be submitted on the applicable form and submitted no later than two (2) days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “C” will be used.

**7. EXCLUSIONS**

None

**8. SPECIAL SITUATIONS**

None

**9. RELATED DOCUMENTS**

- 9.1. Appendix “A” – Compensation Provided to Mayor and Council
- 9.2. Appendix “B” – Council Member Expenses / Reimbursement
- 9.3. Appendix “C” – Terms of Reference – Council Remuneration Review Committee
- 9.4. Town of Blackfalds Policy 155.21 – Elected Officials Development Opportunities Policy

**10. END OF POLICY**

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Mayor

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Chief Administrative Officer

---

Date

---

Date

**POLICY RECORD HISTORY**

	<b>Resolution No:</b>	<b>Date</b>
Policy Adopted		
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

<b>Date</b>	<b>Description</b>

## **APPENDIX “A”**

### **COMPENSATION PROVIDED TO MAYOR AND COUNCIL**

#### **1. Preamble**

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town’s annual operating budget.

#### **2. Council Salaries/Honorariums**

- 2.1 Monthly honorariums are provided for attendance at all Council Meetings, Standing Committee Meetings, Public Hearings, Appointed Boards and Committees and Community Organization Meetings as determined.
- 2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:
- |                        |         |
|------------------------|---------|
| Chief Elected Official | \$4,980 |
| Councillor             | \$2,369 |
- 2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.
- 2.4 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Elected Official.

#### **3. Per Diems**

- 3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.
- 3.2 A per diem will be provided to Council members for attendance at Municipal Workshops, Open Houses, Retreats, and Budget Meetings.
- 3.3 Per diem meeting rates are as follows:

Flat Rate	\$135 (half day)
Flat Rate	\$255 (full day)

## **APPENDIX “A”**

### **COMPENSATION PROVIDED TO MAYOR AND COUNCIL**

- 3.4 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

#### **4. Health Benefits**

- 4.1 Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:
- 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
  - 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
  - 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
  - 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
  - 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
  - 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
  - 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.

## **APPENDIX “A”**

### **COMPENSATION PROVIDED TO MAYOR AND COUNCIL**

- 4.2.8 Optional benefits are available, with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

#### **5. Health/Wellness Spending Account**

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.

#### **6. Electronic Device and Internet Connection Reimbursement**

- 6.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning to Council.
- 6.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 6.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 6.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

## APPENDIX “B”

### COUNCIL MEMBER EXPENSES / REIMBURSEMENT

REIMBURSEMENT TYPE	AMOUNT		
*Travel Allowance – Meals (Unreceipted)	Breakfast 65% of Current CRA Rate	Lunch 65% of Current CRA Rate	Dinner 65% of Current CRA Rate
Travel Allowance – Meals (Receipted)	Breakfast \$ Amount	Lunch \$ Amount	Dinner \$ Amount
Travel Allowance – Vehicle Use	As per current Canada Revenue Agency Mileage Rate		
Travel Allowance – Accommodation Hotel/Motel Private Home	As per receipted expense		
Travel Allowance – Taxi / Public Transportation	As per receipted expense		
Rental Vehicles	When authorized as per receipted expenses		
Parking Costs	As per receipted expense		
Incidental Expense – Laundry and Dry Cleaning	As per receipted expense		

## **APPENDIX “C”**

### **TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE**

#### **1. Purpose/Mandate**

- 1.1. The Council Remuneration Committee is established to review and make recommendations for compensation and benefits provided for Mayor and Council prior to the Municipal Election. The compensation and benefits recommendations will be reviewed by the sitting Council with all decisions made through formal resolution and come into effect for the new Council following the Municipal General Election.

#### **2. Membership**

- 2.1 Five (5) citizens from the Town of Blackfalds who are active and connected in the Community and have a professional background in finance, business, education, law or governance.
- 2.2 Chief Administrative Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary.
- 2.3 The citizen appointees will be the only Committee members with voting rights.
- 2.4 The term of the Committee appointments will not exceed one (1) year.
- 2.5 Quorum shall consist of three (3) voting members.

#### **3. Meetings**

- 3.1 Meeting dates and times shall be held at the discretion of the Committee.

#### **4. Committee Roles and Responsibilities**

- 4.1. Will elect a Chair and Vice Chair for the Committee.
- 4.2. The role of the Chair includes the following:
  - 4.2.1 Spokesperson for the Committee except for specifically authorized instances;
  - 4.2.2 Ensure that deliberations during Committee meetings will be fair, transparent, efficient and thorough;
  - 4.2.3 Chair Committee meetings; and
  - 4.2.4 Ensure that decisions are documented in written format and that recommendations are put in writing for presentation.
- 4.3. Make recommendations to Council in relation to Council remuneration based on the survey information provided by the Chief Administrative Officer. inclusive of the following:
  - 4.3.1 Honorarium/Salary;

## **APPENDIX “C”**

### **TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE**

- 4.3.2 Per Diem Rates (daily rates for attendance at conferences, workshops, seminars etc.); and
  - 4.3.3 Benefits Package.
- 4.4 Make recommendations to Council on the responsibilities that are covered under the monthly Honorarium.
- 4.5 Make recommendations to Council in relation to the application of the use of per diems.
- 4.6 Make recommendations to Council in relation to a benefits package.
- 4.7 Provide final recommendations to Council prior to the first Council meeting in August in the year of a Municipal General Election.
- 4.8 Each member of the Committee will observe and keep confidential matters relating to the business and affairs of Council members of the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.



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**MEETING DATE:** March 11, 2025

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Regional Collaboration Committee**

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## **BACKGROUND**

On July 24, 2024, Council passed a resolution to refer the matter of a tri-party Alberta Community Partnership (“ACP”) Grant to the Lacombe, Blackfalds and Lacombe County Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee for discussion.

On October 15, 2024, representatives from the City of Lacombe, Lacombe County and the Town of Blackfalds Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee met to discuss the matter of a tri-party Alberta Community Partnership Grant. At this same meeting discussion was held around the development of a Regional Collaboration Committee similar to the City of Red Deer and Red Deer County Regional Collaboration Committee. A subsequent motion was unanimously passed to explore the development of a Regional Collaboration Committee between the three parties.

## **DISCUSSION**

As per the resolution coming from the October 15, 2024, the tri-party meeting Administration is requesting that Council pass a resolution directing Administration to work with the City of Lacombe and Lacombe County on the development of a draft Terms of Reference for a Regional Collaboration Committee that will be referred back to each respective Council for consideration.

A detailed report provided by the City of Lacombe is attached that outlines the potential scope of the Committee which includes recreation, culture, infrastructure, economic development, emerging or existing regional issues or opportunities, strategic discussions on topics covered by other Committees, and the inclusion of additional partners.

The continued fostering and advancement of collaboration with the Town’s neighbouring municipalities meets the strategic priority of Leadership and Engagement outlined in the Town of Blackfalds 2024-2026 Mid-Term Strategic Plan.

## **FINANCIAL IMPLICATIONS**

None.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council direct Administration to work with the City of Lacombe and Lacombe County on a draft Terms of Reference for a Regional Collaboration Committee and to refer the draft Terms of Reference to each respective Council for consideration.

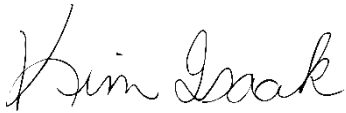
**ALTERNATIVES**

- a) That Council refer Regional Collaboration Committee back to Administration for additional information.

**ATTACHMENTS**

- *City of Lacombe Request for Council Decision – Regional Collaboration Committee*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Regional Collaboration Committee  
**PREPARED BY:** Matthew Goudy, Chief Administrative Officer  
**PRESENTED BY:** Diane Piche, Corporate & Protective Services Director  
**DATE:** February 10<sup>th</sup>, 2025

FILE: 12/353

## PURPOSE:

To present, for Council's consideration, information about the development of a Regional Collaboration Committee.

## RECOMMENDED MOTION(S):

1. THAT Council directs Administration to develop Terms of Reference for a Regional Collaboration Committee involving the City of Lacombe, Lacombe County, and the Town of Blackfalds.

## RELATED PRIOR MOTION(S):

1. Tri-Party IDP/ICF Committee - (October 15<sup>th</sup>, 2024): *MOVED by Councillor Appel to explore the development of a Regional Collaboration Committee.*  
[Carried Unanimously]

## EXECUTIVE SUMMARY:

Establishing a Regional Collaboration Committee is intended to formalize and enhance partnerships among the City of Lacombe, the Town of Blackfalds, and Lacombe County.

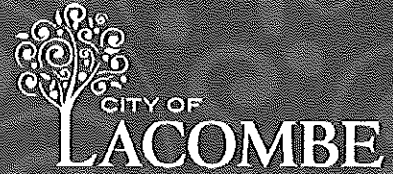
Building on the existing Intermunicipal Development Plan (IDP) and Intermunicipal Collaboration Framework (ICF) Committees, this initiative will support strategic regional discussions, fostering a unified approach to shared priorities.

## ANALYSIS:

The City of Lacombe, Town of Blackfalds, and Lacombe County have a history of collaboration through the IDP/ICF Committees.

Members of the IDP/ICF Committees of Lacombe County, the City of Lacombe, and the Town of Blackfalds recently reviewed the terms of reference for the City of Red Deer & Red Deer County's *Regional Collaboration Committee* (attached). After reviewing and discussing the document, Committee representatives unanimously resolved to recommend exploring development of a Regional Collaboration Committee to expand this cooperation.

# REQUEST FOR COUNCIL DECISION



## Potential Scope

The Regional Collaboration Committee (RCC) can serve as a forum for discussing issues and opportunities that impact both municipalities, fostering equitable regional partnerships. It focuses on strategic, high-level collaboration and makes recommendations to both Councils for formal decision-making. The RCC's scope includes:

1. Topics Originating from the Intermunicipal Collaboration Framework:
  - a. Recreation
  - b. Culture
  - c. Infrastructure
  - d. Economic development
2. Emerging or Existing Regional Issues/Opportunities:
  - a. Any issue with an impact on both municipalities.
  - b. Discussions on policies, operations, or intermunicipal relations.
3. Strategic Discussions on Topics Covered by Other Committees:
  - a. RCC can address topics handled by existing forums but from a strategic perspective.
4. Inclusion of Additional Partners:
  - a. As appropriate, RCC may involve third parties or stakeholders for specific discussions.

## Possible Committee Structure

1. Political Members:
  - a. Nine (9) Council representatives:
    - i. Chief Elected Official (Mayor/Reeve) and two (2) Councillors from each municipality (City of Lacombe, Lacombe County, Town of Blackfalds).
  - b. No alternates are included in the RCC, and all members are expected to attend meetings.
2. Administrative Members:
  - a. The Chief Administrative Officers (CAOs) from all three municipalities serve in an advisory capacity to the committee.

# REQUEST FOR COUNCIL DECISION



## Key Roles:

- Political Members: Responsible for collaborating on shared issues, directing administration, and preparing recommendations for Councils.
- CAOs: Provide administrative reports, advise members, and support report preparation for Councils.

This structure emphasizes equal representation and collaboration between the three municipalities.

## Next Steps

With Council's endorsement, Administration will create a DRAFT terms of reference, in with review and input from the administrative staff of Lacombe County and the Town of Blackfalds. The DRAFT terms of reference will then be referred to each respective Council for consideration.

## STRATEGIC PLAN ALIGNMENT: [\(LINK\)](#)

### Growing the Community

- ✓ Collaborating with community stakeholders on community economic development

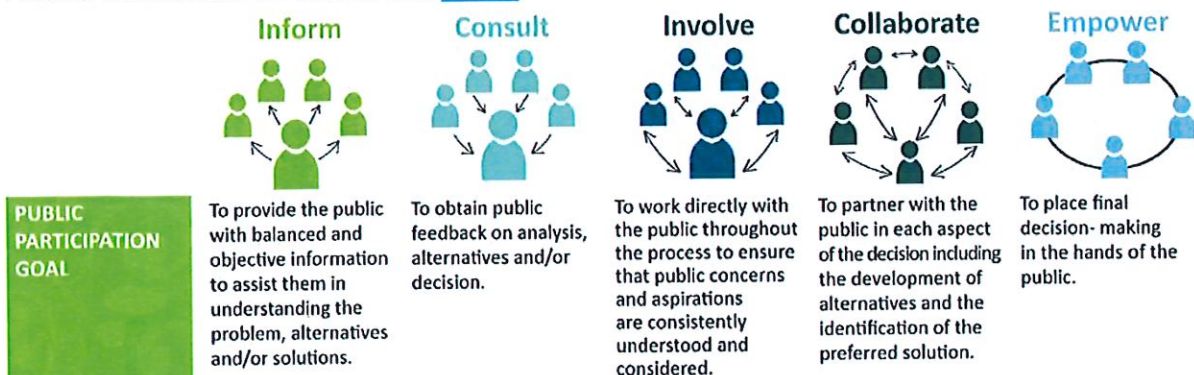
### Building the Community

- × Efficiently delivering core services

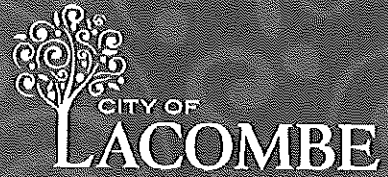
### Supporting the Community

- ✓ Supporting expansion of community programming through partnerships

## PUBLIC ENGAGEMENT STRATEGY: [\(LINK\)](#)



# REQUEST FOR COUNCIL DECISION



No public engagement is recommended at this stage; however, if future initiatives involve public participation, communication strategies will be developed as part of the Committee's work plan.

## POTENTIAL MOTION(S):

1. **[Recommended]** THAT Council directs Administration to develop Terms of Reference for a Regional Collaboration Committee involving the City of Lacombe, Lacombe County, and the Town of Blackfalds.

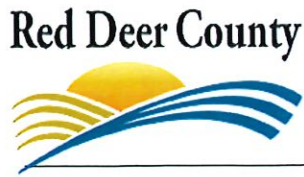
OR

2. **[Alternative]** THAT Council direct Administration on how to proceed.

## ATTACHMENTS:

City of Red Deer/Red Deer County - Regional Collaboration Committee Terms of Reference





June 22, 2021

## Regional Collaboration Committee: Terms of Reference

Prepared by: Regional Collaboration Committee  
City of Red Deer and Red Deer County Councils

### **Report Summary & Recommendation**

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The Regional Collaboration Committee (RCC) was created to act as a catalyst for growing partnership opportunity in the region, building off the work of the Intermunicipal Collaboration Framework Committee.

The joint City and County Council appointed members have worked together with a facilitator to develop this Terms of Reference. The attached Terms of Reference will guide future work by the committee.

The recommendation is that City Council approve these Terms of Reference for the Regional Collaboration Committee.

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer having considered the report from The Regional Collaboration Committee, City of Red Deer and Red Deer County Councils dated June 22, 2021 re: Regional Collaboration Committee: Terms of Reference hereby agrees to approve the Terms of Reference for the Regional Collaboration Committee.

### **1. Purpose:**

The Regional Collaboration Committee's (RCC) purpose is to continue to act as a catalyst for growing partnership opportunity in the region, building off the work of the Intermunicipal Collaboration Framework. The RCC is a forum to discuss issues and opportunities that have impact to both municipalities. The intent is for the Committee to develop recommendations for collaboration efforts that support equitable regional partnership. RCC is a recommendation-making committee, and all recommendations will be made to both Councils for decision-making.

### **2. Shared Values:**

The RCC members commit to being accountable to each other for these shared values:

- a) Mutual respect
- b) Collaborative intent and tone to discussions
- c) Focus on increasing regional benefit
- d) Create opportunity for shared success, where both parties benefit
- e) Recognize each other's municipal vision and distinctiveness, appreciate similarities and differences
- f) Create a safe and brave space for addressing challenges:
  - i. open minded
  - ii. honesty
  - iii. candor
  - iv. seeking to understand each other's perspectives
  - v. respectfully agreeing to disagree
- g) Stay focused and being productive

### **3. Membership:**

- a) RCC membership is comprised of six (6) Council representatives and the two (2) CAOs in an advisory capacity. The political member composition will be the Chief Elected Official and two Councillors for each municipality.
- b) Existing municipal processes will be used for making appointments to the RCC.
- c) The RCC does not include provision for alternate members.
- d) It is intended that all members will be present for RCC meetings. If a member cannot attend, it is their discretion to determine if the meeting can proceed without their presence, or if it will be rescheduled.

### **4. Committee Scope:**

- a) The RCC mandate includes new, existing, and ongoing issues and opportunities.
- b) The RCC originated from the work of the Intermunicipal Collaboration Framework Joint Council Committee, and as such, included topics raised through that process related to recreation, culture, social, and economic scope of topics. These are explicitly written in the RCC work plan developed by the committee and included in committee minutes.



- c) Any emerging or existing regional issues/opportunities that have impact on both municipalities are considered in the committee's scope for initial discussion. These topics include, but are not limited to, policy, operations, and intermunicipal relations.
- d) RCC may address topics that already have existing forums for discussion, but from a different perspective. For example, some current forums may be operational in nature, and the RCC may want to discuss a strategic, high level collaboration opportunity. If through the discussions, RCC determines that the topic is better addressed by another committee/forum, the RCC may route the discussion to the most appropriate committee/forum.
- e) For each topic, the RCC will discuss when other committees/parties will be communicated with, and how to respect the role of existing appointed representatives, as appropriate.
- f) Additional partners may be included in topic discussions as appropriate; however, the RCC's scope is focused on topics that have impact on both the City of Red Deer and Red Deer County.
- g) The RCC may request a third party or stakeholder participate at a meeting by providing information for consideration. The third party/stakeholder would not be present for the facilitated collaboration discussion portion of the meeting.
- h) RCC recommends hosting a social event annually for the members to focus on relationship-building.

*Out of Scope Topics:*

- i) No topics are explicitly out of scope.

**5. Scoping New Topics:**

- a) Either municipality can propose a topic for inclusion in an upcoming RCC agenda.
- b) The Initiating Municipality (the municipality that brings forward the topic) will provide an administrative report outlining rationale for the topic as a collaboration opportunity. Rationale is expected to include as much information or data as is available to support the proposed opportunity, and demonstrate how the opportunity impacts both municipalities.
- c) The Mayors and CAOs are responsible for setting the agenda and will determine the timing for discussing new topics.
- d) The RCC will discuss the proposed opportunity using the Shared Values as conversation guidelines.
- e) Once all the appropriate information has been discussed at the meeting, the RCC will decide whether the proposed opportunity is an agreed upon RCC topic and in scope for the Terms of Reference. The RCC will determine a timeline for collaboration discussions on this topic.

**6. Meeting expectations:**

- a) Location:
  - i. RCC meetings will be held via online conference until such time as in-person meetings are possible.
  - ii. In-person logistics will be determined when possible. The physical space chosen will be able to accommodate safety considerations, to offer a comfortable environment conducive to dialogue, and have technology supports available if attendees need to participate virtually.
- b) Timeline and Meeting Frequency:
  - i. The RCC short term goal is to complete discussions on the initial 18 topics by the end of June. To accomplish this goal, meetings will be more frequent to start with (3-4 times/month) and adjust as progress is made.
  - ii. If the initial goal of completion of the 18 topics is not completed by June, the RCC is committed to working through the summer.
  - iii. Meetings will be no longer than 3 hours.
  - iv. Once the 18 topics are complete, frequency of meetings will be a minimum of quarterly up to monthly depending on the agenda.
  - v. Agenda setting after the initial 18 topics have been addressed will be the responsibility of the Mayors and CAOs.

## **7. Schedule of Meetings**

The work plan topics will begin March 2021 and the agenda schedule will be a rolling schedule based on progress made. Flexibility may be required for some topics depending on information required/available from administration. Should the topic discussion not be completed by June 30, the committee will work through the summer as needed.

## **8. Roles and Responsibilities:**

### *a) Regional Collaboration Committee:*

#### *i. Political members:*

- a) Collaborating according to the Shared Values.
- b) Before initiating each topic discussion, be clear on objectives of the collaboration discussion; identify if any additional information is needed; and assess if there are any additional regional partners, external stakeholders or engagement required.
- c) Articulate objectives for each meeting.
- d) Direct administration in a timely manner to provide updated and relevant information in advance, and draft recommendations for discussion.
- e) Prepare for meetings by developing a cohesive municipal perspective on topics and administration's recommendations. This may involve discussions with other members of Council to understand broader perspectives.
- f) Making recommendations within the agreed upon schedule.

#### *ii. CAOs:*

- a) Providing administrative reports as part of the agenda package.
- b) Advising the RCC political members as appropriate.
- c) Jointly preparing administrative reports to Councils.

### *b) Facilitators:*

- i. Meetings will be facilitated and led by the third-party facilitators, and they will be responsible for process, and holding the committee to the Shared Values.
- ii. Facilitation is necessary to provide a framework for effective and productive collaboration discussions, and to maximize use of the Committee's time.
- iii. Facilitators will prepare the main agenda to be combined with administration's reports, and provide the Summary of Outcomes when recommendations are made, and brief summaries after each meeting.



- c) Council:
  - i. Both Councils have full responsibility for formal decision-making.

#### **9. Communications Expectations:**

- a) Information discussed through RCC will be considered confidential. Confidentiality extends to include all members of Council and administration, at the discretion of the CAO.
- b) An exception to this confidentiality may arise if specific stakeholders are required to be part of the discussions. Communication with external parties will be on a case-by-case basis depending on the topic with mutual agreement of the parties prior to external discussions occurring.
- c) Councils will be updated through in-camera sessions on a regular basis about general progress.
- d) Council members will be included in confidential pre-RCC meeting and debriefs as appropriate.
- e) Media communications will be handled by joint municipal media releases. Media representation will be the joint responsibility of the Mayors.

#### **10. Decision-Making Model:**

- a) The RCC makes decisions about what topics are in scope for RCC and makes recommendations to both Councils where formal decision-making occurs. For consistency, reports to Councils are joint administrative reports.
- b) Consensus will be the primary decision-making method – both for scoping topics and making recommendations to Councils.
- c) Consensus does not mean unanimous agreement on every topic. Consensus means that the parties agree that they can live with the decisions and support the implementation even if they aren't fully in support of some elements.
- d) If full consensus cannot be reached with the timelines agreed to in the Terms of Reference schedule, an alternative decision-making process will be used - consensus minus one. For the initial 18 topics (Section 4: Committee Scope), consensus minus one decision-making process will be used if no agreement has been made on the topic(s) by June 30, 2021.
- e) If consensus minus one is used, the joint administrative report to Councils will include a non-attributed record of the concern raised by the individual who is not in agreement.
- f) If the recommendation is not supported by consensus minus one, it will not result in agreement and will not proceed to Councils for decision-making.
- g) Recommendations and agreements will be documented during the meeting in draft form, and through a Summary of Outcomes memo to be circulated in the subsequent meeting's agenda package for review.

## **11. Joint Administrative Council Reports from the RCC**

- a) When the RCC makes a recommendation to the Councils, a joint administrative report will be prepared based on clear messaging and direction of the RCC.
- b) The administrations will collaboratively develop the report to satisfy both Council procedures.
- c) The draft joint administrative report will be reviewed through each municipality's normal process. If any changes are requested, the RCC members and administrations will work together via email/phone calls to finalize the report.
- d) Joint administrative report timelines will require the typical minimum 3 week period.

## **12. Conflict Resolution Framework**

- a) If no agreement is created through consensus or consensus minus one, or conflict arises during the facilitated collaboration discussions on specific points, either party may initiate the conflict resolution framework.
- b) The municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner. Mediation will only be used when needed and when it financially makes sense compared to benefit of the topic being discussed.
- c) The municipalities shall make all reasonable efforts to resolve all disputes by facilitated collaboration and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to the facilitated collaboration.
- d) Should the conflict resolution framework be considered, the facilitated collaboration phase would include a structured, facilitated conversation focused on having the parties understanding the options being discussed prior to entering mediation, and fully exploring the topics. The intent is meaningful dialogue on the issue prior to entering mediation.
- e) Once the conflict resolution option is fully discussed through facilitated collaboration, the Initiating Municipality will give written notice ("Mediation Notice") to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute specifying:
  - i. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - ii. The nomination of an individual to act as the mediator.
- f) The municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- g) Where a mediator is appointed, the municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The municipalities shall meet with the mediator at such reasonable times as may

be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the municipalities.

- h) In the event that the mediation is not resolved within 90 days, either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- i) If mediation fails to resolve the dispute, no recommendation to the Councils will proceed on the issue in dispute. The RCC will determine whether a recommendation can be made to Councils on other aspects of the topic.
- j) During the mediation process, the RCC may continue to collaborate on other RCC topics.

### **13. Terms of Reference Review**

- a. The Terms of Reference will be reviewed at the end of the first year for optimization opportunities and set regular review period for subsequent years.
- b. The first review will occur in April, 2022.

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**MEETING DATE:** March 11, 2025

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Policies for Rescinding**

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## **BACKGROUND**

As part of the ongoing review of Town of Blackfalds Policies it has been identified that the policies listed below are no longer required.

### **Community Event Sign**

This policy was initially adopted in 2010; however, since that time a new policy has been adopted. This policy was not rescinded when the new policy was brought forward in 2023.

### **Public Facility Spitting Policy**

A public facility spitting policy was adopted in 2010. Since that time a Community Standards Bylaw was adopted which includes the prohibition of spitting in public facilities. This policy is no longer required.

### **Aquatic Centre Closure Policy**

The Aquatic Centre Closure Policy is operational and, as such, can fall as an Administrative Procedure under the newly established Community Services Framework Policy and can be rescinded as a Council Policy. For Council's reference, the Aquatic Centre Closure Administrative Procedure is attached.

### **Abbey Centre Acceptable Usage Policy**

The Abbey Centre Acceptable Usage Policy is operational and, as such, can fall as an Administrative Procedure under the newly established Community Services Framework Policy and can be rescinded as a Council Policy. For Council's reference, the Abbey Centre Acceptable Usage Administrative Procedure is attached.

### **Code of Conduct and Ethics for Municipal Employees Policy**

The Code of Conduct and Ethics for Municipal Employees is a human resources policy. As per the Chief Administrative Officer Bylaw, the CAO has been granted authority to establish human resources policies, including those governing the actions of employees. This policy has been transferred to an Administrative Policy and falls under the Council Human Resources Framework Policy. For Council's reference, the Code of Conduct and Ethics for Municipal Employees Administrative Policy is attached.



**Civic Centre and FCSS Facility Visitation Security and Identification Policy**

The Civic Centre and FCSS Facility Visitation Security and Identification Policy is an operational policy that outlines the security measures for visitors and contractors conducting business with departments within the Civic Centre. It has been transferred to an Administrative Policy, which is attached for Council's reference.

**Municipal Facility Access Control Policy**

The Municipal Facility Access Control Policy is an operational policy that outlines employees' access to various Town facilities. This has been transferred to an Administrative Policy which is attached for Council's reference.

**DISCUSSION**

Administration is recommending that Council rescind the above-noted policies, which will assist with the ongoing cleanup and restructuring of policies as per the Council Policy Governance Framework, which was adopted by Council in March 2023.

**FINANCIAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

That Council rescind the following Policies:

1. Community Event Sign Policy
2. Public Facility Spitting Policy
3. Aquatic Centre Closure Policy 164.23
4. Abbey Centre - Acceptable Usage Policy 165.23
5. Code of Conduct and Ethics for Municipal Employees Policy 128/16
6. Civic Centre and FCSS Facility Visitation Security and Identification Policy 127/16
7. Municipal Facility Access Control Policy 125/16

**ALTERNATIVES**

- a) That Council refer the Rescinding Policies Report back to Administration for additional information.

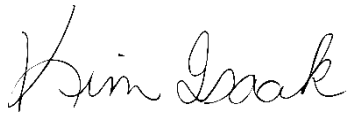
**ATTACHMENTS**

- *Community Event Sign Policy*
- *Public Facility Spitting Policy*
- *Aquatic Centre Closure Policy 164.23*
- *Aquatic Centre Closure Administrative Procedure*
- *Abbey Centre Acceptable Usage Policy 165.23*



- *Abbey Centre Acceptable Usage Administrative Procedure*
- *Code of Conduct and Ethics for Municipal Employees Policy 128/16*
- *Code of Conduct and Ethics for Municipal Employees Administrative Policy*
- *Civic Centre and FCSS Facility Visitation Security and Identification Policy 127/16*
- *Civic Centre and FCSS Facility Visitation Security and Identification Administrative Policy*
- *Municipal Facility Access Control Policy 125/16*
- *Municipal Facility Access Control Administrative Policy*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author



## Town of Blackfalds Municipal Policy Handbook

POLICY NUMBER:

DEPARTMENT: CSD

POLICY NAME: **Community Event Sign**

DATE OF APPROVAL BY COUNCIL: June 28, 2011

RESOLUTION NO. 217/11

LAST REVIEW DATE:

NEXT REVIEW DATE:

SPECIAL NOTES:

### Policy Statement:

The purpose of this policy is to set guidelines for advertising on the message board of the electronic Community Events sign.

### Procedures:

1. The electronic sign will be available for all local non-profit community groups to use to promote and advertise their activities, functions and/or events. It is not intended for use by commercial, political or profit based businesses or groups. No personal or religious messages. Town of Blackfalds advertising takes precedence over local/non-profit community group advertising.
2. The electronic sign shall be booked on a first come first serve basis and shall be booked through the Town of Blackfalds office. Email requests will be accepted but does not guarantee placement on the board.
3. The electronic sign can be booked a minimum of seven (7) days in advance to a maximum of 30 days.
4. The fees for advertising are set by Town Council for a minimum of seven days (Monday-Sunday) and must be paid prior to advertising.
5. The maximum number of frames per message will be limited to five (5). Town staff will determine the final layout and design of all messages and reserves the right to modify and/or remove any and all messages. Ad appropriateness is at the discretion of the Town. No gambling related advertising (poker, casino nights, etc) will be posted.
6. The Town of Blackfalds cannot be responsible for malfunctions beyond our control (ie: power interruptions, technical/program malfunctions).

**APPROVED BY:**

  
Mayor Melodie Stol

  
Acting CAO Sean Barnes



# Town of Blackfalds Municipal Policy Handbook

**Policy Name:** Public Facility Spitting Policy

**Date of Approval by Council:** Jan 12, 2010

**Resolution No.:** 217/11

**Last Review Date:** Jun 28, 2011

**Next Review Date:** As Required

**Special Notes:**

## **Policy Statement:**

Hygiene is important to all participants and spectators in any public facility. The Town of Blackfalds has zero tolerance towards spitting in the Blackfalds Multiplex or any of its facilities.


## **General Specifications:**

If individual or teams are found to be spitting, the following policy will be implemented.

1 <sup>st</sup> Offence	Team will be charged a cleanup charge of \$100.00.
2 <sup>nd</sup> Offence	Team will be charged a cleanup charge of \$100.00
3 <sup>rd</sup> Offence	Team will lose ice allotment. Ice contract will be cancelled with no refund and ice time will be offered to another user

Teams will have fourteen (14) days to pay the cleanup charge.  
If payment is not received, STEP 3 will take place.

**APPROVED BY:**

  
Mayor Melodie Stol

  
Acting CAO Sean Barnes

<b>Policy No.:</b>	<b>164.23</b>	<b>Council Approval:</b> <b>January 24, 2023</b> <b>Resolution No.: 021/23</b> <b>Date: January 24, 2023</b>
<b>Policy Title:</b>	<b>Aquatic Centre Closure</b>	
<b>Department:</b>	Community Services	
<b>Reviewed:</b>		
<b>Revised:</b>		
<b>Supersedes Policy/Bylaw:</b>		

## 1. Policy Statement

- 1.1 The Town of Blackfalds (the "Town") recognizes the need for a guiding document for Community Services Department staff to adhere to when managing inclement weather, air quality concerns, pool contamination, major medical occurrences, and power/equipment failure. The intent of this policy is to ensure user and staff safety without impeding normal operations as much as possible.

## 2. Reason for Policy

- 2.1 The purpose of this policy is to have a proper decision making framework to help provide consistent service delivery to the public while dealing with less than optimum situations and weather in the Outdoor Aquatic Centre.

## 3. Related Information

- 3.1 NA

## 4. Definitions

- 4.1 **"Air Quality Health Index"** a numerical value index used to communicate to the public how polluted the air is or how polluted it is forecasted to become. A number on a 1 (one) to 10 (ten) scale is provided to indicate the level of relative health risk associated with local air quality.
- 4.2 **"Air Temperature"** is the temperature of the air surrounding an individual and is typically measured in degrees Celsius (°C).;
- 4.3 **"Contamination"** the introduction of an unwanted/harmful substance such as blood, vomit, or feces into a swimming pool. A state of being made impure by dangerous bacteria.
- 4.4 **"Emergency Procedure"** a plan of action to be conducted in a certain order or manner, in response to a situation that poses an immediate risk to health, life, property, or the environment.

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- 4.5 **“Equipment Failure”** an event in which equipment cannot accomplish its intended purpose or task. It may also mean that the equipment has stopped working, is not performing as desired, or is not meeting target expectations.
  - 4.6 **“Major Medical”** an incident involving 1 (one) or more individuals that require 2 (two) or more first aiders to assist; often involving Emergency Medical Services or transport to a medical facility.
  - 4.7 **“Power Outage”** the loss of the electrical power network supply to an end user.
  - 4.8 **“Unsettled Weather”** a condition in the atmosphere conducive to unpredictable and frequent changes. Typically associated with the passage of surface or upper level low pressure systems, fronts or other phenomenon.

## **5. Responsibilities**

- 5.1 Municipal Council to:
  - 5.1.1 Approve by resolution this policy and any amendments.
  - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
  - 5.2.1 Implement this policy and approve procedures.
  - 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Director of the Department to:
  - 5.3.1 Ensure implementation of this policy and procedure.
  - 5.3.2 Ensure that this policy and procedure is reviewed every three years.
  - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 5.4 Manager to:
  - 5.4.1 Understand, and adhere to this policy and procedure.
  - 5.4.2 Ensure employees are aware of this policy and procedure.
- 5.5 All Employees to:
  - 5.5.1 Understand and adhere to this policy and procedure.

**6. Exclusions**

6.1 NA

**7. Special Situations**

7.1 N/A

**8. Appendix**

8.1 N/A

**9. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>164.23</b> <b>Aquatic Centre Closure Policy</b> Community Services
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## **1. Preamble**

- 1.1 The Town of Blackfalds (the "Town") recognizes the need for a guiding document for Community Services Department staff to adhere to when managing inclement weather, air quality concerns, pool contamination, major medical/incident, and power/equipment failure relative to Outdoor Aquatic Centre.
- 1.2 While no full policy currently exists, certain procedures have been identified and followed per the Aquatic Safety Plan which is updated annually but currently does not address some situations that the Aquatic Centre has faced since its opening in 2014. This policy incorporates many types of occurrences and incidents that have been encountered or maybe encountered going forward and would potentially affect public swim times and/or swim lessons.

## **2. General**

### **2.1 Contamination**

Regardless of method of contamination (fecal/vomit/blood) closure is dependent on location of contamination. The clearing and closure is activated at time of discovery or reported and remains specific to the area affected. Length of closure is a minimum of 30 (thirty) minutes and dependant on level of contamination and chlorine levels at time of post contamination testing.

### **2.2 Major Medical/Emergency Procedure**

At the time of identification of a major medical occurrence, the Outdoor Aquatic Centre will be cleared and closed allowing staff to focus on the situation at hand. Once the situation is resolved it will then be determined whether to re-open or remain closed based on the situation and whether critical incident stress debriefing is needed for staff.

### **2.3 Equipment Failure**

Closure is dependent on what type of equipment has suffered a failure and which component or pool is affected. If feasible, the component (i.e. waterslide) will be closed until repair is completed. If the equipment failure affects water circulation or chemical levels, water testing and mechanical systems checks must be completed before reopening.

### **2.4 Power Outage**

The Outdoor Aquatic Centre is cleared and closed at the time of power outage due to lack of water circulation. If time elapsed has been less than 30 (thirty) minutes, the centre may be re-opened forthwith. If time elapsed has been greater than 30 (thirty) minutes the water is considered stagnant and water testing and mechanical systems checks must be completed before reopening.

**2.5 Thunder/Lightening**

At the first occurrence of either lightening or thunder the Outdoor Aquatic Centre is cleared and closed. Pool activities will remain suspended until 30 (thirty) minutes have passed since the last thunder is heard or lightening has been seen. Aquatic staff maintain a stopwatch which is reset to zero on each subsequent occurrence of either.

**2.6 Air Temperature**

If the air temperature is 10°C or less at noon of any given day, as per Environment Canada (Red Deer Regional Airport) the Outdoor Aquatic Centre will be cleared and closed for the remainder of the day.

**2.7 Unsettled Weather**

Extreme weather such as a hailstorm, high winds, snow or any other weather which precludes staff from seeing the bottom of any pool (black dots), the potential of debris or falling items exists and/or puts the health and safety of the public and staff in undue jeopardy, the Outdoor Aquatic Centre is cleared and closed. If the unsettled weather has affected water circulation or chemical levels, water testing and mechanical systems checks must be completed before reopening as well as the clearing of debris or repair of wreckage addressed.

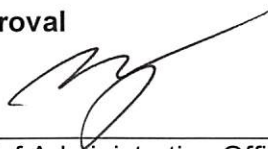
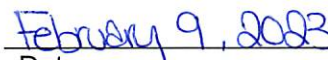
**2.8 Air Quality**

As per the Alberta Government monitoring website <https://airquality.alberta.ca/map> if the Air Quality Health Index reaches an above 7 (seven) status via the community of Red Deer (Parkland Airshed Management Zone) the Outdoor Aquatic Centre is to be cleared and closed until the AQHI reached a marker of or below.

Health Risk	Low			Moderate			High				Very High
AQHI Scale	1	2	3	4	5	6	7	8	9	10	10+

Occasionally during extreme pollution events, such as a wildfire, AQHI levels may reach 7 – 10, indicating High Health Risk, or 10+, indicating Very High Health Risk.

Every effort is taken to keep the public informed of potential issues i.e. weather warnings, component closures etc. In the event of an unforeseen pool/component closure staff may, at their discretion, provide users with a complimentary day pass that is redeemable until the end of the pool season.

**3. End of Procedure****Approval**\_\_\_\_\_  
Chief Administrative Officer  
\_\_\_\_\_  
Date



## AQUATIC CENTRE CLOSURE

PROCEDURE NO.	PR-018.25
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 5 years or as required

### 1. PREAMBLE

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing inclement weather, air quality concerns, pool contamination, a major medical/incident, and/or power or equipment failure relative to the Outdoor Aquatic Centre.

### 2. GENERAL

#### 2.1 Contamination

Regardless of the method of contamination (fecal/vomit/blood) closure is dependent on the location of contamination. The clearing and closure are activated at time of discovery or reported and remains specific to the area affected. Length of closure is a minimum of 30 (thirty) minutes and dependant on the level of contamination and chlorine levels at the time of post contamination testing.

#### 2.2 Major Medical/Emergency Procedure

At the time of identification of a major medical occurrence, the Outdoor Aquatic Centre will be cleared and closed allowing staff to focus on the situation at hand. Once the situation is resolved it will then be determined whether to re-open or remain closed based on the situation and whether critical incident stress debriefing is needed for staff.

#### 2.3 Equipment Failure

Closure is dependent on what type of equipment has suffered a failure and which component or pool is affected. If feasible, the component (i.e. waterslide) will be closed until repair is completed. If the equipment failure affects water circulation or chemical levels, water testing and mechanical systems checks must be completed before reopening.

#### 2.4 Power Outage

The Outdoor Aquatic Centre is cleared and closed at the time of power outage due to lack of water circulation. If time elapsed has been less than 30 (thirty) minutes, the centre may be re-opened forthwith. If time elapsed has been greater than 30 (thirty) minutes the water is considered stagnant and water testing and mechanical systems checks must be completed before reopening.

## 2.5 Thunder/Lightening

At the first occurrence of either lightening or thunder the Outdoor Aquatic Centre is cleared and closed. Pool activities will remain suspended until 30 (thirty) minutes have passed since the last thunder is heard or lightening has been seen. Aquatic staff maintain a stopwatch which is reset to zero on each subsequent occurrence of either.

## 2.6 Air Temperature

If the air temperature is 10°C or less at 2 p.m. of any given day, as per Environment Canada (Red Deer Regional Airport) the Outdoor Aquatic Centre will be cleared and closed for the remainder of the day.

## 2.7 Unsettled Weather

Extreme weather such as a hailstorm, high winds, snow or any other weather which precludes staff from seeing the bottom of any pool (black dots), the potential of debris or falling items exists and/or puts the health and safety of the public and staff in undue jeopardy, the Outdoor Aquatic Centre is cleared and closed. If the unsettled weather has affected water circulation or chemical levels, water testing and mechanical system checks must be completed before reopening, as well as the clearing of debris or repair of wreckage addressed.

## 2.8 Air Quality

As per the Alberta Government monitoring website <https://airquality.alberta.ca/map> if the Air Quality Health Index reaches an above seven (7) status via the community of Red Deer (Parkland Airshed Management Zone) the Outdoor Aquatic Centre is to be cleared and closed until the AQHI reaches a marker of seven (7) or below.

Health Risk	Low			Moderate			High			Very High	
AQHI Scale	1	2	3	4	5	6	7	8	9	10	10+

Occasionally during extreme pollution events, such as a wildfire, AQHI levels may reach 7 – 10, indicating High Health Risk, or 10+, indicating Very High Health Risk.

2.9 Every effort is taken to keep the public informed of potential issues i.e. weather warnings, component closures etc. In the event of an unforeseen pool/component closure staff may, at their discretion, provide users with a complimentary day pass that is redeemable until the end of the pool season.

## 3 END OF PROCEDURE AND APPROVAL

*Kim Isaak*

Chief Administrative Officer

Mar 6, 2025

Date

**PROCEDURE RECORD HISTORY**

<b>Date Approved/Revised:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>

<b>Policy No.:</b>	<b>165.23</b>	<b>Council Approval:</b> <b>January 24, 2023</b> <b>Resolution No.: 022/23</b> <b>Date: January 24, 2023</b>
<b>Policy Title:</b>	<b>Abbey Centre – Acceptable Usage</b>	
<b>Department:</b>	Community Services	
<b>Reviewed:</b>		
<b>Revised:</b>		
<b>Supersedes</b>		
<b>Policy/Bylaw:</b>	Policy No: 108/14	

## **1. Policy Statement**

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing bookings for amenity spaces at the Abbey Centre, a multi-use recreational facility.

## **2. Reason for Policy**

- 2.1 To set guidelines for use of the Abbey Centre facility amenities that ensure that spontaneous and structured play for paying members and users is protected while accommodating events, which generates additional revenue and increases tourism and other related benefits.

## **3. Related Information**

- 3.1 N/A

## **4. Definitions**

- 4.1 **“Event”** a planned public or social occasion which takes place via a facility rental/amenity space.
- 4.2 **“Full Field House”** the use of Field House 1, Field House 2 and Field house 3 combined.

## **5. Responsibilities**

- 5.1 Municipal Council to:

- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

- 5.2 Chief Administrative Officer to:

- 5.2.1 Implement this policy and approve procedures.

5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

5.3 Director of the Department to:

5.3.1 Ensure implementation of this policy and procedure.

5.3.2 Ensure that this policy and procedure is reviewed every three years.

5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

5.4.1 Understand, and adhere to this policy and procedure.

5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

## **6. Exclusions**

6.1 N/A

## **7. Special Situations**

7.1 N/A

## **8. Appendix**

8.1 N/A

## **9. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>165.23</b> <b>Abbey Centre – Acceptable Usage</b> Community Services
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## **1. Preamble**

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing bookings for amenity spaces at the Abbey Centre, a multi-use recreational facility.

## **2. General**

- 2.1 In an effort to protect spontaneous and structured play for Abbey Centre members as well as accommodate outside events; both revenue generators, the following guidelines are deemed acceptable use without being disruptive to paying members and guests.
- 2.2 All bookings will be taken and held on a first come, first serve basis as long as all of the booking requirements have been fulfilled within the time limits set forth by Best Practices.
- 2.3 Regardless of facility component, alcohol is prohibited for all events regardless of types with the exception of markets which are covered under the Alberta Gaming, Liquor & Cannabis (AGLC) “artisan markets” umbrella for taste testing wares.
- 2.4 This policy shall not preclude the Town of Blackfalds the ability to utilize its own spaces for special events or programming.

## **3. Field House**

- 3.1 There is to be no more than one acceptable event per month that utilizes the full Field House.
- 3.2 Events must fall within the parameters of any of the following: sporting event/competition, market/tradeshow, non-profit community event or education based graduation ceremony.
- 3.3 A maximum of six additional sporting events/competitions (regional, provincial, national or international) per year will be considered provided they prove to be a benefit to our community and the Abbey Centre. Approval of these events will be determined by Administration as part of the day to day business operations.
- 3.4 Full Field House events will not be booked on sequential weeks and must have a *minimum* of one weekend between full Field House events.

## **4. Outdoor Aquatic Centre**

- 4.1 The Outdoor Aquatic Centre is a non-rentable space and open to the public during operational hours.

**5. Fitness Studio 1**

5.1 Acceptable uses are fitness based programs, meetings, seminars, workshops or tournament/sport competition related.

**6. Fitness Studio 2**

6.1 Acceptable uses are fitness based programs, meetings, seminars, workshops, celebrations (birthday/anniversary) or tournament/sport competition related.

**7. Program Room**


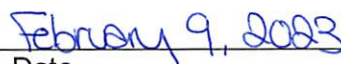
7.1 Acceptable uses are meetings, seminars, workshops, celebrations (birthday/anniversary), pre-approved commercial use or tournament/sport competition related.

**8. Amphitheatre**

8.1. Weddings, small outdoor concerts, theatre performances, or not for profit community events.

**9. Indoor Play Space**

9.1. Indoor Play Space is a non-rentable space and open to the public during operational hours.

**10. End of Procedure****Approval**  
\_\_\_\_\_  
Chief Administrative Officer  
\_\_\_\_\_  
Date

## **ABBEY CENTRE ACCEPTABLE USAGE**

<b>PROCEDURE NO.</b>	PR-019.25
<b>DIVISION DEPARTMENT</b>	Community Services
<b>REVIEW PERIOD</b>	Every 5 years or as required

### **1. PREAMBLE**

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing bookings for amenity spaces at the Abbey Centre, a multi-use recreational facility.

### **2. GENERAL**

- 2.1 In an effort to protect spontaneous and structured play for Abbey Centre members as well accommodate outside events; both revenue generators, the following guidelines are deemed acceptable use without being disruptive to paying members and guests.
- 2.2 All bookings will be taken and held on a first come, first served basis as long as all of the booking requirements have been fulfilled within the time limits set forth by Abbey Centre Best Practices.
- 2.3 Regardless of facility component, alcohol is prohibited for all events regardless of type of event with the exception of markets which are covered under the Alberta Gaming, Liquor & Cannabis (AGLC) “artisan markets” umbrella for taste testing wares.
- 2.4 This Procedure shall not preclude the Town of Blackfalds the ability to utilize its own spaces for special events or programming.

### **3. FIELD HOUSE**

- 3.1 There is to be no more than one acceptable event per month that utilizes the full Field House.
- 3.2 Events must fall within the parameters of any of the following: sporting event/competition, market/tradeshow, non-profit community event or education-based graduation ceremony.
- 3.3 A maximum of six (6) additional sporting events/competitions (regional, provincial, national or international) per year will be considered provided they prove to be a



benefit to the community and the Abbey Centre. Approval of these events will be determined by Administration as part of the day-to-day business operations.

- 3.4 Full Field House events will not be booked on sequential weeks and must have a *minimum* of one (1) weekend between full Field House events.

#### **4. OUTDOOR AQUATIC CENTRE**

- 4.1 The Outdoor Aquatic Centre is a non-rentable space and open to the public during operational hours.

#### **5. FITNESS STUDIO 1**

- 5.1 Acceptable uses are fitness-based programs, meetings, seminars, workshops or tournament/sport competition related.

#### **6. FITNESS STUDIO 2**

- 6.1 Acceptable uses are fitness-based programs, meetings, seminars, workshops, celebrations (birthday/anniversary) or tournament/sport competition related.

#### **7. PROGRAM**

- 7.1 Acceptable uses are meetings, seminars, workshops, celebrations (birthday/anniversary), pre-approved commercial use or tournament/sport competition related.

#### **8. AMPITHEATRE**

- 8.1. Acceptable uses are weddings, small outdoor concerts, theatre performances, or not for profit community events.

#### **9. INDOOR PLAY SPACE**

- 9.1. Indoor Play Space is a non-rentable space and open to the public during operational hours.

#### **10. END OF PROCEDURE AND APPROVAL**

*Kim Isaak*

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Chief Administrative Officer

Mar 6, 2025

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Date

**PROCEDURE RECORD HISTORY**

<b>Date Approved/Revised:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>

<b>Policy No.:</b> 128/16 <b>Policy Title:</b> Code of Conduct and Ethics for Municipal Employees <b>Department:</b> Office of the CAO <b>Council Approval:</b> 2016 11 22 <b>Reviewed:</b> <b>Revised:</b> <b>Supersedes Policy/Bylaw:</b> HRP 3:00 Schedule A	<b>M#</b> 306/16 <b>Date:</b> 2016 11 22
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### 1. Policy Statement

- 1.1 This Code of Conduct policy and procedure establishes standards of conduct for municipal employees. These standards require employees to demonstrate ethics, integrity and professionalism in the conduct, so that the public trust in the Town of Blackfalds (the "Municipality") is not compromised.

### 2. Reason for Policy

- 2.1 The code of conduct policy and procedure is intended to ensure that employees share a common baseline standard of acceptable conduct when acting on behalf of the Municipality, and at all time, as responsible stewards and representatives of the Municipality. This policy and procedure brings together many principles contained in various other municipal policies, procedures and directives relating to employee conduct. This policy and procedure is a high level guide for employee behaviour and is not intended to be inclusive or all-encompassing of every situation.

### 3. Related Information

- 3.1 See Procedure - "References"  
 3.2 Out of Scope - Personal Policy Handbook

### 4. Definitions

- 4.1 **Conduct:** the manner in which one behaves in the workplace, and in some cases, outside of the workplace.
- 4.2 **Conflict of Interest:** where the independence or impartiality of an employee decisions or actions re impaired or may be perceived to be impaired because of outside employment, political, business or family interests, or because of the position that they hold with the Municipality. Potential conflicts of interest may include, but are not limited to, any relationships, transactions, positions held (volunteer/business or otherwise), or circumstances which could contribute to or create a real, perceived or potential conflict between Municipal business and the personal interest of the employee.

- 4.3 **Council:** Elected Officials (Mayor and Council) as defined in the *Municipal Government Act* (MGA).
- 4.4 **Discrimination:** is the denial of individual rights and freedoms in a manner which contravenes the *Alberta Human Rights Act*. Discrimination under this act may include that of which is based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, sexual orientation, and source of income or family status.
- 4.5 **Employee:** an individual employed by the Municipality to perform duties or tasks in exchange for compensation.
- 4.6 **Harassment:** includes, but is not limited to, either a 'one-time' incident or 'continuous' series of incidents which annoy, bully, harm, abuse, torment, pester, embarrass or persecute and that unreasonably interfere with the ability of an employee to perform their duties.
- 4.7 **Municipal Property:** includes anything belonging to the Municipality. This includes items, services, information and resources which are the property of the Municipality including, but not limited to: time, finances, vehicles, facilities, technology, tools, supplies, equipment, furniture, land, intellectual property and other assets.
- 4.8 **Workplace:** any location, including a vehicle or powered mobile equipment, where a worker is engaged in his/her occupation. This may include a social function, training and conferences, while on travel status, at restaurants, hotels or meeting facilities being used for business purposes or during telephone, email or other communications.

## **5. Responsibilities**

### **5.1 Municipal Council to:**

- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

### **5.2 Chief Administrative Officer to:**

- 5.2.1 Implement this policy and approve procedures.
- 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

### **5.3 Director of the Department to:**

- 5.3.1 Ensure implementation of this policy and procedure.
- 5.3.2 Ensure that this policy and procedure is reviewed every three years.

- 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

- 5.4.1 Understand, and adhere to this policy and procedure.
- 5.4.2 Ensure employees are aware of this policy and procedure and communicate a clear expectation that employees must at all times comply with this policy and procedure.

5.5 All Employees to:

- 5.5.1 Understand and adhere to this policy and procedure.

**6. Exclusions**

- 6.1 None

**7. Special Situations**

- 7.1 None

**8. Appendix**

- 8.1 None

**9. End of Policy**



## PROCEDURE

<b>Policy No.:</b> 128/16	
<b>Policy Title:</b> Code of Conduct and Ethics for Municipal Employees	
<b>Department:</b> Office of the CAO	

### 1. General Procedures

#### 1.1 Principles of Conduct

- 1.1.1 Employees shall in the course of their duties are expected to uphold the laws, regulations and policies governing the Municipality, and shall not in any way, directly or indirectly, be party to their breach or subversion.
- 1.1.2 Employees of the Municipality are expected to comply with all laws and regulations while off duty.
- 1.1.3 Public Interest shall be an employee's primary concern. Personal interests shall not influence the performance of an employee's duties and shall be managed in accordance with the Town "Conflicts of Interest Policy HR-OS 15:00".
- 1.1.4 Employees shall maintain professionalism and act with integrity, impartiality and courtesy toward Council, the public, co-workers and any individual they may encounter through their work with the Municipality. Employees shall not engage in behaviour which would constitute harassment and shall comply with the requirements of the Town "Harassment, Sexual Harassment and Workplace Violence Policy HR-OS 22:00".
- 1.1.5 Employees shall protect Municipal property at all times. Municipal property shall only be used for activities associated with the performance of an employee's duties.
- 1.1.6 Employees shall respect each other and conduct themselves in a respectful manner and refrain from discrimination.
- 1.1.7 Employees who are engaged in political activities must take care to separate those personal activities from their official positions. Political activity is permissible provided such activity takes place outside of work hours, does not utilize Municipal property and does not create a conflict of interest. In the case of Municipal elections, employees shall comply the Local Authorities Election Act and with the Town "Municipal Election Bylaw 1160/13", and any amendments hereto.
- 1.1.8 Employees shall follow all safety rules, guidelines, legislation and laws to ensure they maintain a safe and healthy work environment as defined under Alberta's Occupational Health and Safety Act and with the Town's Health and Safety Policy 129.16 and the accompanying Corporate Health and Safety Manual.

- 1.1.9 Employees shall ensure they are free of the influence of intoxicants at all times when engaged in Municipal work or activities. They shall also disclose when they are under the influence of prescription drugs which may impair their ability to perform their duties, as referenced in the Town "Alcohol and Drug Use Policy HR-OS 23:00".
- 1.1.10 Employees shall use computers and social media in a manner respectful of municipal values, other employees and the Municipality. This is referenced in the Town "Computer and Equipment Use Policy HR-OS 19:00".
- 1.1.11 Employees shall ensure all municipal information is dealt with in a manner which is consistent with this procedure and meets legal requirements related to obtaining, storing and releasing information in the Municipality. All employees will ensure information is managed in a responsible manner as referenced in the Town "Records Retention Bylaw 893.01" (and any amendments hereto), the "Computer and Equipment Use Policy HR-OS 19:00" and the "Non-Disclosure/Confidentiality Policy HR-OS 17:00".
- 1.1.12 Employees shall ensure they account for their work related travel and all the travelling expenses as referenced in the "Travel and Subsistence Policy HR-OS 49:00".
- 1.1.13 Employees are ambassadors of the Municipality and are expected to comply with the principles outlined in this procedure at work and any time where they may be identified as employees.
- 1.1.14 If an employee is unclear as to the appropriate course of conduct, they are required to contact their Manager or Human Resource Coordinator for clarification.

## **2. Breach of the Code of Conduct**

- 2.1 Employees who contravene any section of this policy and procedure will be subject to disciplinary action up to and including termination of employment, as referenced in the "Discipline Policy HR-OS 13:00".

## **3. Management of this Policy**

- 3.1 This procedure shall be reviewed in 3 years from its effective date to determine its effectiveness and appropriateness. This procedure may be assessed before that time as necessary to reflect organizational change.

## **4. References**

- 4.1 Alberta Human Rights Act
- 4.2 Municipal Government Act – Alberta (MGA)
- 4.3 Freedom of Information and Protection of Privacy Act – Alberta (FOIP)
- 4.4 Local Authorities Elections Act
- 4.5 Occupational Health and Safety Act and Legislation – Alberta (OHS)



- 4.6 Bylaw 893/01 Records Retention Bylaw
- 4.7 Bylaw 1160/13 Municipal Election Bylaw
- 4.8 Town of Blackfalds Health and Safety Policy 129/16 and OH&S Manual
- 4.9 Conflicts of Interest Policy HR-OS 15:00
- 4.10 Harassment, Sexual Harassment and Workplace Violence Policy HR-OS 22:00
- 4.10 Alcohol and Drug Use Policy HR-OS 23:00
- 4.11 Computer and Equipment Use Policy HR-OS 19:00
- 4.12 Non-Disclosure/Confidentiality Policy HR-OS 17:00
- 4.13 Travel and Subsistence Policy HR-OS 49:00
- 4.14 Discipline Policy HR-OS 13:00

**5. End of Procedure**

**6. Approval**

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

  
\_\_\_\_\_  
Date



# CODE OF CONDUCT AND ETHICS FOR MUNICIPAL EMPLOYEES

POLICY NO.	AP-071.25
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 5 Years or As Required

## 1. POLICY PURPOSE

- 1.1 To guide Employees of the Town of Blackfalds on the acceptable conduct when acting on behalf of the Municipality and to ensure Employees are responsible stewards and representatives of the Municipality. This Policy is a high-level guide for Employee behaviour and is not intended to be inclusive or all-encompassing of every situation.

## 2. POLICY STATEMENT

- 2.1 The Code of Conduct and Ethics Policy establishes standards of conduct for municipal Employees. These standards require Employees to demonstrate ethics, integrity and professionalism, so that the public trust in the Municipality is not compromised.

## 3. DEFINITIONS

- 3.1 **“Chief Administrative Officer”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Conduct”** means the manner in which one behaves in the workplace or outside of the workplace when conducting municipal business.
- 3.3 **“Conflict of Interest”** means a conflict between an Employee’s personal or business interests and the Employee’s responsibility as an Employee of the Town.
- 3.4 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.5 **“Discrimination”** means treating a person or group unfairly based on prohibited grounds in a manner which contravenes the *Alberta Human Rights Act*. These grounds include race, national or ethnic origin, colour, religion beliefs, physical disability, mental disability, age, ancestry place of origin, marital status, source of income, family status, gender, gender identity, gender expression or sexual orientation sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics and disability.

- 3.6 **“Employee”** as defined in S. (d.1) (k) of the Alberta Employment Standards Code means an individual employed to do work who receives or is entitled to wages and includes a former employee, but does not include an individual who is a member of a class of individuals excluded by the regulations
- 3.7 **“Harassment”** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an individual, and includes:
- 3.7.1 Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression or any other prohibited grounds as defined by the *Alberta Human Rights Act*.
- 3.7.2 A sexual solicitation or advance.
- 3.7.3 Examples of Harassment include but are not limited to, whether indirect or explicit, verbal or physical abuse, blaming, scolding, belittling, derogatory remarks or suggestions, threats, practical or “dirty” jokes that result in awkwardness or embarrassment, unwelcome invitations or requests, spreading rumours or gossip, excluding or isolating, innuendos, taunts, signs and/or images related to any prohibited ground as defined by the *Alberta Human Rights Act*.
- 3.8 **“Municipal Property”** means anything belonging to the Municipality. This includes items, services, information and resources which are the property of the Municipality, including but not limited to time, finances, vehicles, facilities, technology, tools, supplies, equipment, furniture, land, intellectual property and other assets.
- 3.9 **“Workplace”** means any location, including a vehicle or powered mobile equipment, where a worker is engaged in his/her occupation. This may include a social function, training and conferences while on travel status, at restaurants, hotels or meeting facilities being used for business purposes or during telephone, email or other communications.
- 3.10 **“Town”** means the municipality of the Town of Blackfalds.

#### **4. SCOPE**

- 4.1 This Policy applies to all Town of Blackfalds Employees.

## **5. AUTHORITY AND RESPONSIBILITIES**

### **5.1 Chief Administrative Officer to:**

- 5.1.1 Approve this Policy and any amendments.
- 5.1.2 Ensure Policy review occurs and verify the implementation of this Policy.

### **5.2 Director of the Department to:**

- 5.2.1 Ensure implementation of this Policy.
- 5.2.2 Ensure that this Policy is reviewed with Employees.
- 5.2.3 Make recommendations to the Chief Administrative Officer of necessary policy amendments.

### **5.3 Manager to:**

- 5.3.1 Understand and adhere to this Policy.
- 5.3.2 Ensure Employees are aware and have read this Policy.

### **5.4 All Employees to:**

- 5.4.1 Understand and adhere to this Policy.

## **6. POLICY PARTICULARS**

### **6.1 Principles of Conduct**

- 6.1.1 Employees shall in the course of their duties, uphold the laws, regulations, bylaws and policies governing the Municipality, and shall not in any way, directly or indirectly, be a party to their breach or subversion.
- 6.1.2 Employees of the Municipality are expected to comply with all laws and regulations while off duty.
- 6.1.3 Employees hold a special position of trust and accountability, employed at public expense for the benefit of the Town. Accordingly, Employees are expected to conduct themselves with honesty, integrity, diligence and political neutrality at all times.

- 6.1.4 Public interest shall be an Employee's primary concern. Personal interests shall not influence the performance of an Employee's duties and shall be managed in accordance with the Town's Conflict of Interest Policy.
- 6.1.5 Employees shall maintain professionalism and act with integrity, impartiality and courtesy toward Council, the public, co-workers and any individual they may encounter through their work with the Municipality. Employees shall not engage in behaviour which would constitute harassment and shall comply with the requirements of the Town's Workplace Violence and Harassment Prevention Policy.
- 6.1.6 Employees shall protect Municipal Property at all times. Municipal Property shall only be used for activities associated with the performance of an Employee's duties.
- 6.1.7 Employees shall respect each other and conduct themselves in a respectful manner and refrain from Discrimination.
- 6.1.8 Employees who are engaged in political activities must take care to separate those personal activities from their official positions. Political activity is permissible, provided such activity takes place outside of work hours, does not utilize Municipal Property and does not create a Conflict of Interest.
- 6.1.9 Employees shall follow all safety rules, guidelines, legislation, laws and policies to ensure they maintain a safe and healthy work environment as defined under the *Alberta Health and Safety Act* and all Town of Blackfalds Health and Safety policies.
- 6.1.10 Employees shall ensure they are free of the "influence of intoxicants at all times when engaged in Municipal work or activities. They shall also disclose when they are under the influence of prescription drugs, which may impair their ability to perform their duties, as referenced in the Town's Alcohol and Drug Use Policy.
- 6.1.11 Employees shall use computers and social media as referenced in the Town's Computer and Equipment Use Policy.
- 6.1.12 Employees shall ensure all municipal information is dealt with in a manner which is consistent with this Policy and meets legal requirements related to obtaining, storing and releasing of information. All Employees will ensure

that information is managed in a responsible manner as referenced in the Town's Records Retention Bylaw and any amendments thereto, Computer and Equipment Use Policy and the Non-Disclosure/Confidentiality Policy.

- 6.1.13 Employees shall ensure they account for their work-related travel and expenses as referenced in the Town's Travel and Subsistence and Professional Development Policies.
- 6.1.14 Employees must not accept payment for doing something that they are paid to do as part of their job with the Town.
- 6.1.15 In order to preserve the image and integrity of the Town, the receipt of gifts and benefits is discouraged. Employees may only accept a gift or benefit of minimal value, and under no circumstances may cash be accepted. This does not extend door prizes donated by Town Vendors to the annual Corporate Christmas Party.
- 6.1.16 Employees are ambassadors of the Municipality and are expected to comply with this Policy at work and any time where they may be identified as Employees.
- 6.1.17 If an Employee is unclear as to the appropriate course of conduct, they are required to contact their Manager or Human Resources for clarification.

## 6.2 Breach of the Code of Conduct

- 6.2.1 Employees who contravene any section of this Policy will be subject to disciplinary action as outlined in the Town's Discipline Policy.

## 7 EXCLUSIONS

None

## 8 SPECIAL SITUATIONS

None

## 9 RELATED DOCUMENTS

- 9.1 *Alberta Human Rights Act*
- 9.2 *Municipal Government Act*
- 9.3 *Freedom of Information and Protection of Privacy Act*
- 9.4 *Occupational Health and Safety Act*
- 9.5 Records Retention Bylaw
- 9.6 Conflict of Interest Administrative Policy
- 9.7 Workplace Violence and Harassment Prevention Administrative Policy
- 9.8 Alcohol and Drug Administrative Policy
- 9.9 Computer and Equipment Use Administrative Policy
- 9.10 Non-Disclosure/Confidentiality Administrative Policy

## 10 END OF POLICY AND APPROVAL

*Kim Isaak*

Chief Administrative Officer

Mar 6, 2025

Date

## POLICY RECORD HISTORY

Date Approved/Revised:	Approved/Reviewed By:	Title:

<b>Policy #:</b> 127/16 <b>Policy Title:</b> Civic Centre and FCSS Facility Visitation Security and Identification <b>Department:</b> Administration <b>Council Approval:</b> 2016 09 27 Reviewed: Revised: Supersedes Policy/Bylaw: None	<b>M# 253.16      Date: 2016 09 27</b>
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## 1. Policy Statement

### 1.1 Reason for Policy

- 1.1.1 Town Council recognizes the responsibility to provide employees a safe work environment where they and their possessions will be offered a reasonable degree of protection while protecting corporate and personal assets. This responsibility of safety and security extends to visitors, conducting business at the Civic Centre and FCSS facilities. In the interests of security, a required security identification policy and visitor sign in/out procedure is necessary for all visitors at the Civic Centre.

## 2. Related Information

- 2.1 Personnel Policy In-Scope and Out-of-Scope Handbooks
- 2.2 Municipal Access Control Policy
- 2.3 New Employee Orientation Policy

## 3. Definitions

- 3.1 "Normal Working Hours" refers to the Town Office and FCSS facility business hours of 8:30am to 4:30pm on identified work days.
- 3.2 "Employee" refers to the persons who are compensated for services performed and whose duties are under the control of an employee.
- 3.3 "Contractor" or "Service Provider" refers to the persons or company that undertakes a contract to provide materials or labor to perform a service or do a job.
- 3.3 "Muster Point" refers to an assembly point where everyone meets in the event of an emergency.
- 3.4 "Regular Scheduled Service Providers" refers to, but not limited to, vending/coffee services, photocopy repair/service, office supply service, IT tech support, contractors, and others who perform etc.





- 3.5 "Visitor Log" refers to a physical log book, located at reception at the Town Office, for persons to record their name, nature of their business and to sign in and out of the office.
- 3.6 "Evacuation" refers to the immediate exiting of a building due to an emergency.
- 3.7 "Fire Marshall" refers to the Town staff designated in a facility to assist with the safe evacuation of all persons and coordination with emergency responders.
- 3.8 "Fob" refers to the small hardware device or security token, with built in authentication mechanisms issued to all staff and authorized persons to use at authorized fob access points.
- 3.9 "Key" refers to either traditional metal keys, smart cards, or any combination or electronic means of access.
- 3.10 "Business related deliveries" refer to administrative letters, packages or ordered goods specific to operations or programs of the Town.

#### **4. Responsibilities**

##### **4.1 Municipal Council to:**

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

##### **4.2 Chief Administrative Officer to:**

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

##### **4.3 Director of the Department to:**

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

##### **4.4 Managers to:**

- 4.4.1 Understand, and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure and make the necessary provisions for supplies required to be compliant.



- 4.4.3 Understand that the ID cards are the property of the Town and must be returned by a visitor when leaving the facility.
- 4.4.4 Provide and install directional signage for public entrance into municipal buildings.
- 4.4.5 Understand that managers and supervisors are responsible for enforcement of the Security Identification Policy.

**4.5 All Employees to:**

- 4.5.1 Understand and adhere to this policy and procedure.
- 4.5.2 Inform reception, as soon as possible, of any visitors that will be coming to the Town Office or FCSS facility and include visitor information and employee contact person.
- 4.5.3 Inform services providers of the procedure when:
  - 4.5.3.1 The employee is the main contact for the regular schedule service providers, and;
  - 4.5.3.2 Advise their visitor to report to Reception upon their arrival.
- 4.5.4 By way of email, inform reception of the expected scheduled date and work location of a contractor to provide service at the Town Office and the employee who scheduled the work.
- 4.5.6 Understand that all employees are responsible for security.
- 4.5.7 Report a security breach such as an intruder, theft, etc. on the premises to their immediate supervisor/manager as soon as possible.

**5. Exclusions**

- 5.1 None

**6. Special Situations**

**6.1 Emergency Management**

- 6.1.1 This policy may be overruled in the case of where a local emergency occurs and the Strategic Emergency Management Plan requires exclusive access or control of a facility.

**7. Appendix**

- 7.1 None

**8. End of Policy**



**PROCEDURE**

<b>Policy No.: 127/16</b> <b>Policy Title: Civic Centre and FCSS Facility</b> <b>Visitation Security and Identification</b> <b>Department: Administration/HR</b>	
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**1. Preamble**

- 1.1 This policy and procedure is designed to ensure that the Civic Centre and FCSS office environment is kept safe and everyone who accesses these offices are aware of how they can contribute towards ensuring that it is a safe place to work and visit. The intent of this policy is two-fold; to enable Town employees to identify and authorize visitors, and to assist emergency personnel to confirm, during an evacuation, that all visitors are accounted for.

**2. Normal Working Hours (Monday to Friday 0830 to 1640)**

- 2.1 The principle access to the Civic Centre and FCSS offices for visitors is to be through the main entrance doors into the main reception areas.
- 2.2 No visitors are to be allowed to access the buildings from the rear service accesses or emergency accesses.
- 2.3 Members of the public visiting the Municipal Offices will be greeted by reception, confirming appointment with staff member and requested to fill in the "Visitor Log" (which will be shredded at the end of each business day). Visitors will then be given a visitor identification card and will only be given access to the non-public areas if accompanied by a member of staff.
- 2.4 When a contractor or service provider first arrives at Reception, the employee who scheduled the work will meet them at Reception, sign them in and escort them to their work area.
- 2.7 When the visitor or contractors business is complete, the designated employee will direct them to Reception to sign out and turn in their ID card prior to exiting the office. Should the visitor/contractors business conclude after 4:30pm, the employee will be responsible for remaining with the visitor until their work is complete, then collect the visitor identification tag and ensure the visitor exits the building. Reception should be advised of the after-hours work.
- 2.8 Evacuation procedures are to take place as per the evacuation requirements outlined in Section 7.
- 2.9 Business related deliveries will be accepted and received at Reception. For large delivery items, every effort will be made by Reception to contact the designated recipient. If the delivery item has a specific contact indicated, the delivery person may be instructed to proceed to deliver the item, otherwise, deliveries will be left at Reception for pick up by the recipient. Reception will call or email the recipient as notification of the delivery.



- 2.10 Employees shall not allow anyone who they are unfamiliar with access through any security point or locked doors without first verifying their identity and their purpose.
- 2.11 All security doors must be kept secure so that access is only via a secure fob or key.
- 2.12 No doors leading to the private areas of the building are to be left unbolted, unlocked, or propped open. This also applies to emergency exit doors.
- 2.13 Employees are expected to ensure that windows within their specific work areas are closed and secured at the end of the work day.
- 2.14 Custodians of the building may access at any time they require to conduct their work or to perform repairs or maintenance.
- 2.15 Custodians, as part of their work functions at each facility, will do a thorough walk around ensuring all doors and windows are secure.
- 2.16 Custodians, as part of their work functions at the Civic Centre will arm the security system at the end of the evening and their work shift.

**3. Outside Normal Working Hours or where a Council or other meeting scheduled**

- 3.1 Business meetings scheduled after regular business hours normally take place at the Civic Centre, and include such meetings as Municipal Planning Commission or Council meetings.
- 3.2 The designated administrative staff is to schedule the meeting in the calendars of any attendees, book the meeting room (to reserve and advise the custodians) and provide visitors access to the required area. At the conclusion of the meeting, staff will accompany visitors to the exit.
- 3.2 The principle access to the Civic Centre office for visitors is to be through the main entrance doors into the main reception.
- 3.3 No visitors are to be allowed to access the building from the rear service access or emergency access.
- 3.4 The public and visitors will have access to public meeting rooms including the second floor Council Chambers as well as public washrooms.
- 3.5 All security doors must be kept secure so that access is only via a secure fob or key.
- 3.6 No doors leading to the non-public areas of the building will be left unbolted, unlocked, or propped open. This also applies to emergency exit doors.
- 3.7 If staff required access to the Civic Centre or FCSS facilities outside of normal working hours, staff may enter the building to conduct work or attend a meeting, but must be aware of working alone and safe work practices and also be responsible for building security. Staff with modified work hours must have sought the prior approval of their manager or director who should in turn, notify the facilities manager/custodians of these modified hours.
- 3.8 Custodians, as part of their work functions at each facility, will do a thorough walk around ensuring all doors and windows are secure.



- 3.9 Custodians, as part of their work functions at the Civic Centre will arm the security system at the end of the evening and their work shift. Should custodial not be scheduled the most senior employee, or administrative staff will be last to vacate building and arm security system.
- 3.10 Evacuation procedures are to take place as per the evacuation requirements outlined in Section 7.

#### **4. Weekends or other days when the Offices are closed**

##### **4.1 Procedure for accessing the building out of hours for managers/key holders:**

- 4.1.1 You must have had training in activating and deactivating the alarm. (This will be provided by the Facilities Manager and/or your supervisor).
- 4.1.2 Where possible please let the Facility Manager know that you will be working.

#### **5. Procedure for accessing the building out of hours for staff**

- 5.1 Staff are not to enter the Building unless they are either on duty (such as Enforcement Officers, custodians or on call employees) or they have secured the prior approval of their Manager. If for any reason access is required then the following procedure needs to be followed.
- 5.2 Staff must have approval from their Manager or Director who will then communicate authorization to the Facilities Manager and Community Services Director.
- 5.3 Employees must ensure that their fob will allow you to have access to the building after hours.
- 5.4 Staff are to enter the building via the back staff access door.
- 5.5 Staff should check in and check out via email with their Supervisor, Manager or Director.
- 5.6 Where there is surveillance at an entrance point, you should position yourself clearly to show your identity.
- 5.7 Contact the Facilities Manager if you suspect any attempted unlawful entry or vandalism, or if the building is unsecure.

#### **6. Security of equipment and possessions**

- 6.1 No equipment such as laptops and projectors for example should be left unattended in meeting rooms. Those who possess such equipment are responsible for its security and safe return.
- 6.2 Personal possessions are the responsibility of the individual and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. Town Council and Administration are not responsible for personal possessions that go missing unless there is proof of forcible entry.

- 6.3 Cash records and petty cash will be kept in a locked cupboard/safes within the offices, in compliance with financial control procedures.
- 6.4 Any thefts or losses must be reported immediately to the Facility Manager and to the Police, if appropriate.
- 6.5 Visitors must not be allowed to let anyone else into the building without the prior permission of staff.
- 6.6 On leaving the office, all filing cabinets that hold sensitive information/material must be locked and keys stored in a secure location. All internal doors should be locked, windows closed and upon departure of main building, alarm set. Failure to do so could result in disciplinary procedures.
- 6.7 Custodial staff are responsible to activate alarms at the end of day during the work week.

## **7. Evacuation Procedures**

- 7.1 Employees hosting visitors will be responsible for familiarizing those individuals with the protocols relating to emergency situations including muster point and evacuation locations, and ensure that they collect and escort their visitor before evacuating.
- 7.2 In the event of an emergency, Reception staff will take the visitor log book to the designated muster point and check with the Fire Marshall to ensure that all visitors are accounted for.
- 7.3 Visitors with a disability will be assisted by their designated employee, or with the additional assistance of other employee(s). Depending on the nature and level of the disability, the employee will either remain with the visitor at the nearest stairwell until emergency responders arrive, or provide assistance to the visitor to proceed safely down the stairwell exit.

## **8. End of Procedure**

### **Approval**

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

# CIVIC CULTURAL CENTRE VISITATION SECURITY AND IDENTIFICATION

POLICY NO.:	AP-074.25
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 5 years or as required

## 1. POLICY PURPOSE

- 1.1 To ensure the safety and security of Employees working at the Civic Cultural Centre and to identify and authorize visitors to assist with emergency personnel to confirm during an evacuation, that all visitors are accounted for.

## 2. POLICY STATEMENT

- 2.1 To ensure that Employees have a safe work environment where they can be offered a reasonable degree of protection will protecting corporate and personal assets. This responsibility of safety and security extends to visitors conducting business at the Civic Cultural Centre facility. In the interests of security, a required security identification policy and visitor sign-in/out process is necessary for all visitors at the Civic Cultural Centre.

## 3. DEFINITIONS

- 3.1 **“Business Related Deliveries”** refers to the delivery of letters, packages or ordered goods specific to the operations or programs of the Town.
- 3.2 **“Chief Administrative Officer”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.3 **“Contractor or Service Provider”** refers to the persons or company undertaking a contract to provide materials or labour to perform a service or do a job.
- 3.4 **“Employee”** as defined in S. (d.1)(k) of the *Alberta Employment Standards Code* means an individual employed to work who receives or is entitled to wages and includes a former Employee but does not include an individual who is a member of a class of individuals excluded by the regulations.
- 3.5 **“Evacuation”** refers to the immediate exiting of a building due to an emergency.
- 3.6 **“Fire Marshall”** refers to the Employee who has been designated in a facility to assist with the safe Evacuation of all persons and coordination with emergency responders.

- 3.7 **“Fob”** refers to the small hardware device or a security token with built in authentication mechanisms issued to all Employees and authorized persons to use at authorized Fob access points.
- 3.8 **“Key”** refers to either traditional metal keys, smart cards, or any combination or electronic means of access.
- 3.9 **“Muster Point”** refers to an assembly point where evacuees from a building meets in the event of an emergency.
- 3.10 **“Normal Working Hours”** refers to the Civic Cultural Centre business hours of 8:30 AM to 4:30 PM on identified workdays.
- 3.11 **“Regular Scheduled Service Providers”** refers to, but not limited to, vending/coffee services, photocopy repair/services, office supply service, IT tech support, contractors, and others who perform etc.
- 3.12 **“Town”** means the municipality of the Town of Blackfalds.
- 3.13 **“Visitor Log”** refers to a physical logbook, located at the reception counter at the Town Office, for individuals to record their name, nature of their business and to sign in and out of the office.

#### **4. SCOPE**

- 4.1 This Policy applies to all Town of Blackfalds Employees and Contractor Service Providers.

#### **5. AUTHORITY AND RESPONSIBILITIES**

- 5.1 Chief Administrative Officer to:
  - 5.1.1 Approve this Policy.
  - 5.1.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2 Director of the Department to:
  - 5.2.1 Ensure implementation of this Policy.
  - 5.2.2 Make recommendations to the Chief Administrative Officer of necessary policy amendments.
- 5.3 Manager to:
  - 5.3.1 Understand and adhere to this Policy.

- 5.3.2 Ensure Employees are aware of this Policy.
- 5.3.3 Ensure Employees are aware of this Policy and make the necessary provisions for supplies required to be compliant.
- 5.3.4 Ensure the ID cards are returned by a visitor when leaving the facility.
- 5.3.5 Provide and install directional signage for public entrance into municipal buildings.
- 5.3.6 Understand that Managers and supervisors are responsible for enforcement of this Policy.
- 5.4 All Employees to:
  - 5.4.1 Understand and adhere to this Policy.
  - 5.4.2 Inform reception, as soon as possible, of any visitors that will be coming to the Civic Cultural Centre and include visitor information and Employee contact person.
  - 5.4.3 Inform Contract and Service Providers of the Employee contact person.
  - 5.4.4 Inform Contract and Service Providers to report to reception upon their arrival to sign in.
  - 5.4.5 By way of email, inform reception of the expected scheduled date and work location of a Contract or Service Provider to provide the service and whom the Employee contact person is.
  - 5.4.6 Understand that all Employees are responsible for security.
  - 5.4.7 Report a security breach, such as an intruder, theft, etc. on premises to their immediate supervisor as soon as possible.

## **6. POLICY PARTICULARS**

- 6.1 Normal Working Hours (Monday to Friday, 8:30 AM to 4:30 PM)
  - 6.1.1 The principal access to the Civic Cultural Centre offices for visitors is to be through the main entrance doors into the main reception areas.
  - 6.1.2 No visitors are to be allowed access to the buildings from the rear service accesses or emergency accesses.



- 6.1.3 Members of the public visiting the will be greeted by reception, confirming appointment with a Employee member and requested to fill in the Visitor Log (which will be shredded at the end of each business day). Visitors will be given a visitor identification card and will only be given access to the non-public areas if accompanied by an Employee.
- 6.1.4 Evacuation procedures are to take place as per the evacuation process outlined.
- 6.1.5 Business related deliveries will be accepted and received at reception. For large delivery items, every effort will be made by reception to contact the designated recipient. If the delivery item has a specific contact indicated, the delivery person may be instructed to proceed to deliver the item, otherwise, deliveries will be left at reception for pick up by the recipient. Reception will call or email the recipient as notification of the delivery.
- 6.1.6 Employees shall not allow anyone who they are unfamiliar with access through any security point or locked door with first verifying their identity and purpose.
- 6.1.7 All security doors must be kept secure so that access in only via a secure Key or Fob.
- 6.1.8 No doors leading to the private areas of the building are to be left unbolted, unlocked, or propped open. This also applies to emergency exit doors.
- 6.1.9 Employees are expected to ensure that windows within their specific work areas are closed and secured at the end of the work day.
- 6.1.10 Custodians of the building may access at any time they require to conduct their work or perform repairs and maintenance.
- 6.1.11 Custodians, as part of their work functions at each facility, will do a thorough walk around ensuring all doors and windows are secure.
- 6.1.12 Custodians, as part of their work functions at the Civic Cultural Centre will arm the security system at the end of the evening and their work shift.
- 6.2 Outside Normal Working Hours or where a Council or other meeting is scheduled
  - 6.2.1 Business meetings scheduled after regular business hours normally take place at the Civic Centre and include such meetings as Council Committee Meetings and Council Meetings.

- 6.2.2 The designated administrative staff is to schedule the meeting in the calendars of any attendees, book the meeting room (to reserve and advise the custodians) and provide visitors access to the required area. At the conclusion of the meeting, staff will accompany visitors to the exit.
  - 6.2.3 The principal access to the Civic Cultural Centre office for visitors is to be through the main entrance doors into the main reception.
  - 6.2.4 No visitors are to be allowed to access the building from the rear service access or emergency access.
  - 6.2.5 The public and visitors will have access to public meeting rooms, including the second-floor Council Chambers, as well as the public washrooms.
  - 6.2.6 All security doors must be kept secure so that access is only via a secure Fob or Key.
  - 6.2.7 No doors leading to the non-public areas of the building will be left unbolted, unlocked or propped open. This also applies to emergency exit doors.
  - 6.2.8 If Employees require access to the Civic Cultural Centre outside of normal working hours, staff may enter the building to conduct work or attend a meeting but must be aware of the Working Alone Policy and safe work practices and also be responsible for building security. Employees with modified work hours must have sought the prior approval of their Manager or Director, who should, in turn, notify the Facilities Manager/Custodians of these modified hours.
  - 6.2.9 Custodians, as part of their work functions at each facility, will conduct a thorough walkaround to ensure all doors and windows are secure.
  - 6.2.10 Custodians, as part of their work functions at the Civic Cultural Centre will arm the security systems at the end of the evening and their work shift. Should custodial not be scheduled the most senior Employee, or administrative staff will be last to vacate building and arm security system.
  - 6.2.11 Evacuation procedures are to take place as per the evacuation process outlined in this Policy.
- 6.3 Weekends or other days when the Offices are Closed
- 6.3.1 Employees are not enter the building unless they are either on duty or on call, or have received prior approval from their Manager or Director

- 6.3.2. Employee must have had training in activating and deactivating the alarm. Training will be provided by the Facilities Manager and or Employee's supervisor.
- 6.3.3. Where possible, inform the Facilities Manager that you will be in the building.
- 6.3.4. Employees must ensure that their Fob will allow them access into the building after hours.
- 6.3.5. Employees should check in and out via email with their supervisor.
- 6.3.6. Where there is surveillance at an entrance point, you should position yourself clearly to show your identify.
- 6.3.7. Contact the Facilities Manager if you suspect any attempted unlawful entry or vandalism or if the building is unsecured.

#### 6.4 Security of Equipment and Possessions

- 6.4.1. No equipment, such as laptops and projectors, should be left unattended in meeting rooms. Those who possess such equipment are responsible for its security and safe return.
- 6.4.2. Personal possessions are the responsibility of the individual, and if an Employee, volunteer, or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. The Town is not responsible for personal possessions that go missing unless there is proof of forcible entry.
- 6.4.3. Cash records and petty cash will be kept in a locked cupboard/safes within the offices, in compliance with financial control procedures.
- 6.4.4. Any theft or losses must be reported immediately to the Facility Manager and to the Police.
- 6.4.5. Visitors must not be allowed to let anyone else into the building without the prior permission of staff.

- 6.4.6. On leaving the office, all filing cabinets that hold sensitive information/material must be locked and Keys stored in a secure location. All internal doors should be locked, windows closed and upon departure of main building, alarm set. Failure to do so could result in disciplinary measures.
- 6.4.7. Custodial staff are responsible for activating alarms at the end of the day during the week.

## **6.5 Evacuation Procedure**

- 6.5.1. Employees hosting visitors will be responsible for familiarizing those individuals with the protocols relating to emergency situations including Muster Point and evacuation locations and ensure that they collect and escort their visitor before evacuation.
- 6.5.2. In the event of an emergency, reception staff will take the Visitor Log Book to the designated Muster Point and check with the Fire Marshall that all visitors have been accounted for.
- 6.5.3. Visitors with a disability will be assisted by their designated Employee, or with the additional assistance of other Employee(s). Depending on the nature and level of the disability, the Employee will either remain with the visitor at the nearest stairwell until emergency responders arrive or provide assistance to the visitor to proceed safely down the stairwell exit.

## **7. EXCLUSIONS**

- 7.1 None

## **8. SPECIAL SITUATIONS**

- 8.1 This Policy may be overruled in the case of where a local emergency occurs and the Emergency Management Plan requires exclusive access or control of a facility.

## **9. RELATED DOCUMENTS**

- 9.1 Municipal Facility Access Control Administrative Policy
- 9.2 Working Alone Administrative Policy

**10. END OF POLICY AND APPROVAL**

*Kim Isaak*

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

Mar 7, 2025

\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

<b>Date Approved/Revised:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>

<b>Policy No.: 125/16</b> <b>Policy Title: Municipal Facility Access Control</b> <b>Department: Administration/Community Services</b> <b>Council Approval: 2016 09 27</b> Reviewed: Revised: Supersedes Policy/Bylaw: None	<b>M# 251.16    Date: 2016 09 27</b>
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## 1. Policy Statement

### 1.1 Reason for Policy:

- 1.1.1 To provide procedures for the issuance and accountability of all keys and fobs which control access to municipal buildings and their contents for employees of the municipality.

## 2. Related Information

- 2.1 Personnel Policy Handbook (In-Scope and Out-of-Scope)
- 2.2 Civic Facility Visitation Security and Identification Policy 127/16
- 2.3 New Employee Orientation Policy 124/16

## 3. Definitions

- 3.1 "Buildings" are classified as: Public Facility or other
- 3.2 "Assigned" refers to issuance of a key or fob to an individual
- 3.3 "Key" refers to either traditional metal keys, smart cards, or any combination or electronic means of access
- 3.4 "Real" means a need exists to hold a key
- 3.5 "Continuing" refers to the need to have access on a regular and frequent basis
- 3.6 "Master Key" refers to primary access point keys are assigned and stored in accordance with this policy
- 3.7 "Fob" refers to the small hardware device or security token, with built in authentication mechanisms issued to all staff and authorized persons to use at authorized fob access points
- 3.8 "Employee" refers to the persons who are compensated for services performed and whose duties are under the control of an employee
- 3.10 "Contractor" or "Service Provider" refers to the persons or company that undertakes a contract to provide materials or labor to perform a service or do a job
- 3.11 "Access control officer" refers to the staff designated to issue and maintain all the keys on behalf of the Town as part of their prescribed duties within their regular position. This person maintains the Key Listing (Appendix "A")

## 4. Responsibilities

- 4.1 Municipal Council to:
  - 4.1.1 Approve by resolution this policy and any amendments.

- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

- 4.4.1 Understand, and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.

**5. Exclusions**

- 5.1 None

**6. Special Situations**

- 6.1 None

**7. Appendix**

- 7.1 Appendix "A" – Key Listing
- 7.2 Appendix "B" – Key/Fob Authorization Form

**8. End of Policy**



**PROCEDURE****Policy No.: 125/16****Policy Title: Municipal Facility Access Control****Department: Administration/Community Services****1. Preamble**

1.1 The Town of Blackfalds utilizes quality security access systems in all Municipal Facilities to ensure that these facilities and their contents are kept secure. These facilities serve multiple uses in the provision of services to the general public and also in the performance of internal operations for the organization. The facilities are kept locked and secured when not open to the public or occupied to maintain security. This policy and procedure outlines the process as well as the names and positions of those personnel designated as authorizing authorities who are recognized for the purpose of issuing keys or fobs on a temporary or permanent basis.

**2. General**

- 2.1 The Community Services Department designated staff will act as Access Control Officer to issue keys and fobs as per the Key/Fob Authorization Form – Appendix “B”.
- 2.2 The Corporate Services Department, through the Information Services Division will be responsible for the distribution and utilization of fobs or all exterior access points in all Municipal owned facilities as well as interior passages that are required to be secure.
- 2.3 The door security alarm system employed at specific access points with the Civic Centre will be monitored and maintained by the Information Services Division. All new employees will be provided instruction on arming and disarming the security alarm system as part of the New Employee Orientation process.
- 2.4 A master listing of positions and employee assignment shall be maintained on a database and maintained in both hard copy and electronically.
- 2.5 The Community Services Department, through assigned facility maintenance staff will be responsible for the repair and maintenance of the building access systems.
- 2.6 Contracted service performed on facility access components including doors, locksets, and other related components will be carried out by reputable, bonded agencies specializing in such work.
- 2.7 A Municipal Employee will be in attendance and observe all work carried out on door security hardware performed by a contracted agency.
- 2.8 All designated exterior doors to buildings are opened and secured in accordance with the security procedures and in accordance with this procedure scheduled use for each facility.
- 2.9 Directors/Managers shall provide in writing to the Safety Officer and Facility Manager, a schedule of building hours for each department’s facilities by September 1<sup>st</sup> of each year.
- 2.10 Managers/Directors shall convey in writing to the Safety Officer, Access Control Officer, IT Manager and HR, any changes in staff assigned to that facility, as soon as known.



- 2.11 Facilities, such as FCSS, will ensure compliance of this policy and procedure any occupying tenants under a contracted term lease.
- 2.12 Keys and fobs will be issued during the New Employee Orientation process following receipt of a "Key/Fob Authorization Form" attached as Appendix "B". This form must be signed by the employee being provided the key and/or fob and it must be authorized and signed off by the Director responsible for the area requested. In buildings containing one or more departments, an individual Director may authorize keys or fobs for their own department and/or an external door key for that building.
- 2.13 Keys and fobs will only be issued to staff who have completed their probationary period and with the authorization of the requesting authority. Some exceptions apply to staff who require access, as determined by the Manager/Director, and these will be subject to the temporary issuance procedures.
- 2.14 Keys and fobs are only authorized for the duration of employment. All keys and fobs issued to staff are to be returned at the end of their employment to the Access Control Officer.
- 2.15 Key/fob issuance should be kept to the absolute minimum. Individual or departmental key(s) and fobs will only be issued if there is a "real" and "continuing" need.
- 2.16 Departments may arrange for keys/fobs to be signed out on a temporary basis from Access Control Officer.
- 2.17 In specific situations and upon approval of a Director or Manager Keys/fobs may be signed out to staff or contractors without written authorization at the access control office on a "same day" basis. Keys/fobs issued in this manner are meant to satisfy those needs which are not "real and continuing". The Director or Manager providing the authorizing the approval will be responsible for the return of the key or fob at the end of the day.

### **3. Facility Keys and Fobs**

- 3.1 Keys will be issued by the staff designated as Access Control Officer.
- 3.2 Fobs will be issued by the Information Technologies Manager or designate.
- 3.3 A data base will be maintained by Access Control Officer indicating a listing of employees and Council members as well as the identified keys and fobs assigned to those persons.

### **4. Security**

- 4.1 MASTER keys are only issued to authorized personnel and can only be duplicated with authorization of the Access Control Officer and the Chief Administrative Officer.
- 4.2 Keys and fobs shall be secured within the Civic Centre with a lockable metal key box and a record kept of the use of keys and fobs. These records become subject to the records retention policy and bylaw of the Town.
- 4.3 The number and use of departmental key/fob holdings shall be subject to periodic audits by the Safety Officer and a record maintained of keys/fobs to ensure they comply with this policy.
- 4.4 When a key holder changes office, department or facility, all previously authorized keys/fobs must be accounted for and returned prior to new keys/fobs being issued. No

employee to employee transfer of keys/fobs will be allowed nor are employees allowed to lend keys to one another.

4.5 Where any fob activated doors exist, a periodical safety and security audit will be conducted by the Safety Officer and/or be programmed to limit access to best meet the needs of the Town.

4.6 Disciplinary action may result from unauthorized possession, lending, or duplicating any keys or fobs or any other breach of this policy and procedure.

## **5. Lost Keys/fobs**

5.1 An employee assigned a key and /or fob accepts the direct responsibility of the key/fob and must ensure it remains in his/her possession.

5.2 Lost keys/fobs shall be reported to the Access Control Officer and Supervisor immediately, as it may be necessary to re-key lock(s) to maintain the necessary level of security.

5.3 Broken keys and unintentionally decommissioned fobs will be replaced at no cost.

5.4 Only one key/fob to any given access point will be issued to any individual. All key/fob requests are checked and if an identical key/fob has already been issued, a second key/fob will be refused pending the loss report and a subsequent investigation to assess the threat of the missing key/fob.

5.5 Should a key/fob be authorized for reissue/replacement, the individual will be required to pay for the current date value + GST of the replacement key/fob.

5.6 As per the Key/Fob Authorization Form, that portion of key/fob cost + GST may be deducted from any final pay owing until such time that the key and/or fob is returned. All keys and fobs assigned to the employee are expected to be returned at the end of employment.

5.7 If a key/fob remains lost, and re-keying is required, the cost of re-keying will be paid for by the Town as an Administrative cost.

5.8 Master keys and semi master keys provide access to all areas of multiple areas and the loss of any such keys will require the re-keying of one or more facilities. Matters involving these types of losses will be reviewed by the CAO with action at his or her discretion.

## **6. Malfunctioning system**

6.1 Designated employees will be provided a listing of staff members, as well as outside agencies along with the corresponding contact numbers in sequence that will be utilized in the event of a malfunction of any component of the security system or in the event of a power failure. This listing will also be made available for ease of access in the event that a failure occurs during after-hours.

## **7. End of Procedure**

### **Approval**

  
**Chief Administrative Officer**  
**Date**

## APPENDIX "A"

Key Listing  
Current as at 2016 09 27

Number	Use
115	Grand Master Key
116	Admin Key – Civic Centre
117	Community Services/Facilities
118	Municipal Services/Public Works
119	Council
156	Library
206	All Star Park
230	Arena Meeting Rooms
231	Ag. Society
232	Multiplex Minor Hockey Office
266	Server Room – Civic Centre
294	Directors Municipal Master
296	Librarian Master
302	Vault
303	Cheemo Access
304	Cheemo Rental Access
309	Library Staff
320	Little Star
359	Food Bank
390	Multiplex Concession
398	Community Hall
440	Blackfalds Fire Department





TOWN OF BLACKFALDS  
Key/Fob Authorization Form

Access Control – Initial Issue

Initial Issue

Key # \_\_\_\_\_ Date of Issue \_\_\_\_\_  
Fob Serial # \_\_\_\_\_ Date of Issue \_\_\_\_\_

I hereby acknowledge that, upon receipt of the initial key and/or fob, that it is at no cost to me and I accept the rights and responsibilities for its custody and use.

Staff Name \_\_\_\_\_ Supervisor/Director \_\_\_\_\_  
Signature \_\_\_\_\_ Authorizing Signature \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_  
Access Control Officer \_\_\_\_\_ Signature \_\_\_\_\_

Replacement/Reissue Detail

Loss Report: briefly and accurately describe the details relative to any lost or broken keys and fobs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and Time of the incident? \_\_\_\_\_ When was this reported? \_\_\_\_\_  
Was this witnessed? \_\_\_\_\_ If yes, was designated staff notified? \_\_\_\_\_

Replacement/Reissue

Key # \_\_\_\_\_ Date of re-issue \_\_\_\_\_  
Fob Serial # \_\_\_\_\_ Date of re-issue \_\_\_\_\_  
Staff Name \_\_\_\_\_ Supervisor/Director \_\_\_\_\_  
Signature \_\_\_\_\_ Authorizing Signature \_\_\_\_\_  
Access Control Officer \_\_\_\_\_ Signature \_\_\_\_\_

I understand that if a replacement is required, a replacement value will be incurred by me upon determination of circumstances and in accordance with the 'Municipal Facility Access Control Policy 125/16'. I also understand and agree that, upon my resignation/termination, to return the key and/or fob and understand that if I don't, I will be charged \_\_\_\_\_ for the key and/or fob which will be deducted off any final pay owing to me.

Internal Transfer/Promotion or Resignation/Termination Detail

Return

Key # \_\_\_\_\_ Date of return \_\_\_\_\_  
Fob Serial # \_\_\_\_\_ Date of return \_\_\_\_\_  
Staff Name \_\_\_\_\_ Supervisor/Director \_\_\_\_\_  
Signature \_\_\_\_\_ Authorizing Signature \_\_\_\_\_  
Access Control Officer \_\_\_\_\_ Signature \_\_\_\_\_

This form is in accordance with the Employment Standards Code Part 2 Standards Division 1 Paying Earnings Section 12 Deductions from earnings and may contain personal information collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). Personal information is collected under the authority of the Municipal Government Act (MGA) and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP), and will be protected under Part 2 of the FOIP Act. The personal information collected on this form will be used solely for the issuance and recall of keys and fobs for access control at Town of Blackfalds facilities. Questions regarding the collection and use of personal information may be directed to the Town of Blackfalds FOIP Coordinator at 403.885.6248.

## MUNICIPAL FACILITY ACCESS CONTROL

POLICY NO.:	AP-073.25
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 5 years or as required

### 1. POLICY PURPOSE

- 1.1 To guide Employees of the Town of Blackfalds on the issuance and accountability of all Building keys and fobs assigned to them.

### 2. POLICY STATEMENT

- 2.1 To provide a Policy for the issuance and accountability of all keys and fobs which control access to municipal Buildings and their contents for Employees of the municipality.

### 3. DEFINITIONS

- 3.1 **“Access Control Officer”** refers to the Employee designated to issue and maintain all the keys on behalf of the Town as part of their prescribed duties and will maintain the Key Listing (Appendix A)
- 3.2 **“Assigned”** refers to the issuance of a key or fob to an individual.
- 3.3 **“Buildings”** are classified as Public Facilities or other.
- 3.4 **“Chief Administrative Officer”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.5 **“Continuing”** refers to the need to have access on a regular and frequent basis.
- 3.6 **“Contractor or Service Provider”** refers to the persons or company that undertakes a contract to provide materials or labour to perform a service or a job.
- 3.7 **“Employee”** as defined in S. (d.1)(k) of the *Alberta Employment Standards Code* means an individual employed to do work who receives or is entitled to wages and includes a former Employee, but does not include an individual who is a member of a class of individuals excluded by the regulations/

- 3.8 **“Fob”** refers to the small hardware device or security token, with built in authentication mechanisms issued to Employees and authorized persons to use at authorized Fob access points.
- 3.9 **“Master Key”** refers to the primary access point keys assigned and stored in accordance with this Policy.
- 3.10 **“Key”** refers to either traditional metal keys, smart cards, or any combination or electronic means of access.
- 3.11 **“Real”** means a need exists to hold a key.
- 3.12 **“Town”** means the municipality of the Town of Blackfalds.

#### **4. SCOPE**

- 4.1 This Policy applies to all Town of Blackfalds Employees.

#### **5. AUTHORITY AND RESPONSIBILITIES**

- 5.1 Chief Administrative Officer to:
  - 5.1.1 Approve this Policy.
  - 5.1.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2 Director of the Department to:
  - 5.2.1 Ensure implementation of this Policy.
  - 5.2.2 Make recommendations to the Chief Administrative Officer of necessary policy amendments.
- 5.3 Manager to:
  - 5.3.1 Understand and adhere to this Policy.
  - 5.3.2 Ensure employees are aware of this Policy.
- 5.4 All Employees to:
  - 5.4.1 Understand and adhere to this Policy.

## **6. POLICY PARTICULARS**

### **6.1 General**

- 6.1.1 The Community Services Department designated Employee will act as the Access Control Officer to issue keys and fobs as per the Key/Fob Authorization Form (Appendix B).
- 6.1.2 The Corporate Services Department, through the Information Services Division will be responsible for the distribution and utilization of Fobs or all exterior access points in all Town owned facilities as well as interior passages that are required to be secure.
- 6.1.3 The door security alarm system employed at specific access points within the Civic Centre will be monitored and maintained by the Information Services Division. All new Employees will be provided instruction on arming and disarming the security alarm system as part of the New Employee Orientation process.
- 6.1.4 A master listing of positions and Employee assignment shall be maintained on a database and maintained in both hard copy and electronically.
- 6.1.5 The Community Services Department, through assigned facility maintenance staff will be responsible for the repair and maintenance of the building access system.
- 6.1.6 Contracted service performed on facility access components including doors, locksets, and other related components will be carried out by reputable, bonded agencies specializing in such work.
- 6.1.7 A Town Employee will be in attendance and observe all work carried out on door security hardware performed by a contracted agency.
- 6.1.8 All designated exterior doors to Buildings are opened and secured in accordance with security procedures and in accordance with this Policy.
- 6.1.9 Directors/Managers shall provide in writing to the Health and Safety Advisor and Facility Manager, a schedule of building hours for each department's facilities by September 1<sup>st</sup> of each year.
- 6.1.10 Directors/Managers shall convey in writing to the Health and Safety Advisor, Access Control Officer, IT Manager and HR, any changes in staff assigned to that facility, as soon as known.

- 6.1.11 Directors/Managers will ensure compliance of this Policy with any occupying tenants under a contracted term lease.
  - 6.1.12 Keys and Fobs will be issued during the New Employee Orientation process following receipt of a "Key/Fob Authorization Form" attached as Appendix B. This form must be signed by the Employee being provided the Key and/or Fob and it must be authorized and signed off by the Director responsible for the area requested. In Buildings containing one or more departments, an individual Director may authorize Keys or Fobs for their own department and/or an external door key for that Building.
  - 6.1.13 Keys and Fobs will only be issued to Employees who have completed their probationary period and with the authorization of the requesting authority. Some exceptions apply to staff who require access, as determined by the Director/Manager, and these will be subject to the temporary issuance procedures.
  - 6.1.14 Keys and Fobs are only authorized for the duration of employment. All Keys and Fobs issued to Employees are to be returned at the end of their employment to the Access Control Officer.
  - 6.1.15 Key/Fob issuance should be kept to the absolute minimum. Individual or departmental Keys and Fobs will only be issued if there is a real and continuing need.
  - 6.1.16 Departments may arrange for Keys/Fobs to be signed out on a temporary basis from the Access Control Officer.
  - 6.1.17 In specific situations and upon approval of a Director or Manager Keys/Fobs may be signed out to Employees or contractors without written authorization at the access control office on a "same day" basis. Keys/Fobs issued in this manner are meant to satisfy those needs which are not Real and Continuing. The Director or Manager authorizing the approval will be responsible for the return of the Key or Fob at the end of the day.
- 6.2 Facility Keys and Fobs
- 6.2.1 Keys will be issued by the designated Access Control Officer.
  - 6.2.2 Keys will be issued by the designated Access Control Officer.
  - 6.2.3 Fobs will be issued by the Information Technology Manager or designate.



- 6.2.4 A database will be maintained by the Access Control Officer indicating a listing of Employees and Council members as well as identified Keys and Fobs assigned to the individual.

### 6.3 Security

- 6.3.1 Master Keys are only issued to authorized personnel and can only be duplicated with authorization of the Access Control Officer and the Chief Administrative Officer.
- 6.3.2 Keys and Fobs shall be secured within the Civic Centre in a lockable metal box and a record of all Keys and Fobs issued.
- 6.3.3 The number and use of departmental Key/Fob holdings shall be subject to periodic audits and a record maintained of Keys/Fobs to ensure compliance with this Policy.
- 6.3.4 When a Key holder changes office, department or facility, all previously authorized Keys/Fobs must be accounted for and returned prior to new Keys/Fobs being issued. No Employee-to-Employee transfer of Keys/Fobs will be permitted nor are Employees allowed to lend Keys to one another.
- 6.3.5 Where any Fob activated doors exist, a periodical safety and security audit will be conducted and/or programmed to limit access to best meet the needs of the Town.
- 6.3.6 Disciplinary action may result from unauthorized possession, lending, or duplicating any Keys or Fobs or any other breach of this Policy.

### 6.4 Lost Keys/Fobs

- 6.4.1 An Employee assigned a Key and/or Fob accepts the direct responsibility of the Key/Fob and must ensure it remains in their possession.
- 6.4.2 Lost Keys/Fobs will be reported to the Access Control Officer and Supervisor immediately, as it may be necessary to re-key locks to maintain the necessary level of security.
- 6.4.3 Broken Keys and unintentionally decommissioned Fobs will be replaced at no cost.

- 6.4.4 Only one Key/Fob to any given access point will be issued to any Employee. All Key/Fob requests are checked and if an identical Key/Fob has already been issued, a second Key/Fob will be refused pending the loss report and a subsequent investigation to access the threat of the missing Key/Fob.
- 6.4.5 Should a Key/Fob be authorized for reissue/replacement, the Employee will be required to pay for the current date value and GST of the replacement Key/Fob.
- 6.4.6 As per the Key/Fob Authorization Form, that portion of the Key/Fob cost plus GST may be decurted from any final pay owing until such time that the Key and/or Fob is returned. All Keys and Fobs assigned to the Employee are expected to be returned at the end of employment.
- 6.4.7 If a Key/Fob remains lost, and re-keying is required, the cost of re-keying will be paid for by the Town as an administrative cost.
- 6.4.8 Master Keys and semi-Master Keys provide access to all areas of multiple areas and the loss of any such Keys will require the re-keying of one or more facilities. Matters involving these types of losses will be reviewed by the CAO with action at their discretion.

## 6.5 Malfunctioning System

- 6.5.1 Designated Employees will be provided a listing of staff members, as well as outside agencies with the corresponding contact numbers in sequence that will be utilized in the event of a malfunction of any component of the security system or in the event of a power failure. This listing will also be made available for ease of access in the event that a failure occurring during after-hours.

## 7. EXCLUSIONS

None

## 8. SPECIAL SITUATIONS

None

## 9. RELATED DOCUMENTS

- 9.1 Key Listing (Appendix A)
- 9.2 Key/Fob Authorization Form (Appendix B)

**10. END OF POLICY AND APPROVAL***Kim Isaak*\_\_\_\_\_  
Chief Administrative Officer

Mar 6, 2025

\_\_\_\_\_  
Date**POLICY RECORD HISTORY**

Date Approved/Revised:	Approved/Reviewed By:	Title: